AGENDA | REGULAR TOWN COUNCIL MEETING

Tuesday, September 09, 2025 at 6:00 PM
Council Chambers - Apex Town Hall, 73 Hunter Street
The meeting will adjourn when all business is concluded or 10:00 PM, whichever comes first

Governing Body and Town Senior Executive Leadership

Mayor: Jacques K. Gilbert | Mayor Pro-Tempore: Audra Killingworth
Council Members: Audra Killingsworth; Brett D. Gantt; Terry Mahaffey; Arno Zegerman
Town Manager: Randal E. Vosburg
Deputy Town Manager: Shawn Purvis
Assistant Town Managers: Demetria John and Marty Stone
Town Clerk: Allen L. Coleman | Town Attorney: Laurie L. Hohe

COMMENCEMENT

Call to Order | Invocation | Pledge of Allegiance

CONSENT AGENDA

All Consent Agenda items are considered routine, to be enacted by one motion with the adoption of the Consent Agenda, and without discussion. If a Council Member requests discussion of an item, the item may be removed from the Consent Agenda and considered separately. The Mayor will present the Consent Agenda to be set prior to taking action on the following items:

CN1 Agreement - American Road Conservation, LLC - Street Sweeping Services - through June 30, 2026

John Mullis, Director, Public Works Department

CN2 Agreement - North Carolina Department of Transportation (NCDOT) - For Entry Agreement to Replace Stormwater Culvert Across Olive Chapel Road

Marty Stone, Assistant Town Manager – Development and Operations, Town Manager's Office

CN3 Agreement Amendment Ratification - Hobbs Architects, P.A. - Additional Construction Required at Mason Street Municipal Building

Daniel Edwards, Senior Capital Projects Manager, Town Manager's Office

CN4 Annexation No. 806 - Jessie Drive Industrial - 51.822 acres (w-Rezoning Case No. 25CZ09)

Allen Coleman, Town Clerk

CN5 Budget Ordinance Amendment No. 3 - Cemetery Niche Plates, Data Mining and Services, Eva Perry Library Repairs, and General Debt Service Correction

Jessica Hoffman, Interim Director, Budget and Performance Management Department

CN6 Council Meeting Minutes – Various

Allen Coleman, Town Clerk

CN7 Encroachment Agreement – 1167 Rothwood Way, Lot 16

Chris Johnson, P.E., MPA, Director, Transportation and Infrastructure Development Dept.

CN8 Memorandum of Understanding (MOU) between the Town of Apex, Town of Cary, and Town of Holly Springs – Engineering Studies to Evaluate the Feasibility of Supporting Additional Wastewater Capacity Needs for Apex and Holly Springs at the Western Wake Regional Water Reclamation Facility (WWRWRF)

Johnathan K. Jacobs, P.E., CFM, Assistant Director, Water Resources Department

CN9 Parks, Recreation, and Cultural Resources Program and Rental Pricing Policy Adoption – Effective July 1, 2026

David Wood, Assistant Director, Parks, Recreation, and Cult. Resources Department

CN10 Tax Report – July 2025

Allen Coleman, Town Clerk

CN11 Unified Development Ordinance (UDO) Amendments – August 2025 – Statement

Bruce Venable, Planner II, Planning Department

UPDATES BY TOWN MANAGER

TM1 Utility Billing Monthly Update - September 2025

Randy Vosburg, Town Manager

REGULAR MEETING AGENDA

Mayor Gilbert will call for additional Agenda items from Council or Staff and set the Regular Meeting Agenda prior to Council actions.

PRESENTATIONS

PR1 Girl Scout Troop 619 - Silver Award Recognition

Mayor Jacques K. Gilbert

PR2 Proclamation - Hispanic Heritage Month 2025 - Monday, September 15, 2025 through Wednesday, October 15, 2025

Mayor Jacques K. Gilbert

PR3 Proclamation - Italian American Heritage Month 2025 - October 2025

Mayor Jacques K. Gilbert

PR4 Proclamation - Patriot Day 2025 - Thursday, September 11, 2025

Mayor Jacques K. Gilbert

PR5 Resolution and Agreement - Adopt-A-Unit Program - Partnership between Town of Apex and 101st Airborne Division Unit of the Army

Ryan Johansen, Chief of Police, Apex Police Department

PR6 Wake Technical Community College - Apex Site Update

Matt Smith, Vice-President of Development and Strategic Partnerships, Wake Technical Community College (WTCC)

PUBLIC FORUM

Public Forum allows the public an opportunity to address the Town Council. The speaker is requested not to address items that appear as Public Hearings scheduled on the Regular Agenda. The Mayor will recognize those who would like to speak at the appropriate time. Large groups are asked to select a representative to speak for the entire group. Comments must be limited to 3 minutes to allow others the opportunity to speak.

PUBLIC HEARINGS – *None Scheduled*

NEW BUSINESS

NB1 Apex Community Land Trust Establishment

Marla Newman, Director, Community Development and Neighborhood Connections Dept.

NB2 Façade Grant Program – Pre-Authorization Step for Tier 3, La Farm Submittal, and Scratch Submittal

Dianne Khin, Director, Planning Department

NB3 Appointments – Culture and Arts Advisory Board (CAAB)

Allen Coleman, Town Clerk

NB4 Appointments – Environmental Advisory Board (EAB)

Allen Coleman, Town Clerk

NB5 Appointments – Multimodal Transportation Advisory Board (MTAB)

Allen Coleman, Town Clerk

NB6 Appointments – Planning Board (PB)

Allen Coleman, Town Clerk

NB7 Appointments – Planning Board (PB) – Chair and Vice-Chair

Allen Coleman, Town Clerk

NB8 Appointments – Board of Adjustment (BOA)

Allen Coleman, Town Clerk

NB9 Appointments – Board of Adjustment (BOA) – Chair and Vice-Chair

Allen Coleman, Town Clerk

CLOSED SESSION

Council will enter into closed session pursuant to:

CS1 Laurie Hohe, Town Attorney

NCGS §143-318.11(a)(3):

"To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body".

ADJOURNMENT

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): John Mullis, Director

Department(s): Public Works

Requested Motion

Motion to approve a Standard Services Agreement between the Town of Apex and American Road Conservation, LLC, for street sweeping and related services, effective July 1, 2025 through June 30, 2026, and authorize the Town Manager to execute the agreement on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Town of Apex contracts street sweeping and related services with American Road Conservation, LLC. This service is a requirement of our National Pollutant Discharge Elimination System (NPDES) Stormwater permit. To comply with North Carolina Local Government Commission (LGC) pre-audit requirements, final approval requires action by the Town Council.

The Legal Department has reviewed, approved, and the vendor has approved/accepted the terms as proposed by the Town.

The cost for services in FY2025 was $146,745 and is proposed to remain the same rate in FY 2026.

Attachments

- CN1-A1: Agreement – SSA American Road Conservation LLC – FY2026
- CN1-A2: CONT-2024-229 – Fully Executed SSA American Conservation LLC – FY 2025

STATE OF NORTH CAROLINA
COUNTY OF WAKE **STANDARD SERVICES AGREEMENT**

THIS STANDARD SERVICES AGREEMENT (hereinafter "Agreement") is entered into this [empty signing timestamp] between, American Road Conservation, LLC , a North Carolina limited liability company with its principal business offices located at 402 Mayodan Dr, Cary, NC 27511 (the "Contractor"), and the Town of Apex, a municipal corporation of the State of North Carolina, (the "Town"). Town and Contractor may collectively be referred to as "Parties" hereinafter.

WITNESSETH:

The Town and the Contractor, for the consideration stated herein, agree as follows:

1. **SCOPE OF SERVICES.**

The Contractor agrees to perform for the Town the following services:

Services shall be performed at the times and locations and to the standards described below and throughout this Agreement:

1. Downtown Area as shown of Attachment A: ONCE EVERY TWO WEEKS.
2. Town Parking Lots as shown of Attachment B: ONCE EVERY MONTH.
3. Main Thoroughfares as shown on Attachment C: ONCE EVERY MONTH.
4. Town and NCDOT streets in Swift/Williams Creek watershed as identified on the attached map (Attachment D): ONCE EVERY MONTH.
5. All other Town and NCDOT streets (Attachment E): ONCE EVERY 3 MONTHS.
6. Emergency Call Outs: AS NEEDED.
7. Winter Weather Clean-Up: AS NEEDED.
8. Special Events: AS NEEDED.
9. All cost associated with the proper disposal of sweepings shall be the responsibility of the Contractor. No storage on Town property is available. All Federal, State, and local requirements regarding the proper disposal of street sweepings must be followed.
10. The Contractor shall provide monthly monitoring reports documenting the following: Sweeping date, area swept (i.e. downtown area, Town Parking lots, Town and NCDOT streets, Town and NCDOT streets in the Swift/Williams Creek watershed, and main thoroughfares), tons collected, and mixture ratio of sediment, yard waste, and trash. Monthly reports are to be submitted electronically by the 15th of every month to the representative identified in Section 14 of this Agreement. Failure to consistently submit timely reports may result in termination of the Agreement. The Contractor must be able to accurately account for the total street sweepings collected from the Swift/Williams Creek watershed separately from all other portions of the Town. The extent of the Swift/Williams Creek watershed is identified on the Town Street Sweeping map

(Attachment A).

11. The Contractor will notify the Town environmental Programs Manager or designee in advance of instituting all work schedules associated with the services to be performed pursuant to the Agreement.

12. The Contractor shall use street sweeping equipment equipped with a water spray system for dust control.

13. The Town will provide water for sweeping services. Bulk water will be available at the Apex Public Works and Utilities Department located at 105 Upchurch Street, Apex, NC during normal working hours (7:30am to 4:30pm M-F).

14. The Contractor shall create and submit to the Town Environmental Programs Manager or designee a sweeping route and schedule for approval. Once approved by the Town, the Contractor will not deviate from the schedule without prior approval. The Town at its sole discretion may increase or decrease sweeping frequency or alter the sweeping schedule as it deems necessary.

15. For safety purposes and to the maximum extend practicable, no street sweeping will be performed in residential areas on the same day as garbage, recycling or yard waste collection.

16. The Contractor shall be responsible for repairing any damage to streets, parking lots, curb and gutter, sidewalks, mailboxes, utilities, or other property that results from or is caused by from sweeping activities.

17. The Contractor shall be responsible for complying with all legal requirements to ensure employees maintain valid licenses and insurance requirements.

In the event of a conflict between the terms of the attached Scope of Services and this Agreement, this Agreement shall control.

2. SPECIFICATIONS.

Contractor shall provide services in accordance with all governing agency regulations and shall be held to the same standard and shall exercise the same degree of care, skill and judgment in the performance of services for Town as is ordinarily provided by a similar professional under the same or similar circumstances at the time in North Carolina. Upon request by the Town, Contractor will provide plans and specifications prior to engaging in any services under this Agreement. Contractor hereby acknowledges that it is fully licensed to perform the work contemplated by this Agreement. In the event of a conflict between any provided plans and specifications and this Agreement, this Agreement shall control.

3. TIME OF COMMENCEMENT AND COMPLETION.

Contractor shall commence the work required in this Agreement no more than **2** days after the date of execution of this Agreement, and the Contractor shall complete entire work no later than **June 30th, 2026** . If a Scope of Services is provided Contractor shall also comply with all timelines and deadlines documented in the Scope of Services. If Contractor has not satisfactorily commenced or completed the work within the times specified, the Town may declare such delay a material breach of contract and may pursue all available

legal and equitable remedies. Any changes to the schedule(s) provided in the Agreement must be agreed to in writing by the Town and the Contractor.

4. CONSIDERATION AND PAYMENT OF SERVICES.

In consideration of the above services, the Town will pay the Contractor **the total sum of $146,745.00 less any amount for services not performed** to be paid according to the following schedule: **30 days** from receipt of invoice. Town has the right to require the Contractor to produce for inspection all of Contractor's records and charges to verify the accuracy of all invoices. Town shall pay Contractor's invoices at times set forth above unless a bona fide dispute exists between Town and Contractor concerning the accuracy of said invoice or the services covered thereby.

5. INDEMNIFICATION.

To the extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Apex, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, suits or losses, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Town of Apex, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Contractor.

6. APPLICABILITY OF LAWS AND REGULATIONS.

The Contractor shall adhere to all laws, ordinances, and regulations of the United States, the State of North Carolina, the County of Wake, and the Town of Apex in the performance of the services outlined in this Agreement and any attached specifications.

This Agreement shall be governed by the laws of the State of North Carolina. Any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or nonperformance of, this Agreement shall be brought in the General Court of Justice of North Carolina sitting in Wake County, North Carolina, or the United States District Court sitting in Wake County, North Carolina, and it is agreed by the Parties that no other court shall have jurisdiction or venue with respect to such suits or actions.

7. E-VERIFY COMPLIANCE.

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Contractor shall require all of the Contractor's subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).

8. ANTI-HUMAN TRAFFICKING.

The Contractor warrants and agrees that no labor supplied by the Contractor or the Contractor's subcontractors in the performance of this Agreement shall be obtained by means of deception, coercion,

intimidation or force, or otherwise in violation of North Carolina law, specifically Article 10A, Subchapter 3 of Chapter 14 of the North Carolina General Statutes, Human Trafficking.

9. QUALITY AND WORKMANSHIP.

All work shall be performed to the satisfaction of the Town. The work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the services provided.

10. INSURANCE.

The Contractor shall maintain valid general liability insurance in the minimum amount of $1,000,000, commercial automobile liability insurance in the minimum amount of $2,000,000, and provide certificates of such insurance naming the Town of Apex as an additional insured by endorsement to the policies. If the policy has a blanket additional insured provision, the contractor's insurance shall be primary and non-contributory to other insurance. Additionally, the contractor shall maintain and show proof of workers' compensation and employer's liability insurance in the minimum amount of $1,000,000. The Contractor shall provide notice of cancellation, non-renewal or material change in coverage to the Town of Apex within 10 days of their receipt of notice from the insurance company. All required certificates of insurance, endorsements, and blanket additional insured policy provisions are attached and considered part of this document. Notwithstanding the foregoing, neither the requirement of Contractor to have sufficient insurance nor the requirement that Town is named as an additional insured, shall constitute waiver of the Town's governmental immunity in any respect, under North Carolina law.

11. PRE-PROJECT SAFETY REVIEW MEETING.

When specified by the Safety and Risk Manager, the Contractor shall attend a pre-project safety review meeting with the contacting Department Head and Supervisors and Safety and Risk Manager prior to the start of work.

12. DEFAULT.

In the event of substantial failure by Contractor to perform in accordance with the terms of this Agreement, Town shall have the right to terminate Contractor upon seven (7) days written notice in which event Contractor shall have neither the obligation nor the right to perform further services under this Agreement.

13. TERMINATION FOR CONVENIENCE.

Town shall have the right to terminate this Agreement for the Town's convenience upon thirty (30) days written notice to Contractor. Contractor shall terminate performance of services on a schedule acceptable to the Town. In the event of termination for convenience, the Town shall pay Contractor for all services satisfactorily performed.

14. NOTICE.

Any formal notice, demand, or request required by or made in connection with this Agreement shall be deemed properly made if delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

TO CONTRACTOR:
American Road Conservation, LLC
314 N Dixon Ave
Cary, NC, 27513
Office@ncroadservices.com

TO TOWN: Town of Apex
Attn: Warren Griffis
Department: Public Works
PO Box 250
Apex, NC 27502
Warren.Griffis@apexnc.org
Invoices: Apex.Invoices@apexnc.org

15. DELAY BEYOND THE CONTROL OF THE PARTIES.

Neither Contractor nor Town, having taken commercially reasonable precautions, shall be in default of the provisions of this Agreement for delays in performance due to forces beyond the control of the parties. "Forces beyond the control of the parties" shall mean, but is not limited to, delay caused by natural disaster, fire, flood, earthquakes, storms, lightning, epidemic, pandemic, war, riot, civil disobedience, or other event reasonably outside of the parties' control. Due to the ever-changing circumstances surrounding the COVID-19 pandemic, situations may arise during the performance of this Agreement that affect availability of resources and staff of Contractor or the Town. There could be changes in anticipated performance times and service costs. Contractor will exercise reasonable efforts to overcome the challenges presented by current circumstances. In the event of changes in performance times or service costs caused by the COVID-19 pandemic the Town reserves the right to terminate this Agreement in accordance with its terms. The Parties agree that they shall not be liable to each other for any delays, expenses, losses, or damages of any kind arising out of the impact of the COVID-19 pandemic.

16. NONWAIVER FOR BREACH.

No breach or non-performance of any term of this Agreement shall be deemed to be waived by either party unless said breach or non-performance is waived in writing and signed by the parties. No waiver of any breach or non-performance under this Agreement shall be deemed to constitute a waiver of any subsequent breach or non-performance and for any such breach or non-performance each party shall be relegated to such remedies as provided by law.

17. CONSTRUCTION.

Should any portion of this Agreement require judicial interpretation, it is agreed that the Court or Tribunal construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against any one party by reason of the rule of construction that a document is to be more strictly construed against the party who prepared the documents

18. NO REPRESENTATIONS.

The parties hereby warrant that no representations about the nature or extent of any claims, demands, damages, or rights that they have, or may have, against one another have been made to them, or to anyone acting on their behalf, to induce them to execute this Agreement, and they rely on no such representations; that they have fully read and understood this Agreement before signing their names; and that they act voluntarily and with full advice of counsel.

19. SEVERABILITY.

In the event for any reason that any provision or portion of this Agreement shall be found to be void or invalid, then such provision or portion shall be deemed to be severable from the remaining provisions or portions of this Agreement, and it shall not affect the validity of the remaining portions, which portions shall be given full effect as if the void or invalid provision or portion had not been included herein.

20. COUNTERPARTS.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument.

21. MODIFICATION.

This Agreement contains the full understanding of the parties. Any modifications or addendums to this Agreement must be in writing and executed with the same formality as this Agreement.

22. BINDING EFFECT.

The terms of this Agreement shall be binding upon the parties' heirs, successors, and assigns.

23. ASSIGNMENT.

Contractor shall not assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the Town. Nothing contained in this paragraph shall prevent Contractor from employing such independent consultants, associates, and sub-contractors as it may deem appropriate to assist Contractor in the performance of services rendered.

24. INDEPENDENT CONTRACTOR.

Contractor is an independent contractor and shall undertake performance of the services pursuant to the terms of this Agreement as an independent contractor. Contractor shall be wholly responsible for the methods, means and techniques of performance.

25. NON-APPROPRIATION.

Notwithstanding any other provisions of this Agreement, the parties agree that payments due hereunder from

the Town are from appropriations and monies from the Town Council and any other governmental entities. In the event sufficient appropriations or monies are not made available to the Town to pay the terms of this Agreement for any fiscal year, this Agreement shall terminate immediately without further obligation of the Town.

26. IRAN DIVESTMENT ACT CERTIFICATION.

N.C.G.S. 147-86.60 prohibits the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina from contracting with any entity that is listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. N.C.G.S. 147-86.59 further requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. As of the date of execution of this Agreement the Contractor hereby certifies that the Contractor is not listed on the Final Divestment List created by the North Carolina State Treasurer and that the Contractor will not utilize any subcontractors found on the Final Divestment List.

27. NONDISCRIMINATION.

Pursuant to Section 3-2 of the Town of Apex Code of Ordinances, Contractor hereby warrants and agrees that Contractor will not discriminate against a protected class in employment, subcontracting practices, or the solicitation or hiring of vendors, suppliers, or commercial customers in connection with this Agreement. For the purposes of this Agreement "protected class" includes age, race, religious belief or non-belief, ethnicity, color, national origin, creed, sex, sexual orientation, gender identity, marital status, natural hair style, genetic information, pregnancy, familial status, disability, veteran or military status, or disabled veteran status.

28. ELECTRONIC SIGNATURE.

Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this Agreement and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The Parties hereby consent to use electronic or digitized signatures in accordance with the Town's Electronic Signature Policy and intend to be bound by the Agreement and any related documents. If electronic signatures are used the Agreement shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals this [empty signing timestamp].

Contractor

X Rick Quinones

American Road Conservation, LLC
Title: Owner
Email: office@ncroadservices.com
Timestamp: Wednesday, August 6th, 2025 5:07 AM UTC

Town of Apex

X

Marty Stone , Assistant Town Manager
Email: marty.stone@apexnc.org
Timestamp: [empty signing timestamp]

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

X

Jessica Rhem , Interim Finance Director
Email: jessica.murphy-rhem@apexnc.org
Timestamp: [empty signing timestamp]

Certificate Of Completion

Envelope Id: 2F46AA5F6D134436B8440A0F68D2BC1F
Status: Completed
Subject: American Road Conservation Contract
Source Envelope:
Document Pages: 16
Signatures: 4
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Steve Maynard
P.O. BOX 250
Apex, NC 27502-0250
Steve.Maynard@apexnc.org
IP Address: 209.112.106.2

Record Tracking

Status: Original
8/14/2024 1:19:56 PM
Holder: Steve Maynard
Steve.Maynard@apexnc.org
Location: DocuSign

Signer Events	Signature	Timestamp
Rick Quinones rick.q@ncroadservices.com Security Level: Email, Account Authentication (None)	DocuSigned by: Rick Quinones 553B26BD4E694BD... Signature Adoption: Pre-selected Style Using IP Address: 172.58.253.154 Signed using mobile	Sent: 8/14/2024 1:27:30 PM Viewed: 8/14/2024 1:30:07 PM Signed: 8/14/2024 1:41:00 PM
Electronic Record and Signature Disclosure: Accepted: 8/14/2024 1:30:07 PM ID: 9e21b594-9b44-4385-8d5e-4a2077cb91b3		
Antwan Morrison Antwan.Morrison@apexnc.org Finance Director Town of Apex Security Level: Email, Account Authentication (None)	DocuSigned by: C1FC1A957C74406... Signature Adoption: Drawn on Device Using IP Address: 96.10.1.162	Sent: 8/14/2024 1:41:02 PM Viewed: 8/14/2024 4:25:06 PM Signed: 8/14/2024 4:25:12 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Randal E. Vosburg Randy.Vosburg@apexnc.org Town Manager Security Level: Email, Account Authentication (None)	DocuSigned by: Randal E. Vosburg 4F2B7C4B5FA3479... Signature Adoption: Pre-selected Style Using IP Address: 96.10.1.162	Sent: 8/15/2024 9:18:32 AM Viewed: 8/20/2024 8:39:38 AM Signed: 8/20/2024 8:39:50 AM
Electronic Record and Signature Disclosure: Accepted: 4/22/2024 2:50:44 PM ID: 7dc2f3d5-45fe-4205-86c5-bc0f9c8d3178		
Allen Coleman allen.coleman@apexnc.org Town of Apex | Attn: Amber Bobbitt Security Level: Email, Account Authentication (None)	DocuSigned by: Allen Coleman C1F21B1AF04C4FF... Signature Adoption: Pre-selected Style Using IP Address: 96.10.1.162	Sent: 8/20/2024 8:39:52 AM Viewed: 8/20/2024 9:58:56 AM Signed: 8/20/2024 9:59:48 AM
Electronic Record and Signature Disclosure: Accepted: 8/20/2024 9:58:56 AM ID: c966d070-b941-4e5e-b5ae-7d9a3e7075ff		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
Marty Stone marty.stone@apexnc.org Security Level: Email, Account Authentication (None)	VIEWED Using IP Address: 96.10.1.162	Sent: 8/14/2024 4:25:16 PM Viewed: 8/15/2024 9:18:31 AM

Electronic Record and Signature Disclosure:
Accepted: 5/30/2024 9:20:16 AM
ID: 59ab2af0-3985-4083-9a17-99ae894f7776

Carbon Copy Events	Status	Timestamp
Allen Coleman allen.coleman@apexnc.org Town of Apex | Attn: Amber Bobbitt Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/14/2024 4:25:15 PM Viewed: 8/20/2024 2:25:52 PM

Electronic Record and Signature Disclosure:
Accepted: 8/20/2024 10:18:49 AM
ID: f26f8643-ccaf-4c99-a5e4-14299ec36a4c

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/14/2024 1:27:30 PM
Certified Delivered	Security Checked	8/20/2024 9:58:56 AM
Signing Complete	Security Checked	8/20/2024 9:59:48 AM
Completed	Security Checked	8/20/2024 9:59:48 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Town of Apex (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Town of Apex:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: troy.salahuddin@apexnc.org

To advise Town of Apex of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at troy.salahuddin@apexnc.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Town of Apex

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to troy.salahuddin@apexnc.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Town of Apex

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to troy.salahuddin@apexnc.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Town of Apex as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Town of Apex during the course of your relationship with Town of Apex.

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STATE OF NORTH CAROLINA **PURCHASE ORDER #** 2025-247
COUNTY OF WAKE **STANDARD SERVICES AGREEMENT**

THIS STANDARD SERVICES AGREEMENT (hereinafter "Agreement") is entered into this 20th day of August, 2024 by and between, American Road Conservation, LLC, a North Carolina Limited Liability Company with its principal business offices located at 402 Mayodan Dr., Cary, NC 27511 (the "Contractor"), and the Town of Apex, a municipal corporation of the State of North Carolina, (the "Town"). Town and Contractor may collectively be referred to as "Parties" hereinafter.

WITNESSETH:

The Town and the Contractor, for the consideration stated herein, agree as follows:

1. SCOPE OF SERVICES.

The Contractor agrees to perform for street sweeping services for the Town: Services shall be performed at the times and locations and to the standards described below and throughout this Agreement:

1. Downtown Area as shown of Attachment A: ONCE EVERY TWO WEEKS.
2. Town Parking Lots as shown of Attachment B: ONCE EVERY MONTH.
3. Main Thoroughfares as shown on Attachment C: ONCE EVERY MONTH.
4. Town and NCDOT streets in Swift/Williams Creek watershed as identified on the attached map (Attachment D): ONCE EVERY MONTH.
5. All other Town and NCDOT streets (Attachment E): ONCE EVERY 3 MONTHS.
6. Emergency Call Outs: AS NEEDED.
7. Winter Weather Clean-Up: AS NEEDED.
8. Special Events: AS NEEDED.
9. All cost associated with the proper disposal of sweepings shall be the responsibility of the Contractor. No storage on Town property is available. All Federal, State, and local requirements regarding the proper disposal of street sweepings must be followed.
10. The Contractor shall provide monthly monitoring reports documenting the following: Sweeping date, area swept (i.e. downtown area, Town Parking lots, Town and NCDOT streets, Town and NCDOT streets in the Swift/Williams Creek watershed, and main thoroughfares), tons collected, and mixture ratio of sediment, yard waste, and trash. Monthly reports are to be submitted electronically by the 15th of every month to the representative identified in Section 14 of this Agreement. Failure to consistently submit timely reports may result in termination of the Agreement. The Contractor must be able to accurately account for the total street sweepings collected from the Swift/Williams Creek watershed separately from all other portions of the Town. The extent of the Swift/Williams Creek watershed is identified on the Town Street Sweeping map (Attachment A).
11. The Contractor will notify the Town environmental Programs Manager or designee in advance of instituting all work schedules associated with the services to be performed pursuant to the Agreement.
12. The Contractor shall use street sweeping equipment equipped with a water spray system for dust control.

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13. The Town will provide water for sweeping services. Bulk water will be available at the Apex Public Works and Utilities Department located at 105 Upchurch Street, Apex, NC during normal working hours (7:30am to 4:30pm M-F).

14. The Contractor shall create and submit to the Town Environmental Programs Manager or designee a sweeping route and schedule for approval. Once approved by the Town, the Contractor will not deviate from the schedule without prior approval. The Town at its sole discretion may increase or decrease sweeping frequency or alter the sweeping schedule as it deems necessary.

15. For safety purposes and to the maximum extend practicable, no street sweeping will be performed in residential areas on the same day as garbage, recycling or yard waste collection.

16. The Contractor shall be responsible for repairing any damage to streets, parking lots, curb and gutter, sidewalks, mailboxes, utilities, or other property that results from or is caused by from sweeping activities.

17. The Contractor shall be responsible for complying with all legal requirements to ensure employees maintain valid licenses and insurance requirements.

In the event of a conflict between the terms of the attached Scope of Services and this Agreement, this Agreement shall control.

2. SPECIFICATIONS.

Contractor shall provide services in accordance with all governing agency regulations and shall be held to the same standard and shall exercise the same degree of care, skill and judgment in the performance of services for Town as is ordinarily provided by a similar professional under the same or similar circumstances at the time in North Carolina. Upon request by the Town, Contractor will provide plans and specifications prior to engaging in any services under this Agreement. Contractor hereby acknowledges that it is fully licensed to perform the work contemplated by this Agreement. In the event of a conflict between any provided plans and specifications and this Agreement, this Agreement shall control.

3. TIME OF COMMENCEMENT AND COMPLETION.

Contractor shall commence the work required in this Agreement no more than 2 days after the date of execution of this Agreement, and the Contractor shall complete entire work no later than 06/30/2025. If a Scope of Services is provided Contractor shall also comply with all timelines and deadlines documented in the Scope of Services. If Contractor has not satisfactorily commenced or completed the work within the times specified, the Town may declare such delay a material breach of contract and may pursue all available legal and equitable remedies. Any changes to the schedule(s) provided in the Agreement must be agreed to in writing by the Town and the Contractor.

4. CONSIDERATION AND PAYMENT OF SERVICES.

In consideration of the above services, the Town will pay the Contractor the total sum of $ 146,745.00 less any amount for services not performed. Contractor will submit invoices monthly which will be paid within 30 days from receipt of invoice. Town has the right to require the Contractor to produce for inspection all of Contractor's records and charges to verify the accuracy of all invoices. Town shall pay Contractor's invoices at times set forth above unless a bona fide dispute exists between Town and Contractor concerning the accuracy of said invoice or the services covered thereby.

5. INDEMNIFICATION.

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To the extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Apex, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, suits or losses, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Town of Apex, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Contractor.

6. APPLICABILITY OF LAWS AND REGULATIONS.

The Contractor shall adhere to all laws, ordinances, and regulations of the United States, the State of North Carolina, the County of Wake, and the Town of Apex in the performance of the services outlined in this Agreement and any attached specifications.

This Agreement shall be governed by the laws of the State of North Carolina. Any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or nonperformance of, this Agreement shall be brought in the General Court of Justice of North Carolina sitting in Wake County, North Carolina, or the United States District Court sitting in Wake County, North Carolina, and it is agreed by the Parties that no other court shall have jurisdiction or venue with respect to such suits or actions.

7. E-VERIFY COMPLIANCE.

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Contractor shall require all of the Contractor's subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).

8. ANTI-HUMAN TRAFFICKING.

The Contractor warrants and agrees that no labor supplied by the Contractor or the Contractor's subcontractors in the performance of this Agreement shall be obtained by means of deception, coercion, intimidation or force, or otherwise in violation of North Carolina law, specifically Article 10A, Subchapter 3 of Chapter 14 of the North Carolina General Statutes, Human Trafficking.

9. QUALITY AND WORKMANSHIP.

All work shall be performed to the satisfaction of the Town. The work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the services provided.

10. INSURANCE.

The Contractor shall maintain valid general liability insurance in the minimum amount of $1,000,000, commercial automobile liability insurance in the minimum amount of $2,000,000, and provide certificates of such insurance naming the Town of Apex as an additional insured by endorsement to the policies. If the policy has a blanket additional insured provision, the contractor's insurance shall be primary and non-contributory to other insurance. Additionally, the contractor shall maintain and show proof of workers' compensation and employer's liability insurance in the minimum amount of $1,000,000. The Contractor shall provide notice of cancellation, non-renewal or material change in coverage to the Town of Apex within 10 days of their receipt of notice from the insurance company. All required certificates of insurance, endorsements, and blanket additional insured policy provisions are attached and considered part of this

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document. Notwithstanding the foregoing, neither the requirement of Contractor to have sufficient insurance nor the requirement that Town is named as an additional insured, shall constitute waiver of the Town's governmental immunity in any respect, under North Carolina law.

11. PRE-PROJECT SAFETY REVIEW MEETING.

When specified by the Safety and Risk Manager, the Contractor shall attend a pre-project safety review meeting with the contacting Department Head and Supervisors and Safety and Risk Manager prior to the start of work.

12. DEFAULT.

In the event of substantial failure by Contractor to perform in accordance with the terms of this Agreement, Town shall have the right to terminate Contractor upon seven (7) days written notice in which event Contractor shall have neither the obligation nor the right to perform further services under this Agreement.

13. TERMINATION FOR CONVENIENCE.

Town shall have the right to terminate this Agreement for the Town's convenience upon thirty (30) days written notice to Contractor. Contractor shall terminate performance of services on a schedule acceptable to the Town. In the event of termination for convenience, the Town shall pay Contractor for all services satisfactorily performed.

14. NOTICE.

Any formal notice, demand, or request required by or made in connection with this Agreement shall be deemed properly made if delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

TO CONTRACTOR:
American Road Conservation, LLC
314 N Dixon Ave
Cary, NC 27513
Office@ncroadservices.com

TO TOWN: Town of Apex
Attention: Warren Griffis
PO Box 250
Apex, NC 27502
Warren.griffisl@apexnc.org

15. DELAY BEYOND THE CONTROL OF THE PARTIES.

Neither Contractor nor Town, having taken commercially reasonable precautions, shall be in default of the provisions of this Agreement for delays in performance due to forces beyond the control of the parties. "Forces beyond the control of the parties" shall mean, but is not limited to, delay caused by natural disaster, fire, flood, earthquakes, storms, lightning, epidemic, pandemic, war, riot, civil disobedience, or other event reasonably outside of the parties' control. Due to the ever-changing circumstances surrounding the COVID-19 pandemic, situations may arise during the performance of this Agreement that affect availability of resources and staff of Contractor or the Town. There could be changes in anticipated performance times and service costs. Contractor will exercise reasonable efforts to overcome the challenges presented by current circumstances. In the event of changes in performance times or service costs caused by the COVID-19 pandemic the Town reserves the right to terminate this Agreement in accordance with its terms. The Parties agree that they shall not be liable to each other for any delays, expenses, losses, or damages of any kind arising out of the impact of the COVID-19 pandemic.

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16. NONWAIVER FOR BREACH.

No breach or non-performance of any term of this Agreement shall be deemed to be waived by either party unless said breach or non-performance is waived in writing and signed by the parties. No waiver of any breach or non-performance under this Agreement shall be deemed to constitute a waiver of any subsequent breach or non-performance and for any such breach or non-performance each party shall be relegated to such remedies as provided by law.

17. CONSTRUCTION.

Should any portion of this Agreement require judicial interpretation, it is agreed that the Court or Tribunal construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against any one party by reason of the rule of construction that a document is to be more strictly construed against the party who prepared the documents.

18. NO REPRESENTATIONS.

The parties hereby warrant that no representations about the nature or extent of any claims, demands, damages, or rights that they have, or may have, against one another have been made to them, or to anyone acting on their behalf, to induce them to execute this Agreement, and they rely on no such representations; that they have fully read and understood this Agreement before signing their names; and that they act voluntarily and with full advice of counsel.

19. SEVERABILITY.

In the event for any reason that any provision or portion of this Agreement shall be found to be void or invalid, then such provision or portion shall be deemed to be severable from the remaining provisions or portions of this Agreement, and it shall not affect the validity of the remaining portions, which portions shall be given full effect as if the void or invalid provision or portion had not been included herein.

20. COUNTERPARTS.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument.

21. MODIFICATION.

This Agreement contains the full understanding of the parties. Any modifications or addendums to this Agreement must be in writing and executed with the same formality as this Agreement.

22. BINDING EFFECT.

The terms of this Agreement shall be binding upon the parties' heirs, successors, and assigns.

23. ASSIGNMENT.

Contractor shall not assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the Town. Nothing contained in this paragraph shall prevent Contractor from employing such independent consultants, associates, and sub-contractors as it may deem appropriate to assist Contractor in the performance of services rendered.

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24. INDEPENDENT CONTRACTOR.

Contractor is an independent contractor and shall undertake performance of the services pursuant to the terms of this Agreement as an independent contractor. Contractor shall be wholly responsible for the methods, means and techniques of performance.

25. NON-APPROPRIATION.

Notwithstanding any other provisions of this Agreement, the parties agree that payments due hereunder from the Town are from appropriations and monies from the Town Council and any other governmental entities. In the event sufficient appropriations or monies are not made available to the Town to pay the terms of this Agreement for any fiscal year, this Agreement shall terminate immediately without further obligation of the Town.

26. IRAN DIVESTMENT ACT CERTIFICATION.

N.C.G.S. 147-86.60 prohibits the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina from contracting with any entity that is listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. N.C.G.S. 147-86.59 further requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. As of the date of execution of this Agreement the Contractor hereby certifies that the Contractor is not listed on the Final Divestment List created by the North Carolina State Treasurer and that the Contractor will not utilize any subcontractors found on the Final Divestment List.

27. NONDISCRIMINATION.

Pursuant to Section 3-2 of the Town of Apex Code of Ordinances, Contractor hereby warrants and agrees that Contractor will not discriminate against a protected class in employment, subcontracting practices, or the solicitation or hiring of vendors, suppliers, or commercial customers in connection with this Agreement. For the purposes of this Agreement "protected class" includes age, race, religious belief or non-belief, ethnicity, color, national origin, creed, sex, sexual orientation, gender identity, marital status, natural hair style, genetic information, pregnancy, familial status, disability, veteran or military status, or disabled veteran status.

28. ELECTRONIC SIGNATURE.

Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this Agreement and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The Parties hereby consent to use electronic or digitized signatures in accordance with the Town's Electronic Signature Policy and intend to be bound by the Agreement and any related documents. If electronic signatures are used the Agreement shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals this 20th day of August, 2024.

Contractor

Name: American Road Conservation, LLC
Name of Contractor (type or print)

By: DocuSigned by: Rick Quinones 553B26BD4E694BD...
(Signature)

Title: President

Attest:

(Secretary, if a corporation)

Town of Apex

DocuSigned by: Randal E. Vosburg 4F2B7C4B5FA3479...
Randal E. Vosburg, Town Manager

Attest:

DocuSigned by: Allen Coleman C1F21B1AF04C4FF...
Allen L. Coleman, CMC, NCCCC
Town Clerk

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

DocuSigned by: C1FC1A957C74406...
Antwan Morrison, Finance Director

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Ship To
TOWN OF APEX
PUBLIC WORKS
105-A UPCHURCH ST
APEX, NC 27502

Bill To
TOWN OF APEX
ACCOUNTS PAYABLE
PO BOX 250
APEX, NC 27502

Purchase Order

No. 2025-00000247

DATE 08/14/2024

VENDOR NO. 5730

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
AMERICAN ROAD CONSERVATION, LLC
314 N. DIXON AVE
CARY, NC 27513

DELIVER BY
FREIGHT TERMS
PAGE **1 of 1**
ORIGINATOR: Steve Maynard

REFERENCE #

QTY	UNIT	DESCRIPTION	VENDOR PART #	UNIT COST	TOTAL COST
146,745.00	Each	Contracted Services - Street Sweeping for FY 25 35-8020-01-44500 - Contracted Services 146,745.00		1.0000	$146,745.00

Purchase Order terms and conditions: http://www.apexnc.org/terms.

SUBTOTAL	$146,745.00
SALES TAX	$0.00
TOTAL DUE	$146,745.00

Antwan Morrison
Finance Director

Steve Maynard
Purchasing Manager

Special Instructions

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

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Downtown Area Map

Attachment A

Date: 2/5/2013

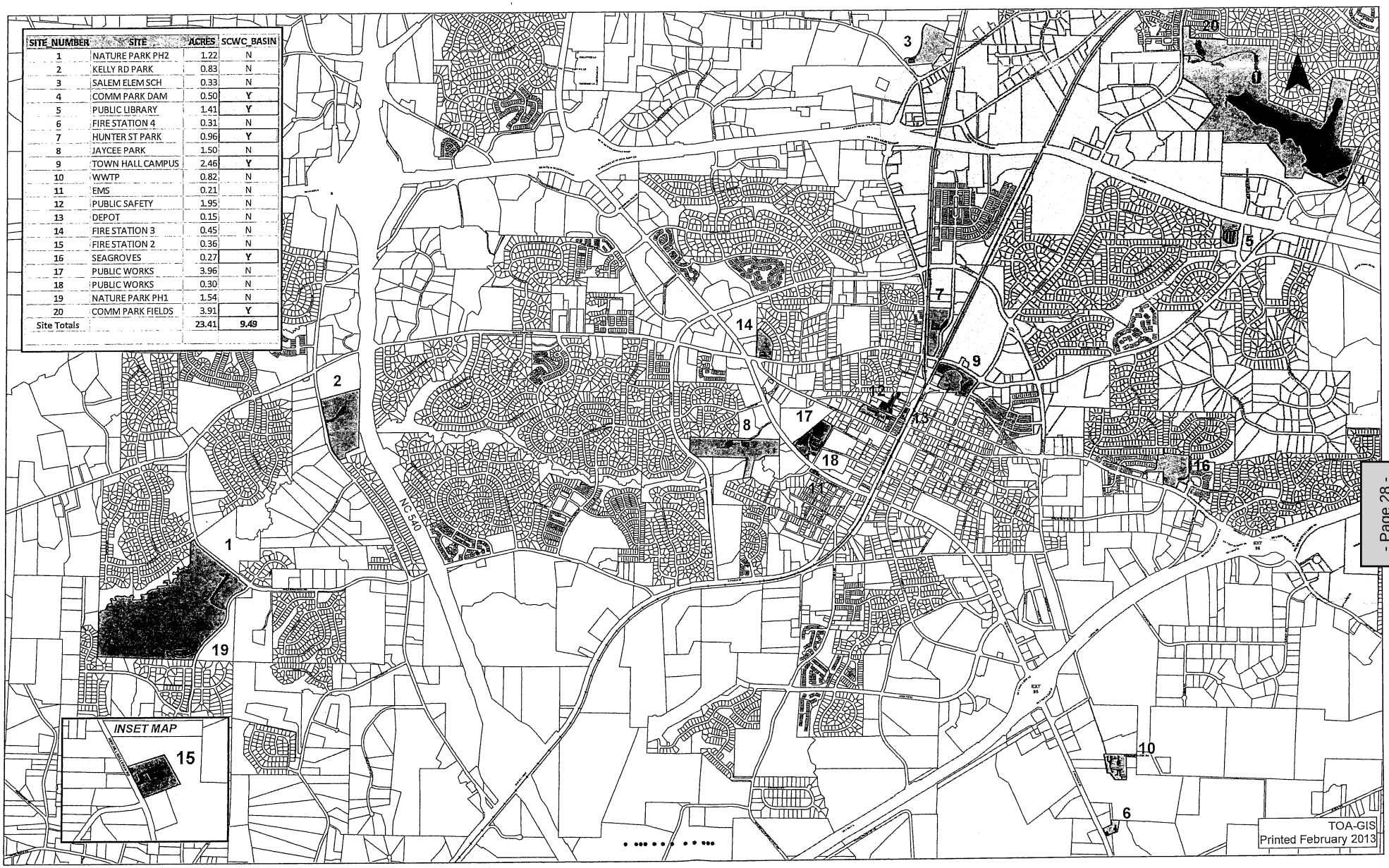


Street	Road Mile	Distance (Feet)
Salem Street	0.66	3484
Templeton Street	0.07	359
Seaboard Street	0.14	752
Commerce Street	0.08	415
Saunders Street	0.16	852
Center Street	0.03	149
Chatham Street	0.07	344
Total:	**1.20**	**6355**

Street	To	From
Salem Street	Hunter Street	E. Williams Street
Templeton Street	Saunders Street	N. Salem Street
Seaboard Street	N. Salem Street	Chatham Street
Commerce Street	Chatham Street	Saunders Street
[illegible]nders Street	Apex Police Dept	N. Salem Street
[illegible]nter Street	CSX Railroad	N. Salem Street
Chatham Street	Commerce Street	Seaboard Street

ATTACHMENT B - Town of Apex Parking Lot Sweeping Map

SITE_NUMBER	SITE	ACRES	SCWC_BASIN
1	NATURE PARK PH2	1.22	N
2	KELLY RD PARK	0.83	N
3	SALEM ELEM SCH	0.33	N
4	COMM PARK DAM	0.50	Y
5	PUBLIC LIBRARY	1.41	Y
6	FIRE STATION 4	0.31	N
7	HUNTER ST PARK	0.96	Y
8	JAYCEE PARK	1.50	N
9	TOWN HALL CAMPUS	2.46	Y
10	WWTP	0.82	N
11	EMS	0.21	N
12	PUBLIC SAFETY	1.95	N
13	DEPOT	0.15	N
14	FIRE STATION 3	0.45	N
15	FIRE STATION 2	0.36	N
16	SEAGROVES	0.27	Y
17	PUBLIC WORKS	3.96	N
18	PUBLIC WORKS	0.30	N
19	NATURE PARK PH1	1.54	N
20	COMM PARK FIELDS	3.91	Y
Site Totals		23.41	9.49

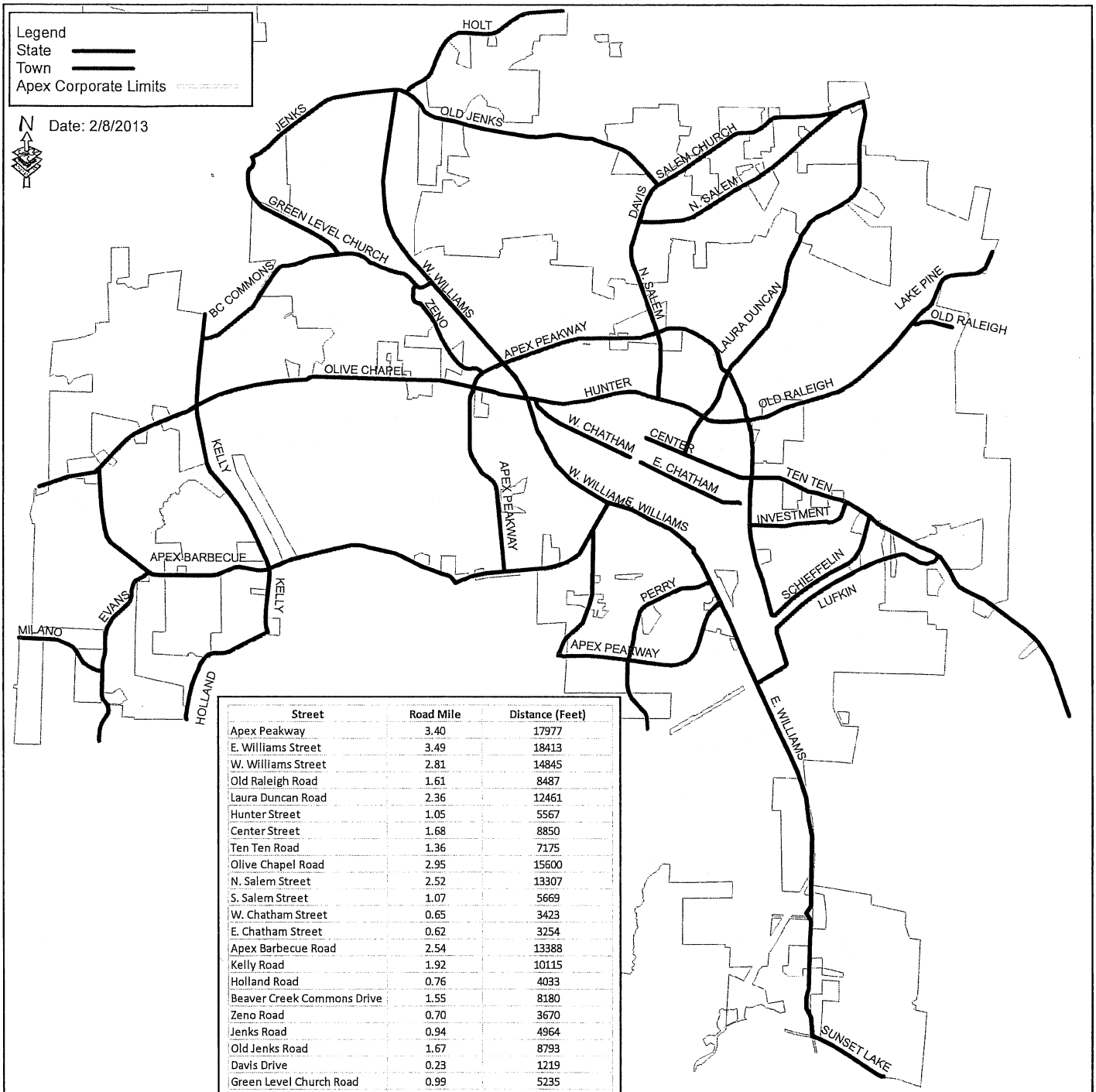


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Attachment C

Main Thoroughfare Map



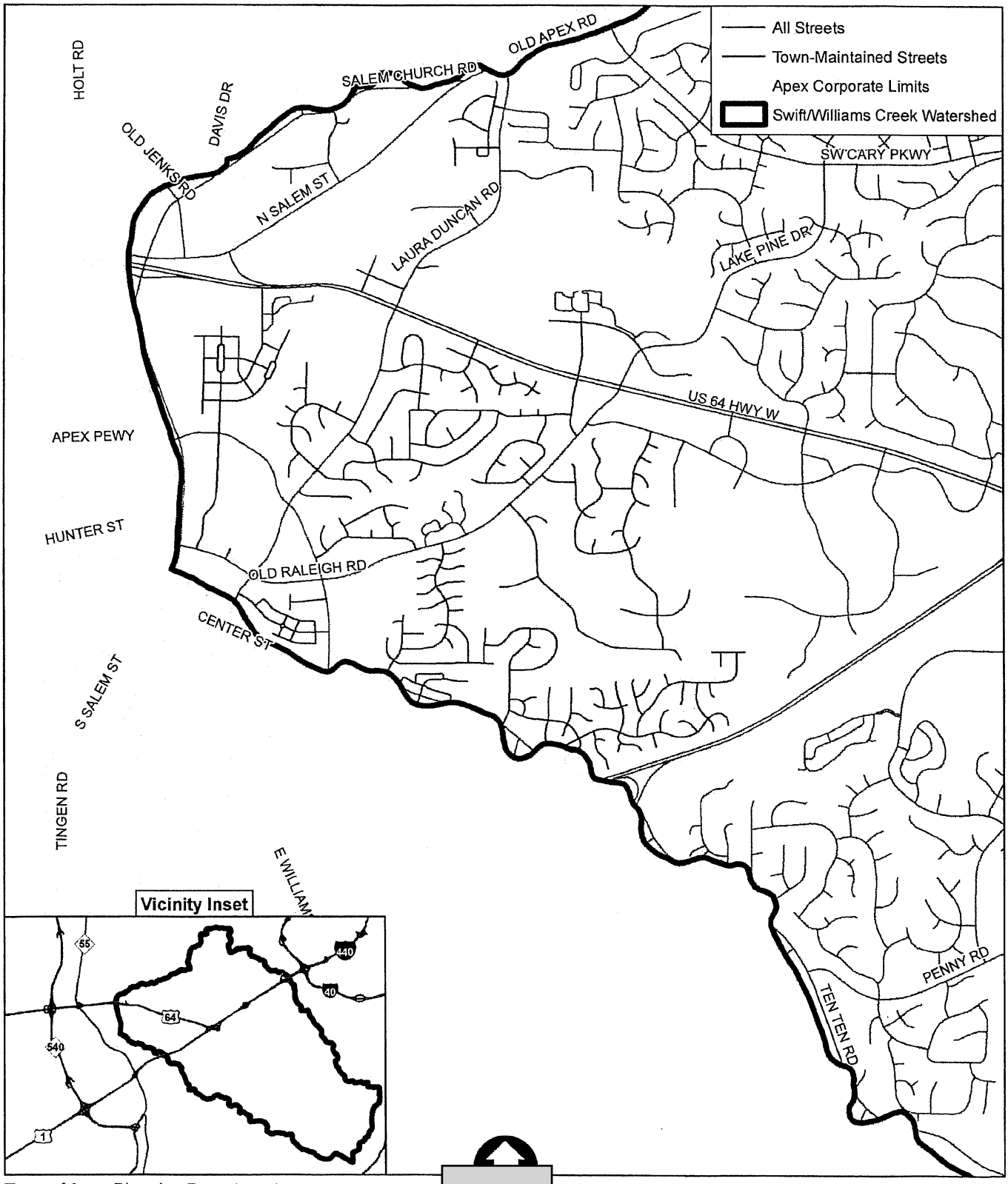
Street	Road Mile	Distance (Feet)
Apex Peakway	3.40	17977
E. Williams Street	3.49	18413
W. Williams Street	2.81	14845
Old Raleigh Road	1.61	8487
Laura Duncan Road	2.36	12461
Hunter Street	1.05	5567
Center Street	1.68	8850
Ten Ten Road	1.36	7175
Olive Chapel Road	2.95	15600
N. Salem Street	2.52	13307
S. Salem Street	1.07	5669
W. Chatham Street	0.65	3423
E. Chatham Street	0.62	3254
Apex Barbecue Road	2.54	13388
Kelly Road	1.92	10115
Holland Road	0.76	4033
Beaver Creek Commons Drive	1.55	8180
Zeno Road	0.70	3670
Jenks Road	0.94	4964
Old Jenks Road	1.67	8793
Davis Drive	0.23	1219
Green Level Church Road	0.99	5235
Salem Church Road	1.14	6008
Sunset lake Road	0.46	2446
Lake Pine Drive	0.66	3473
Holt Road	1.10	5813
Evans Road	1.08	5728
Milano Avenue	0.55	2902
Humie Olive Road	0.41	2177
Perry Road	1.16	6109
Tingen Road	0.77	4081
Schieffelin Road	1.62	8563
Investment Boulevard	0.61	3247
Lufkin Road	1.50	7895
Apex Peakway	1.14	6029
Total:	**49.07**	**259096**
State Total	**38.49**	**203238**
Town Total	10.58	

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Street	To	From
Apex Peakway	S. Salem Street	Center Street
E. Williams Street	Sunset Lake Road	S. Salem Street
W. Williams Street	Jenks Road	S. Salem Street
Old Raleigh Road	Kingsway Drive	Laura Duncan Road
Laura Duncan Road	N. Salem Street	Center Street
Hunter Street	W. Williams Street	Laura Duncan Road
Center Street	US 1	N. Salem Street
Ten Ten Road	Jessie Drive	US 1
Olive Chapel Road	Pricewood Lane	W. Williams Street
N. Salem Street	Laura Duncan Road	Hunter Street
S. Salem Street	Kelly Road	E. Williams Street
W. Chatham Street	Commerce Street	Hunter Street
E. Chatham Street	End of Chatham Street	Seaboard Street
Apex Barbecue Road	Olive Chapel Road	S. Salem Street
Kelly Road	Green Level Church Road	S. Salem Street
Holland Road	Old US 1 HWY	Kelly Road
Beaver Creek Commons Drive	Kelly Road	W. Williams Street
Zeno Road	Beaver Creek Commons Drive	Apex Peakway
Jenks Road	Green Level Church Road	W. Williams Street
Old Jenks Road	Davis Drive	W. Williams Street
Davis Drive	Old Jenks Road	N. Salem Street
Green Level Church Road	Jenks Road	HWY 64
Salem Church Road	N. Salem Street	Davis Drive
Sunset lake Road	Firefly Road	E. Williams Street
Lake Pine Drive	Versailes Drive	Old Raleigh Road
Holt Road	Hasbrouck Drive	Old Jenks Road
Evans Road	Humie Olive Road	Apex Barbecue Road
Milano Avenue	End of Milano Avenue	Evans Road
Humie Olive Road	Evans Road	Old US 1 HWY
Perry Road	End of Perry Road	E. Williams Street
Tingen Road	Apex Peakway	S. Salem Street
Schieffelin Road	Center Street	Center Street
Investment Boulevard	Center Street	Schieffelin Road
Lufkin Road	Ten Ten Road	E. Williams Street
Apex Peakway	Tingen Road	E. Williams Street

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Town & NCDOT Streets
Swift/Williams Creek Watershed
Apex, NC

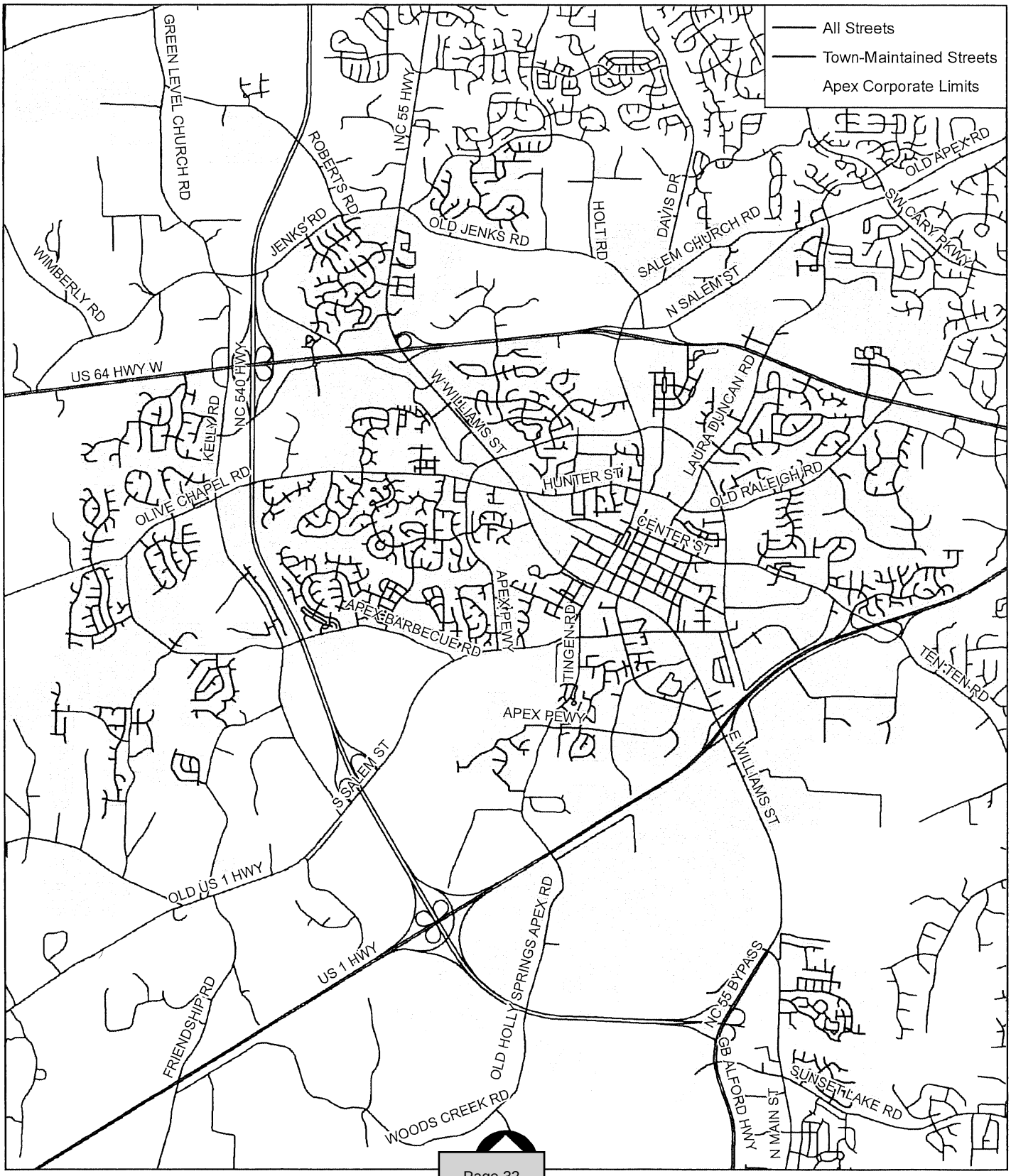


Docusign Envelope ID: 2F46AA5F-6D13-4436-B844-0A0F68D2BC1F

Attachment E

Town & NCDOT Streets

Apex, NC



View results

Respondent

362 John Mullis

00:13
Time to complete

1. DEPARTMENT *

Public Works

2. CONTRACTOR/VENDOR NAME *

American Road Conservation, LLC

3. CONTRACTOR/VENDOR ADDRESS *

402 Mayodan Dr., Cary NC 27511

4. CONTRACTOR/VENDOR CONTACT INFO (Provide FULL NAME and EMAIL of vendor/contractor/person recipient who will sign contract) *

American Road Conservation, LLC - c/o Rick Quinones LLC - office@ncroadservices.com, rick.q@ncroadservices.com

5. PURPOSE OF CONTRACT *

Street Sweeping / Stormwater Compliance

6. AMOUNT *

$146,745

7. BUDGET CODE *

[redacted] 35-8020-01-44500

8. TYPE OF CONTRACT *

- ○ NEW
- ◉ RENEW
- ○ AMENDMENT

9. HAS LEGAL REVIEWED AND IF SO, WHO? *

- ○ Yes, Christopher Welch
- ○ Yes, Laurie Hohe
- ○ Yes, Brian Meyer
- ◉ No, Legal has NOT reviewed
- ○ Other

10. SUMMARY OF CONTRACT BEING SUBMITTED *Required for Town Manager* *

Street sweeping helps improve water quality, aesthetic appeal, and improves the longevity of our roadways. We rely on this service for compliance with our NPDES Phase II permit, including meeting the requirements for the 303d listed stream (Swift Creek). This service helps maintain a high-level of cleanliness on main thoroughfares, sub-divisions, and the downtown area.

11. MISC. COMMENTS?

In addition to exhibits, section 6,7,8 provide for As Needed on-call services estimated to be $7500/yr

12. ATTACHMENTS/EXHIBITS/CONTRACTS INCLUDED *(reminder to attach all files IF needed such as SSA, MSA, Certificate of Insurance and if new vendor attach application with W9)* *

- ○ YES
- ◉ N/A

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9,2025

Item Details

Presenter(s): Marty Stone, Assistant Town Manager

Department(s): Town Manager's Office

Requested Motion

Motion to approve Agreement for Entry with North Carolina Department of Transportation to enter parcel owned by Town between Pearson Farms and Ashley Downs subdivisions for the purpose of replacing a stormwater culvert across Olive Chapel Road.

Approval Recommended?

Yes

Item Details

This Agreement for Entry authorizes NC DOT to enter upon property owned by the Town south of Olive Chapel Road and between Pearson Farms and Ashley Downs subdivisions. NC DOT requires this agreement to complete a project to replace a stormwater culvert damaged by flooding in early August.

Attachments

- CN2-A1: Agreement for Entry (FRM10-E) - For Entry Agreement to Replace Stormwater Culvert Across Olive Chapel Road

AGREEMENT FOR ENTRY

Prepared By: Michelle A. Winston, Division RW Agent
RETURN TO: NCDOT Division 5 Right of Way
815 Stadium Drive
Durham, NC

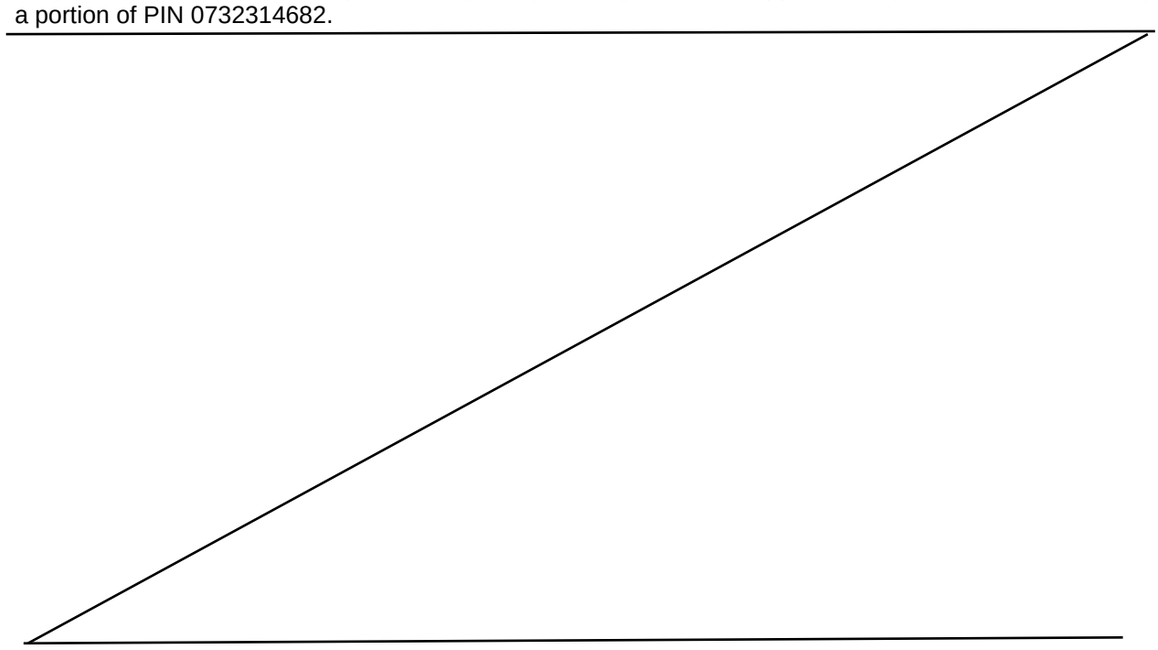
STATE OF NORTH CAROLINA TIP/PARCEL NO.: BP5-C001 004

Wake COUNTY WBS ELEMENT BP5.C001.2

THIS AGREEMENT made this the _____ day of _____ , 2025 , by and between the North Carolina Department of Transportation (hereinafter called the Department) and **Town of Apex**
0 Olive Chapel Road (PIN 0732314682)
Apex NC 27502
(hereinafter called the owners);

WITNESSETH

THAT WHEREAS, the Department desires to enter certain lands of the owners located in White Oak Township, Wake County, described as follows:
.Point of beginning being S 83°42'45" W, 724.77 feet from monument "910358-1" having North Carolina State Plane coordinates (NAD83) of Northing 723372.51, Easting 2035101.60; thence along a curve 41.981 feet and having a radius of 1524.448 feet. The chord of said curve being on a bearing of N 82°10'57" E, a distance of 41.98 feet thence to a point on a bearing of S 07°01'43" E 20.00 feet; thence to a point on a bearing of S 71°30'26" W 84.04 feet; thence to a point on a bearing of S 81°23'37" W 31.04 feet; thence to a point on a bearing of N 28°42'17" W 37.27 feet; thence to a point on a bearing of N 81°23'37" E 85.21 feet; returning to the point and place of beginning. Having an area of approximately 0.083 acres and being a portion of PIN 0732314682.



for the construction of State Highway Project BP5.C001.2 .

WHEREAS, the Department is authorized by G.S. 136-118 to enter into this agreement without filing the pleadings as set forth in G.S. 136-103.

NOW THEREFORE, in consideration of the mutual benefits inuring to all parties to this agreement and in further consideration of the mutual covenants contained herein, the parties to this agreement do hereby agree and consent that the Department , its employees, officials, contractors, or agents, or assigns, as well as utility companies and all others deemed necessary by the Department, may enter upon the above described lands for carrying on the work, construction, and utility relocations or utility encroachments for Project BP5.C001.2 in accordance with the plans and specifications on file in its office in Apex, North Carolina, and that the Department, its employees, officials, agents, contractors, or assigns, as well as utility companies and all others deemed necessary by the Department, shall have the same rights for carrying on the work, construction, and utility relocations or utility encroachments for the project as would have been accorded by filing the pleadings required in North Carolina General Statute 136-103. It is understood and agreed that this Agreement includes the right to use the Permanent Utility Easement shown on the DEPARTMENT's plans for the installation and maintenance of utilities, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents, assigns, and licensees (including, without limitation, public utility companies) shall have the right to construct and maintain in a proper manner in, upon and through said premises utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said premises for the purpose of inspecting said utility lines and making all necessary repairs and alterations thereon; together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress.

The right of entry described herein shall be presumed to begin as of the day and year of the entry of this agreement as first above written. The parties hereto agree that the right of entry granted shall not be deemed a trespass on the owners' property. The OWNERS DO HEREBY EXPRESSLY WAIVE any and all claims arising from any entry made pursuant to this agreement and being in the nature of a trespass, taking, or an inverse condemnation. This waiver applies to the Department, its employees, officials, contractors, agents,assigns, and/or licensees, as well as to utility companies and all others deemed necessary by the Department to enter the property for the purposes set forth herein.

IT IS FURTHER AGREED THAT, the right of entry described herein shall extend for the PERIOD BEGINNING WITH THE DATE OF THIS AGREEMENT AND CONTINUING THEREAFTER UNTIL THE DEPARTMENT'S ACCEPTANCE OF THE COMPLETED HIGHWAY PROJECT.

During the aforesaid period, the parties hereto shall continue to negotiate a resolution of the owners' claim for compensation for the property to be acquired for this highway project. In the event the Department determines that such negotiations have reached an impasse, the Department shall give written notice thereof to the Owners and may file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina. Likewise, the Owners may give written notice to the Department that such negotiations have reached an impasse and request the Department to file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina.

In the event that, as of the date of the acceptance by the Department of the completed highway project, the Department has not filed proceedings pursuant to Article 9, Chapter 136 of the General Statutes or the Owners' claim for just compensation for the property acquired for the highway project has not been otherwise resolved a settlement agreement, the Owners shall have two (2) years following the completion of the highway project in which to proceed to a determination of just compensation in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

The Owners do hereby agree and consent that no interest shall accrue against the Department during the period of entry set forth herein and do hereby waive any claims for interest except as may be allowed upon any award of just compensation as set forth in Section 136-113 of the North Carolina General Statutes, and in such case, such interest shall accrue only from the date of the filing of proceedings in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

TIP/PARCEL NO.: BP5-C001 004 COUNTY: Wake

IN WITNESS WHEREOF, pursuant to a resolution dated _____, has caused this instrument to be signed in its corporate name by its MAYOR, its corporate seal hereto affixed, and attested by its TOWN CLERK, by order of the APEX TOWN COUNCIL, this the day and year first above written

Town of Apex

(CORPORATE SEAL) **BY:** _____
(Jacques K. Gilbert), Mayor of Town of Apex

ATTEST: _____
(Allen Coleman), Clerk of the Town of Apex

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY: _____

(Official Seal)	North Carolina, _____ County I, _____, a Notary Public for _____ County, North Carolina, certify that Allen Coleman personally came before me this day and acknowledged that he/she is the CLERK of the TOWN OF Apex, and that by authority duly given, the foregoing instrument was signed in its name by its MAYOR of the TOWN OF Apex, , sealed with its corporate seal, and attested by _____ as its TOWN CLERK. Witness my hand and official seal this the _____ day of March, 20 25 . _____ Notary Public My commission expires:

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Daniel Edwards, Senior Capital Projects Manager

Department(s): Town Manager's Office

Requested Motion

Motion to ratify an oral amendment to the existing Design Services Agreement between the Town of Apex and Hobbs Architects, P.A. for additional Construction Administration and inspections required for the Mason Street Municipal Building construction project.

Approval Recommended?

Yes

Item Details

The construction of the Mason Street Municipal Building Project (formally known as Town of Apex Permitting and Inspections Renovation Project) extended beyond the original construction schedule, which led to additional construction administration and inspections services being required of the Designer, Hobbs Architects. These services exceeded the original Design Services Agreement scope and amount. The cost of the additional services totaled $25,600.00 and the specific tasks completed are detailed in the attached Amendment Tasks document. Due to the construction contractor's delay, the contractor's final adjusting change order credited the Town the exact amount to cover additional services by Hobbs Architects, as required by contract documents.

Attachments

- CN3-A1: Amendment Tasks – Ratification – Hobbs Architects, P.A. – Additional Construction Required at Mason Street Municipal Building
- CN3-A2: Fully Executed Original 2019 Design Services Contract - Hobbs Architects, P.A.

Hobbs Architects, P.A.
159 W. Salisbury St.
Pittsboro, North Carolina 27312
919.545.2004
www.hobbsarchitects.com

Date: August 5, 2025

To: Mr. Daniel Edwards
Town of Apex Capital Projects Manager
Apex, North Carolina 27502

From: Chevon Moore, AIA
Hobbs Architects, PA
159 West Salisbury Street, Pittsboro, NC 27312

RE: Design Contract Amendment #8
The Town of Apex Mason Street Municipal Building
(Previously Town of Apex Permitting and Inspections Facility) –

Daniel,

The purpose of this letter is to address the additional architectural services that were required to complete Construction Administration services beyond March 2024 for the Town of Apex Mason Street Municipal Building. This Design Amendment #8 is for CA services provided from April 2024 to December 2024, upon resolution of the HVAC issues experienced within the building, as well as additional inspections required due to roofing installation issues.

The cost related to extended CA services is listed below as follows:

1.	Additional Roofing Inspections (see attached summary)	**$ 5,600**
2.	Additional CA Services from March 26, 2024 through December 2024 (see attached summary)	**$ 20,000**
	Total:	**$ 25,600**

Please let me know if you have any questions or want to discuss any aspect of this design amendment.

Sincerely,

Chevon M. Moore

Chevon M. Moore, AIA
Hobbs Architects, PA

Hobbs Architects, P.A.
159 W. Salisbury St.
Pittsboro, North Carolina 27312
919.545.2004
www.hobbsarchitects.com

Additional Construction Administration Services Summary -

Town of Apex
Mason Street Municipal Building

Summary of Additional CA by Hobbs Architects related to roofing issues:

Additional inspections related to roofing issues:

July 19, 2023 – Roof issues first identified in weekly site inspection
July 20, 2023 – Reinspection specific to roofing – $800
July 26, 2023 – Weekly site inspection identifies continued issues with roofing
July 27, 2023 – Reinspection of roofing – $800
July 28, 2023 – Reinspection of roofing – $800
July 31, 2023 – Reinspection of roofing – $800
Aug 1, 2023 – Reinspection of roofing – $800
Aug 2, 2023 – Weekly site inspection identifies continued issues with roofing
Aug 7, 2023 – Weekly site inspection identifies continued issues with roofing
Aug 8, 2023 – Reinspection of roofing – $800
Aug 11, 2023 – Reinspection of roofing – $800

Total additional roofing inspection costs: $5,600

Summary of Additional CA by Hobbs Architects beyond March 2024 (Design Amendment #7):

April 2024 – Full Month of CA Services - $8,600 monthly CA fee

April 4, 2024 – Interior Pre-Final Punchlist – *Stephanie and Chevon*

April 24, 2024 – Interior 1st Back Punch – *Stephanie*

April 25, 2024 – Exterior Pre-Final Punchlist – *Grim and Taylor*

May 2024 – Hourly Add Services - $200

May 16, 2024 – Teams Meeting – *Chevon* - 1 hour
May 29, 2024 – Interior and Exterior Back Punch – Not Complete – 1 hour

June 2024 – Hourly Add Services - $1,000

June 14, 2024 – Interior 2nd Back Punch – *Stephanie* – 3 hours

June 18, 2024 – Exterior Back Punch – *Grim and Taylor* – No charge, included in contract

June 27, 2024 – Humidity Meeting – *Stephanie and Chevon* – 2 hours

July 2024 – Hourly Add Services - $600

July 23, 2024 – Exterior 2nd Back Punch – *Grim* - 3 hours

Aug. 2024 – Hourly Add Services - $400

Aug. 7, 2024 – HVAC Meeting – *Chevon* - 2 hours

Sept. 2024 – Hourly Add Services - $1000

Sept. 20, 2024 – Interior 3rd Back Punch – *Stephanie* - 3 hours
Sept. 24, 2024 – HVAC Meeting – *Chevon* - 2 hours

Nov. 2024 – Hourly Add Services - $300

Nov. 4, 2024 – HVAC Meeting – *Chevon and Taylor* – 1.5 hours

Dec. 2024 – Hourly Add Services - $100

Dec. 17, 2024 – HVAC Meeting – *Chevon* – .5 hours

Summary of Additional CA Time Hours by EN-TECH Engineering:

July 2024 – HVAC Issues – 15 hours - $2250

Aug 2024 – HVAC Issues – 14 hours - $2100

Oct 2024 – HVAC Issues – 11 hours - $1650

Nov 2024 – HVAC Issues – 12 hours - $1800

Total Additional Services for MLB =

$ 5,600 Additional Roofing Inspections
$20,000 Additional CA after March 2024
$25,600 Total

Ship To
TOWN OF APEX
PUBLIC WORKS ADMINISTRATION
105-B UPCHURCH ST.
Apex, NC 27502

Bill To
TOWN OF APEX
ACCOUNTS PAYABLE
PO BOX 250
APEX, NC 27502

Purchase Order
No. 2019-00001007

DATE 04/03/2019

VENDOR NO. 7503

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
HOBBS ARCHITECTS
PO BOX 1457
PITTSBORO, NC 27312

DELIVER BY
FREIGHT TERMS
PAGE **1 of 1**
ORIGINATOR: Steve Maynard

REFERENCE #

QTY	UNIT	DESCRIPTION	VENDOR PART #	UNIT COST	TOTAL COST
170,136.00	Each	Professional Services - BIP RENOVATION AND ADDITION 10-5900 44600 - Professional Services 170,136.00		1.0000	$170,136.00

Purchase Order terms and conditions: http://www.apexnc.org/terms.

SUBTOTAL	$170,136.00
SALES TAX	$0.00
TOTAL DUE	$170,136.00

Special Instructions

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT. Purchasi Steve Maynard

CONTRACT ROUTING CONTROL SHEET

Routing Order: (1) Department Director, (2) Purchasing and Contract Manager (3) Legal,
(4) Risk Manager, (5) Vendor for Signature (6) Finance Director, (7) Town Clerk, (8) Town Council/Town Manager

EVERY SECTION MUST BE COMPLETED

DEPARTMENT: Administration

Department Contact Person for Contract: Dennis Brown Extension: 3535
Contractor/Vendor Name and address: Hobbs Architects, 159 West Salisbury Street, Pittsboro, NC 27312
Contractor/Vendor Phone: 919.545.2004 Contractor/Vendor Contact Person: Taylor Hobbs
Purpose of Contract: Architectural services forPermitting and Inspections Renovation
Amount: $170,136.00 Budget Code: 10 5900 44600
Type of Contract: ☒ New ☐ Renew ☐ Amendment Exhibits/Attachments included: ☒ Yes ☐ N/A

Department Director's Signature: Dennis Brown Date: 4/2/2019

All Contracts should be sent to the Purchasing and Contract Manager (Steve Maynard). Steve will determine whether the contract will need to go to the Legal Department for review or not.

LEGAL

Reviewed by: Brian Meyer Date: Click here to enter a date.
Comments: Changed paragraph 9 and added Ownership paragraph
☒ Town Council approval required ☒ Town Manager authorized to approve
☐ N/A – Purchasing and Contract Manager to forward
☐ Other Approvals required/permitted: Click here to enter text.

RISK MANAGER

Reviewed by and approved: Click here to enter text. Date: 4/10/2019
☒ N/A – Purchasing and Contract Manager to forward
☒ Insurance specifications meet requirements.
☐ Insurance specifications have been revised.
☐ A pre-project safety review between the contractor and contracting department is required.
Return to Department Contact Person to have contract signed by Contractor prior to forwarding to Finance Director
Obtain a copy of Certificate of Insurance that includes the proper coverage and shows the Town as an additional insured

FINANCE DIRECTOR

☒ Sufficient funds are available in the proper category to pay for this expenditure.
☐ This contract is conditioned upon appropriation by the Town Council of sufficient funds.
☐ A budget amendment is necessary before this agreement is approved.
☐ A budget amendment is attached as required for approval of this agreement.

Finance Director: _____ Date: 4/11/2019

TOWN CLERK

Date Received: 4/16/2019 Signed by Contractor: ☒ YES ☐ NO--Return to Department
Council Action Required: ☐ YES ☐ NO – forward to Town Manager Agenda Date: ____/____/20___
Approved by Council: ☐ YES ☐ NO

TOWN MANAGER

This document has been reviewed and approval is recommended by the Town Manager. ☒ YES ☐ NO

Town Manager: _____ Date: 04/17/2019

After approval and signatures, contract will be sent to the Purchasing and Contracts Manager who will return it to the Department Contact Person for Department to administer.

☐ Scan signed contract to Department contracts folder (include Routing Sheet and copy of Certificate of Insurance)

STATE OF NORTH CAROLINA
COUNTY OF WAKE

PURCHASE ORDER # 2019-1007
STANDARD DESIGN SERVICES CONTRACT

THIS AGREEMENT is entered into this 16 day of April 2019 by and between, Hobbs Architects, P.A., a North Carolina corporation with its principal business offices located at 159 West Salisbury Street, (PO Box 1457), Pittsboro, NC 27312 (the "Architect"), and the Town of Apex, a municipal corporation of the State of North Carolina, (the "Town"). Town and Architect may collectively be referred to as "Parties" hereinafter.

WITNESSETH:

WHEREAS, the Town is engaged in the utilization and operation of Town buildings and facilities which from time to time require design, revision, engineering, evaluation, surveying, testing, architectural services and other related projects; and

WHEREAS, the professional services of engineers, architects, surveyors and others are at times needed by the Town for the services as described above; and

WHEREAS, Architect provides professional services of the nature required by the Town and employs trained and experienced technical personnel possessing adequate knowledge, skills, and experience to provide such professional services to the Town; and

WHEREAS, pursuant to N.C.G.S. 143-64.31, it is the public policy of the State of North Carolina that municipalities announce all requirements for architectural, engineering, and surveying services, and select firms qualified on the basis of demonstrated competence and qualifications, and negotiate contracts for services at a fair and reasonable fee with the best qualified firm; and

WHEREAS, the Town has announced the requirements for said services and selected Architect in accordance with the criteria and procedure provided in N.C.G.S. 143.64.31.

NOW THEREFORE, the Town and the Architect, for the consideration stated herein, agree as follows:

1. SCOPE OF SERVICES.
The Architect agrees to perform for the Town the following services: Site, Space and Building Programming and Planning, including the design, bidding, and contract administration services for the renovation and addition of the Town of Apex Permitting and Inspections Facility Renovation and Addition to property located at 322 N. Mason Street, Apex, NC 27502. More specifically Architect shall perform the services as detailed in the attached "Standard Design Services Scope Of Work: The Town of Apex Permitting and Inspections Facility Renovation and Addition" dated April 1, 2019 (hereinafter "Scope") which is hereby incorporated into this Agreement as if fully set forth herein.
In the event of a conflict between the terms of the attached Scope and this Agreement, this Agreement shall control.

2. SPECIFICATIONS.

Architect shall provide services in accordance with all governing agency regulations and shall be held to the same standard and shall exercise the same degree of care, skill, and judgment in the performance of services for Town as is ordinarily provided by a similar professional under the same or similar circumstances at the time in North Carolina.

3. TIME OF COMMENCEMENT AND COMPLETION.

Architect shall commence the work required in this contract no later than 20 days after the date of execution of this Agreement, and the Architect shall complete entire work no later than 4/15/2019. Additionally, Architect shall perform in accordance with the individual timelines provided in "Payment Schedule for architectural and engineering services, Section C" of the Scope. If Architect has not satisfactorily commenced or completed the work within the times specified, the Town may declare such delay a material breach of contract and may pursue all available legal and equitable remedies. Any changes to the schedule(s) provided in the Contract must be agreed to in writing by the Town and the Architect.

4. CONSIDERATION AND PAYMENT OF SERVICES.

In consideration of the above services, the Town will pay the Architect the total sum of $ 170,136.00. This fee is fixed based on the breadth of the Scope that has been determined and includes a base fee of $160,636.00 and the additional design services fee of $9,500.00 for Additional Design Services as defined and described in the Scope. In the event the Town requests, prior to performance, that any services shown in the Scope not be performed, those associated costs will be removed from the total sum. If the Town requests services that are beyond the parameters of those outlined in the Scope and the Architect agrees to provide those services, the services may be provided through a fixed fee arrangement agreed to in writing by the Parties. Prior to being performed any such additional services shall be agreed to by the Parties in writing through an amendment and will be governed by the terms of this Agreement. Architect shall bill the Town based on the percentage of completed design work at the time of billing. Invoices from Architect for services performed shall be paid by the Town within thirty (30) days from receipt of invoice. Town has the right to require the Architect to produce for inspection all of Architect's records and charges to verify the accuracy of all invoices. Town shall pay Architect's invoices at times set forth above unless a bona fide dispute exists between Town and Architect concerning the accuracy of said invoice or the services covered thereby.

5. INDEMNIFICATION.

To the extent permitted by law, the Architect agrees to indemnify and hold-harmless the Town of Apex, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, suits or losses, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Town of Apex, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Architect.

6. APPLICABILITY OF LAWS AND REGULATIONS.

The Architect shall adhere to all laws, ordinances, and regulations of the United States, the State of North Carolina, the County of Wake, and the Town of Apex in the performance of the services outlined in this contract and any attached specifications. This Agreement shall be governed by the laws of the State of North Carolina.

7. E-VERIFY COMPLIANCE.
The Architect shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Architect shall require all of the Architect's subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).

8. QUALITY AND WORKMANSHIP.
All work shall be performed to the satisfaction of the Town. The work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the services provided.

9. INSURANCE.
The Architect shall maintain valid general liability insurance in the minimum amount of $1,000,000, commercial automobile liability insurance in the minimum amount of $500,000, and provide certificates of such insurance naming the Town of Apex as an additional insured by endorsement to the policies. If the policy has a blanket additional insured provision, the Architect's insurance shall be primary and non-contributory to other insurance. Additionally, the Architect shall maintain professional liability insurance in the minimum amount of $1,000,000 and maintain and show proof of workers' compensation insurance, and employer's liability insurance in the minimum amount of $1,000,000. The Architect shall provide notice of cancellation, non-renewal or reduction in coverage to the Town of Apex within 10 days of their receipt of notice from the insurance company. All required certificates of insurance, endorsements, and blanket additional insured policy provisions are attached and considered part of this document. Notwithstanding the foregoing, neither the requirement of Architect to have sufficient insurance nor the requirement that Town is named as an additional insured, shall constitute waiver of the Town's governmental immunity in any respect, under North Carolina law.

10. PRE-PROJECT SAFETY REVIEW MEETING.
When specified by the Safety and Risk Manager, the General Contractor will be required to attend a pre-project safety review meeting with the contacting Department Head and Supervisors and Safety and Risk Manager prior to the start of work. Architect hereby agrees to attend this meeting if requested by Town.

11. DEFAULT.
In the event of substantial failure by either Party to perform in accordance with the terms of this Agreement, the non-defaulting Party shall have the right to terminate this Agreement upon seven (7) days written notice. In the event of termination, Architect shall have neither the obligation nor the right to perform further services under this Agreement.

12. OWNERSHIP OF DOCUMENTS.
All designs, drawings, specifications, design calculations, notes and other works developed in the performance of this Agreement shall become the property of the Town and may be used on any other design or construction without additional compensation to the Architect. The use of the design, including specifications, by any person or entity, for the purpose other than as set forth in this Agreement, shall be at the full risk of such person or entity and the Architect shall be relieved of any liability whatsoever, including claims for personal injury, property damage, or death as a result of such other use. The Parties acknowledge

and agree that nothing in this section shall limit the ownership rights, access, or use of the above referenced works by the Architect.

13. TERMINATION FOR CONVENIENCE.

Town shall have the right to terminate this Agreement for the Town's convenience upon thirty (30) days written notice to Architect. Architect shall terminate performance of services on a schedule acceptable to the Town. In the event of termination for convenience, the Town shall pay Architect for all services satisfactorily performed.

14. NOTICE.

Any formal notice, demand, or request required by or made in connection with this Agreement shall be deemed properly made if delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

TO ARCHITECT:
Hobbs Architects, P. A.
159 West Salisbury Street
Pittsboro, NC 27312
thobbs@hobbsarchitects.com

TO TOWN: Town of Apex
Attention: Dennis Brown
PO Box 250
Apex, NC 27502
Dennis.Brown@apexnc.org

15. DELAY BEYOND THE CONTROL OF THE PARTIES.

Neither Architect nor Town shall be in default of the provisions of this Agreement for delays in performance due to forces beyond the control of the parties. "Forces beyond the control of the parties" shall mean, but is not limited to, delay caused by fire, acts of God, flood, earthquakes, storms, lightning, epidemic, war, riot, and/or civil disobedience.

16. NONWAIVER FOR BREACH.

No breach or non-performance of any term of this Agreement shall be deemed to be waived by either party unless said breach or non-performance is waived in writing and signed by the parties. No waiver of any breach or non-performance under this Agreement shall be deemed to constitute a waiver of any subsequent breach or non-performance and for any such breach or non-performance each party shall be relegated to such remedies as provided by law.

17. CONSTRUCTION.

Should any portion of this Agreement require judicial interpretation, it is agreed that the Court or Tribunal construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against any one party by reason of the rule of construction that a document is to be more strictly construed against the party who prepared the documents.

18. NO REPRESENTATIONS.

The parties hereby warrant that no representations about the nature or extent of any claims, demands, damages, or rights that they have, or may have, against one another have been made to them, or to anyone acting on their behalf, to induce them to execute this Agreement, and they rely on no such representations; that they have fully read and understood this Agreement before signing their names; and that they act voluntarily and with full advice of counsel.

19. SEVERABILITY.
In the event for any reason that any provision or portion of this Agreement shall be found to be void or invalid, then such provision or portion shall be deemed to be severable from the remaining provisions or portions of this Agreement, and it shall not affect the validity of the remaining portions, which portions shall be given full effect as if the void or invalid provision or portion had not been included herein.

20. COUNTERPARTS.
This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument.

21. MODIFICATION.
This Agreement contains the full understanding of the parties. Any modifications or addendums to this Agreement must be in writing and executed with the same formality as this Agreement.

22. BINDING EFFECT.
The terms of this Agreement shall be binding upon the parties' heirs, successors, and assigns.

23. ASSIGNMENT.
Architect shall not assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the Town. Nothing contained in this paragraph shall prevent Architect from employing such independent consultants, associates, and sub-contractors as it may deem appropriate to assist Architect in the performance of services rendered.

24. INDEPENDENT CONTRACTOR.
Architect is an independent contractor and shall undertake performance of the services pursuant to the terms of this Agreement as an independent contractor. Architect shall be wholly responsible for the methods, means and techniques of performance during the design phases listed in the Scope.

25. NON-APPROPRIATION.
Notwithstanding any other provisions of this Agreement, the parties agree that payments due hereunder from the Town are from appropriations and monies from the Town Council and any other governmental entities. In the event sufficient appropriations or monies are not made available to the Town to pay the terms of this Agreement for any fiscal year, this Agreement shall terminate immediately without further obligation of the Town. In the event of termination pursuant to this Section, Town shall pay Architect for all services satisfactorily performed in accordance with this Agreement through the date of termination.

26. IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 147-86.60
N.C.G.S. 147-86.60 prohibits the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina from contracting with any entity that is listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. N.C.G.S. 147-86.59 further requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on

the State Treasurer's Final Divestment List. As of the date of execution of this Agreement the Architect hereby certifies that the Architect is not listed on the Final Divestment List created by the North Carolina State Treasurer and that the Architect will not utilize any subcontractors found on the Final Divestment List.

27. ELECTRONIC SIGNATURE.

Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this Agreement and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The Parties hereby consent to use electronic or digitized signatures in accordance with the Town's Electronic Signature Policy and intend to be bound by the Agreement and any related documents. If electronic signatures are used the Agreement shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals this 16 day of April, 2019.

Architect

Name: Hobbs Architects, PA
Name of Architect (type or print)

By: [signature]
(Signature)

Title: President

Attest: [signature]
(Secretary, if a corporation)

Town of Apex

[signature]
Town Manager

Attest: [signature]
Town Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

[signature]
Finance Director

APEX 1873 NORTH CAROLINA

Hobbs Architects, P.A.
159 West Salisbury Street P.O. Box 1457
Pittsboro, North Carolina 27312
919.545.2004 voice
919.545.9002 fax

STANDARD DESIGN SERVICES SCOPE OF WORK:
April 1, 2019
The Town of Apex Permitting and Inspections Facility Renovation and Addition

The work in this proposal includes design services for the renovation of an existing +/- 3,000 SF building and a new +/- 3,000 SF addition, with site improvements, for a building for the Town of Apex Permitting and Inspections Department. The work in this proposal will be based on the Pre-Design Report previously submitted to the Town and includes only work shown on the parcel at 322 N. Mason Street in Apex, NC. The work will be bid as conventional single prime construction for the site and building packages. The estimated construction budget in the Pre-Design report for this project is $1,544,574.00.

In the Pre-Design Study an Annual Inflation factor of 4% was included in the construction & overall budget to address expected inflation costs in the design phases prior to bidding. To accommodate this, we recommend including an additional $61,782.96 in the overall construction budget. See the budget summary from the Pre-Design Report for additional information.

The proposed Scope of Work includes design, bidding, and contract administration services of all project phases. Hobbs Architects, PA will provide professional architectural services required to complete the project. Design consultants include:

• P-M-E Engineering	EnTech Engineering
• Structural Engineering	Lynch Mykins
• Civil Engineering / Landscape Architecture	CLH Design

Standard Design Services:

A. Schematic Design (SD) Phase to include the following services:
Based on approval of the Pre-Design Plans, proceed with the drawings required for the SD Phase

- Review and modify site plan and provide landscape architecture schemes based on approved pre-design site concept
- Review and modify floor plans based on the established program for the project
- Review plumbing, electrical, and heating & air conditioning concepts with Owner
- Revise floor plan designs and provide preliminary exterior building elevations of the major building facades
- Review floor plan designs and exterior elevations with Owner for final schematic drawings
- Develop projected SD construction budget
- Receive approval from Owner on the SD Phase

B. Design Development (DD) Phase to include the following:
Based on approval of the SD Phase, proceed with the drawings required for DD Phase

- Coordinated building footprint with entrances, walks, utilities, grading, walkways and landscaping
- Floor plans to indicate door and room finish information
- Exterior elevations and preliminary building cross sections
- Typical wall sections indicating proposed construction materials
- General plumbing, mechanical and electrical information. Indicate types, sizes and locations of major equipment or devices

- Review information with Owner to finalize Design Development Phase
- Provide updated DD construction budget and identify potential Bid Alternates
- Receive approval from Owner on the Design Development Phase

C. Construction Documents (CD) Phase to include the following:

Based on approval of the Design Development Phase, proceed with the drawings and specifications (Construction Documents) as required for bidding the project and receiving approval for a building permit.

- Title/Code Sheet: Indicating building code information required by the local inspections department
- Civil/site drawings
- Landscape drawings as dictated by budget
- Structural Drawings to include foundation, wall, & roof framing plans and ass. details
- Floor Plans with pertinent information including dimensions & notes
- Drawings with exterior elevations and building sections
- Drawings with wall sections indicating proposed construction details, materials, and building height
- Drawing with Reflected Ceiling Plans indicating ceiling layout plans coordinated with lights and HVAC equipment
- Drawings with Finish and Door Schedules
- Drawings with miscellaneous architectural details and notes
- Plumbing Engineering Drawings indicating plumbing fixture design layout, plumbing fixture schedules, details, notes, and associated information
- Heating, ventilation & air conditioning (Mechanical) engineering drawings indicating equipment & duct layout, duct sizes, equipment schedules, details, notes and associated information
- Electrical Engineering drawings indicating electrical equipment, layout, equipment and fixture schedules, details, notes, and associated information
- Interior Design including interior elevations, finish schedule and plans, casework details, and finishes specifications.
- Finalization of any Bid Alternates
- Assemble Specifications for inclusion into the Bid Document package as follows: Architectural, Civil, Landscape, Structural, Plumbing, Mechanical, Electrical Engineering, Fire Protection, and Landscape Architecture Specifications
- Provide updated CD cost estimate
- Receive approval from Owner on the Working Drawings Phase

D. Bidding Phase:

- Advertise RFQ for prequalification of bidders, if desired by Town of Apex
- Distribute Bid Document packages to qualified contractors
- Conduct Pre-Bid Conference at site with General Contractors to review Scope of Work
- Respond via Addenda to questions by General Contractors during Bidding Phase
- Receive, analyze, and make recommendations on bid results to the Owner
- Facilitate construction contract between Owner and Contractor

E. Construction Phase:

- Conduct Pre Construction Meeting
- Conduct Monthly Construction Meetings. Provide written report of meetings to Owner and General Contractor
- Provide the services of an interior designer to assist Owner in selection of colors and finishes
- Coordination with Owner's furniture designer, if needed
- Review material and equipment submittals from contractor
- Visit site as appropriate (weekly average) to observe construction in progress. Scope assumes construction of multiple projects will run concurrently, allowing for site visits to occur on the same day. Provide written reports of site visits and other significant correspondence related to the work. Distribute copies to Owner and General Contractor.
- Respond to questions by the General Contractor and Owner
- Review and forward approved Contractor's pay requests to Owner for payment
- Conduct Pre Final and Final Inspections
- Project Close-Out

Deliverables:

- One Presentation to the Town of Apex Town Council
- Drawings and documents at Schematic, Design Development and Construction Documents Submittal Stages to the Town of Apex Permitting Department
- See Hobbs Architects, PA design consultants' Scope of Services included in this document for additional information / deliverables.
- Bid Documents prior to Bid. This does not include the printing or shipping costs associated with bid sets.
- Certified bid results and recommendations following bidding.
- Construction Contracts for execution by the contractor and Town of Apex.
- Correspondence and reports during Contract Administration Phase.
- Close out documents at the completion of the project as required by the Town of Apex.
- "Record Drawings and Specifications" (hard copy and scanned record drawings from the General Contractor).

Scope of Work does not include the following:

- Identification or abatement of hazardous material at the existing building on site
- Subsurface investigation and/or site survey. Assistance will be provided to the Town of Apex in the appropriate selection for these services based on qualifications
- Environmental impact statements and environmental assessments
- Flood studies
- Wetland, stream, and stream buffer delineations or impact permitting
- Obtaining of any off-site permanent or temporary easements or rights-of way (location of necessary easements and rights-of-way will be located on drawings if necessary)
- Special Inspections Services
- Construction materials and compaction testing (will be required for this project under separate contract with testing agent)
- Payments for building or environmental permits, fees related to agency reviews
- Commissioning of building systems

- Daylighting Consultant services
- Security Camera design (only providing wiring to various locations of building/site)
- Rezoning/Variance applications through the Town of Apex (may be provided on an hourly basis if needed)
- Special use applications
- Traffic and signal warrant studies or design
- Off-Site roadway improvement design or permitting
- Furniture systems design, procurement, or installation
- Sprinkler System
- Items listed in Hobbs Architects, PA design consultants' Scope of Services included in this document
- Reproduction of bid documents for contractors during bidding phases

Payment Schedule for architectural and engineering services:

Fees will be billed on a percentage basis in accordance with the progress of the work but will not to exceed the total for each phase of the project.

A. Design Services:

Fees for remainder of project are based on a percentage of the estimated construction budget of $1,544,574.00. Should the allocated construction budget and design scope increase fees may need to adjust accordingly, and billings are based on the percentage of completed design work. For the scope of work listed in this document, the base design fee is proposed to be $160,636.00, which is inclusive of all design consultants listed on page 1 of this document. The Owner has requested the additional design services outlined below under Potential Additional Design Services. The total additional fee associated for those services is $ 9,500.00. The base design fee with additional design services is proposed to be **$170,136.00**

Design Phase Percentages:

• Schematic Design	15%	$ 25,520.40
• Design Development	20%	$ 34,027.20
• Construction Documents	35%	$ 59,547.60
• Bidding	5%	$ 8,506.80
• Construction Administration	20%	$ 34,027.20
• Closeout	5%	$ 8,506.80
	Total	**$170,136.00**

B. Additional Design Services included in Scope and Fee Above:

- Parking Lot Lighting Design (led by EnTech Engineers)
- Voice/Data Design (led by EnTech Engineers)
- Security System Design (Card Reader / Camera systems, led by EnTech Engineers)
- Fire Alarm Design (not required by code, led by EnTech Engineers)
- Site Permits: (led by CLH Design)
  - Zoning/Site Plan/Construction Plan review by Town of Apex
  - Erosion Control Permit by NCDEQ Land Quality Section

Hobbs Architects, P.A.
159 West Salisbury Street P.O. Box 1457
Pittsboro, North Carolina 27312
919.545.2004 voice
919.545.9002 fax

C. Estimated Schedule

- Contracts signed / NTP: TBD
- Schematic Design: 1 month
- Design Development: 2 months
- Construction Documents: 2-3 months
- Bid: 1 month
- Start Construction: TBD
- End Construction: **9 months***

**9 mo. Construction period estimated from Notice-To-Proceed for the General Contractor*

Misc. Items that may impact the schedule:

- *Amendments to the Small-Town Character Overlay District – Performed by Town of Apex*
- *Additional Surveying*
- *Soil Borings and/or subsurface investigation*
- *Permitting Schedules*

Signatures:

Taylor Hobbs, AIA, Hobbs Architects, PA — Date: 4-1-2019

Dennis Brown, Construction Project Manager
Town of Apex — Date:

CLH design, p.a.

400 Regency Forest Drive, Suite 120
Cary, North Carolina 27518
P: 919.319.6716
www.clhdesignpa.com

Letter of Proposal

Date: March 14, 2019
To: G. Taylor Hobbs, AIA – Hobbs Architects, PA
From: Steven J. Miller, PE – CLH Design, PA
Re: PROPOSAL FOR PROFESSIONAL DESIGN SERVICES
APEX PERMITTING & INSPECTIONS FACILITY RELOCATION
APEX, NC

Dear Taylor:

We are pleased to provide you with this proposal for site/civil design and construction phase services associated with the proposed building renovation/expansion and site improvements at 322 North Mason Street in Apex, NC.

We understand that the project scope consists of a 3,000-sf expansion and renovation of the existing 3,000-sf building on the site and general site improvements including development of a ±50-space parking lot, sidewalks and a bio-retention cell to detain and treat stormwater runoff from the new impervious surfaces. The site will be developed in general accordance with Option 1a from the 2019 Apex Inspections Relocation – Pre-Design Study by Hobbs Architects.

The existing driveway connection to N. Mason Street will be maintained and a new driveway is not proposed. New utility service connections from the building addition to the public mains in N. Mason Street may be needed.

The Pre-Design Study noted that the site was currently not located within the Small-Town Character Overlay District. However, the proposed development will require the site to be within that district. It is our understanding that necessary amendments to the District to encompass the site will be performed by Town of Apex staff and will not include services of the design team. Desired services of CLH associated with zoning changes or the modification of the Small-Town Character Overlay District limits will be considered as additional services.

Based on our understanding of the project as stated above, we propose the scope of services and fees outlined below.

Scope of Services

1. Survey Conversion and Basic Site Investigation

   - Assist the architect in the preparation of a detailed checklist and survey limit sketch to identify a survey scope of work for use by the Owner in obtaining surveying proposals.
   - Review the boundary and topographic survey for completeness and convert the survey into useable base information for design. (AutoCAD format)

- Investigate physical and ordinance driven restrictions on development through review of the site, survey and local and state development ordinances.

2. Construction Documents - Civil/Site/Landscaping Design - Perform site design and develop construction plans and specifications for site improvements based on the schematic site plan Option 1a from the Pre-Design Study. Our deliverables will consist generally of the following:

- Existing Conditions and Demolition Plan
- Staking Plan
- Grading and Drainage Plan
- Sediment and Erosion Control Plan
- Stormwater Management Plan

  The project site is located within a Primary Watershed Protection Overlay District (Upper NW Tributary-Williams Creek basin) which will require addition effort regarding stormwater management analysis including a Stormwater Impact Statement evaluating potential impacts of stormwater runoff to downstream improvements.

- Planting Plan

  Note: Irrigation design is not included in the scope but may be provided as an additional service.

- Site and Planting Construction Details
- On-Site Utility Plans (Water & Sewer Services Only)

  It is assumed that domestic water and sewer will be served by the existing services serving the existing building or new services extended from adjacent pubic water and gravity sewer mains in N. Mason Street. It is assumed that the new expansion will not be equipped with a fire sprinkler system and extension of a fire main from an adjacent public water main will not be required. Design and permitting of off-site public utility main extensions are not included in this proposal.

  Site lighting design is not included in this scope of services. It is assumed site lighting will be designed by the project's electrical engineering consultant or the local electric provider.

- Division 31-33 Technical Specifications.

3. Design Permitting - Process, submit and track required site development permits and approvals consisting of the following and make revisions as required by reviewing authorities:

- Zoning/Site Plan/Construction Plan review by Town of Apex.
- Erosion Control Permit by NCDEQ Land Quality Section

  The following permits are not expected and are therefore excluded from this proposal:

  NCDOT Driveway & Encroachment Permits
  Water System Extension Permit
  Sewer System Extension Permit
  Floodplain Permit
  Rezoning or Variance Approvals
  Wetland or Steam Impact Approvals

4. Bidding & Construction Phase Services

- Provide recommended earthwork-related allowance quantities and unit price definitions (such as rock, unsuitable soil, etc.) to the architect for inclusion in the project's bidding documents.
- Provide an AutoCad drawing file of the site plans to the architect for transmission to potential bidders if desired.
- Attend the pre-construction conference.
- Respond to questions from bidders.
- Review the Contractor's product submittals and shop drawings for compliance with the Construction Documents.
- Visit the site on a maximum of ten (10) occasions to attend pre-construction or construction related meetings; to observe construction activities during site work operations; and to perform punch list inspections. (We will not charge for any meetings resulting from errors or omissions on our part).
- Review Contractor payment requests and provide recommendations.
- Issue Record drawings based on as-built surveys provided by the Contractor.

The following expenses are considered reimbursable and are not included.

- All permitting fees and printing costs for permit submittals.

Existing Site Information

It is our understanding that a report of subsurface conditions (soil report) and a complete boundary, and topographic survey will be provided by the owner. The soil report will include site grading, compaction, and pavement design recommendations along with seasonal high-water table elevations and infiltration rates in the general location of the proposed stormwater control measures. The survey will be provided in AutoCAD format for use as a base map for design. In addition to all surface features, the site survey shall include the locations of all underground utilities.

Excluded Services

The following services, in addition to others indicated above, are excluded from the proposed Scope of Services:

- Building Demolition and Asbestos Abatement Design or Permitting
- Construction Material & Compaction Testing
- Easement Negotiations
- Envir. Assessments or Impact Statements
- Flood Studies
- Gas / Fuel Facility Design
- Geotechnical Analysis
- Irrigation Design or Specifications
- LEED Design and Documentation
- Masonry Screen Wall Design
- Monumental Signage Design
- Off-Site Utility Extension Design
- Public Hearings
- Public Road Improvement Design
- Rainwater Reuse Design
- Rendered Images
- Retaining Wall/Structural Design
- Rezoning, Special Use or Variance Applications
- Separate Bid Packaging
- Site Lighting Design
- Stream Buffer Impact Permitting
- Surveying/Easement Mapping & Exhibits
- Termite Control Specifications
- Traffic Control Plans
- Traffic Studies
- Wetland and Stream Buffer Delineation
- All other services not specifically included or reasonably inferred from this proposal

lynchmykins

March 18, 2019

Taylor Hobbs
HOBBS Architects, PA
159 W Salisbury Street
Pittsboro, NC 27312

Re: Town of Apex Inspections Relocation and Addition
LM Project No: R19.083

Dear Taylor,

We are pleased to offer the following proposal for structural engineering services in connection with the planned relocation and addition for the Town of Apex Inspections Department in Apex, NC.

The scope of services for this project includes complete structural design and construction documents for the renovation of the existing single story, approximately 3,000SF facility and the new single story, approximately 3,000SF addition. We understand that the existing building construction consists of load bearing masonry walls with wood roof trusses and a slab on grade. The proposed construction of the addition is expected to consist of load bearing concrete masonry walls with wood roof trusses and a slab on grade. For the purposes of this proposal, the following assumptions apply:

The new structure can be supported on shallow foundations.
The existing building is supported on shallow foundations.
The new building site is not in a flood hazard area.
We will receive a site-specific geotechnical report.
The seismic site class is 'D' or better.
Structural renovations within the existing building consist of the following:

- Slab-on-grade replacement for new underground plumbing and electrical work.
- New utility sleeves through and/or below existing foundations.
- Maximum of 3 new openings in the existing load bearing walls.
- New openings in the existing roof between existing trusses. Modification of existing trusses is not included.

Raleigh HQ
415 Hillsborough Street
Suite 101
Raleigh, NC
27603

P: 919.782.1833

Virginia Beach
5032 Rouse Drive
Suite 200
Virginia Beach, VA
23462

P: 757.671.8626

Richmond
1503 Santa Rosa Road
Suite 210
Richmond, VA
23229

P: 804.346.3935

www.lynchmykins.com

CALCULATE. COLLABORATE. CREATE.

- Overbuild trusses on the existing roof for tie-in of the new addition.
- No new mechanical units will be supported on the existing roof.

It is our understanding that this project will require a BIM Model. Lynch Mykins will provide a Level of Development 300 model as described in 2015 BimForum Level of Development Specification. In this level of development, only primary structural elements will be provided in the model. Secondary elements such as braces, kickers, joist bridging, base plates, gusset plates, connection angles etc. will not be modeled. Also stair stringers, treads, risers and stair landing framing will not be modeled. All elements whose final design will be provided by others are modeled for graphical purposes only. These include, but are not limited to, steel joists, prefabricated wood trusses, precast double tees etc. Critical interactions with these elements will not be possible until they are designed during the construction phase.

The scope of services does not include construction cost estimating or design of any structure outside of the main building footprint. This includes but is not limited to dumpster enclosures, exterior ramps, flag pole foundations, pools, fountains, non-structural walls, ceilings, and soffits.

The scope also does not include any services for Special Inspections except those documents required for permit issuance. The scope also does not include demolition drawings.

EnTech ENGINEERING

1071 N. Berkeley Blvd
Goldsboro, NC 27534
Office No. 919-778-9064

Engineering Proposal

To:	Taylor Hobbs – Hobbs Architects, PA
From:	EnTech Engineering, PA (EnTech) Goldsboro, North Carolina
Project:	Interior Renovation & Addition for
	Apex Town Inspections
	Apex, North Carolina

EnTech Proposal No.: P219016

Disciplines: Plumbing, Mechanical & Electrical

Proposal Date: March 14, 2019

Design Schedule: (As required by architect)

Project Design Scope:

EnTech will provide plumbing, mechanical and electrical design services for the renovation of a 3,000 sf empty building and a 2,600 sf addition.

Plumbing Systems Design includes the following:

- Fixture load demand table
- Fixtures & specialties selections
- Drain, waste and vent design (building drain piping to 10-ft outside)
- Domestic water backflow preventer selection & layout (when located in building)
- Domestic water distribution systems (building piping to 5-ft outside)
- Domestic water heaters selections
- Hot water recirculation system
- DWV riser diagram
- Water riser diagram

Mechanical Systems Design includes the following:

- HVAC load calculations in accordance with ASHRAE energy & ventilation standards
- Cooling and heating systems (Price based on basic split systems)
- Air distribution selections
- Toilet exhaust systems
- Condensate piping layout & terminations
- Gas piping sizing table, layout and diagram

Electrical Systems Design includes the following:

- Electrical service sizing & layout
- NEC service load summary
- Receptacle and branch circuiting
- Voice/data system (see add price)
- Security system (see add price)
- Interior lighting and switching
- Exterior building mounted lighting
- Egress lighting
- Parking Lot Lighting (see add price)
- Fire alarm system (see add price)

Overall Design Package includes the following:

- Coordination with architect
- Written specifications
- Notes on the plans
- Energy report data provided on mechanical and electrical sheets (prescriptive method)
- Review drawings in electronic format
- Final drawings in electronic format
- Budget cost estimating for PME systems

Construction Administration includes the following: (see add price)

- Monthly meeting attendance (6 included)
- Shop Drawings and Submittals review
- RFI responses related to PME
- Site inspections (at underground rough-in, wall rough-in & above ceiling)
- Pre-Final Inspection and Punch List
- Final Inspection and Punch List
- HVAC Statement of Compliance
- Preparation of record drawings (legible contractor markups are required)

Design Alternates:

Parking Lot Lighting Design – EnTech will provide design and specifications for parking lot lighting including lighting calculations, fixture selections and a complete layout.

Voice/Data System Design – EnTech will provide specifications and infrastructure design including raceways & wiring, cable tray, equipment racks with patch panels and faceplates. The design does not include servers, switches, UPS, etc.

Security System Design – EnTech will provide security system design and specifications for door access controls, security camera and central security rack. The system will be designed based on owner selected preferred vendor.

Fire Alarm Design – EnTech will provide fire alarm design and specifications for a addressable system with a complete device layout, diagram and matrix.

Exclusions:

- BIM/Revit 3D design
- Site utilities design for all PME related items
- Specialty lighting selections
- Building facade lighting design
- Arc flash study
- Completion of utility electrical load form
- Redesign for project cost-cutting unless PME total bids exceed PME budget
- Redesign related to major changes in building construction or design after CD has begun
- Alternates for building or systems design other than as identified above

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/09/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: GREG FOSTER 908 E ASH ST StateFarm GOLDSBORO, NC 27530	CONTACT NAME: GREG FOSTER PHONE (A/C, No, Ext): 919-735-9122 FAX (A/C, No): 919-735-9987 E-MAIL ADDRESS: GREG.FOSTER.BWKB@STATEFARM.COM
INSURED: HOBBS ARCHITECTS, PA PO BOX 1457 PITTSBORO, NC 27312	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : State Farm Fire and Casualty Company — 25143 INSURER B : State Farm Mutual Automobile Insurance Company — 25178 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	Y		93G584016	11/30/2018	11/30/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO X ALL OWNED AUTOS HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS	Y		4151089E1533	11/15/2018	11/15/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ 500,000 $ 500,000 $ 500,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y		93G584028	11/30/2018	11/30/2019	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		93CVP7285	10/17/2018	10/17/2019	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

TOWN OF APEX
ATTENTION: DENNIS BROWN
PO BOX 250
APEX, NC 27502

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988,2010 ACORD CORPORATION. All rights reserved.

Ship To
TOWN OF APEX
PUBLIC WORKS ADMINISTRATION
105-B UPCHURCH ST.
Apex, NC 27502

Bill To
TOWN OF APEX
ACCOUNTS PAYABLE
PO BOX 250
APEX, NC 27502

Purchase Order
No. 2019-00001007

DATE 04/03/2019

VENDOR NO. 7503

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
HOBBS ARCHITECTS
PO BOX 1457
PITTSBORO, NC 27312

DELIVER BY
FREIGHT TERMS
PAGE **1 of 1**
ORIGINATOR: Steve Maynard

REFERENCE # Copy

QTY	UNIT	DESCRIPTION	VENDOR PART #	UNIT COST	TOTAL COST
170,136.00	Each	Professional Services - BIP RENOVATION AND ADDITION 10-5900 44600 - Professional Services 170,136.00		1.0000	$170,136.00

Purchase Order terms and conditions: http://www.apexnc.org/terms.

SUBTOTAL	$170,136.00
SALES TAX	$0.00
TOTAL DUE	$170,136.00

Special Instructions

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT. Purchas

Steve Maynard

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to adopt a Resolution Directing the Town Clerk to Investigate Petition Received, to accept the Certificate of Sufficiency by the Town Clerk, and to adopt a Resolution Setting the Date of a Public Hearing for September 23, 2025, on the Question of Annexation - Apex Town Council's intent to annex 51.822 acres, project commonly referred to as Jessie Drive Industrial, located at 0 East Williams Street (PIN 0751-20-1670), Annexation No. 806, into the Town Corporate limits.

Approval Recommended?

Yes

Item Details

The Town Clerk certifies to the investigation of said annexation.

Adoption of the Resolution authorizes the Town Clerk to advertise said public hearing by electronic means and on the Town of Apex's website.

NOTE: This Annexation Petition is associated with a Rezoning Case No. 25CZ09 to be heard on September 9, 2025, as well.

Attachments

- CN4-A1: Resolution Directing the Town Clerk to Investigate Petition
  - Certificate of Sufficiency by the Town Clerk
  - Resolution Setting Date of Public Hearing
- CN4-A2: Legal Description – Annexation No. 806 – Jessie Drive Industrial – 0 East Williams Street – 51.822 acres
- CN4-A3: Aerial Map – Annexation No. 806 – Jessie Drive Industrial – 0 East Williams Street – 51.822 acres
- CN4-A4: Plat Map – Annexation No. 806 – Jessie Drive Industrial – 0 East Williams Street – 51.822 acres
- CN4-A5: Annexation Petition – Annexation No. 806 – Jessie Drive Industrial – 0 East Williams Street – 51.822 acres

RESOLUTION DIRECTING THE TOWN CLERK
TO INVESTIGATE PETITION RECEIVED UNDER G.S.§ 160A-31

Annexation Petition No. 806
Jessie Drive Industrial – 0 East Williams Street – 51.822 acres

WHEREAS, G.S. §160A- 31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Apex deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apex, that the Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify to the Town Council the result of his investigation.

This the 9th day of September, 2025.

_____
Jacques K. Gilbert
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk

CERTIFICATE OF SUFFICIENCY BY THE TOWN CLERK

Annexation Petition No. 806
Jessie Drive Industrial – 0 East Williams Street – 51.822 acres

To: The Town Council of the Town of Apex, North Carolina

I, Allen L. Coleman, Town Clerk, do hereby certify that I have investigated the annexation petition attached hereto, and have found, as a fact, that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S.§ 160A-31, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Apex, North Carolina this 9th day of September, 2025.

_____
Allen L. Coleman, CMC
Town Clerk

(Seal)

RESOLUTION SETTING DATE OF PUBLIC HEARING
ON THE QUESTION OF ANNEXATION PURSUANT TO G.S.§ 160A-31 AS AMENDED

Annexation Petition No. 806
Jessie Drive Industrial – 0 East Williams Street – 51.822 acres

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Town Council of Apex, North Carolina has by Resolution directed the Town Clerk to investigate the sufficiency thereof; and

WHEREAS, Certification by the Town Clerk as to the sufficiency of said petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apex, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Apex Town Hall at 6 o'clock p.m. on the 23rd day of September, 2025.

Section 2. The area proposed for annexation is described as attached.

Section 3. Notice of said public hearing shall be published on the Town of Apex Website, www.apexnc.org, Public Notice, at least ten (10) days prior to the date of said public hearing.

This the 9th day of September, 2025

_____
Jacques K. Gilbert,
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk

Attachment: Legal Description

Parcel Description
51.822 Acres

Situated in the State of North Carolina, County of Wake, Town of Apex, and being all of that 51.822 acres tract conveyed to Charles & Glen Womble of record in Deed Book 4443, Page 949, and being more particularly bounded and described as follows:

Beginning at an iron pipe found at an easterly corner of that 37.27 acre tract conveyed to Wall Recycling LLC of record in Deed Book 19585, Page 1524, the southwest corner of that 17.65 acre tract conveyed to 560 Pristine Water LLC of record in Deed Book 18157, Page 868, said point being the northwest corner of said 51.822 acre tract and having North Carolina State Plane Coordinates (NAD 83—2011 Adjustment): Northing 711796.545, Easting 2051789.396;

Thence along the common line of said 17.65 and said 51.822 acre tract the following two (2) courses:

S 88° 14' 26" E, a distance of **221.27 feet** to an iron pipe found;

S 87° 55' 47" E, a distance of **595.37 feet** to an iron pipe set in the northerly line of that 0.24 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782;

Thence along the common line of said 0.24 acre tract and said 51.822 acre tract the following two (2) courses:

with a curve to the left, having a chord bearing and distance of **S 67° 08' 00" W**, **47.93 feet**, a radius of **1000.82 feet**, a central angle of **02° 44' 39",** and an arc length of **47.93 feet** to an iron pipe found;

S 24° 14' 22" E, a distance of **84.24 feet** to a point at the northwesterly corner of the right of way of Jessie Drive (S.R. 1304) of record in Book of Maps 2024, Page 1932;

Thence along the common line of said right of way of Jessie Drive and said 51.822 acre tract the following four (4) courses:

S 24° 14' 22" E, a distance of **15.76 feet** to an iron pipe found;

with a curve to the right, having a chord bearing and distance of **N 67° 38' 34" E**, **59.12 feet**, a radius of **899.85 feet**, a central angle of **03° 45' 54",** and an arc length of **59.13 feet** to an iron pipe found;

with a curve to the right, having a chord bearing and distance of **S 63° 45' 27" E**, **50.96 feet**, a radius of **35.00 feet**, a central angle of **93° 26' 17",** and an arc length of **57.08 feet** to an iron pipe found;

S 17° 02’ 25” E, a distance of **62.87 feet** to a point at the northwesterly corner of that 0.03 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782;

Thence **S 17° 02’ 25” E** with the common line of said 0.03 acre tract and said 51.822 acre tract, a distance of **103.17 feet** to a northwesterly corner of that 15.47 acre tract conveyed to Stephens Enterprises LLC of record in Deed Book 18814, Page 61, being an easterly corner of said 51.822 acre tract;

Thence, **S 03° 18’ 51” W**, along the common line of said 15.47 acre tract and said 51.822 acre tract a distance of **939.83 feet** to an iron pipe set at the southwest corner of said 15.47 acre tract, the northwest corner of that 9.97 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782;

Thence along the common line of said 9.97 acre tract and said 51.822 acre tract the following two (2) courses:

S 03° 19’ 27” W, a distance of **114.19 feet** to an iron pipe set;

S 04° 44’ 10” W, a distance of **946.02 feet** to an iron pipe set in the northeastern corner of that 0.10 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782, a southerly corner of said 9.97 acre tract, and being the southeast corner of said 51.822 acre tract;

Thence, **N 87° 20’ 07” W**, along the common line of said 51.822 acre tract, said 0.10 acre tract, the northern line of a 1.60 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782, a distance of **1,115.87 feet** to a computed point in the centerline of a stream being the easterly line of a 22.08 acre tract conveyed to Page Two Holdings LLC & Rodessa LLC, the southwesterly corner of said 51.822 acre tract, and being the northwest corner of said 1.60 acre tract;

Thence along the said stream being the common line of said 22.08 acre tract and said 51.822 acre tract the following ten (10) courses:

N 24° 51’ 43” E, a distance of **18.23 feet** to a computed point;

N 36° 59’ 37” W, a distance of **26.87 feet** to a computed point;

N 70° 05’ 17” W, a distance of **75.77 feet** to a computed point;

N 58° 57’ 06” W, a distance of **33.90 feet** to a computed point;

N 73° 41’ 40” W, a distance of **36.95 feet** to a computed point;

N 72° 10’ 08” W, a distance of **58.04 feet** to a computed point;

N 33° 12’ 13” W, a distance of **26.99 feet** to a computed point;

N 19° 37’ 55” E, a distance of **60.07 feet** to a computed point;

N 17° 28’ 12” E, a distance of **62.77 feet** to a computed point;

N 41° 46’ 44” W, a distance of **96.28 feet** to a computed point in the southerly line of that 28.62 acre tract conveyed to Kyle Edward & Marlou Smith Bacon of record in Deed Book 22-E, Page 4078, being a westerly corner of said 51.822 acre tract, the northeast corner of said 22.08 acre tract;

Thence along the common line of said 28.62 acre tract and said 51.822 acre tract the following two (2) courses:

S 87° 37’ 28” E, a distance of **436.72 feet** to an iron pipe set;

N 02° 48’ 05” E, a distance of **1,477.92 feet** to an iron pipe found in the westerly line of said 51.822 acre tract, being the northeast corner of said 28.62 acre tract, the southeast corner of said 37.27 acre tract;

Thence along the common line of said 37.27 acre tract and said 51.822 acre tract the following two (2) courses:

N 02° 47’ 12” E, a distance of **143.22 feet** to an iron pipe found;

N02° 47’ 12” E, a distance of **319.08 feet** to the **Point of Beginning**, and containing **51.822 acres** of land, more or less, as calculated by the above courses.

The above description was prepared by James D. Whitacre, P.L.S. L-5273 on April 24, 2025. This description is based on existing records from the Wake County Register of Deeds and an actual field survey by Advanced Civil Design, Inc. in April, 2025.

The **Basis of Bearings** used in this description is based upon monuments established by the National Geodetic Survey (NAD 83, 2011 Adjustment) and was determined using GPS equipment and procedures. All references used in this description can be found at the Register of Deeds, Wake County, North Carolina.

ADVANCED CIVIL DESIGN, INC.
James D. Whitacre, PE, PLS
51 Kilmayne Drive, Suite 102
Cary, NC 27511
919-460-2024


Dixie Pipeline
MC Precast
Apex Commerce Center
Jessie Dr
Annexation #806
E Williams St
55
Percussion Dr
Horton Park Dr
Horton Park
Redpoll Dr
Warbler Dr
Dezola St
Gladsong Dr
0
500
1,000
Feet
August 2025
May 2025 Aerial
Photography Prepared by: Town of Apex Planning Department

POINT OF BEGINNING
CONTROL CORNER
NAD 83 (2011)
NC State Plane
Grid Coordinates
N: 711,796.545'
E: 2,051,789.396'

S88°14'26"E 221.27'

N/F
560 PRISTINE WATER LLC
DB 18157 PG 868
PIN: 0751222279
BM 2014 PG 627

PRODUCTION DRIVE
(30' PUBLIC R/W)

EXISTING TOWN OF APEX LIMITS

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751216742
BM 2024 PG 1932

N/F
APEX INDUSTRIAL OWNER 2 LLC
& ROCKPOINT GROUP LLC
DB 18554 PG 2713
PIN: 0751322322
BM 2016 PG 1902

S87°55'47"E 595.37'
NEW TOWN OF APEX LIMITS

EX. 60' PUBLIC ROAD & WATERLINE EASEMENT (BK 17279 PG 1698)

JESSIE DRIVE (S.R. 1304)
(110' PUBLIC R/W)
(BM 2024, PG 1932)

N2°47'12"E 319.08'

NEW TOWN OF APEX LIMITS

N/F
WALL RECYCLING LLC
DB 19585 PG 1524
PIN: 0751113934
BM 2014 PG 627

EXISTING TOWN OF APEX LIMITS

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751217546
BM 2024 PG 1932

EX. TEMPORARY CONSTRUCTION EASEMENT (BK 17279 PG 1706)

N2°47'12"E 143.22'

NEW TOWN OF APEX LIMITS

EXISTING TOWN OF APEX LIMITS

HORTON PARK DRIVE
(60' PUBLIC R/W)

LINE TABLE		
LINE	LENGTH	BEARING
L1	84.24'	S24°14'22"E
L2	15.76'	S24°14'22"E
L3	62.87'	S17°02'25"E
L4	103.17'	S17°02'25"E
L5	18.23'	N24°51'43"E
L6	26.87'	N36°59'37"W
L7	75.77'	N70°05'17"W
L8	33.90'	N58°57'06"W
L9	36.95'	N73°41'40"W
L10	58.04'	N72°10'08"W
L11	26.99'	N33°12'13"W
L12	60.07'	N19°37'55"E
L13	62.77'	N17°28'12"E
L14	96.28'	N41°46'44"W

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	47.93'	1000.82'	002°44'39"	47.93'	S67°08'00"W
C2	59.13'	899.85'	003°45'54"	59.12'	N67°38'34"E
C3	57.08'	35.00'	093°26'17"	50.96'	S63°45'27"E

N/F
CHARLES & GLEN WOMBLE
0 EAST WILLIAMS STREET
DB 4443 PG 949
PIN: 0751201670

N/F
STEPHENS ENTERPRISES LLC
DB 18814 PG 61
PIN: 0751311392
BM 2023 PG 366

NEW TOWN OF APEX LIMITS
S3°18'51"W 939.83'

AREA TO BE ANNEXED
51.822 AC.
2,257,347 SF

N/F
KYLE EDWARD &
MARLOU SMITH BACON
DB 22-E PG 4078
PIN: 0751102449

N2°48'05"E 1477.92'
NEW TOWN OF APEX LIMITS

PROPERTY LINE IS C/L STREAM

S3°19'27"W 114.19'

EX. TOWN OF APEX PUBLIC UTILITY EASEMENT (SEWER) (BK 17279 PG 1706)

EX. TEMPORARY CONSTRUCTION EASEMENT (BK 17279 PG 1706)

500-YEAR FLOODPLAIN (EFFECTIVE)

100-YEAR FLOODPLAIN (EFFECTIVE)

C/L STREAM

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751209246
BM 2024 PG 1934

NEW TOWN OF APEX LIMITS
S4°44'10"W 946.02'

FLOODWAY

S87°37'28"E 436.72'
NEW TOWN OF APEX LIMITS

NEW TOWN OF APEX LIMITS

PROPERTY LINE IS C/L STREAM

EX. TOWN OF APEX PUBLIC UTILITY EASEMENT (SEWER) (BK 17279 PG 1706)

EXISTING TOWN OF APEX LIMITS

EX. TEMPORARY CONSTRUCTION EASEMENT (BK 17279 PG 1706)

N87°20'07"W 1115.87'
NEW TOWN OF APEX LIMITS

GLADSONG DRIVE
(60' PUBLIC R/W)

N/F
PAGE TWO HOLDINGS LLC
& RODESSA LLC
DB 17240 PG 2610
PIN: 0750095624

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0750196496
BM 2025 PG 517

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0750294489
BM 2025 PG 517

GENERAL NOTES:

1) Areas calculated by coordinate geometry.
2) All distances are horizontal ground distances.
3) All bearings are based on the North Carolina State Plane Coordinate System (NAD83, 2011 Adjustment)
4) At the time of survey a title was not provided and therefore an accurate depiction of any easements has not been shown on this plat. Easements may or may not be present on this site.
5) By graphic plotting, this property is located in Zone "X" (Areas determined to be outside of the 100-year flood plain) with portions of the land in Zone "AE" (Areas determined to be within the 100-year flood plain) by the Federal Emergency Agency on Flood Insurance Rate Map, Community Panel No. 3720075100K & 3720075000K, with an effective date of July 19, 2022, in Wake County, North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.
6) Boundary information shown hereon was prepared from an actual field survey and from existing records as referenced hereon.
7) Zoning: Residential Agricultural

LEGEND

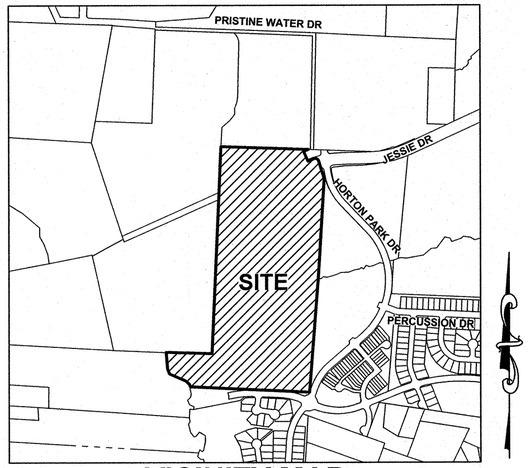
- Iron Pipe Found
- Iron Pin Found
- Mag Nail Found
- Iron Pipe Set
- Railroad Spike
- Computed Point
- Monument Found
- Existing Town of Apex Limits

NC Grid NAD 83 (2011 Adjustment)

GRAPHIC SCALE

0 75 150 300

1 inch =150 feet



VICINITY MAP

SCALE: 1"=1,000'

I, Jacob L. Buzzell, certify as to one of the following:

☐ A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

☐ B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.

C. Any one of the following:

■ 1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.

☐ 2. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.

☐ 3. That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.

☐ 4. That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.

☐ D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.

☐ E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

I, Jacob L. Buzzell, a surveyor licensed under the provisions of Chapter 89C of the North Carolina General Statutes, do hereby certify that this Plat was drawn under my supervision from an actual survey made under my supervision from references as noted on said plat. That the ratio of precision as calculated from coordinates is 1/10,000, that the boundaries not surveyed are shown as broken lines plotted from cited references, and that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my hand and official seal this 20th, day of August, 2025.

NORTH CAROLINA PROFESSIONAL SEAL L-5647 LAND SURVEYOR JACOB L. BUZZELL

Professional Surveyor L-5647

Town Clerk Certification Statement:
Annexation #_____

I, Allen Coleman, CMC, NCCC, Town Clerk, Apex, North Carolina certify that this is a true and exact map of annexation adopted the _____ day of _____, 20____, by the Town Council. I set my hand and seal of the Town of Apex, _____
Day/Month/Year

_____
Allen Coleman, CMC, NCCC, Town Clerk

RECORDED IN BOOK OF MAPS _____, PAGE _____, WAKE COUNTY REGISTRY

FIRM # C-2798
ADVANCED CIVIL DESIGN
ENGINEERS SURVEYORS
51 Kilmayne Drive
Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

ANNEXATION MAP
FOR THE
TOWN OF APEX

ADDRESSES: 0 EAST WILLIAMS STREET PINs: 0751201670

Wake County, NC
White Oak Township
Town of Apex

Revisions:

Date: 08/19/2025

Drawn By: JRR
Scale: 1" = 150'

Project Number: 25-0021-504

Sheet Number: 1/1

O:\25-0021-504NC\DWG\Production Drawings\SURVEY\0021-504 Annexation Plat.dwg Annexation Plat Aug 20, 2025 - 2:47:29pm akring

PETITION FOR VOLUNTARY ANNEXATION
Town of Apex, North Carolina

ANNEXATION PETITION SUBMISSION: Applications are due by 12:00 pm on the first business day of each month. See the "Annexation Petition Schedule" on the website for details.

ANNEXATION FEE: $300; $200.00 for well/septic failure

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1. A petition submitted pursuant to North Carolina General Statute 160A-58.1 need not be signed by the owners of real property that is wholly exempt from property taxation under the Constitution and laws of North Carolina, nor by railroad companies, public utilities as defined in G.S. 62-3(23), or electric or telephone membership corporations.

HARD COPY SUBMITTAL REQUIREMENTS:

- Town of Apex Petition for Annexation with original wet ink signatures. No photocopies or scanned images.
- Petition Fee by one of the following forms of payment:
  - Visa or Master Card (online only);
  - In person: Cash (exact amount only); or
  - Check payable to 'Town of Apex'

ELECTRONIC SUBMITTAL REQUIREMENTS: GEOCIVIX (IDT)

- Town of Apex Petition for Annexation
- Written Metes and Bounds Legal Description: Submit original PDF. Scanned documents will not be accepted.
- Electronic plat submittal (18" x 24")

REVIEW AND APPROVAL PROCESS:

- **SUBMITTAL:** Submit hard copy application with original wet signatures (no photo copies or scanned images) and fee to the Planning Department and upload an electronic copy of the application, legal description and Annexation Plat via GeoCivix.
- **REVIEW BY STAFF:** The Planning Department and Development Services Department review the annexation submission. Comments will be sent to the applicant via email.
- **DESIGNATION OF ANNEXATION NUMBER:** The application is assigned an annexation number once the annexation petition is received.
- **ANNEXATION PLAT SUBMISSION:** After the map and legal description are deemed sufficient by the Town of Apex, the applicant is required to submit three (3) 18"x24" Mylar annexation plats to the Planning Department by the due date on the attached Annexation Schedule.
- **1ST TOWN COUNCIL MEETING:** This Town Council Meeting is typically held the second Tuesday of each month. The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved.
- **LEGAL ADVERTISEMENT:** A legal advertisement will be published on the Town of Apex's website no more than 25 days and no less than 10 days prior to the date of the public hearing.
- **2ND TOWN COUNCIL MEETING/PUBLIC HEARING:** This Town Council Meeting is typically held the fourth Tuesday of each month. The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Apex.
- **RECORDATION:** If the annexation is approved by the Town Council, the Town Clerk will have the Annexation Plats recorded at the Wake County or Chatham County Register of Deeds, as appropriate. Wake County or Chatham County will keep one of the recorded plats, one copy will be returned to the Planning Department, and the surveying company is given the remaining recorded Annexation Plat.

FOR WELL AND/OR SEPTIC FAILURES:

If the purpose of the petition is to connect to public water and/or sewer, contact Water Resources Program Coordinator Jessica Sloan at 919-372-7478 or jessica.sloan@apexnc.org to confirm that public water and/or sewer is available to the property. In order to receive public water and/or sewer services from the Town of Apex, refer to the checklist of items below to assist with obtaining one or both of these services:

- Apply for a plumbing permit with the Building Inspections and Permitting Department.
- The plumbing permit and associated costs for water and/or sewer will be included with the permit.

Please refer to the Town of Apex Fee Schedule for the list of current fees.

PETITION FOR VOLUNTARY ANNEXATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: _____ Submittal Date: _____

Fee Paid $ _____ Check # _____

TO THE TOWN COUNCIL APEX, NORTH CAROLINA

1. We, the undersigned owners of real property, respectfully request that the area described in Part 4 below be annexed to the Town of Apex, ☒ Wake County, ☐ Chatham County, North Carolina.
2. The area to be annexed is ☒ contiguous, ☐ non-contiguous (satellite) to the Town of Apex, North Carolina and the boundaries are as contained in the metes and bounds description attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.

OWNER INFORMATION

Glen Womble	0751201670
Owner Name (Please Print)	Property PIN or Deed Book & Page #
(919)412-4265	glenwomble0921@gmail.com
Phone	E-mail Address
CHARLES WOMBLE	0751201670
Owner Name (Please Print)	Property PIN or Deed Book & Page #
843-251-1062	
Phone	E-mail Address
JANET Arthurs	0751201670
Owner Name (Please Print)	Property PIN or Deed Book & Page #
843-933-1111	Arthurs.JANET@gmail.com
Phone	E-mail Address

SURVEYOR INFORMATION

Surveyor: Advanced Civil Design, Inc. (Jack Royal)

Phone: 919-481-6290 Fax: 919-336-5127

E-mail Address: jroyal@advancedcivildesign.com

ANNEXATION SUMMARY CHART

Property Information		Reason(s) for annexation (select all that apply)	
Total Acreage to be annexed:	51.822	Need water service due to well failure	☐
Population of acreage to be annexed:		Need sewer service due to septic system failure	☐
Existing # of housing units:		Water service (new construction)	X
Proposed # of housing units:		Sewer service (new construction)	X
Zoning District*:	RA	Receive Town Services	X

*If the property to be annexed is not within the Town of Apex's Extraterritorial Jurisdiction, the applicant must also submit a rezoning application with the petition for voluntary annexation to establish an Apex zoning designation. Please contact the Planning Department with questions.

PETITION FOR VOLUNTARY ANNEXATION

Application #: _____ Submittal Date: _____

COMPLETE IF SIGNED BY INDIVIDUALS:

All individual owners must sign. (If additional signatures are necessary, please attach an additional sheet.)

Glen A. Womble — Please Print

Glen A. Womble — Signature

_____ Please Print

_____ Signature

_____ Please Print

_____ Signature

_____ Please Print

_____ Signature

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, Jessica M. Hathaway, a Notary Public for the above State and County, this the 9th day of June, 2025

JESSICA M HATHAWAY NOTARY PUBLIC WAKE COUNTY, NC My Commission Expires 01-02-28

Jessica M. Hathaway — Notary Public

My Commission Expires: 01/02/2028

COMPLETE IF A CORPORATION:

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its Secretary by order of its Board of Directors, this the _____ day of _____, 20____.

Corporate Name _____

SEAL

By: _____
President (Signature)

Attest:

_____
Secretary (Signature)

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

Application #: _____ Submittal Date: _____

COMPLETE IF IN A LIMITED LIABILITY COMPANY

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Limited Liability Company _____

By: _____
Signature of Member/Manager

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

COMPLETE IF IN A PARTNERSHIP

In witness whereof, _____, a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the _____ day of _____, 20_____.

Name of Partnership _____

By: _____
Signature of General Partner

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

PETITION FOR VOLUNTARY ANNEXATION

Application #: _____ **Submittal Date:** _____

COMPLETE IF SIGNED BY INDIVIDUALS:

All individual owners must sign. (If additional signatures are necessary, please attach an additional sheet.)

CHARLES WOMBLE
Please Print

Charles Womble
Signature

_____
Please Print

_____
Signature

_____
Please Print

_____
Signature

_____
Please Print

_____
Signature

STATE OF ~~NORTH~~ South CAROLINA
COUNTY OF ~~WAKE~~ HOVERY

Sworn and subscribed before me, ARDIANA NATI, a Notary Public for the above State and County, this the 6th day of, June, 2025.

Ardiana Nati
Notary Public

SEAL

ARDIANA NATI
Notary Public
State of South Carolina
My Commission Expires Feb 5, 2035

My Commission Expires: 02/05/2035

COMPLETE IF A CORPORATION:

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its Secretary by order of its Board of Directors, this the _____ day of _____, 20____.

Corporate Name _____

SEAL

By: _____
President (Signature)

Attest:

_____
Secretary (Signature)

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

Petition for Voluntary Annexation

Application #: _____ Submittal Date: _____

Complete if in a Limited Liability Company

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Limited Liability Company _____

By: _____
Signature of Member/Manager

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

Complete if in a Partnership

In witness whereof, _____, a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the _____ day of _____, 20_____.

Name of Partnership _____

By: _____
Signature of General Partner

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

PETITION FOR VOLUNTARY ANNEXATION

Application #: _____ Submittal Date: _____

COMPLETE IF SIGNED BY INDIVIDUALS:

All individual owners must sign. (If additional signatures are necessary, please attach an additional sheet.)

JANET Arthurs Please Print	Janet Arthurs Signature
_____ Please Print	_____ Signature
_____ Please Print	_____ Signature
_____ Please Print	_____ Signature

STATE OF ~~NORTH~~ South CAROLINA
COUNTY OF WAKE Georgetown SH

Sworn and subscribed before me, Shamika L. Hasberry, a Notary Public for the above State and County, this the 17th day of, June, 2025.

Shamika L. Hasberry
Notary Public

SEAL

SHAMIKA L. HASBERRY
Notary Public-State of South Carolina
My Commission Expires
September 20, 2032

My Commission Expires: September 20, 2032

COMPLETE IF A CORPORATION:

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its Secretary by order of its Board of Directors, this the _____ day of _____, 20____.

Corporate Name _____

SEAL

By: _____
President (Signature)

Attest:

_____
Secretary (Signature)

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

Petition for Voluntary Annexation

Application #: _____ Submittal Date: _____

Complete If In A Limited Liability Company

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Limited Liability Company _____

By: _____
Signature of Member/Manager

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

Complete If In A Partnership

In witness whereof, _____, a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the _____ day of _____, 20_____.

Name of Partnership _____

By: _____
Signature of General Partner

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____day of _____, 20____.

_____
Notary Public

SEAL

My Commission Expires: _____

POINT OF BEGINNING
CONTROL CORNER
NAD 83 (2011)
NC State Plane
Grid Coordinates
N: 711,796.545'
E: 2,051,789.396'

S88°14'26"E 221.27'

N/F
560 PRISTINE WATER LLC
DB 18157 PG 868
PIN: 0751222279
BM 2014 PG 627

S87°55'47"E 595.37'
NEW TOWN OF APEX LIMITS

PRODUCTION DRIVE
(30' PUBLIC R/W)

EXISTING TOWN OF APEX LIMITS

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751216742
BM 2024 PG 1932

N/F
APEX INDUSTRIAL OWNER 2 LLC
& ROCKPOINT GROUP LLC
DB 18554 PG 2713
PIN: 0751322322
BM 2016 PG 1902

JESSIE DRIVE (S.R. 1304)
(110' PUBLIC R/W)
(BM 2024, PG 1932)

EX. 60' PUBLIC ROAD &
WATERLINE EASEMENT
(BK 17279 PG 1698)

N/F
WALL RECYCLING LLC
DB 19585 PG 1524
PIN: 0751113934
BM 2014 PG 627

N2°47'12"E 319.08'

NEW TOWN OF APEX LIMITS

EXISTING TOWN OF APEX LIMITS

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751217546
BM 2024 PG 1932

EX. TEMPORARY
CONSTRUCTION EASEMENT
(BK 17279 PG 1706)

NEW TOWN OF APEX LIMITS

EXISTING TOWN OF APEX LIMITS

HORTON PARK DRIVE
(60' PUBLIC R/W)

N2°47'12"E 143.22'

N/F
STEPHENS ENTERPRISES LLC
DB 18814 PG 61
PIN: 0751311392
BM 2023 PG 366

NEW TOWN OF APEX LIMITS
S3°18'51"W 939.83'

N/F
CHARLES & GLEN WOMBLE
0 EAST WILLIAMS STREET
DB 4443 PG 949
PIN: 0751201670

N/F
KYLE EDWARD &
MARLOU SMITH BACON
DB 22-E PG 4078
PIN: 0751102449

AREA TO BE ANNEXED
51.822 AC.
2,257,347 SF

N2°48'05"E 1477.92'
NEW TOWN OF APEX LIMITS

PROPERTY LINE
IS C/L STREAM

S3°19'27"W
114.19'

EX. TOWN OF APEX PUBLIC
UTILITY EASEMENT (SEWER)
(BK 17279 PG 1706)

EX. TEMPORARY
CONSTRUCTION EASEMENT
(BK 17279 PG 1706)

500-YEAR FLOODPLAIN
(EFFECTIVE)

100-YEAR FLOODPLAIN
(EFFECTIVE)

C/L STREAM

N/F
HORTON PARK
INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751209246
BM 2024 PG 1934

NEW TOWN OF APEX LIMITS
S4°44'10"W 946.02'

FLOODWAY

S87°37'28"E 436.72'
NEW TOWN OF APEX LIMITS

NEW TOWN OF
APEX LIMITS

PROPERTY LINE
IS C/L STREAM

EX. TOWN OF APEX PUBLIC
UTILITY EASEMENT (SEWER)
(BK 17279 PG 1706)

EXISTING TOWN
OF APEX LIMITS

EX. TEMPORARY
CONSTRUCTION EASEMENT
(BK 17279 PG 1706)

N/F
PAGE TWO HOLDINGS LLC
& RODESSA LLC
DB 17240 PG 2610
PIN: 0750095624

N87°20'07"W 1115.87'
NEW TOWN OF APEX LIMITS

GLADSONG DRIVE
(60' PUBLIC R/W)

N/F
HORTON PARK INVESTMENTS LLC
DB 19103 PG 782
PIN: 0751196496
BM 2025 PG 517

N/F
HORTON PARK
INVESTMENTS LLC
DB 19103 PG 782
PIN: 0750294489
BM 2025 PG 517

EXISTING TOWN
OF APEX LIMITS

HORTON PARK DRIVE
(60' PUBLIC R/W)

LEGEND

- Iron Pipe Found
- Iron Pin Found
- Mag Nail Found
- Iron Pipe Set
- Railroad Spike
- Computed Point
- Monument Found
- Existing Town of Apex Limits

NC Grid NAD 83 (2011 Adjustment)

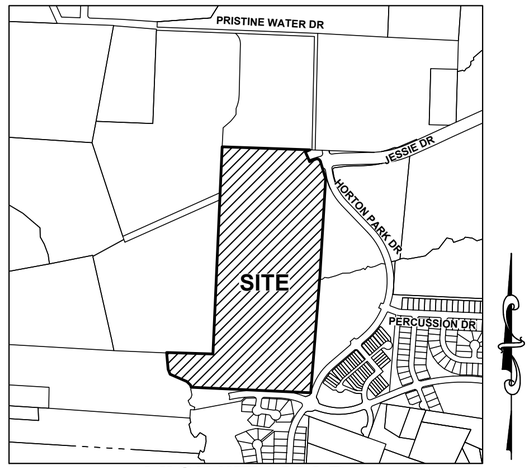
GRAPHIC SCALE

0 75 150 300

1 inch =150 feet

GENERAL NOTES:

1) Areas calculated by coordinate geometry.
2) All distances are horizontal ground distances.
3) All bearings are based on the North Carolina State Plane Coordinate System (NAD83, 2011 Adjustment)
4) At the time of survey a title was not provided and therefore an accurate depiction of any easements has not been shown on this plat. Easements may or may not be present on this site.
5) By graphic plotting, this property is located in Zone "X" (Areas determined to be outside of the 100-year flood plain) with portions of the land in Zone "AE" (Areas determined to be within the 100-year flood plain) by the Federal Emergency Agency on Flood Insurance Rate Map, Community Panel No. 3720075100K & 3720075000K, with an effective date of July 19, 2022, in Wake County, North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.
6) Boundary information shown hereon was prepared from an actual field survey and from existing records as referenced hereon.
7) Zoning: Residential Agricultural



VICINITY MAP

SCALE: 1"=1,000'

I, James D. Whitacre, certify as to one of the following:

☐ A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

☐ B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.

C. Any one of the following:
■ 1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.

☐ 2. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.

☐ 3. That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.

☐ 4. That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.

☐ D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.

☐ E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

I, James D. Whitacre, a surveyor licensed under the provisions of Chapter 89C of the North Carolina General Statutes, do hereby certify that this Plat was drawn under my supervision from an actual survey made under my supervision from references as noted on said plat. That the ratio of precision as calculated from coordinates is 1/10,000, that the boundaries not surveyed are shown as broken lines plotted from cited references, and that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my hand and official seal this _____, day of _____, 2025.

NORTH CAROLINA PROFESSIONAL SEAL L-5273 LAND SURVEYOR JAMES D. WHITACRE

PRELIMINARY

_____
Professional Surveyor L-5273

Town Clerk Certification Statement:
Annexation #_____

I, Allen Coleman, CMC, NCCC, Town Clerk, Apex, North Carolina certify that this is a true and exact map of annexation adopted the _____ day of _____, 20____, by the Town Council. I set my hand and seal of the Town of Apex, _____.
Day/Month/Year

_____
Allen Coleman, CMC, NCCC, Town Clerk

RECORDED IN BOOK OF MAPS _____, PAGE _____, WAKE COUNTY REGISTRY

FIRM # C-2798
ADVANCED CIVIL DESIGN
ENGINEERS SURVEYORS
51 Kilmayne Drive Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

ANNEXATION MAP
FOR THE
TOWN OF APEX

ADDRESSES: 0 EAST WILLIAMS STREET PINs:0751201670

White Oak Township | Wake County, NC | Town of Apex

Revisions:

Date: 07/15/2025

Drawn By:	Scale:
JRR	1" = 150'

Project Number:
25-0021-504

Sheet Number:
1 / 1

O:\25-0021-504NC\DWG\Production Drawings\SURVEY\0021-504 Annexation Plat.dwg Annexation Plat Jul 17, 2025 - 10:28:58am jroyal

Parcel Description
51.822 Acres

Situated in the State of North Carolina, County of Wake, Town of Apex, and being all of that 51.822 acres tract conveyed to Charles & Glen Womble of record in Deed Book 4443, Page 949, and being more particularly bounded and described as follows:

Beginning at an iron pipe found at an easterly corner of that 37.27 acre tract conveyed to Wall Recycling LLC of record in Deed Book 19585, Page 1524, the southwest corner of that 17.65 acre tract conveyed to 560 Pristine Water LLC of record in Deed Book 18157, Page 868, said point being the northwest corner of said 51.822 acre tract and having North Carolina State Plane Coordinates (NAD 83—2011 Adjustment): Northing 711796.545, Easting 2051789.396;

Thence along the common line of said 17.65 and said 51.822 acre tract the following two (2) courses:

S 88° 14' 26" E, a distance of **221.27 feet** to an iron pipe found;

S 87° 55' 47" E, a distance of **595.37 feet** to an iron pipe set in the northerly line of that 0.24 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782;

Thence along the common line of said 0.24 acre tract and said 51.822 acre tract the following two (2) courses:

with a curve to the left, having a chord bearing and distance of **S 67° 08' 00" W**, **47.93 feet**, a radius of **1000.82 feet**, a central angle of **02° 44' 39",** and an arc length of **47.93 feet** to an iron pipe found;

S 24° 14' 22" E, a distance of **84.24 feet** to a point at the northwesterly corner of the right of way of Jessie Drive (S.R. 1304) of record in Book of Maps 2024, Page 1932;

Thence along the common line of said right of way of Jessie Drive and said 51.822 acre tract the following four (4) courses:

S 24° 14' 22" E, a distance of **15.76 feet** to an iron pipe found;

with a curve to the right, having a chord bearing and distance of **N 67° 38' 34" E**, **59.12 feet**, a radius of **899.85 feet**, a central angle of **03° 45' 54",** and an arc length of **59.13 feet** to an iron pipe found;

with a curve to the right, having a chord bearing and distance of **S 63° 45' 27" E**, **50.96 feet**, a radius of **35.00 feet**, a central angle of **93° 26' 17",** and an arc length of **57.08 feet** to an iron pipe found;

S 17° 02’ 25” E, a distance of **62.87 feet** to a point at the northwesterly corner of that 0.03 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782;

Thence **S 17° 02’ 25” E** with the common line of said 0.03 acre tract and said 51.822 acre tract, a distance of **103.17 feet** to a northwesterly corner of that 15.47 acre tract conveyed to Stephens Enterprises LLC of record in Deed Book 18814, Page 61, being an easterly corner of said 51.822 acre tract;

Thence, **S 03° 18’ 51” W**, along the common line of said 15.47 acre tract and said 51.822 acre tract a distance of **939.83 feet** to an iron pipe set at the southwest corner of said 15.47 acre tract, the northwest corner of that 9.97 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782;

Thence along the common line of said 9.97 acre tract and said 51.822 acre tract the following two (2) courses:

S 03° 19’ 27” W, a distance of **114.19 feet** to an iron pipe set;

S 04° 44’ 10” W, a distance of **946.02 feet** to an iron pipe set in the northeastern corner of that 0.10 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782, a southerly corner of said 9.97 acre tract, and being the southeast corner of said 51.822 acre tract;

Thence, **N 87° 20’ 07” W**, along the common line of said 51.822 acre tract, said 0.10 acre tract, the northern line of a 1.60 acre tract conveyed to Horton Park Investments LLC of record in Deed Book 19103, Page 782, a distance of **1,115.87 feet** to a computed point in the centerline of a stream being the easterly line of a 22.08 acre tract conveyed to Page Two Holdings LLC & Rodessa LLC, the southwesterly corner of said 51.822 acre tract, and being the northwest corner of said 1.60 acre tract;

Thence along the said stream being the common line of said 22.08 acre tract and said 51.822 acre tract the following ten (10) courses:

N 24° 51’ 43” E, a distance of **18.23 feet** to a computed point;

N 36° 59’ 37” W, a distance of **26.87 feet** to a computed point;

N 70° 05’ 17” W, a distance of **75.77 feet** to a computed point;

N 58° 57’ 06” W, a distance of **33.90 feet** to a computed point;

N 73° 41’ 40” W, a distance of **36.95 feet** to a computed point;

N 72° 10’ 08” W, a distance of **58.04 feet** to a computed point;

N 33° 12’ 13” W, a distance of **26.99 feet** to a computed point;

N 19° 37’ 55” E, a distance of **60.07 feet** to a computed point;

N 17° 28’ 12” E, a distance of **62.77 feet** to a computed point;

N 41° 46’ 44” W, a distance of **96.28 feet** to a computed point in the southerly line of that 28.62 acre tract conveyed to Kyle Edward & Marlou Smith Bacon of record in Deed Book 22-E, Page 4078, being a westerly corner of said 51.822 acre tract, the northeast corner of said 22.08 acre tract;

Thence along the common line of said 28.62 acre tract and said 51.822 acre tract the following two (2) courses:

S 87° 37’ 28” E, a distance of **436.72 feet** to an iron pipe set;

N 02° 48’ 05” E, a distance of **1,477.92 feet** to an iron pipe found in the westerly line of said 51.822 acre tract, being the northeast corner of said 28.62 acre tract, the southeast corner of said 37.27 acre tract;

Thence along the common line of said 37.27 acre tract and said 51.822 acre tract the following two (2) courses:

N 02° 47’ 12” E, a distance of **143.22 feet** to an iron pipe found;

N02° 47’ 12” E, a distance of **319.08 feet** to the **Point of Beginning**, and containing **51.822 acres** of land, more or less, as calculated by the above courses.

The above description was prepared by James D. Whitacre, P.L.S. L-5273 on April 24, 2025. This description is based on existing records from the Wake County Register of Deeds and an actual field survey by Advanced Civil Design, Inc. in April, 2025.

The **Basis of Bearings** used in this description is based upon monuments established by the National Geodetic Survey (NAD 83, 2011 Adjustment) and was determined using GPS equipment and procedures. All references used in this description can be found at the Register of Deeds, Wake County, North Carolina.

ADVANCED CIVIL DESIGN, INC.
James D. Whitacre, PE, PLS
51 Kilmayne Drive, Suite 102
Cary, NC 27511
919-460-2024

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Jessica Hoffman, Director

Department(s): Budget and Performance Management

Requested Motion

Motion to approve Budget Ordinance Amendment No. 3 appropriating funds for Eva Perry Library roof repairs, data mining and legal review services, cemetery niches, and the correction of the General Debt Service allocation.

Approval Recommended?

Yes

Item Details

Budget Ordinance Amendment No. 3 allocates $66,000 for the repair of the metal portions of Eva Perry Library roof. The repairs include adding a ridge cap cover, resoldering joints between vertical and slope standing seam intersections, replacing the perimeter sealant at the rooftop windows, and wet sealing all of the glass window panes. There is also a minor amount of sealant being replaced at the end face of the skylight over the building entrance.

Budget Ordinance Amendment No. 3 allocates $630,000 for the completion of data mining and legal services related to the cybersecurity incident. This funding represents the remaining contract amount after exhausting Town policy limits for cyber insurance coverage.

Budget Ordinance Amendment No. 3 allocates $136,000 for niches at the Apex cemetery columbarium.

Budget Ordinance Amendment No. 3 also corrects an administrative error in the allocation for the General Debt Service Fund in the FY25-26 Budget Ordinance. While the debt service fund was accurately presented during the budget process, reported in the debt service section of the budget book, and entered into the financial system, the adopted ordinance inadvertently omitted the updated funding amount for FY25-26.

Attachments

- CN5-A1: Budget Ordinance Amendment No. 3 - Cemetery Niche Plates, Data Mining and Services, Eva Perry Library Repairs, and General Debt Service Correction

Town of Apex

Budget Ordinance Amendment No. 3

BE IT ORDAINED, by the Council of the Town of Apex that the following Budget Amendment for the Fiscal Year 2025-2026 Budget Ordinance be adopted:

Eva Perry Library Fund

Section 1. Revenues:

48020	Fund Blance - Amended	66,000
Total Revenues		**$66,000**

Section 2. Expenditures:

57020	Capital Outlay Improvements	66,000
Total Expenditures		**$66,000**

General Fund

Section 1. Revenues:

48020	Fund Blance - Amended	786,000
Total Revenues		**$786,000**

Section 2. Expenditures:

57020	Cemetery Capital Outlay	136,000
54490	State of Emergency	650,000
Total Expenditures		**$786,000**

General Debt Service Fund

Section 1. Revenues:

48010	Fund Balance Appropriated	(1,935,850)
49100	Transfer from General Fund	(8,835,800)
46560	Ad Valorem Taxes	14,367,300
Total Revenues		**$3,595,650**

Section 2. Expenditures:

58000	Principal	-$214,000
58005	Interest	-$366,800
53255	County Tax Collections Fees	$108,400
56950	Reserved for Future Expenditures	4,068,100
Total Expenditures		**$3,595,700**

Section 3. Within five (5) days after adoption, copies of this Amendment shall be filed with the Finance Officer and Town Clerk.

Adopted this the 9th day of September 2025.

Attest:

Jacques K. Gilbert, Mayor

Allen L. C NCCCC, Town Clerk

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to approve, as submitted or amended, Meeting Minutes from the following meetings:

- August 12, 2025 – Regular Town Council Meeting Minutes
- August 19, 2025 – Town Council Work Session Meeting Minutes

Approval Recommended?

The Town Clerk recommends the Town Council approve the meeting minutes as presented or amended.

Item Details

In accordance with 160A-72 of North Carolina General Statues (NCGS), the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board's proceedings.

Attachments

- CN6-A1: **DRAFT** Minutes – August 12, 2025 – Regular Town Council Meeting Minutes
- CN6-A2: **DRAFT** Minutes – August 19, 2025 – Work Session Meeting Minutes

TOWN OF APEX
REGULAR TOWN COUNCIL MEETING
TUESDAY, AUGUST 12, 2025
6:00 PM

The Apex Town Council met for a Regular Town Council Meeting on Tuesday, August 12th, 2025 at 6:00 PM in the Council Chambers at Apex Town Hall, located at 73 Hunter Street in Apex, North Carolina.

This meeting was open to the public. Members of the public were able to attend this meeting in-person or watch online via the livestream on the Town's YouTube Channel. The recording of this meeting can be viewed here:
https://www.youtube.com/watch?v=ZOPnIQPZLc4

[ATTENDANCE]

Elected Body
Mayor Jacques K. Gilbert (presiding)
Mayor Pro Tempore Ed Gray
Councilmember Audra Killingsworth
Councilmember Terry Mahaffey
Councilmember Brett Gantt
Councilmember Arno Zegerman

Town Staff
Town Manager Randy Vosburg
Deputy Town Manager Shawn Purvis
Assistant Town Manager Marty Stone
Assistant Town Manager Demetria John
Town Attorney Laurie Hohe
Town Clerk Allen Coleman
All other staff members will be identified appropriately below

[COMMENCEMENT]

Mayor Gilbert called the meeting to order. He asked everyone in attendance to take 30 seconds and think about the good things in their lives. He then led in a recitation of the Pledge of Allegiance.

[CONSENT AGENDA]

Councilmember Gantt requested that Consent Item No. 10 be continued to the August 26th Council meeting.

A **motion** was made by **Councilmember Zegerman**, seconded **Mayor Pro-Tempore Gray**, to approve the consent agenda with the continuation of Consent item #10, Council Meeting Minutes – Various, to the August 26th Regular Town Council meeting.

VOTE: UNANIMOUS (5-0)

CN1 Advisory Board Attendance Reports 2025 - Quarter 2

Council voted to receive and accept the resident advisory board attendance reports for quarter two (2), which includes January through June, of calendar year 2025.

CN2 Agreement - North Carolina Department of Transportation (NCDOT) - Review and Oversight Agreement - BO-2422 South Salem Street Bicycle Lanes (REF: CONT-2025-297)

Council voted to approve a Review and Oversight Agreement with North Carolina Department of Transportation (NCDOT) for BO-2422 South Salem Street Bicycle Lanes, and to authorize the Town Manager, or their designee, to execute the agreement on behalf of the Town.

CN3 Agreement and Resolution - Apex Lions Club, Inc. - Jaycee Park - Boy Scout Hut Lease Agreement - August 12, 2025 through May 1, 2035 (REF: CONT-2025-298 and RES-2025-042)

Council voted to adopt a Resolution of the Apex Town Council authorizing the lease of a portion of Town property to Apex Lions Club.

AND

Council voted to approve a Lease Agreement between the Apex Lions Club, Inc and Town of Apex, effective until May 1, 2035, for $1.00 per year to maintain and use for the local boy scout troop, and authorize the Town Manager, or their designee, to execute on behalf of the Town.

CN4 Agreement - Renewal and Amendment of ADA Paratransit Service Agreement with Wake County Government - Fiscal Year 2025-2026 (REF: CONT-2025-299)

Council voted to approve a Renewal and Amendment No. 3 of Americans with Disabilities Act (ADA) Paratransit Services Agreement, between Wake County and the Town of Apex, effective July 1, 2025 through June 30, 2026, for GoApex Route 1 Bus also known as GoApex Door to Door, and authorizing the Town Manager to execute, or their designee, on behalf of the Town.

CN5 Agreement Ratification - KONE, Inc. - Elevator Maintenance, Repair, and Emergency Communication Services - Mason Street Building - July 1, 2025 through June 30, 2026 (REF: CONT-2025-300)

Council voted to ratify a (1) one-year service agreement between the KONE, Inc and the Town of Apex, to provide elevator maintenance, repair, and emergency communication

services for Mason Street Municipal Building, effective July 1, 2025 through June 30, 2026, and to authorize the Town Manager, or their designee, to execute on behalf of the Town.

CN6 Annexation No. 803 - 1211 Old Raleigh Road - 6.40 acres (REF: RES-2025-043, RES-2025-044, and OTHER-2025-063)

Council voted to adopt a Resolution Directing the Town Clerk to Investigate Petition Received, to accept the Certificate of Sufficiency by the Town Clerk, and to adopt a Resolution Setting the Date of a Public Hearing for August 26, 2025, on the Question of Annexation - Apex Town Council's intent to annex 6.40 acres, located at 1211 Old Raleigh Road, Annexation No. 803, into the Town Corporate limits.

CN7 Annexation No. 804 - Townes on 1011 - Old US 1 Highway - 26.218 acres (REF: RES-2025-045, RES-2025-046, and OTHER-2025-064)

Council voted to adopt a Resolution Directing the Town Clerk to Investigate Petition Received, to accept the Certificate of Sufficiency by the Town Clerk, and to adopt a Resolution Setting the Date of a Public Hearing for August 26, 2025, on the Question of Annexation - Apex Town Council's intent to annex 26.218 acres, project commonly known as "Townes on 1011", located on Old US 1 Highway, Annexation No. 804, into the Town Corporate limits.

CN8 Budget Ordinance Amendment No. 1 and Capital Project Ordinance Amendment 2026-1 – Cemetery Columbarium Project (REF: ORD-2025-052 and ORD-2025-053)

Council voted to approve Budget Ordinance Amendment No. 1 and Capital Project Ordinance No. 2026-1 and appropriating funds for the Cemetery Columbarium project.

CN9 Contract Award - 8M Solar LLC - Installation of Solar PV on Three Buildings at the Electric Utilities Department (REF: CONT-2025-301)

Council voted to award a construction contract with 8M Solar, LLC for the installation of Solar PV on three (3) buildings at the Electric Utilities Department and authorize the Town Manager, or their designee, to execute on behalf of the Town.

~~**CN10 Council Meeting Minutes - Various**~~

Council voted to move this item to the August 26th, 2025 Regular Town Council Meeting.

CN11 *Fee-In-Lieu of Land Dedication - Madison Downs Residential Master Subdivision Plan (MSP) - $4,244.42 SFD/unit*

Council voted to approve a payment of Fee-In-Lieu (FIL) of dedication for the Madison Downs Residential MSP at the 2025 rate of $4,244.42 SFD/unit.

CN12 Fee-In-Lieu of Land Dedication - Veridea East Village - Block A - Multi-Family Residential - $2,516.93 MF/unit

Council voted to approve a payment of Fee-In-Lieu (FIL) of dedication for the Veridea East Village Multi-Family Block A Site Plan as approved 04/24/2025 by the Technical Review Committee at the 2025 rate of $2,516.93.

CN13 Fee Waiver Request - Capital Area Preservation - Utley Farms Historic Home Restoration and Preservation

Council voted to waive building inspections and permitting fees associated with the Utley Farms Historic Home Restoration and Preservation project located at 3720 Old Use 1 Highway, New Hill, North Carolina, for a maximum not to exceed one-thousand dollars ($1,000), and only while the home is under ownership of Capital Area Preservation Inc.

CN14 Ordinance Amendment - Chapter 12 Municipal Utilities and Services, Article II Electricity, Sub Section 12-19 Regulation of Load Management (REF: ORD-2025-054)

Council voted to adopt an ordinance amending Chapter 12, Municipal Utilities and Services, Article II Electricity, Sub Section 12-19 Regulation of Load Management of the Apex Town Code of Ordinances.

CN15 Ordinance Amendment 20-165(d)&(e) - No Overnight Parking on Various Streets, Pinnacle Park (REF: ORD-2025-055)

Council voted to approve an Ordinance amending Section 20-165 with the addition of subsection (d) prohibiting parking on both sides of (1) Burma Drive, (2) Classic Road, (3) Goodworth Drive, (4) Pinnacle Center Drive, (5) Production Drive, and (6) Reliance Avenue, west and south of Ten Ten Road, between the hours of 10:00 p.m. and 6:00 a.m. for the purpose of prohibiting overnight parking, and relabel existing subsection (d) as subsection (e).

CN16 Resolution to Abandon Portion of Existing Public Utility Easement – Baucom Elementary (REF: RES-2025-047)

Council voted to approve a resolution titled "Resolution to Abandon Portion of Existing Public Utility Easement" which will abandon areas shown on the attached exhibit.

CN17 Resolution to Abandon Portion of Existing Public Utility Easement – Prestwick (REF: RES-2025-048)

Council voted to approve a resolution titled "Resolution to Abandon Portion of Existing Public Utility Easement" which will abandon areas shown on the attached exhibit.

CN18 Resolution - Recommending the Appointment and Removal of Review Officers for the Town of Apex (REF: RES-2025-049)

Council voted to approve a "Resolution Recommending the Appointment and Removal of Review Officers for the Town of Apex" pursuant to N.C.G.S § 47-30.2.

CN19 Revisions to Standards Specifications and Standard Details (REF: OTHER-2025-065 and OTHER-2025-066)

Council voted to approve revisions to the Town Standard Specifications and Standard Details.

CN20 Surplus Badge and Service Weapon - Former Apex Police Officer Jason Stone

Council voted to declare one (1) badge and (1) service weapon (Glock Model 17 9mm handgun, with S/N Serial Number XTA-824) as surplus property, set the price for such weapon to be $1.00 (One Dollar); and, award the stated badge and service weapon to Former Apex Police Officer Jason Stone who retired from the Apex Police Department effective August 1, 2025.

CN21 Surplus Vehicles - 2002 *Spartan* Gladiator Fire Engine, 2013 Freightliner Bucket/Chipper Truck, and 2014 Freightliner M206 Leaf Vac Truck

Council voted to declare the following vehicle as surplus, authorize the sale of said vehicle, and authorize the Purchasing and Contracts Manager and the Town Manager, or their designee, to sign documents necessary to complete the sale:

Vehicle: 2002 Spartan Gladiator FF Custom Cab Fire Engine, VIN No. 4S7AT33972C042429

Vehicle: 2013 Freightliner M206 Bucket/Chipper Truck, VIN No. 1FVDCYDT6DHFG9649

Vehicle: 2014 Freightliner M206 Leaf Vac Truck, VIN No. 1FVACY0EHFW2024

CN22 Tax Report – May 2025 (REF: OTHER-2025-067)

Council voted to approve the Apex Tax Report dated June 05, 2025.

[UPDATES BY TOWN MANAGER]

TM1 Unified Development Ordinance (UDO) Discussion Related to Artificial Turf

Randy Vosburg, Town Manager

Town Manager Vosburg gave an update on an item on the agenda pertaining to the Unified Development Ordinance related to artificial turf. He said that staff is looking for directions from Council in pursuing an amendment to the UDO that would allow for artificial turf. He said that the issue at hand is that a local business came forward that used artificial turf in their parking area in the medians, and it was in conflict in the current UDO. He said that some items to look at would be draining issues and aesthetics issues.

Mayor Gilbert asked if the Council would hear from the business.

Town Manager Vosburg said that he was not sure if they were in attendance.

Mayor Gilbert said that he would like to hear from them.

Councilmember Zegerman said that Council considering changing laws because of somebody knowingly violating set laws would set a terrible precedent. He said that he did not support the UDO amendment.

Mayor Gilbert said that that Council should do their due diligence and get all sides of the story.

Councilmember Zegerman said that he would be glad to hear their side of the story, but did not support changing the UDO amendment prior to those conversations.

Mayor Gilbert said that he would like for each Council member to consider a discussion with the business before moving to a UDO decision.

Councilmember Zegerman said that he welcomed the conversation, but the Manager is looking for directions now and his position at this current meeting was not to consider UDO amendments.

Mayor Gilbert asked Councilmember Zegerman if he would consider the UDO amendment in the future after the conversations were had.

Councilmember Zegerman said potentially, yes.

Councilmember Killingsworth said that she did not support changing the UDO for installing artificial turf and would want to know why the business thought it was appropriate to go ahead and violate the town's UDO before this was considered.

Mayor Gilbert encouraged a conversation with the other side.

Councilmember Killingsworth said that there was an Ordinance in place that was violated, and they should be paying fines for the violation.

Mayor Gilbert asked what the pleasure of the Council was.

Councilmember Zegerman said that he wasn't sure if they should consider a motion, but if a motion is asked for, then the motion is not to move forward with a change to the UDO.

Councilmember Killingsworth said she would second the motion if he made it.

Mayor Pro-Tempore Gray asked to clarify whether there was only an interest in reviewing and discussing the item at this time.

Town Manager Vosburg said that before any work was done to potentially draft changes he wanted to make sure that there was an appetite for the change. He said that right now the property was in violation and had been issued a civil penalty for proceeding without proper plans, and the penalty is pending. He said the town has not sought remediation to remove the turf or issued daily fines pending discussion and outcome form Council's direction. He said that if direction is given not to go forward with a change to the UDO, then the process will begin to see how to bring that property into compliance.

Mayor Pro-Tempore Gray asked Town Manager Vosburg to give an overview of the UDO amendment process. He said that if was a long and arduous process then this would need to be balanced out before they move forward.

Town Manager Vosburg said that he would defer this question to staff, but it would take a few months.

Director Khin said there would only need to be a public hearing at a Council meeting, but it would go to the Planning Board for recommendation. She said that the property owner could be the applicant for this and there is an application and schedule that is followed.

Mayor Pro-Tempore Gray said that it would be helpful to know if there were multiple businesses asking for this change and that may be a basis to initiate the UDO amendment, but if it's one business then they can take advantage of the application process.

Town Manager Vosburg said that he was only aware of this one and asked staff if there were any others.

Director Khin said that she was not aware of any others.

Councilmember Zegerman said that in the past there have been residents and businesses that were not in compliance, and they were made to remove items or not allowed to open their businesses. He said to consider this amendment to a single business after they have already knowingly violated the UDO was poor practice. He said they are welcome to start the UDO amendment application process but as it stands today, they are in violation and he believed the town should enforce the violation, whether in fines and or removal of the turf.

Mayor Gilbert asked if what he is hearing is that there is no appetite to move forward tonight, but that the applicant can go through the process.

Mayor Pro-Tempore Gray said he would prefer that the applicant to go through the process so that there are no exceptions being made for anyone.

Councilmember Gantt said he didn't believe it was good policy to have artificial turf in these cases in general because of the heat issues.

A **motion** was made by **Councilmember Zegerman** and seconded by **Councilmember Killingsworth** to not move forward on a possible UDO Amendment relating to artificial turf at this time.

VOTE: UNANIMOUS (5-0)

Town Manager Vosburg asked Ryan Johansen, Chief of Police, to come up to make an announcement.

Chief Johansen said that he was honored to be able to announce that the Apex Police Department had once again received advanced accreditation through the CALEA Advanced Law Enforcement Accreditation Program. He said that few agencies will go through CALEA. He recognized Kelly Walsh for the work she did for the accreditation and thanked work of the men and women of the Police Department for going above board to make this happen.

Mayor Pro Tempore Gray said this was a very big deal, and the Apex Police Department was the best.

Town Manager Vosburg gave updates on these major projects:

- **Saunders Parking Lot** – Phase 1 the large area near the Police Department will open next Monday, August 18th with 175 parking spaces. The next phase will begin construction targeting mid-September completion with 150 gravel parking spaces. He said EV chargers are not installed at this time but will be soon.
- **Salem Streetscape Project** – He noted that the Town will be ramping up the public portion and getting information out. The acquisition phase is taking place currently.
- **Peakway Bridge Extension** – Construction is underway with the retaining walls starting to go up. Work on drainage and utilities have been in progress with about 70% complete on the storm drainage piece. Paved entry roads are also visible now. The project is currently on schedule and on budget.
- **Elevated Water Tank** – The tank is starting to rise above the fence line, and three of the 24 vertical sections are raised. It is a 1.5-million-gallon elevated water tank and is set to be complete in September 2026.
- **Tunstall House Renovation** – Set to mobilize with the contractor for the site work on September 2nd with CT Wilson and work is set to start at the beginning

October. Down East Preservation is the contractor that will begin the work on the actual house itself, and that notice of receipt has been issued.

- **Solar Panels on Town Facilities** – Approval was done at this current Council meeting through the Consent items with the contractor 8M Solar who was the low bidder. This project will soon be underway.
- **Closure of Olive Chapel Road (Due to Storm Damage)** – A storm on August 6th brought a significant amount of rain in some localized areas that received around 9" of rain, which was equivalent of a 200-year storm event. Olive Chapel Road is a DOT roadway, and Apex has been working with their district Engineer, and they are currently working on some solutions. The culvert was planned to be replaced in 2027, but this will move up that timeline. Coordination is ongoing with Duke Energy, Apex Water and DOT for utility relocation. The property will require some property acquisitions and DOT representatives will be reaching out to those residents about some of the right-of-way acquisitions that will be needed for this project. The area is barricaded off on the sidewalk that is not safe. Residents are encouraged to stay out of the area. DOT is aware that this is a main thoroughfare.

Councilmember Mahaffey said that he wanted the residents to know that Apex will do all that they can to accelerate the DOT project and work with DOT to get this fixed as soon as possible.

Mayor Pro-Tempore Gray asked how quick DOT reached out to Apex about this flooding event.

Town Manager Vosburg said it was the day of the event that they reached out and there were multiple discussions that day. He said that he can't emphasize the tremendous partnership that Apex has with DOT and it shows on this project.

Town Manager Vosburg continued with additional updates:

- **Parking App Pilot** – This is a parking pilot with an app that can be gotten in Apple Play IOS store or in the Android Google Play. It is an interactive parking app that shows you different parking options that are available downtown. It uses AI to monitor parking spaces and notify how many space are available. There are boards that have been put up around town. IT staff developed the app and the boards and did a great job.
- **Diwali Display** – There is a new display in the lobby featuring silks related to Diwali. A QR code is available to scan for more information on the display.
- **Storm Monitoring** – A potential storm is being tracked, current forecasts show it may move away. The town is monitoring the situation closely.

[REGULAR MEETING AGENDA]

Mayor Gilbert said it was time for the setting of the Regular Meeting Agenda and asked if there were any recommended meeting changes at this time.

A **motion** was made by **Councilmember Gantt**, seconded by Mayor Pro **Mayor Pro-Tempore Gray** to approve the Regular Meeting Agenda as presented.

VOTE: UNANIMOUS (5-0)

[PRESENTATIONS]

PR1 Apex Ambassador Birthday Recognition - J.C. Knowles

Mayor Jacques K. Gilbert honored J.C. Knowles as the Apex Ambassador. He said that on June 28th, 1928, Mr. J.C. Knowles was born in the town of Wallace in Duplin County, North Carolina and is well known for being the Apex Ambassador and has a mini park in downtown Apex named in his honor. He said that the Apex Town Council and himself send Mr. Knowles heartfelt birthday wishes on his 97th birthday and that the Council and himself are so grateful for his contributions to the community. He gave Mr. Knowles a letter of recognition and flowers for his birthday.

Mr. Knowles said he wanted to thank the Mayor from the bottom of his heart. He said that he had been associated with Apex for 75 of his 97 years and he's shooting for 100 and will continue to be the ambassador to the town as long as he lives. He thanked all of the citizens of Apex for allowing him to be their ambassador.

PR2 Parks, Recreation, and Cultural Resources Comprehensive Fee Assessment and Recommendations

Mayor Gilbert introduced Mr. David Wood for the presentation of the Parks, Recreation, and Cultural Resources Comprehensive Fee.

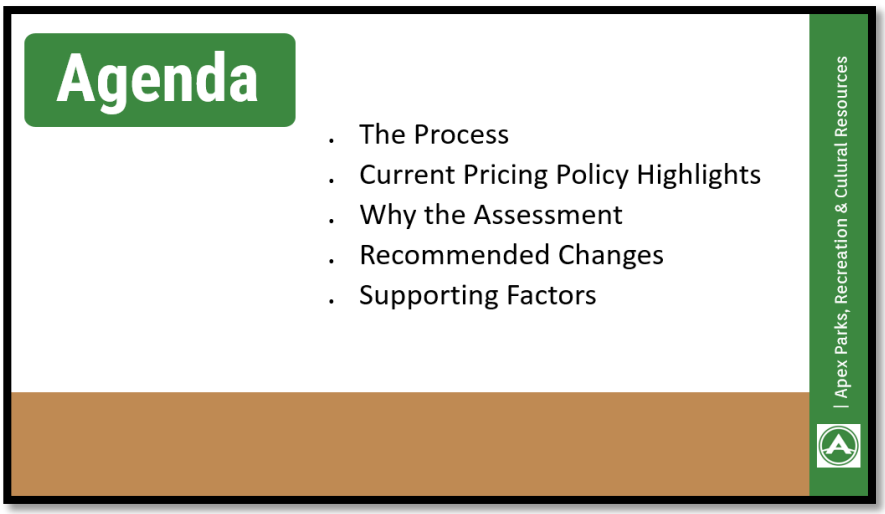
David Wood, Assistant Director, Parks, Recreation, and Cultural Resources Department introduced Pros Consultant that have been working with the Parks and Recreation Department that will be doing a presentation on working toward updating pricing policies. He introduced the President of Pros Consulting, Leon Younger and Associate Principal, Phil Parnin. He invited them up and thanked them for their time.

Mr. Younger said it was a pleasure to be at the meeting. He gave an overview of the information that would be shared and began the following presentation:

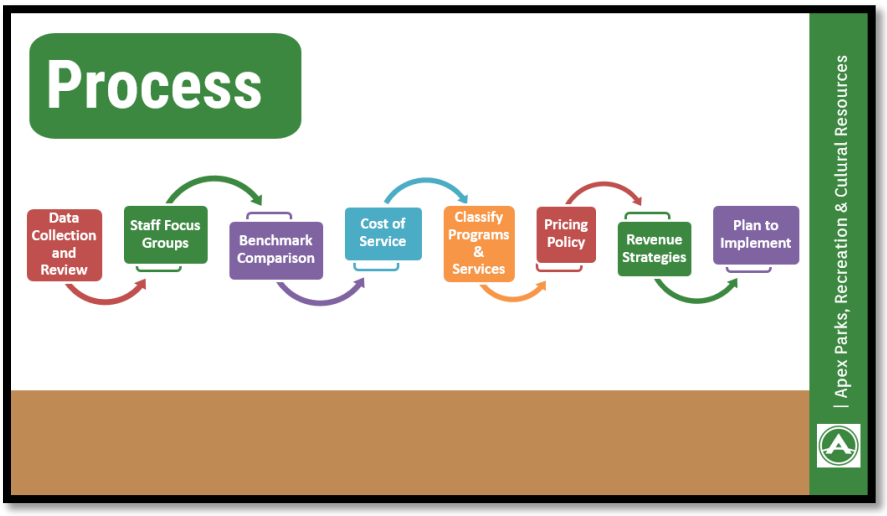
[SLIDE 1]



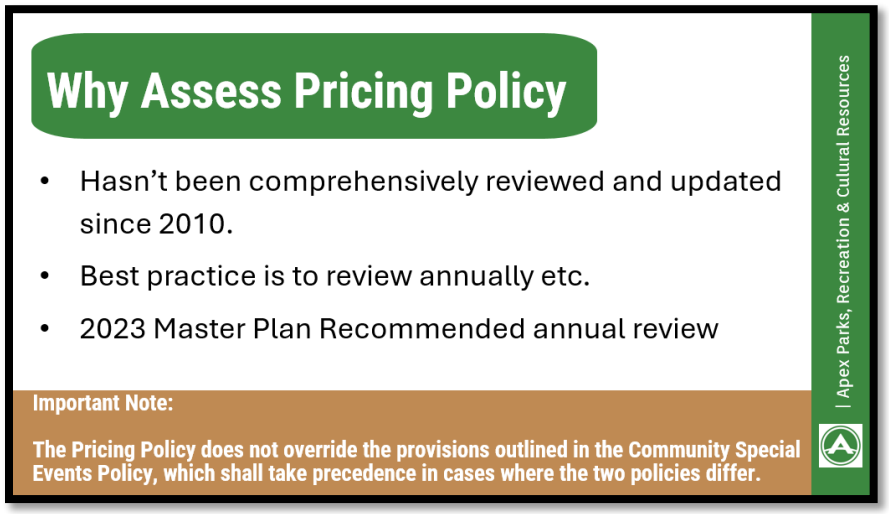
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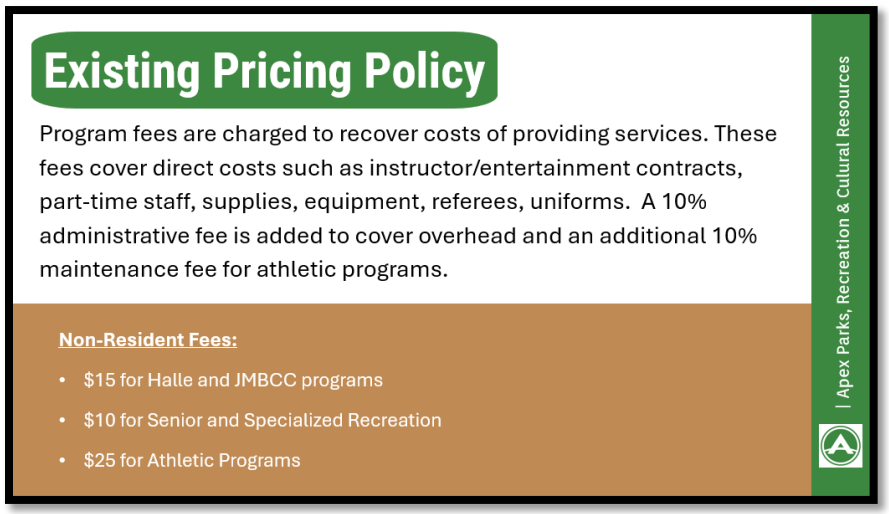
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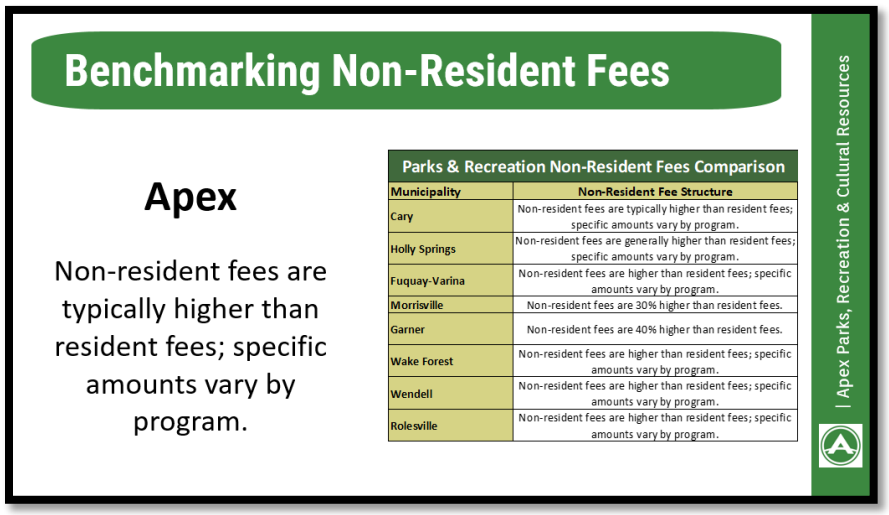
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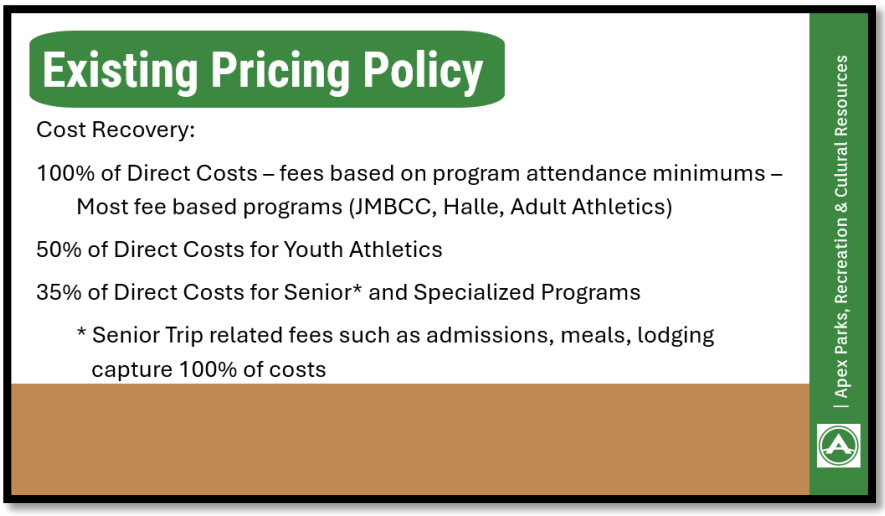
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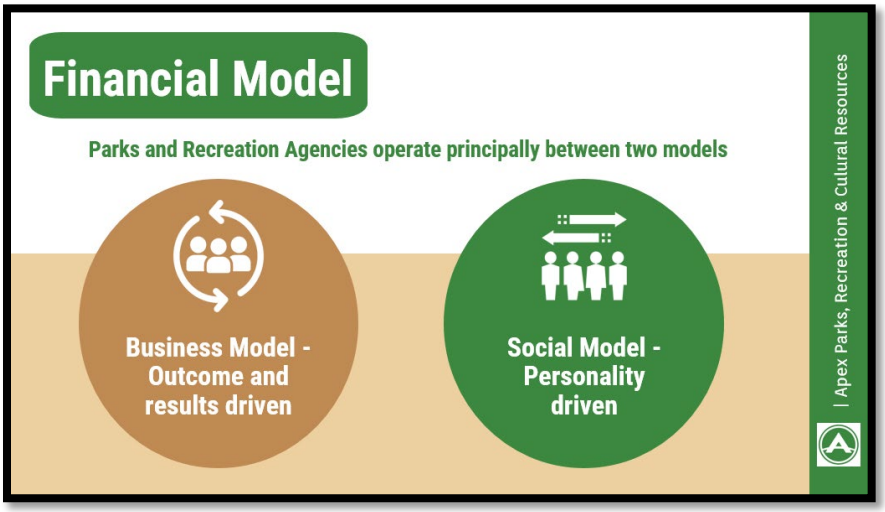
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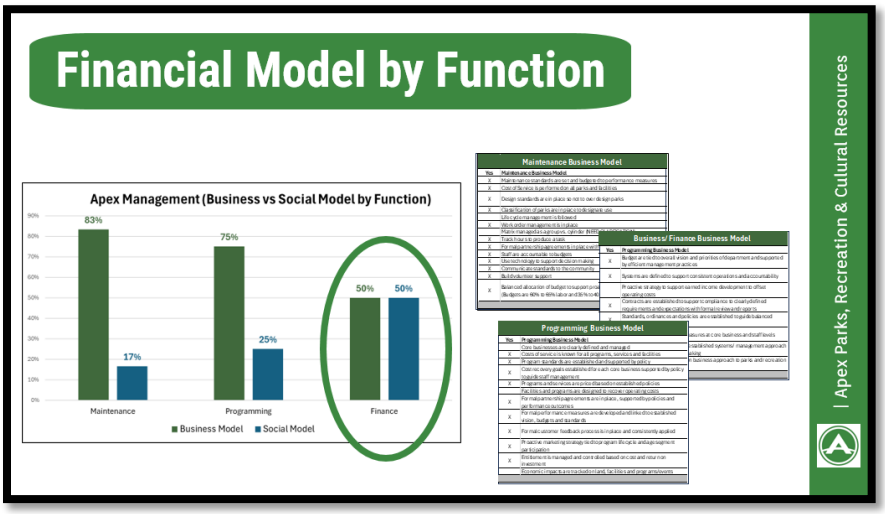
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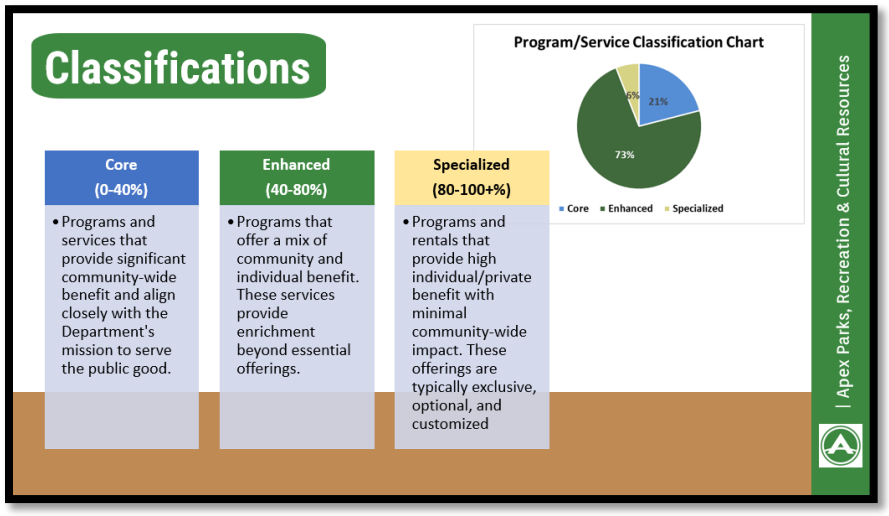
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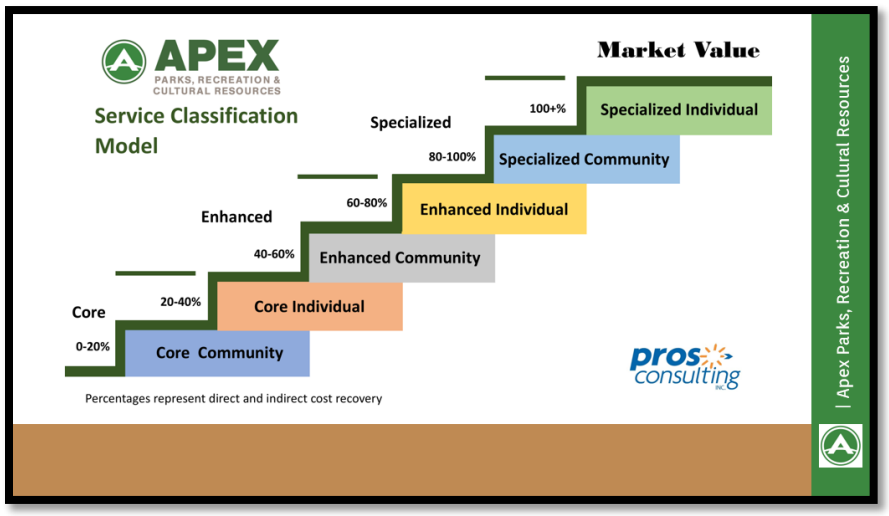
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[SLIDE 10]



[SLIDE 11]



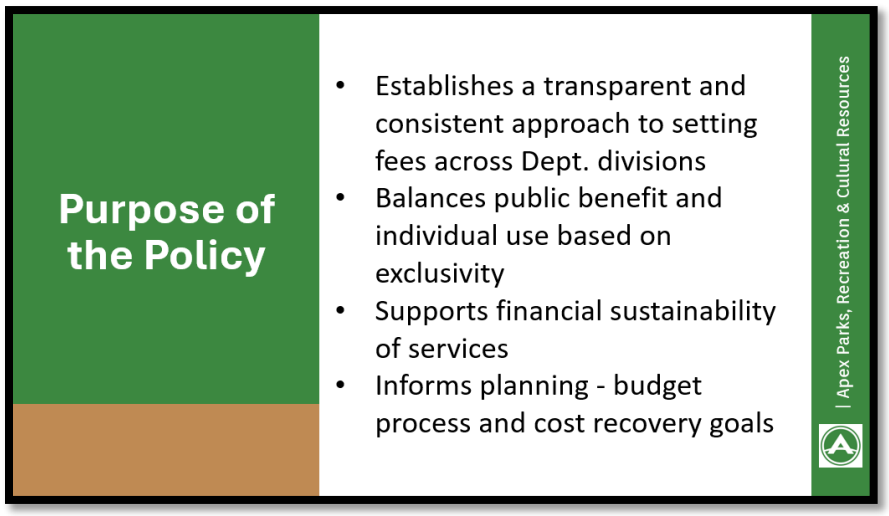
Councilmember Gantt asked if the numbers on slide 11 matter and if it is the optimal percentages.

Mr. Parnin said the numbers do matter and the numbers look like this because the more it's core to your mission and larger the community benefit, the higher the level of subsidy for those programs and when you are providing something more enhanced, more individualized and specialized that not everyone would benefit from but the individuals do, it's more towards the fair market value rate, for cost recovery of 80 to 100% plus.

[SLIDE 12]



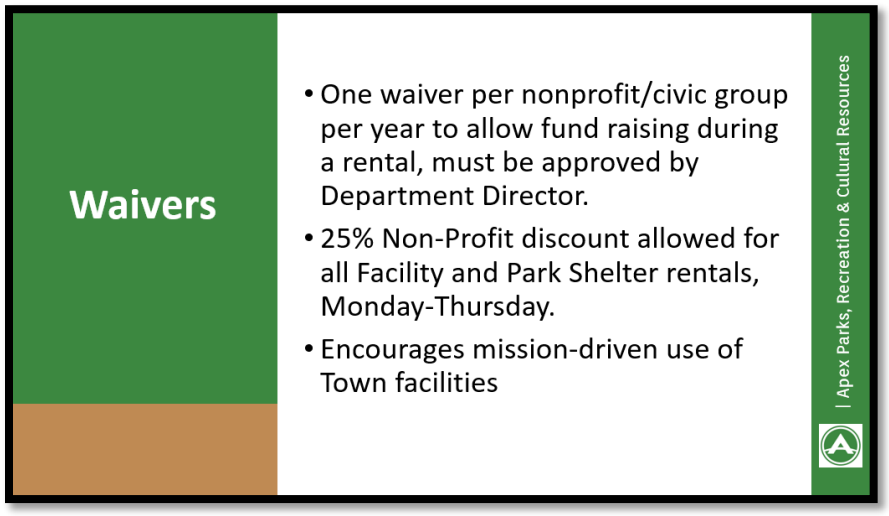
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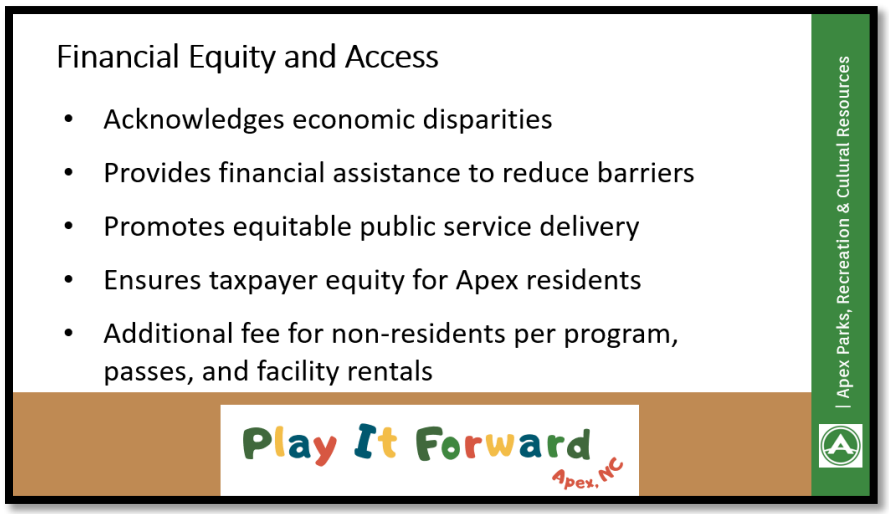
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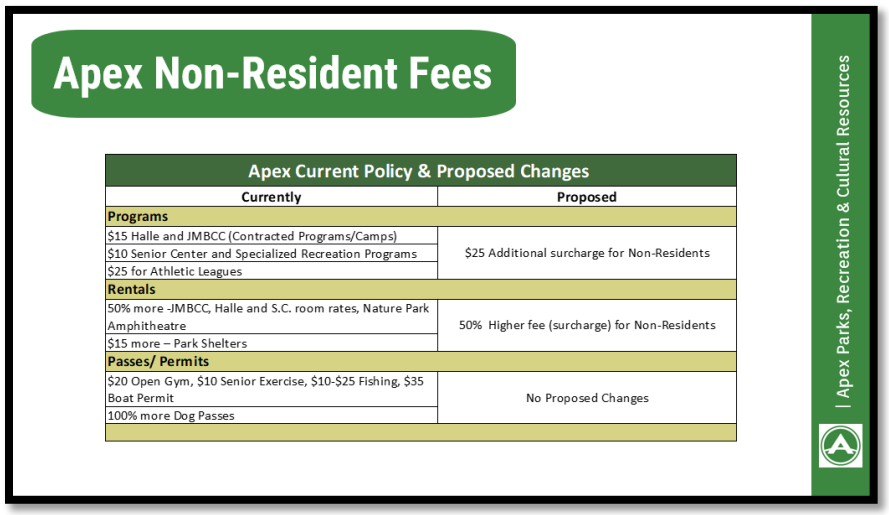
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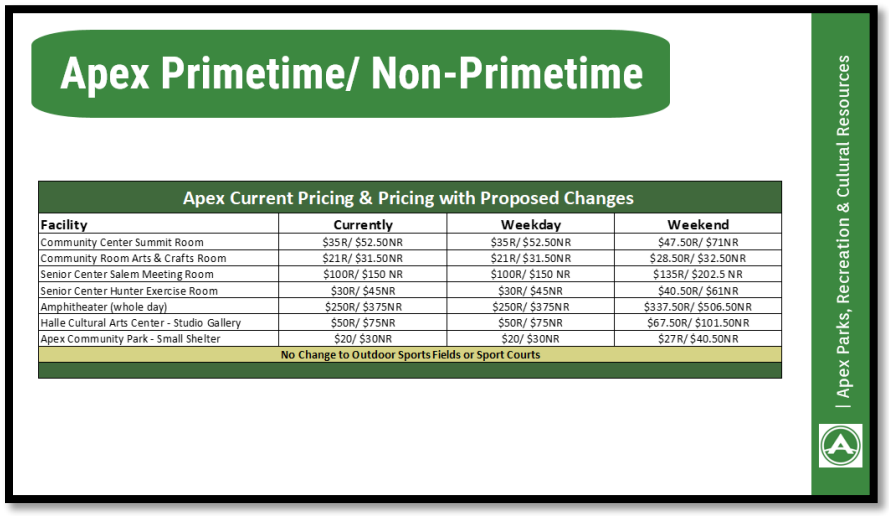
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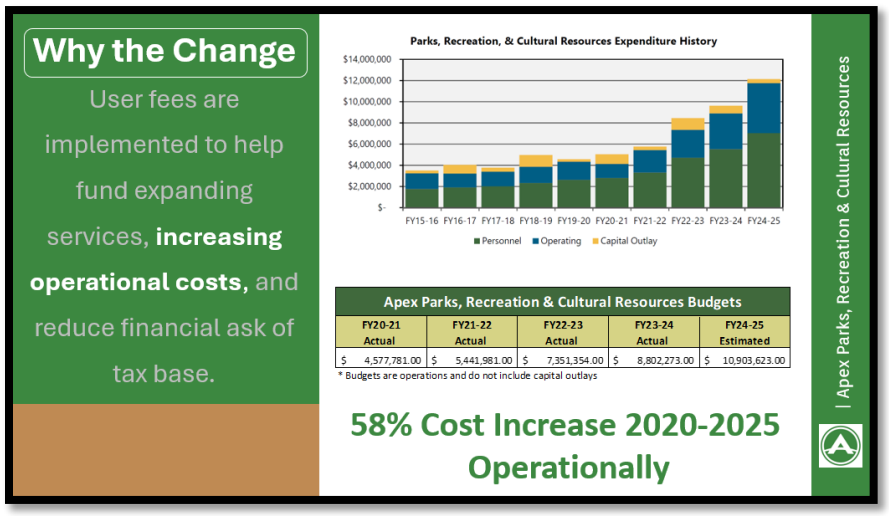
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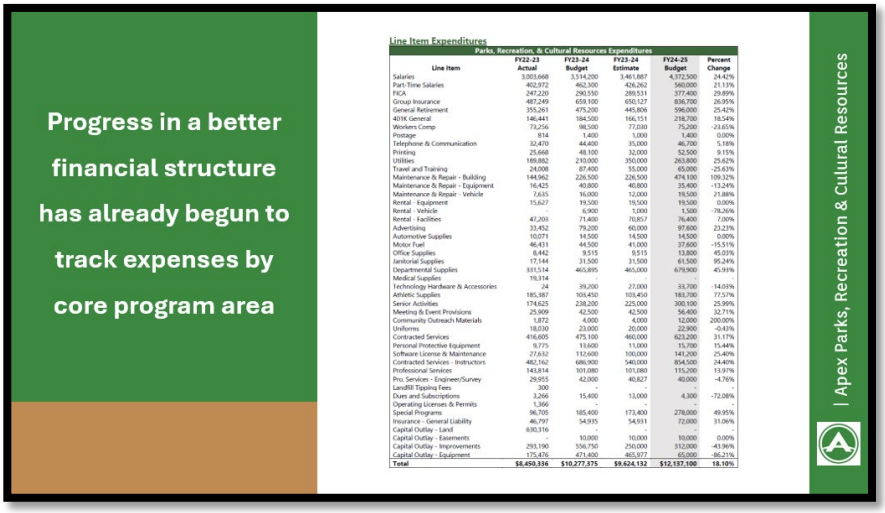
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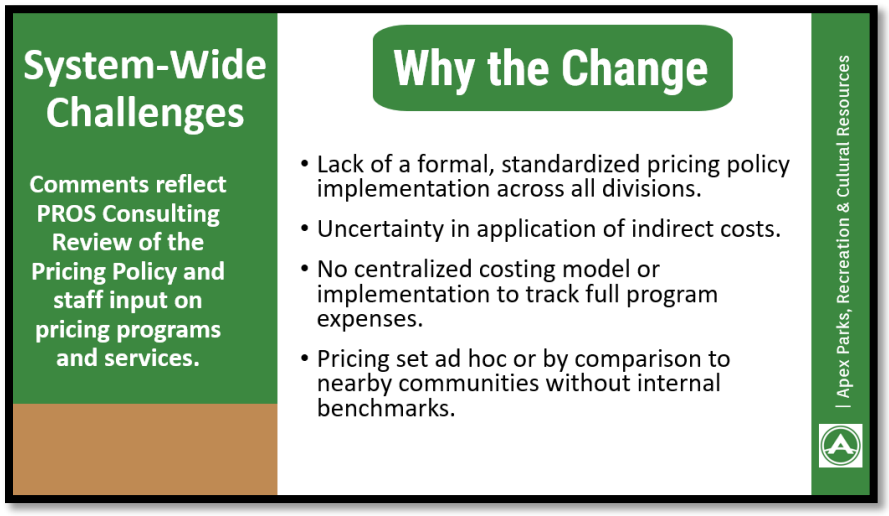
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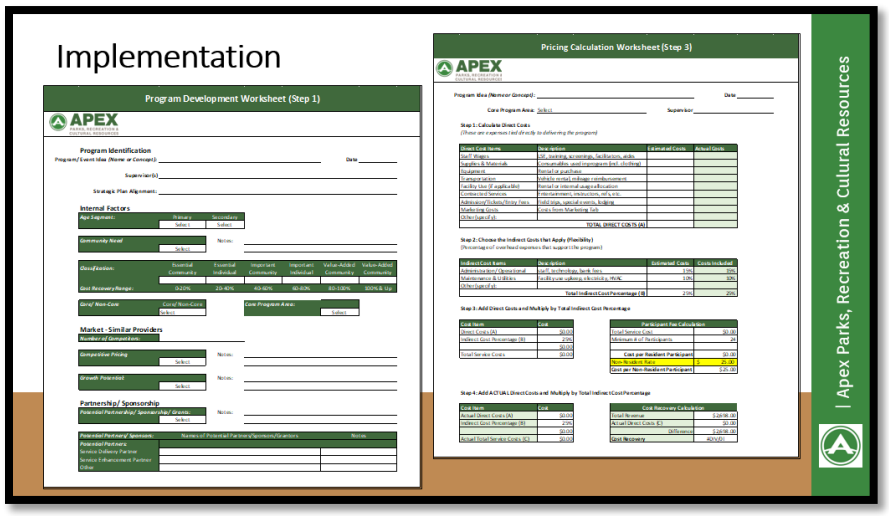
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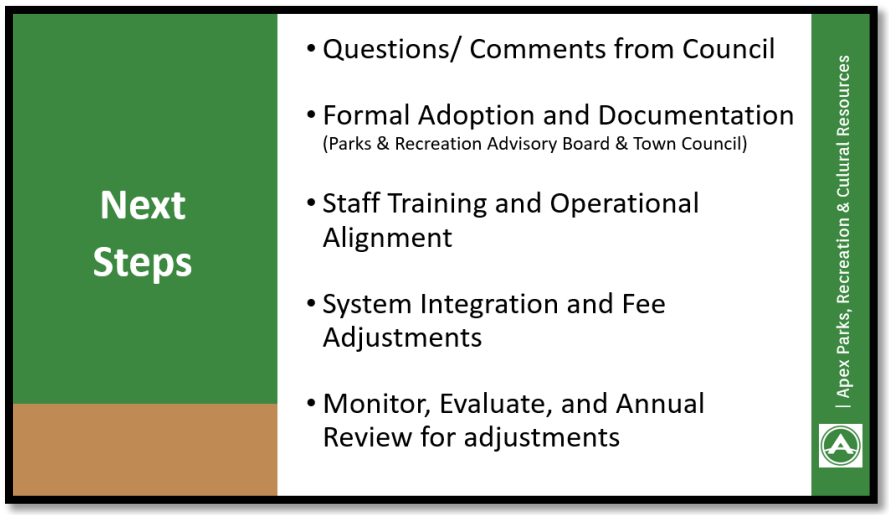
[SLIDE 21]



[SLIDE 22]



[SLIDE 23]



[SLIDE 24]



Mr. Younger asked if there were any questions.

Councilmember Mahaffey asked if Council would adopt the pricing and then staff will use the model to set fees.

Mr. Younger said that was correct.

Councilmember Mahaffey asked how this would impact on the budget. He said that he was concerned with the new model is possibly having a large impact on fees and big price swings.

Mr. Younger said that the impact is not a large increase. He said that the staff has put in a lot of input, and they all are sensitive to the issues associated with pricing. He said there were more adjustments in tracking both direct and indirect cost and in how to approach non-residents fees.

Councilmember Zegerman asked how current fees compared to the six tiers with the cost recovery addressed in the presentation.

Mr. Younger said that most of these are for the major facilities and adult athletics. He said that current policy covers 100% of direct cost for adult athletics, 50% on direct costs for youth athletics, 35% direct cost for senior and specialized program and senior trips related fees such as admission and lodging capture 100% of the cost.

[PUBLIC FORUM]

Mayor Gilbert opened the Public Forum and invited the first speaker up.

First to speak was the **Biking Community of Apex and Charleston Village** represented by **Joshua Rockwick**:

"Good evening, Mayor, Council. Imagine 30 kids outside having the best time, learning how to ride, how to jump, how to challenge themselves. Kids of all different ages, skill levels, just having fun, helping each other, and staying off screens with no bullying, no

pressure, just a place where everyone felt welcome and included, that's what the jumps gave us.

Mason

Hi, I'm Mason and we are here to represent the biking community of Apex and Charleston Village. We're here to talk about the bike jumps we built in our neighborhood and why they meant so much to us and a lot of other kids. We're going to talk about the bike area we created, how we lost it, and our plan to get it back.

Matthew Ashley

Hi, I'm Matthew Ashley. The space we created was more than just a place to ride bikes. It was a community. It taught us how to ride features, teamwork, and gave us a safe place with no bullying. It was a source of independence for us because it was accessible right in the neighborhood.

Brewer Pillis

Hi, I am Brewer Pillis. The problem is that our greenways don't connect to Apex south of US 64, so we cannot safely ride our bikes to Salem schools or even downtown Apex. Without a local space, we have no safe outlet for this activity. Our riding has sometimes caused problems and some of the neighbors have called the police, but we have also had positive interactions with them. For example, Officer Bell took a selfie with us while we were all wearing helmets and posted it on the Apex Police Department Facebook page.

Ethan

Hi, my name is Ethan. We know there are neighbors who have concerns about erosion, aesthetics, and accessibility. On June 30th, the Town of Apex put up signs saying our bike features would be removed because of the few neighbors' concerns. We felt terrible about losing them, but we decided to take them down ourselves so that the town staff wouldn't have to. We're really grateful that Mayor Gilbert came to Charleston Village and listened to us. He encouraged us to come to this meeting tonight and we are thankful for that. This is an issue that keeps happening to us and we've recently lost access to Crabtree trails.

Aiden

Hi everyone, my name is Aiden and I'm here to talk about something exciting that can make Apex even better. We want to build some awesome new trails and features here in Apex. Trails that people can bike, walk, or run on. Features like small ramps, turns, and fun sections that are safe and fun for all ages. But to do this, we just need one thing: permission from the Town of Apex. We're working with TORC, which stands for Triangle Off-Road Cyclists, they are a group of people who love outdoors, especially riding bikes on trails through the woods. They don't just ride, they build and take care of trails too. We're not asking for money, we're not asking for help with the tools or materials. They already have great trails in other towns and they want to do the same here. These trails won't just help bikers, they'll help the whole community. They'll give kids and families a place to play outside, they'll help people stay active and healthy and they'll help protect nature by keeping people on safe, planned paths. So today we're just asking for your permission and let TORC help and let us build something amazing that everyone can enjoy. Thank you.

Isaac Ashley

Hello, my name is Isaac Ashley and TORC can help us with the following. They will work with landowners to make a memorandum of understanding that will outline expectations. This can be renewed every year. They will provide a certificate of insurance through their parent organization, SORBA. They will assign a local volunteer to be a trail coordinator who will organize workdays and act as a liaison. They will help with signage, informing riders of the rules and trail difficulty, as you can see from our example, they are also willing to repurpose features from Crabtree trails.

Landon

Hello, Mayor, members of the council. My name is Landon. Tonight, we told you about the bike area that we built. Overall, this area has been so much more than a place to ride. It's been a place to grow over the past year and a half. It has given me and my friends countless memories, strengthened our friendships, and taught us the meaning of working together towards a common goal. It has encouraged us to spend our time outdoors, be active, and to channel our energy into something positive and constructive. What's special about this place is that it doesn't just benefit us. It has the power to benefit and inspire others. Unfortunately, we did not get permission first, which led to us losing this privilege. Luckily, we have a solution. With just a little support and guidance, we can make sure it remains a safe, respectful, and welcoming space for everyone now and years to come. Imagine future kids discovering this spot, building their own friendships, learning teamwork, and finding the same joy and sense of belonging that we have. Thank you for taking the time to hear us out. Your support could help not just preserve a set of jumps, but a place where our community's youth can grow, connect, and thrive.

Joshua Rockwick

Apex is blessed to have young, creative athletes like these guys. They're responsible. If you ask Officer Bell, when she showed up, the kids didn't run away. They actually waited and talked with her. They all had their helmets on, as you see in the picture in the handout that they gave you. When Apex came forward and said, "Hey, you can't be here," they took their time and their energy to take the jumps down, so our community didn't have to pay for that. They're hardworking. A lot of the materials that they got for their jumps came out of the woods, cut down trees, dead trees that they cut up. They also cleaned out the culverts. The dirt in the culverts they pulled out to make their jumps, so they actually are doing a service for the community as well as they did it. They're innovative and they take initiative. The parents of these children and all the riders in our community are supporting them because of that initiative they take. Almost immediately when that sign went up, Aiden, I believe, sent Mayor Gilbert an email within minutes to say, "Hey, can we meet about this? What can we do about this?" And since these kids are so amazing, we want to give them that support for their mountain bike trails. Now, the space that we're talking about is actually in the greenway easement. Technically, if I read it properly, it's labeled an open space, which means you can run, walk, bike, and hike on there according to regulations. So, what they're asking is to take some of that open space and build a feature site like they had with the oversight of TORC, which is a professional organization that builds jumps throughout the area. They actually have

a similar setup in Briar Chapel where there's mountain bike trails right next to the greenway, so it keeps the mountain bikes off the greenway. Runners have a place they can run instead of on the pavement, and it gives mountain bikers an area to go. So, we're looking at taking that model and starting in our neighborhood. We've got parental support, we've got a group to oversee it and then we just need volunteers, which can be from our community or anywhere else. There's lots of mountain bikers that do this and love to get out there. So, really, we're just looking for permission to support these kids. Thank you for your time."

Mayor Gilbert thanked the speakers and invited the next speaker:

Next speaker was **Hasim Osman** of 3181 Mantel Ridge:

"Mr. Mayor, members of council, good evening. As a parent, I'm speaking to you to express my strong support for finding a solution for the parking situation at Apex Friendship High School. Since the school was opened, parking for students has been a challenge. Later on, today, there is a proposed amendment discussion to the UDO. I support this proposal that would allow student parking as a residential accessory under specific conditions. Accessible parking for high school students is critical for student safety, timeliness, and reducing daily stress for both students and parents. Many students, my son included, are involved in activities before school. He's a swimmer. He has to get up before school to go swim in Raleigh. He's a swimmer for the high school team. Practices are in the morning, and he just can't get back home in time to catch the bus to get to school. He also takes classes at Wake Tech, and that also requires him to leave campus, and that requires transportation. Last year he was able to drive because he had parking, and with the enforcement of the current situation with parking, that will become a challenge for him and our family. We need common sense solutions for the parking situation at the school with appropriate oversight to avoid overcrowding and prevent dangerous driving situations for both students and neighbors. I believe the proposed amendment to the UDO is practical, and a community-driven solution to an ongoing challenge. This reflects the collaboration between residents, organizations, and town leaders, which will allow and benefit all stakeholders. I respectfully ask that you engage the community in a discussion on solving the parking situation at Apex Friendship High School. I also hope that Town Council and staff will work in collaboration with other state and county leaders to come up with a long-term solution for the parking situation at the high school. Our community continues to grow. We have a great community, lots of people. However, parking is not just an issue at Apex Friendship. It's also an issue at Apex High School, and it will become an issue, I'm sure, at the new high school as well. So, please, I urge you to look at all solutions that are possible to help students and their families. Thank you very much."

Mayor Gilbert asked the speaker to state his address for the record and thanked him. He then invited the next speaker.

Next speaker was **Keven Campbell** of Raleigh Area Land Trust:

"Thank you, Mr. Mayor, Mayor Pro-Tempore, members of council. It will be no news to anyone here in this room that the affordability of housing in the town of Apex, throughout Wake County, really throughout this region, is very stressed at this point. So tonight, I was blessed to have a few minutes with you to do a couple things to explain to you who the Raleigh Area Land Trust is, what the Community Land Trust model is, to raise familiarity with that, and to share a really exciting opportunity that we have right here in Apex. Raleigh Area Land Trust is the first and now only community land trust that's operating in Wake County. We were organized in 2018 and have since then this sounds awfully tiny, sold two homes in Southeast Raleigh, but things are about to really blossom in the model in this market. The model is designed to meet two objectives that necessarily don't work so easily together. So, it's a tough model to make work, but the model is to provide permanent affordability not just for the first homebuyer but for subsequent homebuyers through a 99-year renewable land lease. I'll talk about that, and then also allow for the building of equity in a shared equity model for the family. So, trying to balance keeping a specific property affordable in a community and allowing the family to build wealth over time through these shared equity agreements. Raleigh Area Land Trust, this is a new model for Wake County, but it is not a new model in the United States. It started in the late 1960s. There are now over 300 community land trust organizations throughout the U.S. and have built over 15,000 houses throughout the years. In our area, really two prominent land trusts, the Community Home Trust in Orange County and the Durham Community Land Trustees in Durham, are really leaders in the network and have been in existence for 30 years or so. So, we're following their example and bringing it to Wake County. The average tenure in a community land trust home, based on this sample of 15,000 homes, is seven years, which is also the same number in a typical market rate home purchase. And interestingly, the data shows that for those homebuyers that choose to sell their community land trust property, 60% of them are able to move into market rate homeownership. So, that's showing that equity is generated in the community land trust model, and that they're able to use that as really a steppingstone into market rate homeownership, and I think the important point there is, if they choose to do so, no one is asking them to sell their community land trust home but it provides that opportunity. I mentioned our Raleigh Area Land Trust was formed in 2018. In 2023, we sold our first two homes in Southeast Raleigh. And really throughout these years, we've been working with the City of Raleigh and with Wake County on a project called Cottages of Idlewild. It's near downtown Raleigh. We just started construction a couple of weeks ago on 18 new cottage court units that will be available, 14 for purchase, 4 for rental, to families earning 60% or less of the area median income in that project, we're excited for that. I just want to thank you all. You all have, I think, put across the message to developers that you're concerned about affordability in Apex, and that has resulted in a developer making 12 units,12 brand new townhome units, available to the Raleigh Area Land Trust to sell to buyers in the community between now and the end of the year, we hope. So, I want to thank you for paving the way for that. It's just a win-win in so many ways. It's hard to find affordable units, we're talking about

market-rate units at about $450,000. We'll be making them available for about $315,000 and that's solely due to the generosity of the developer as the zoning conditions that they offered in their project. The communities are called Prestwick and Huxley. They're the same units. They are three-bedroom, two-and-a-half-bath, three-level with garage townhomes, 2,100 square feet. I know you all know how difficult it is to find that kind of product in this community at that price. We offered a community information session, and thank you Mayor, Mayor Pro Tem, for attending that to spread the word. So, I'm asking your personal help in spreading that word. We're also excited to be offering that same kind of information session for town and town staff on Thursday this week. These really provide opportunity for workers in the community. I know that that's a concern of yours as well, the town staff that love this community, work in this community, and are looking for opportunities to live in the community, we hope to be able to provide that. We have two units in the Prestwick community. Those sale prices, based on the zoning condition, will be available to families earning between 80 and 100% of the area median income based on family size. And in the Huxley community, based on the zoning condition, 10 units to families earning up to 80% of the area median income. I think that's all I have, I didn't need the whole nine minutes, but thank you for your time, and thank you for the opportunity, I think it will be a really strong example, not just for your leadership in this community, but across the County as well. So, we thank you for that."

Mayor Gilbert thanked the speaker for his strong example and leadership in the community and across the County. He then invited the next speaker.

Next speaker was **Elizabeth Stitt** of 3113 Friendship Road:

"Mayor and Town Council good evening. On June 17th, the town council had a work session where the council contemplated five expansion options for the Pleasant Park. This is a $14 million expansion of the park. When the staff started discussing the five options, they shared that in the first year, the park had 2 million visitors. We all know that far exceeds the full buildout of what was projected for the park. We also know that far exceeds the 2018 traffic study. So, it was really disheartening listening to the work session talking about, you know, we could do this field or that field and maybe we could attract some college tournaments talking about everything that can be brought into the park, and through the conversation, I was like, where's the community? Where are the neighbors that are impacted by this? For the people down the street where we can't get in and out on Old US 1 because the traffic is backed up, you're looking at a $14 million expansion and the brief comment about the traffic felt very dismissive. You know, $14 million, you need to take a couple of those million dollars and deal with the traffic issues. It is not fair to those in the community that want to go to the park but can't get in and out of the park. They can't use the park. It's not fair to bring in college tournaments when we have needs for our high schoolers and our middle schoolers to be using fields. It just felt like the priorities were misplaced and it hurts because I have to go through this, and you know that I'm very involved with my community.

We have come to you multiple times and said, please do something to address the traffic. I understand getting a second exit is not going to happen anytime soon, but you could have some traffic police there on the days, even just normal Saturdays where we have large numbers of visitors, come and help with the traffic. I mean, there are some simple common-sense ways of addressing the traffic but just to go plan a $14 million expansion without meeting the current needs feels like the priorities are backwards. So, I ask that you take the time to actually come out and talk to the neighbors. Have a meeting there at the park. Maybe come sit on the side of the road with us in a safe place and just watch the traffic go in and out and in and out and in and out so that you can experience firsthand what we do. This is not just $14 million on a piece of paper. This is where we live, and this is where our neighbors are supposed to come and play. Thank you."

Mayor Gilbert thanked Ms. Stitt and invited the next speaker.

Next speaker was **Dawn Cozzolino** of 3632 Bosco Road:

"Good evening, Mayor, Town Council. The collapse of Olive Chapel Road highlights how our growth and infrastructure are out of balance. Development is advancing rapidly, bringing traffic, environmental, and stormwater challenges our systems can't handle. Projects like Chapel Ridge, New Hill Commons, the Summit, Depot 499, and the Veridia mega site, move forward despite the 2017 town maps showing flood risks, traffic studies showing roads near or over capacity, and loss of tree canopy that helped actually manage the runoff. I'm confused by the town's characterization of the event as a 200-year event. The FEMA 100-year floodplain runs right where the road failed, and the stormwater from the Chapel Ridge site appears to have overwhelmed it. Can someone help me understand the discrepancy between the maps and the leadership statement? This pattern repeats, natural buffers removed, water directed into stressed creeks, and downstream neighborhoods flooded or eroded. These same development pressures also lead to traffic studies, as Elizabeth mentioned, showing more roads near capacity with safety and quality of life risks rising. In fact, the numbers on Olive Chapel are 10,000, but on Kelly Road are almost 20,000. So, you've got to talk about a bigger, broader area when you speak about your traffic. I want to recognize the men and women of North Carolina DOT, and I just brought this safety vest to kind of show, or just the image of it, that the work they do is very dangerous. They're out there alongside heavy volume of traffic and extreme heat, all sorts of weather conditions. While the public saw a performative video with hard hats and sound bites, the real demanding work will be done by these crews. The official narrative says stormwater and environmental measures met minimum requirements, but that narrative has been used to justify eminent domain road widenings on North Carolina DOT roads with little public discussion. This approach shifts responsibility away from the decision makers and into the public. The balance is missing now. Until it returns, these failures will continue. Thank you."

Mayor Gilbert thanked Ms. Cozzolino and invited the next speaker:

Next speaker was **Lorraine Mian** of 2524 Walden Woods Drive:

"My name is Lorraine Mian. I live at 2524 Walden Woods Drive. And I'm here tonight to say thank you and thank you for your support of the Patriot Day ceremony on September 11th. And I read that there will be some participation from Council as well and I'm thanking you because I'm a survivor of the World Trade Center attacks. I heard the planes crash into the buildings. I saw people jump out of the North Tower that day, and I witnessed the buildings collapse in front of my eyes. My husband was a federal agent, a criminal investigator for the Department of Interior. He was detailed to the rescue and recovery effort down at Ground Zero, but he later died from his exposure from breathing in the toxins from the dust cloud that was in the grass, in the dirt, in the pile. Today, people are still getting sick and dying from that exposure and some of those people live right here in the Triangle. So, I urge you, as our town leadership, to make 9/11 a day of remembrance for our community going forward so that we never forget those horrible events and that we never forget the sacrifice made by our first responders to rescue people, ordinary people like you and me. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Andrew Gluck** of 2425 Walden Woods Drive:

"I'm here to address a different issue. Something that the council really doesn't have any authority over, but as a group, I was hoping you would write to the state. We have 540 going through the town. The only area of 540 in Apex that does not have any sound barriers is around the Beaver Creek area and all that. It's a toll road. They totally started in this area, but this area was totally avoided for any sound barriers. And where I live and other areas in that area, it's very noticeable. So, we're just hoping the town will get together, the council will get together and write to the state I think it's the state's responsibility to put those sound barriers up. They're collecting tolls every day on that, and it should have been done in the first place, but this area of the whole 540 was ignored. No other area on 540 was ignored from the sound barrier. So, I'm just requesting you as a group to do that to the appropriate people of the state. And I'm sure someone here would know who to write to because I know you're very intertwined with that. So, we'd appreciate it if you just would do that for the people of Walden Creek and also the surrounding areas. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Alexis Kennedy** of 106 Buck Haven Court:

"Since my last City Council meeting, I'm heartbroken to report that more children, women, and men have died in Gaza. Starved, bombed, shot, crushed to death by food trucks in their desperation for aid. Just a couple days ago, a 14-year-old boy was crushed to death by a falling aid package. UNICEF has reported that in the past month, the classrooms' worth of children have died roughly as much as every hour. I've watched in horror as people justify starving disabled Palestinian children, claiming that their medical conditions make it acceptable. These children need special diets just like many of us know someone with dietary needs, GI issues, allergies, nutrient deficiencies. Yet, if they're Palestinian, their starvation is dismissed. Our government and media have excused withholding food from these children, effectively justifying the starvation of disabled children. Meanwhile, since 2023, we have sent Israel 22 billion dollars of our tax dollars, funding a country accused of war crimes and apartheid, while it provides free health care and free educations for its citizens and housing for illegal settlers in the West Bank. Meanwhile, in Apex, our elementary schools had to make tough decisions and cut out teachers, and now the ratio is 35 students per classroom. So, we're starving children abroad and starving our own children of education. Imagine what the two billion dollars could have done for us. It could have expedited the rebuilding of communities hit by Hurricane Helene, proper aid for the Texas families after the horrible flash floods, fund our schools, or hell, just return our tax money. Instead, it's used to bomb and starve children. With only four aid stations for 2 million people in Gaza, this starvation is intentional, and we're funding it. I love my children with all my heart, and my love isn't unique. Parents across the world feel the same way and I could never justify starving my child or allowing someone to starve them. So why do we consent to starving other children? We are all responsible because it's our money and our government enabling the actions. If you feel powerless, that's not an excuse. Governments don't change out of the kindness of their hearts. They change when communities demand it. We must hold our leaders accountable and act to stop the injustice."

Mayor Gilbert thanked Ms. Kennedy and closed the Public Forum period.

Mayor Gilbert announced the meeting would stand in recess for 5 minutes. The meeting stood in recess beginning at **7:29 p.m.**

Mayor Gilbert reconvened the meeting at **7:37 p.m.**

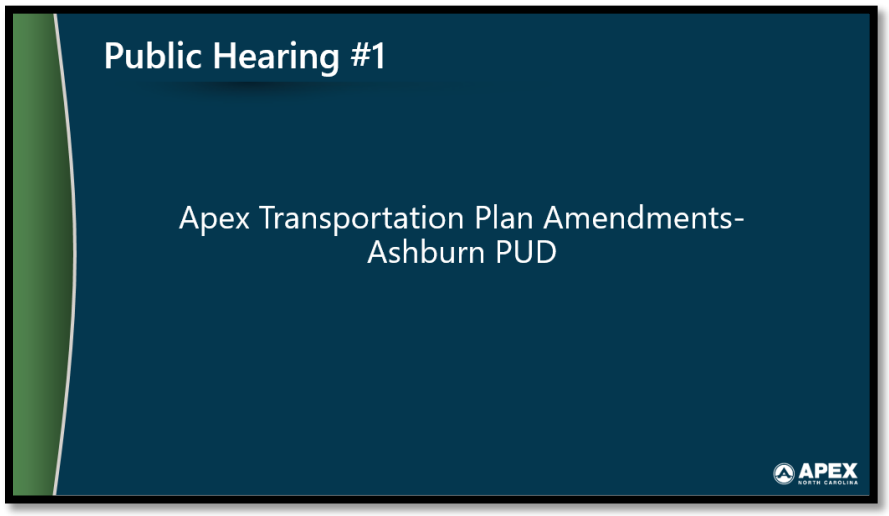
[PUBLIC HEARINGS]

PH1 Apex Transportation Plan Amendments – Ashburn PUD

Shannon Cox, Long Range Planning Manager, Planning Department said that the first Public Hearing is specific to proposed transportation plan amendments which is associated with the second Public Hearing for the rezoning request. She said staff is suggesting that

Council hear both public hearings and then vote at the end of the second public hearing. She gave the following presentation.

[SLIDE 1]



[SLIDE 2]



Ms. Cox opened up for any questions.

Councilmember Gantt asked Ms. Cox to describe how Hammocks Beach affected how Bella Casa was developed several years ago and the issues with driveways not facing the road or other types of issues.

Ms. Cox said minor collector streets can have direct driveway access, major collector streets do not have direct residential driveway access. She said that the properties in this plan are accessed by the alley with sidewalks to their front doors that access Hammock's Beach Trail in this location. She said that there was nothing in the standard specifications that would prohibit driveway access.

Councilmember Gantt said he had that thought they were designed this way because of them being prohibited. He said that in the earlier packet it did not show the roundabout

and asked if the roundabouts were staff suggestions to the developer who is now proposing the roundabout.

Ms. Cox said she was not aware of what was in the earlier packet for rezoning, but the roundabout is included in the next couple of slides. She said there was a lot of conversations with the developer throughout the rezoning request with staff to reach a positive recommendation for the roadway network that they are proposing.

Mayor Gilbert opened up Public Hearing.

First to speak was **Charles Walker** of 275 North Pea Ridge Road in Pittsboro, NC:

"I am the land planner for the developer here. Russell and I have wrestled on the ground several times over what the position of this road ought to be. It is part of our PUD case. The probable need to move this was discovered as we were designing our case because, as you all know, Hammocks Beach Trail went directly north and south and melded into Mount Zion, but Mount Zion was going to be turned into it. Unfortunately, what happened when Casa Bella was designed and built, they did set aside the right-of-way for Hammocks Beach Trail, but they did not set aside a construction easement to do it. So, once we figured out to try and go down Hammocks Beach in what I think is going to be its former layout, we had to go to Casa Bella and ask them to disturb part of their RCA. We didn't want to do that. So, we did our best negotiations with the neighbors, with staff, and what we come up with was pulling Hammocks Beach Trail away from that line as quickly as possible to run it into Mount Zion, then create the roundabout to also help with the slowing down of some of the traffic in that area. So, I just wanted you to know this part was done, that the relocation of this is part of our zoning case, but not necessarily our zoning case generated it. So, I just wanted to make sure that was clear. I think we've come up with a solution, but I just want to make clear what the situation was. Okay. Thank you very much. Unless anyone has any questions."

Mayor Gilbert thanked the speaker and called the next speaker.

Next speaker was **Elizabeth Stitt** of 3113 Friendship Road:

"I know, Allan and I talked about Linda going before me. I'm going to need to also speak in the next one. I didn't sign up. The map that I need to refer to, to explain why I'm against this is not showing. But much of these transportation amendments are unnecessary. It will save the developer money. It will help keep the community intact. There are other options that I would like to talk with the Council about. So, if you could add me when we get the next map up. Thank you."

Mayor Gilbert called the next speaker.

Next speaker was **Linda Caffera** of 1858 HBT at Bella Casa:

"Mayor Gilbert and Council, I am here concerning the Ashburn transportation application. I am a resident of Bella Casa. My name is Linda Caffera. I tried to call Mr. Mahaffey last week. He promised he would call me back. He never did. So, I have, well you're probably busy, right? And so, I would like to just continue with my statement. Hello Brett. How are you? Brett lives in a beautiful house surrounded 360 by trees and woods. Beautiful. Over here, this development will be butt up against our area. There is a school bus stop not 30 yards away, where this opening is going to be and there's a procession of people with their kids that walk to the pool and the mail depot across Hammocks Beach a few feet where that opening is going to be. The elevation of that land is higher and if you go to the bottom of Hammocks Beach Trail, you look up on a hill. We've had drainage problems since Hurricane Helene, back up from Friendship. Scattered openings for the school all the way to where that traffic circle is going to be, where the road kind of crosses. I was shocked one morning, 8:30, backed up bumper to bumper and you're not even done approving all the development on Olive Chapel. That's another thing. And that sinkhole, that sinkhole happened because they took nature's best drainage system away, the trees. And that development that they're working on over there in that area has been going on for three years now. So, I'm just going to say that. The houses I was told by Josh and he looks at one-dimensional. I know he looks at a lot of complicated things, but he looks at one-dimensional things. I'm talking multi-dimensional here and I'm talking about children on the streets, on scooters, with their parents, constant procession, and they go up River, across Hammocks Beach. I'm worried that opening that street, traffic circle or no traffic circle, is going to cause speeding traffic all the way down to the other traffic circle that we have on Milano, and then past it, where you want to put that new bridge and connect another community. It's going to be a speedway to get through and shortcut everything. The proposed height was told in April and May, Josh did not know the height of the house. The builder, Charles Walker, told me it would be no more than two stories. It went from 36, now to 42. And Josh is now telling me something about King's Cross which was 50, but we cut it down to 42. With the trees gone and no drainage, we're going to be in trouble. And let's see, what else did I want to say? I wanted to make sure I said hello to you, Mr. Mahaffey."

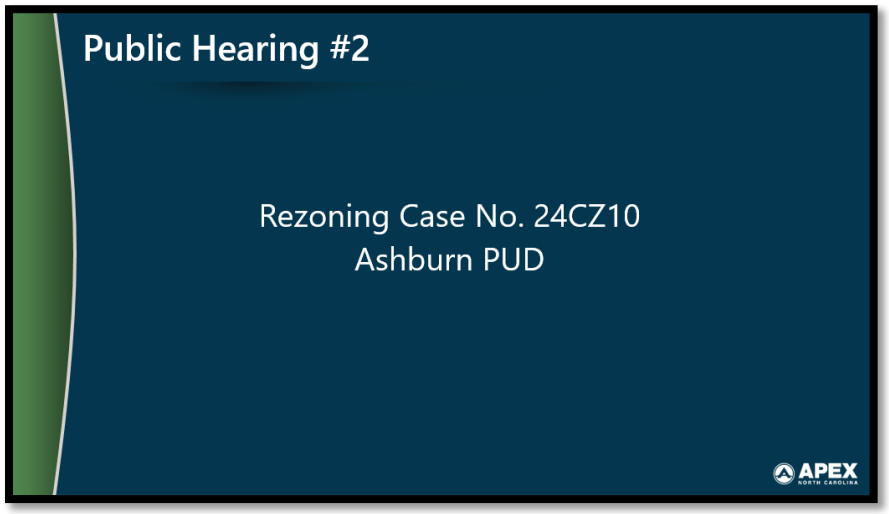
Mayor Gilbert closed the Public Hearing and with no further speakers moved to the next item.

AND

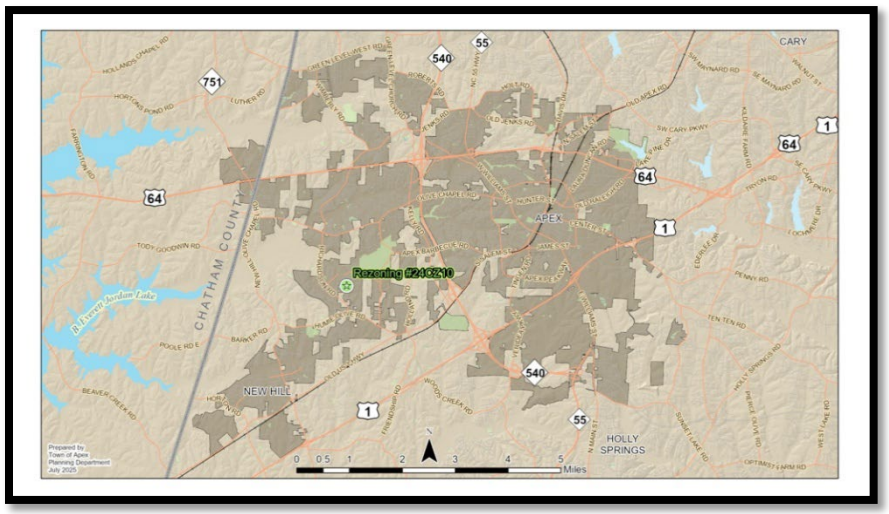
PH2 Rezoning Case No. 24CZ10 – Ashburn PUD

Joshua Killian, Planner II, Planning Department presented the following presentation:

[SLIDE 1]



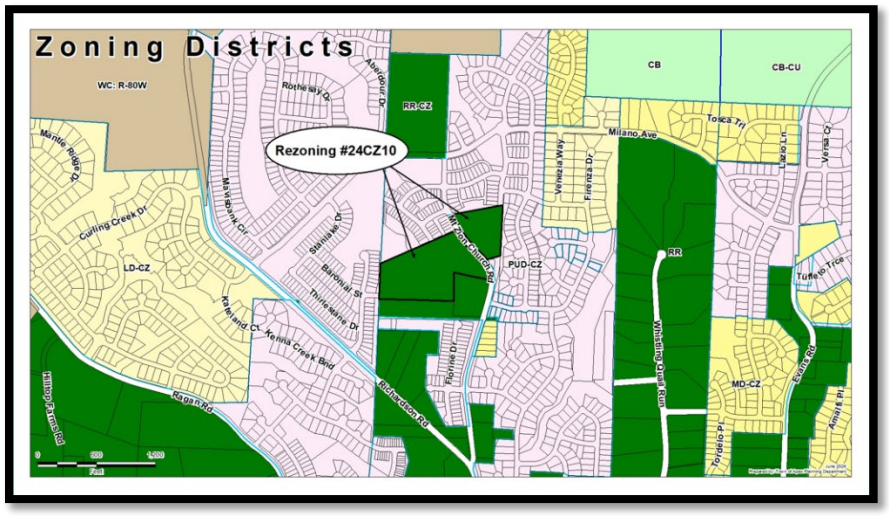
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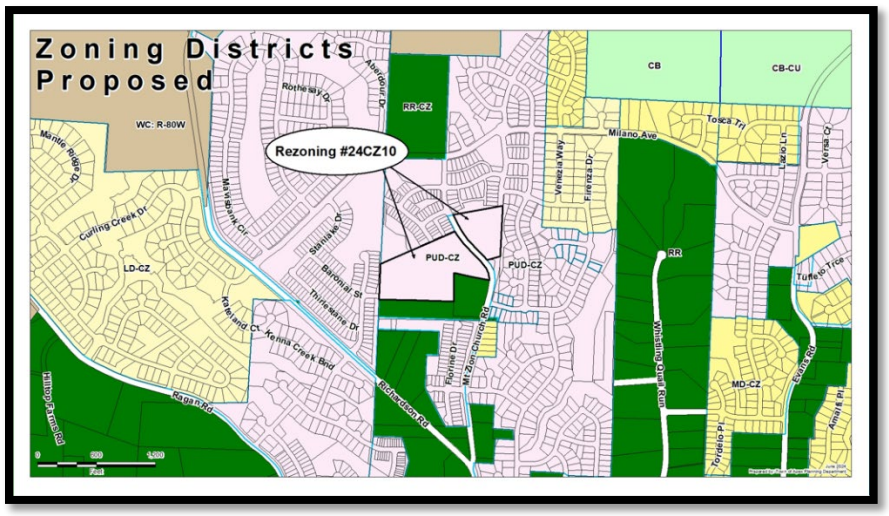
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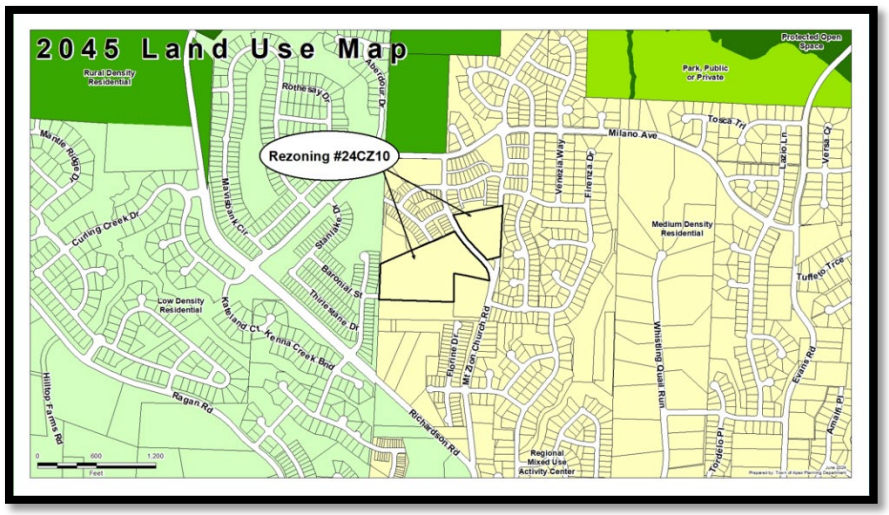
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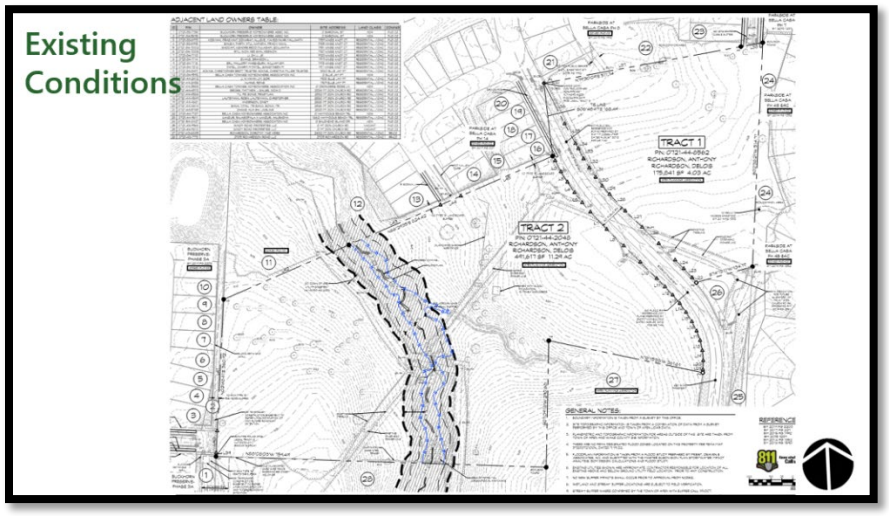
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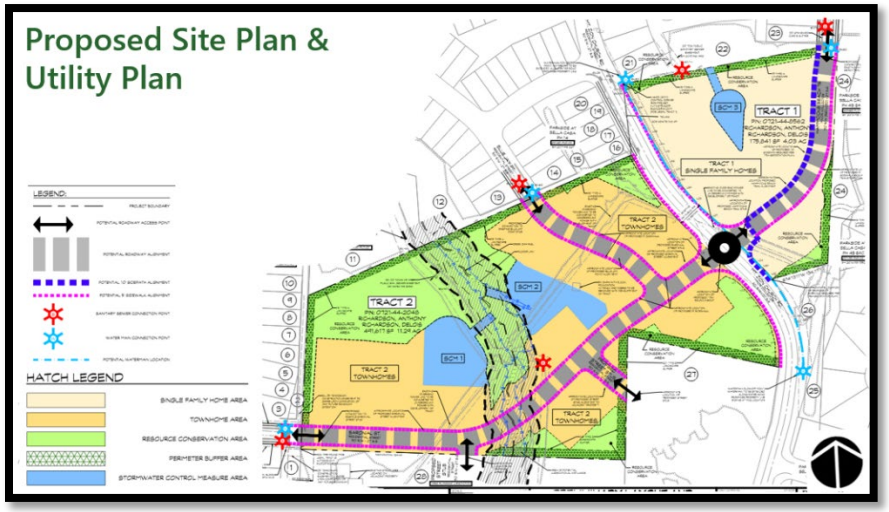
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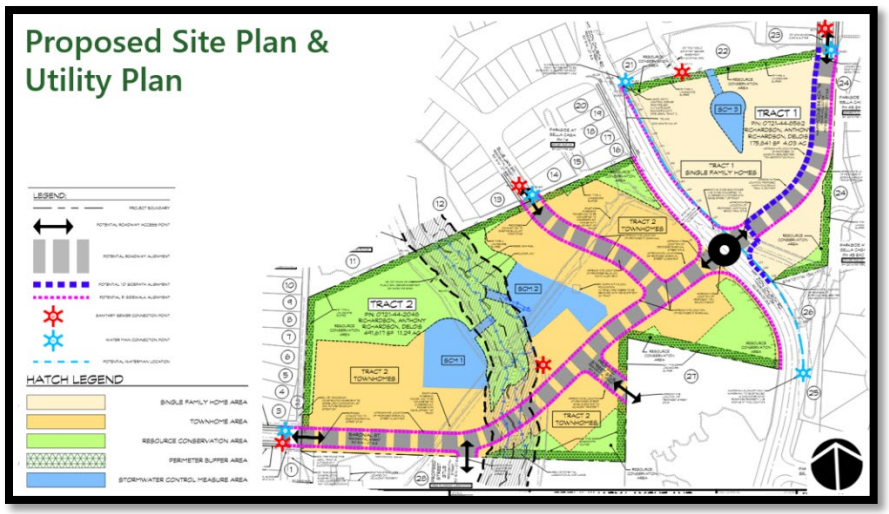
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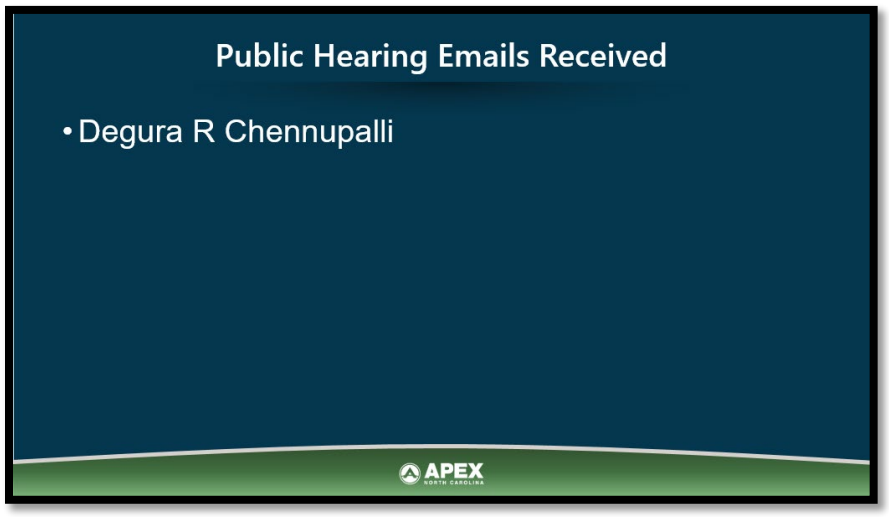
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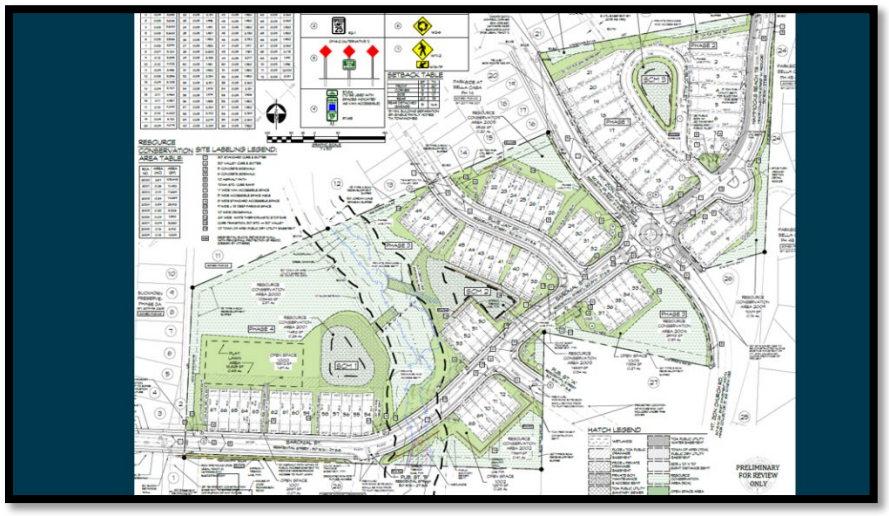
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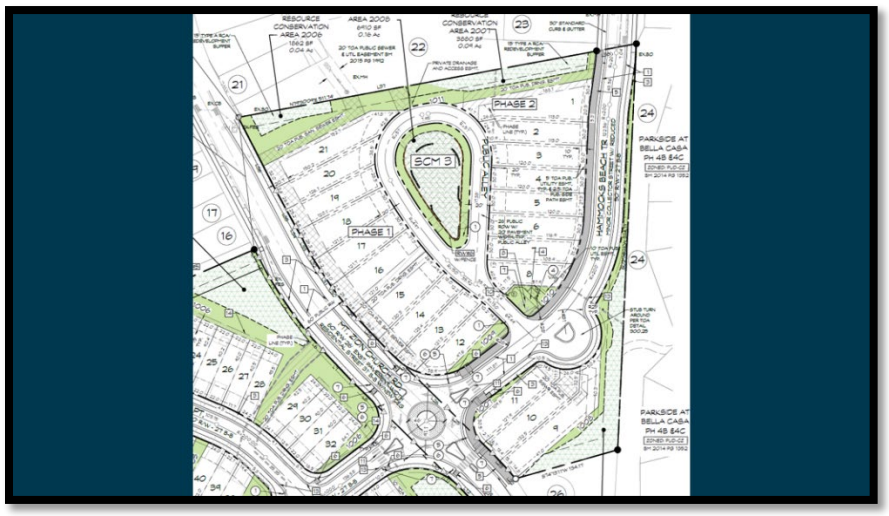
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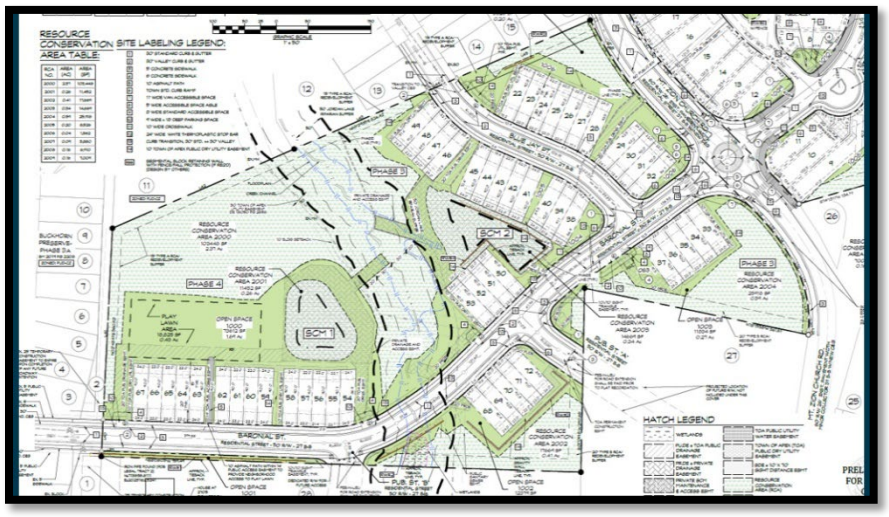
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Mr. Killian opened up for questions.

Mayor Gilbert asked if there were any questions from Council. He opened Public Hearing. He asked if the applicant wished to speak.

First to speak was **Charles Walker** of 275 North Ridge Road in Pittsburgh, NC:

"We spent a lot of time going through this process. What I would like the Council to make note of is that on the north side and the west side we have aligned similar housing styles. The housing styles in Casa Bella that are on narrow and deep lots that are alley-fed are next to lots that we propose to be alley, narrow, and alley-fed in a similar fashion. On the west side of the project, we are surrounded on two sides by townhome projects. We're doing similar units, so, we're putting townhomes next to townhomes, single family next to single family. As we've talked about before, it was tough to get a lot of this stuff put together and answered when you started throwing in the transportation, but we have the support of the Transportation staff and the Planning staff and the rest of the staff. We do meet the RCA regulations. We do have open lawn play in the area. We are connecting three unfinished streets to Mount Zion Road, which I hope you would recognize as an improvement to get some of the traffic moving in that area. The total unit count on our project is 72 units, 21 single-family, and 51 towns. If you have any particular questions, I have Reynold Stevenson, our traffic engineer, here. Tommy Craraven, our civil engineer, is here. Or if there's a land planning issue, I'd be glad to try and answer from anybody that had a question."

Mayor Pro-Tempore Gray said to give him some thoughts on why you didn't want to meet the town's affordable housing goals.

"Early on when we asked about that, one of the incentives was if you try to do the affordable housing, that there would be an expedited review of the process going through the system. When we asked that particular question, is it you pick up two days, do you pick up six months, what is it? It was undefined. The staff didn't have a way to describe it to us. So, we couldn't see that necessarily as a benefit for that particular reason. And then the second reason why we didn't is when we started going and applying the construction cost numbers to retaining walls on Boronio, crossing the creek, widening Mount Zion on both sides, a traffic circle, a wider, it just whittled it down to where it was up to us to try to bring forth all the needs to be solved by the site plan as best we could and not be able to address that with this relatively small project. I mean, for example, the town's parks and open space fees in lieu of approach a quarter of a million dollars on this small project. So, there was a lot of money being pulled out of this to satisfy the regulations in this area and try to bring forth all these roads to be connected."

Mayor Gilbert thanked the speaker and called the next speaker.

Next speaker was **James Neman** of Apex Friendship Elementary School:

"Hi. Mayor and Town Council. I'm James Neman. I'm a fifth grader at Apex Friendship Elementary School. My home backs up to the woods where Ashburn is proposed to be built. My family takes care of a cat colony that lives in those woods. One is named Biggie. Biggie likes to eat a lot and is a tuxedo cat with the white mustache. There are also Spots, Skinny, Mr. Orange, Pants, Socks, and two little kittens. We have named them based on their attributes. We have spayed and neutered them and they have been happy in their woods for the past year and a half. Other animals, including deer, a raccoon with three legs, bunnies, possums, squirrels, and birds have made these woods their home as well. Because this is the only woods in the far radius, animals have come to this specific area of woods because it is their only choice. We have the opportunity to let the animals happily live where they already feel at home. My question is, who needs the homes more? Apex has built many homes for humans, but what about the animals? If we get rid of these woods, what home do they have? I'd like you to truly consider all living things that could be impacted by this development. Thank you for your time."

Mayor Gilbert thanked James and called the next speaker.

Next speaker was **Brandon Poythress** of 2705 Richardson Road:

"Good evening, Mr. Mayor, I'm Brandon Poythress, 2705 Richardson Road, Apex, lifelong resident of Apex. A couple years ago, I was before the Town Council and got my property annexed in where I am right now. Well, I'm the neighbor exactly to the south, if you look straight on this map, the entire south side pretty much except for where you see the first cut-in, I built my home there, actually lived there one year now, and it's the only home on that 3-acre tract. I've been working with Mr. Walker through the process, came to the last Planning Board meeting as well. All I'm trying to do in my perspective is preserve the natural woods that I have. I have the privilege, I think, like I heard you I have woods 360 degrees around my house. I live in the middle of it on purpose. Not that I'm opposed necessarily to this development, but obviously, because I believe Mr. Killian, as he had indicated in our previous meeting of the Planning, and it's obvious, Barronial Street exists, so it's very hard to realign it. Well, that puts an interesting perspective on my property because the developer is going to need to extend the existing retaining wall and that's right up against the property line or will be some distance based on grading. So, we've worked together, and I've asked him to understand my perspective is to try to have as much of the trees that are on my property stay there and to not have the view to the open road right behind my house. He's agreed, and I don't know at which point in the forum it is not aware, he's talked about subdivision construction drawings, but I want to make it known that what we've agreed to is that there will be, as possible, nothing guaranteed, there will be some plantings along there. I know that early on I had an issue trying to get my own utilities connected to Barronial because of a thing called a type B buffer it took me almost a year to get through said type B buffer under it,

actually. But in this case, it doesn't look like there's enough room for a buffer, but obviously I have a keen interest to have some sort of screening away from the neighborhood. That's all I'm really talking about there. I understand Apex has no choice but to have the stub-out road. It's not ideal for me, but I realize that I'm not getting any younger, so somebody may want to take my property one day and subdivide it, and you want to have the transportation there. I've discussed with the developer as well the possibility, my children play with all the children over in Buckhorn. Currently, I have a mulch path that goes down at the end of Barronial Street and that's how the kids from Buckhorn come up and play on our basketball court and my kids go down there, but I don't know that logistically it'll be very feasible. I've talked to the developer, hey, could we put a staircase in the retaining wall? He describes the retain as four to five feet to allow the kids to still transit between. There's some concern of whether that would encroach on my property, which I would allow it to, or whether it would be something they would be interested in, but to come in the future. If not, the kids will go to the stub road. Looks like my time is up. If anybody had a question, otherwise I'm good."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Linda Caffera** of 1858 HBT at Bella Casa:

"It was suggested by someone that there is, on the teardrop on the 4 acre, it looks like an ice cream cone. There is a road around there where they don't have to open up Hammocks Beach Trail, you know, so that we have we don't have that danger of people in the future racing through to get to the bridge on the other side. What about cul-de-sacking in, around the road and just going right out? Why can't they do that? Also, I feel we need more green buffer and just less houses, that's all I'm asking for. Like maybe five, six. That would also engender less traffic and we can't control the other traffic that will be coming from other areas through there. So, and I just wanted, Mr. Gray, I'm concerned about something. You asked after I gave my little talk about affordable housing, but what about the safety of the children that I addressed and the bus stop and the procession that goes to the pool and the mail kiosk? What about that? You can't put money on that safety. You can't put money on that. Okay. I was just a little taken aback because I thought he just brushed that off. Thank you, sir."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Elizabeth Stitt** of 3113 Friendship Road:

"Elizabeth Stitt, 3113 Friendship Road. So, in the 800-page agenda packet that I read every page of, you'll see this particular diagram that was included as a part of this proposal. And if you look around the teardrop, as Linda referenced, there is a road. It occurred to me, let's save the developer some money. There is no need to extend Hammock Drive, these properties can be served by that little road around the teardrop. If you give back the money on the road, maybe they would have money for affordable housing. It would also be less

roadway for the town to maintain at some point. It would also be less impervious surface, which meets more of our environmental goals. So just because Hammock's Beach was shown that it was drawn and if you look at the neighborhood meeting packet, it's on page 450 where a question was asked, why do you have to have this road, Hammock Beach, extended? It stated, because the developer stated that the town said so. Well, you guys are the town. Let's get rid of that far road so then you preserve a little more buffer, you save the builder money, get your affordable housing, and this way you don't have all the traffic going through past Linda's house. So, there are other alternatives. So, I ask you, just consider that. You know, we have kids in this neighborhood that are going to be high schoolers that are not going to be able to go to Apex Friendship because there's no capacity. They're going to be driving. These stormwater ponds are very expensive, you've had other HOAs come. So, let's make a little compromise here. Thank you."

Mayor Gilbert thanked the speakers and closed the Public Forum and brought the items back to council for discussion and to lead to a possible motion.

Mayor Pro-Tempore Gray said that concerns about affordable housing get you to the next step in the conversation, and he did not see the effort in this proposal in getting to the next conversations beyond that in the project. He does not support the proposal.

Councilmember Killingsworth said that she agreed and did not support the proposal. She said that she did not see enough positives in the proposal. She said they had the ability to be very picky on this infill project and make sure it benefits the community.

Councilmember Zegerman said that transportation enhancements and transportation plans are in place for a reason. He said that the objective is to provide interconnectivity throughout the town and there are frequent concerns from residents about traffic increases. He said that the realignment of the road is better than going straight through because this slows traffic and the 35% RCA conservation is good, but it is disappointing that no serious attempt was made to provide affordable housing in this plan, and he could not support this proposal.

Councilmember Mahaffey said that there was another concern about the school capacity and data shows that there will be a significant gap in the future for the elementary and middle schools.

Councilmember Gantt said that he had sent a picture of the first version of the realigned road to Planning and the Transportation staff, which was a better realigned road. He said that with Richardson Road flooding, this would be an alternative, and this road is needed to connect to Sweetwater. He said that he likes to weigh things like affordable housing with other improvements such as transportation, and he sees a lot of transportation improvements in this project.

Mayor Gilbert asked for Mr. Walker to come up. He asked him if he would like to have some time to consult with staff on this information from the Council.

Mr. Walker asked for more clarification on what affordable housing means to Council.

Councilmember Killingsworth said that it was well defined in the affordable housing plan. She said that staff would help with this.

Mayor Gilbert asked if the Housing staff were in on these conversations.

Assistant Town Manager John said she was not sure if the developer has met with Director Newman and her team.

Mr. Walker asked Council if they would hold the hearing open so that this affordable housing issue could be discussed.

Mr. Killian said that because the public hearing has been open this item could be kept open for 30 days for Planning.

Ms. Bunce said that if it can't be continued more than 60 days.

Town Clerk Coleman said that the hearing had been closed, and this item could be continued to a certain date. He said that it could be continued to September 23rd Council meeting.

Ms. Cox said that staff would recommend voting on the Transportation Plan amendments with or without the rezoning case at this current meeting if Council would like to.

Mayor Gilbert asked what the pleasure of the Council was.

Councilmember Killingsworth said she would prefer vote on them together.

A **motion** was made by **Councilmember Killingsworth** and seconded by **Councilmember Zegerman** to continue Items PH1 Apex Transportation Plan Amendments – Ashburn PUD **AND** PH 2 Rezoning Case No. 24CZ10 – Ashburn PUD until the September 23rd Regular Town Council meeting.

VOTE: UNANIMOUS (5-0)

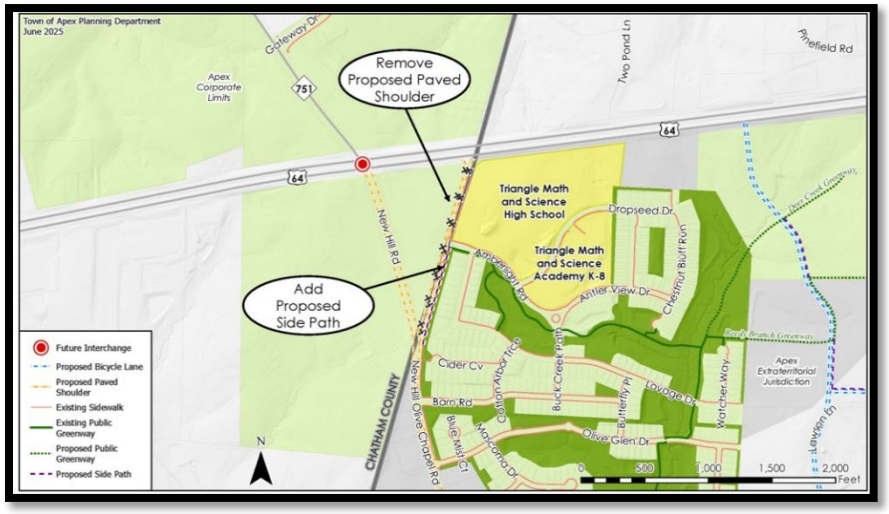
PH3 Apex Transportation Plan Amendments – New Hill Olive Chapel Road

Jenna Shouse, Senior Planner, Planning Department presented for Public Hearing Apex Transportation Plan amendments along New Hill Olive Chapel Road.

[SLIDE 1]



[SLIDE 2]



[SLIDE 3]



Ms. Shouse said that Planning staff, Parks and Recreation staff, Cultural Resources staff and the Planning Board have recommended approval of these amendments. She asked if there were any questions.

Councilmember Zegerman asked with this being a part of the Apex Gateway Plan would it be installed by a developer.

Ms. Shouse said that it was correct, and it would be installed on the side path rather than the paved shoulder.

Councilmember Zegerman said that side because of the shoulder side being on their side of the property, and they would have to develop that side. He wanted to clarify that the developer is still responsible for the development and installation of the side path.

Ms. Shouse said that is correct.

Mayor Gilbert opened Public Hearing and called the first speaker.

First speaker was **Dawn Cozzolino** of 3632 Bosco Road:

"I just have one comment. On any of these proposed amendments, zoning changes, transportation, I respectfully request Councilman Terry Mahaffey, who serves also as well on the Campo MPO Technical Advisory Committee, recuse himself from voting on any zoning or transportation amendments before this council. His role in the Technical Advisory Committee advises on regional transportation planning, presents a potential conflict of interest. For the sake of transparency and to uphold public trust, it is essential that decisions impacting our community are made without any appearance of conflicting responsibilities. Thank you."

Councilmember Mahaffey said to the speaker that he was appreciative of the comment but he was not on that committee.

Loud shouting from the audience ensued.

Mayor Gilbert called for order in the Council Chambers.

Mayor Gilbert closed the Public Hearing and brought the item back to Council for discussion and possible motion.

A **motion** was made by **Councilmember Killingsworth** and seconded by **Councilmember Gantt** to amend the Apex Transportation Plan to modify planned bicycle facilities along New Hill Olive Chapel Road in the vicinity of US 64.

VOTE: UNANIMOUS (5-0)

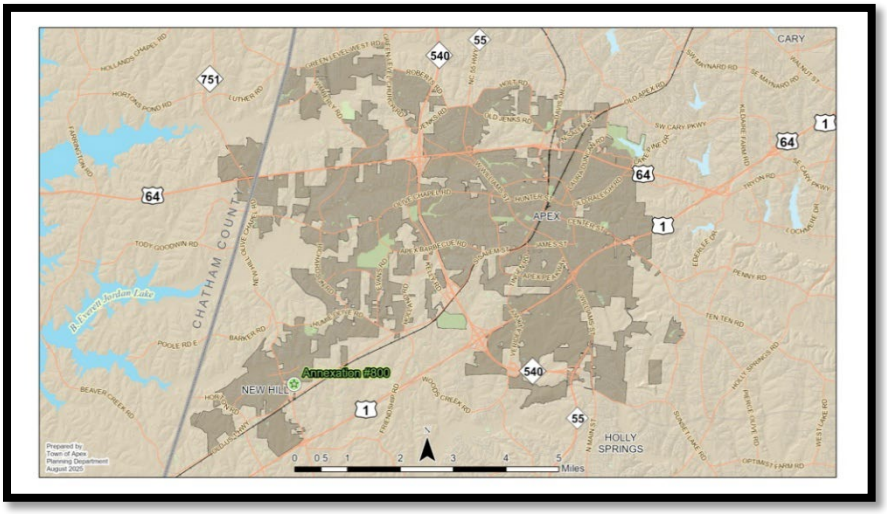
PH4 Annexation No. 800 – Atkins, Hudson, Davidson Homes Assemblage – New Hill Olive Chapel Road – 16.80 acres (REF: ORD-2025-056)

Bruce Venable, Planner II, Planning Department said that this annexation was associated with the rezoning following this presentation in the next Public Hearing and asked for Council to wait to make a motion after the presentation on the rezoning. He gave the following presentation:

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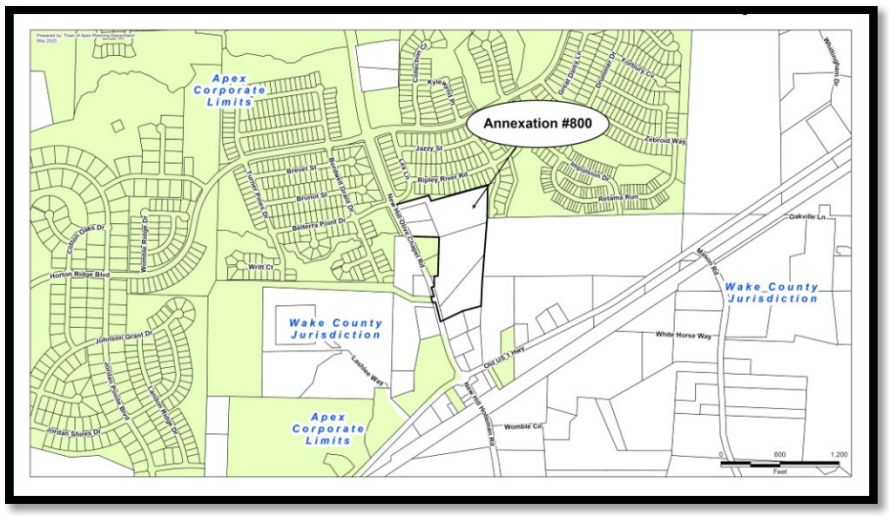
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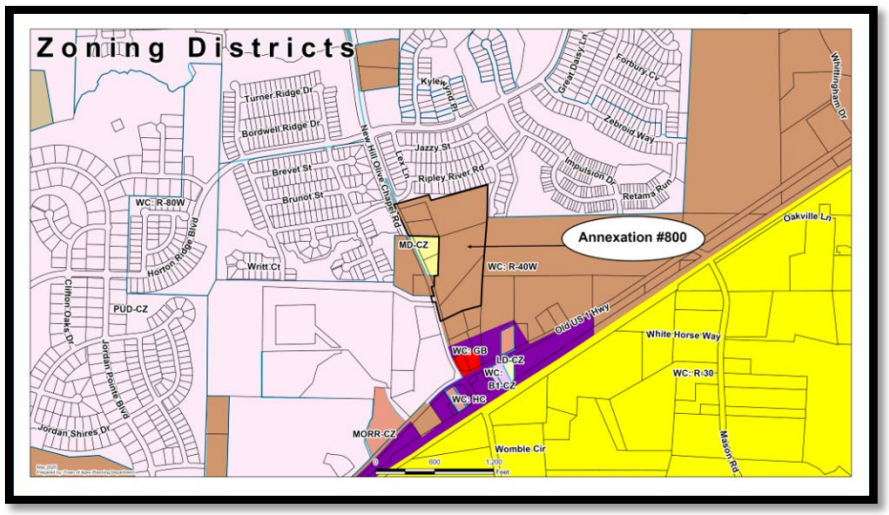
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AND

PH5 Rezoning Case No. 25CZ06 – New Hill Olive Chapel Road Assemblage (REF: ORD-2025-057)

Bruce Venable, Planner II, Planning Department gave the following presentation:

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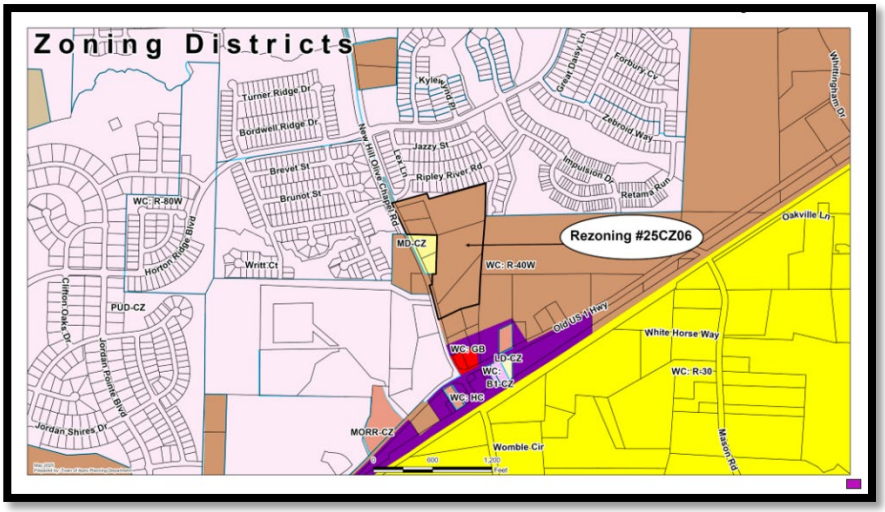
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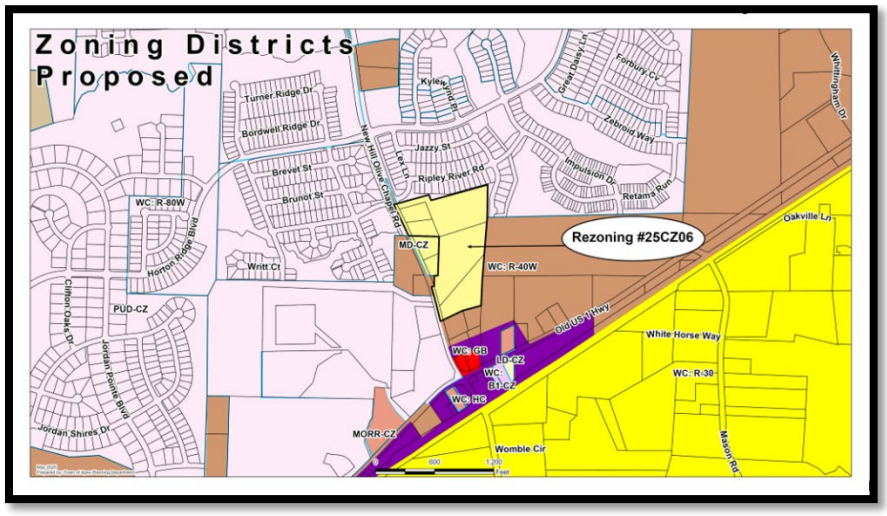
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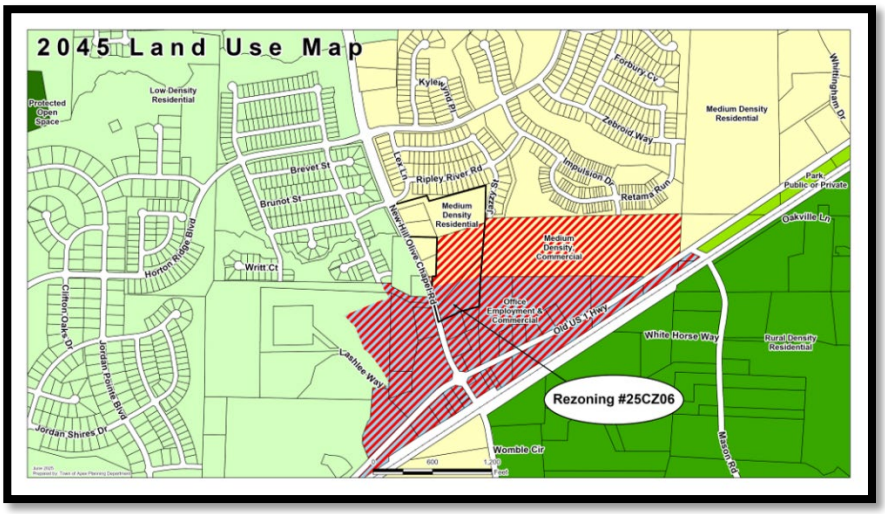
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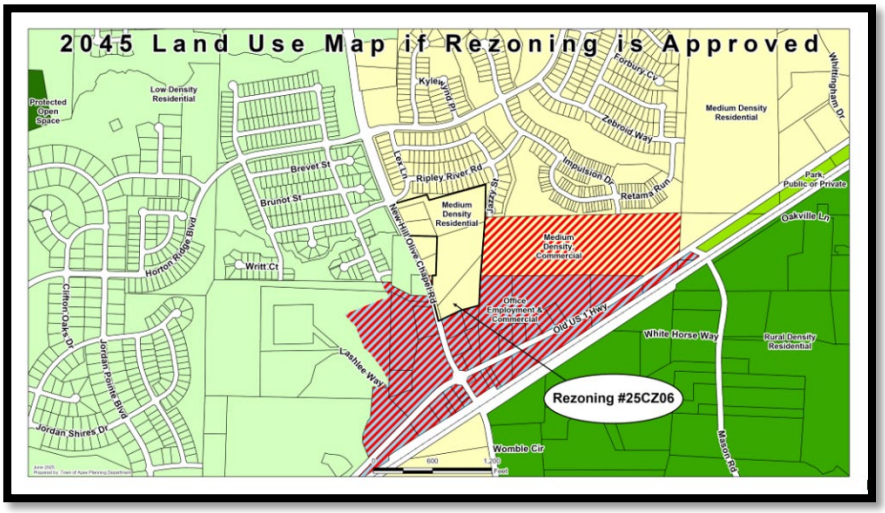
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[SLIDE 6]



[SLIDE 7]



Councilmember Gantt asked about the history of the development of the Office Employment Commercial Services as part of New Hill Development.

Mr. Venable said that the discussion with the applicant was that developing a mixed-density residential project would be difficult unless they could acquire additional property. He gave overview of the challenges. He said that after reviewing that staff felt this scenario was more ideal given the parcels still have single family developments that would be close to any kind of access or entry point and would create issues with traffic.

Councilmember Gantt asked if the New Hill Commons rezoning that occurred during this process changed the equation for this recommendation of housing in the southern area.

Mr. Venable said that the commercial element was considered and will probably be developed into more commercial office employment in the future. He said that there is already medium-density residential district nearby along with newly built homes making this proposal more appropriate and consistent with the surrounding development.

[SLIDE 8]



Councilmember Gantt asked about condition #8 and if there was a concern for Planning if the property owners would not sell to the developer for them to obtain the easements.

Mr. Venable said that it was a concern but by NC Law they cannot require off-site improvements and there wouldn't be much that could be done to enforce this.

Mr. Venable said that the Planning Staff is recommending approval of this rezoning with the proposed conditions provided by the applicant. He said that the applicant and staff are here for any questions.

Jason Barron with Morning Star Law Group gave the following presentation giving information on items associated with the big picture related to this case and addressed some of the question Councilmember Gantt had raised:

[SLIDE 1]



Mr. Barron asked if there were any questions.

Councilmember Zegerman asked Mr. Barron to comment on the refusal to accept the environmental conditions from the Environmental Advisory Boards and what they were offering instead.

Mr. Barron said looking at the staff report for the EAB recommendations, there were several of those items that were agreed on, but there are a few commitments typically seen in developments of this type that and he went through the items and what they are committed to do for these.

Councilmember Zegerman said that some of the items like using native plants are inexpensive and were declined.

Mr. Barron said that there were items his client reviewed that they were not able to make a commitment to.

Councilmember Killingsworth said that it had been years since there had been a rezoning without solar conduit and it is an inexpensive item. She said it was a concern about breaking the precedent. She said that more flexibility on some of these items was needed.

Mr. Barron said that he would talk to his client about these matters.

Councilmember Gantt asked if there had been any discussion about if the town has to build the sidewalks if the easements are unable to be obtained. He said that in the past there have been financial discussions about the expected cost of the sidewalk if the town builds it.

Mr. Barron said that in terms of what the overall cost is the client is not too concerned and will be to provide the linear feet. He said that he would be glad to get these answers from his client.

Mayor Gilbert opened the public hearing and then closed the public hearing with no one signed up to speak.

Mayor Gilbert announced a five-minute recess at **8:48 p.m.**

Mayor Gilbert reconvened the meeting at **8:55 pm**.

Mayor Gilbert asked Mr. Barron if he would like to speak before discussion began with Council.

Mr. Barron said that he would like to offer the following amendment conditions:

- **Condition 17** – In the event that the developer is unable to acquire the necessary easements and right-of-way to construct the off-site side path through good faith negotiations with the property owners, the developer shall provide an engineer's estimate for the total cost of the side path plus property acquisition to be reviewed and approved by Apex and pay a fee in lieu in that amount.
- **EAB Recommendations page 5 of the staff report** – The project shall increase biodiversity with perimeter buffers, common own space and other landscape areas by providing a variety of native and adaptive species for the canopy, understory

and shrub levels. A minimum of 75% of the species selected shall be native or a native to North Carolina AND adding to the second item in this section that no single species of native or adaptive vegetation shall constitute more than 20% of the plant material of its type within a single development AND adding to the fourth item in this section that no invasive species shall be permitted, no single species of tree or shrub shall constitute more than 20% of the plant material of its type within a single development site AND the adding to the fifth item in this section that HOA covenants shall not prohibit clover, non-turf, or native grass lawns AND last item is the eighth is all home shall be preconfigured with conduit for a solar energy system.

Mayor Gilbert thanked him and asked if there were any other questions.

Councilmember Zegerman said thank you for adding the conditions.
Councilmember Mahaffey said that adding 220V on the garage was important.
Councilmember Gantt said that he appreciates the changes, especially the sidewalks.
Councilmember Killingsworth said she appreciated the effort put in the changes.
Mayor Pro-Tempore Gray said he appreciated the changes but was curious about the 220 outlets in the garage.
Mr. Barron said that his client was fine with adding the 220-volt condition as well.

Mayor Gilbert asked if there was a motion.

Councilmember Zegerman said he appreciated all of the environmental conditions that were just added but was concerned about affordable housing with 135% AMI. He had a second concern about swapping commercial designated land for residential, more so in this area. He said that he was not in support of this.

A **motion** was made by **Councilmember Killingsworth** and seconded by **Mayor Pro-Tempore Gray** to adopt an Ordinance on the Question of Annexation - Apex Town Council's intent to annex 16.80 acres project entitled Atkins, Hudson, and Davidson Assemblage, located on New Hill Olive Chapel Road, Annexation No. 800, into the Town Corporate limits **AND**
Approved Rezoning Case No. 25CZ06 – New Hill Olive Chapel Road Assemblage, with the additional conditions *(see OTHER-2025-068)* - rezone approximately 16.51 acres from Wake County Residential-40 Watershed (R-40W) to Medium Density Residential-Conditional Zoning (MD-CZ) at 2525, 2529, 2537, 2625, & 2701 New Hill Olive Chapel Rd.

VOTE: 4-1, with Councilmember Zegerman dissenting

Mayor Gilbert asked Town Manager Vosburg if he wanted to take a moment to recognize someone.

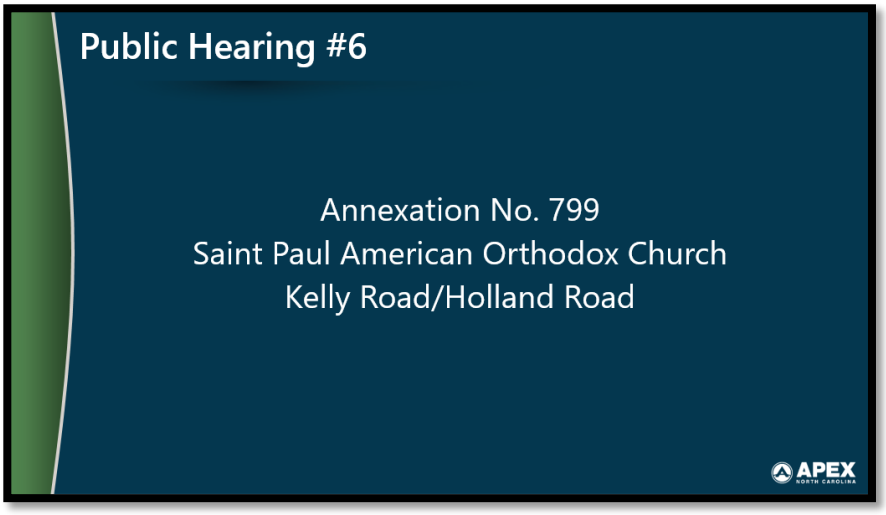
Town Manager Vosburg recognized the Town Manager's Office Summer Intern, Thomas Peele who would be returning to Virginia Tech to start back to school. Manager Vosburg said Thomas did a great job and worked on some special projects and wished him luck on going back to Virginia Tech.

The audience applauded Mr. Peele for his contributions to the Town.

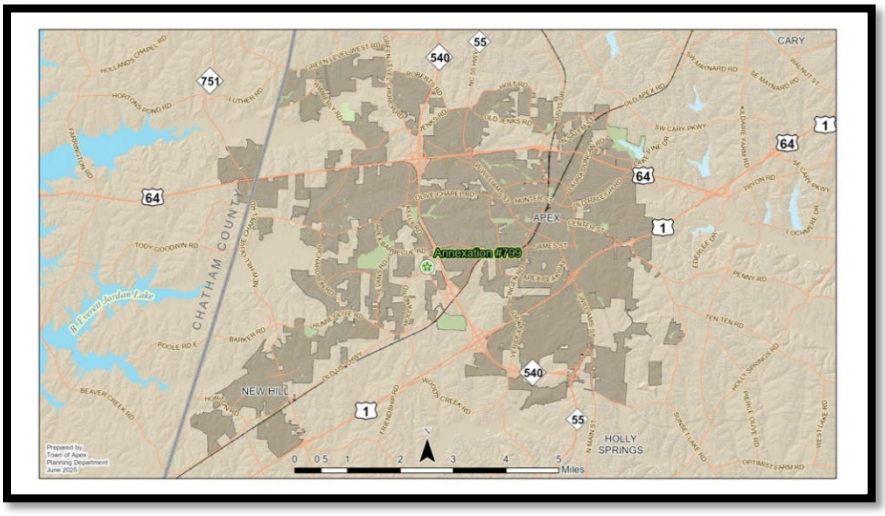
PH6 Annexation No. 799 – Saint Paul American Orthodox Church – Kelly Road/Holland Road – 4.0626 acres (ORD-2025-058)

Dianne Khin, Director, Planning Department gave a presentation on the annexation for the St. Paul American Orthodox Church on Kelly and Holland Road.

[SLIDE 1]



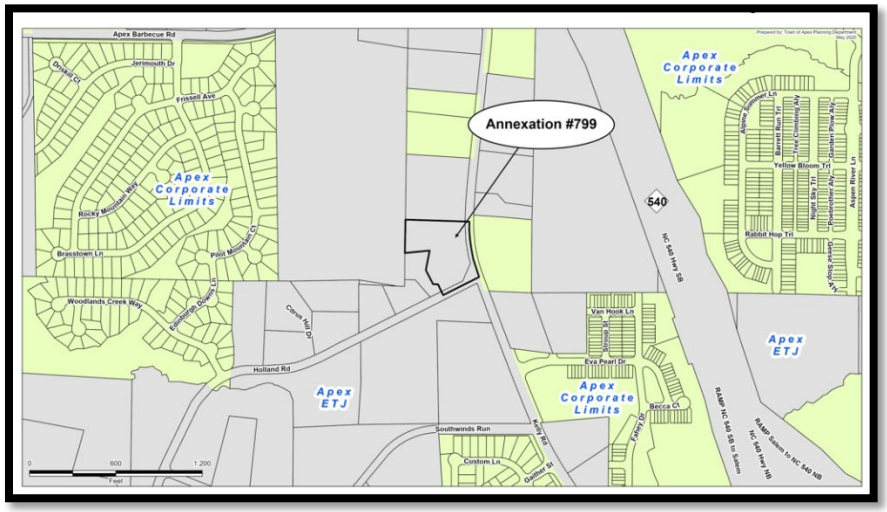
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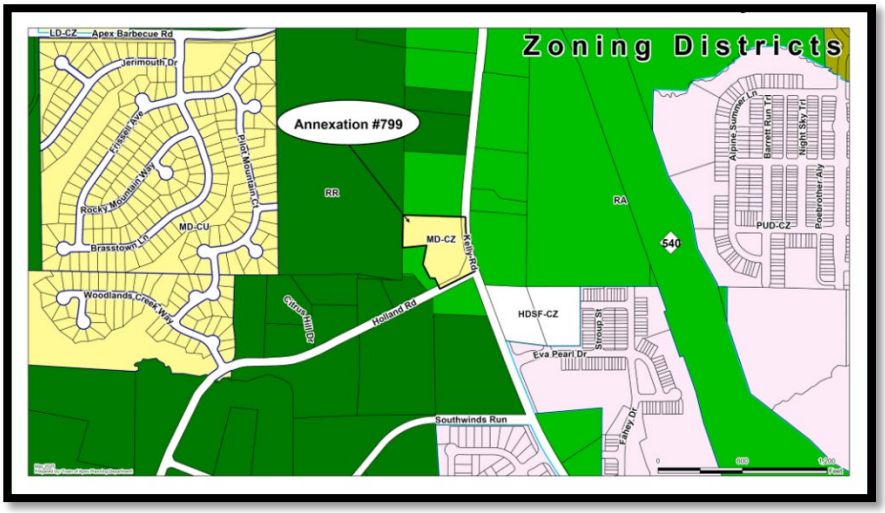
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[SLIDE 4]



[SLIDE 5]



Mayor Gilbert opened Public Hearing and closed Public Hearing with no one signed up to speak. He then brought it back to Council for discussion and a possible motion.

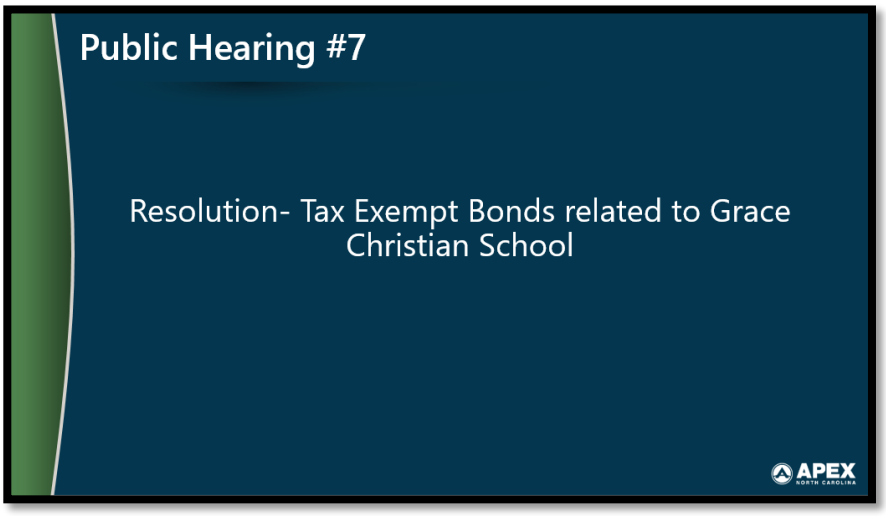
A **motion** was made by **Mayor Pro-Tempore Gray,** seconded by **Councilmember Zegerman** to adopt an Ordinance on the Question of Annexation - Apex Town Council's intent to annex 4.0626 acres project entitled Saint Paul American Orthodox Church, located on Kelly Road and Holland Road, Annexation No. 799, into the Town Corporate limits.

VOTE: UNANIMOUS (5-0)

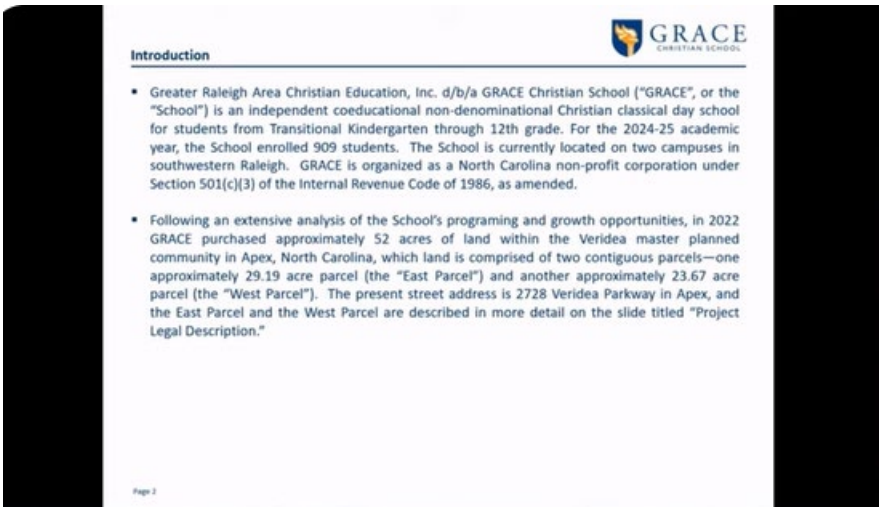
PH7 Resolution – Tax Exempt Bonds related to Grace Christian School (REF: RES-2025-050)

Brandon Lewis, Attorney with Parker Poe, thanked Clerk Coleman and Attorney Hohe for their guidance through this process. He said that he was not seeking Council approval for the project but for the approval of the issuance of bonds to finance the Grace Christian Academy. He gave the following presentation:

[SLIDE 1]



[SLIDE 2]



Councilmember Gantt asked if there was any information on why the Tax Equity and Fiscal Responibility Act of 1982 law was passed.

Mr. Lewis said legislative history explains that the project involves tax-exempt financing this school is a 501(c)(3) organization and although it is not subsidized in the traditional since, this allows for lower interest rates compared to private loans and is a public benefit. He said that the process should be open to the Town Council and the public for discussion for residents to ask questions or express concerns.

Mayor Gilbert opened up for Public Comment and called the first speaker.

First speaker was **Dawn Cozzolino** of 3632 Bosco Road:

"Good evening. I'm here tonight to address the request to approve a bond issuance for Grace Christian School. I didn't hear how much it was for, I had to read through the agenda. It's for potentially exceeding 135 million. While the proposed resolution clarifies that these bonds do not constitute a debt to the town, I want to share some important concerns. Government accounting and bond issuance are complex areas requiring careful oversight. When a transaction of this magnitude is on the table, it raises a critical question, how can the town effectively audit and oversee such a large financial commitment? The absence of clear traceability and accountability combined with the bond's size creates a risk to public trust even if the town is legally protected. The concern is heightened by the current leadership gap in Apex's finance department. At this time, Apex does not have a permanent finance director. It is troubling that we are considering such a significant financial action without the guidance and expertise of the town's top financial professional. Additionally, the timeline for public review is concerning. The official public notice for this hearing was published on August 3rd in the News and Observer, which is a subscription-based publication, only for a hearing occurring today on August 12th, so, nine days is an insufficient window for residents and

stakeholders to thoroughly examine and understand such a complex financial proposal. This limited notice undermines the purpose of a transparent public hearing. Before moving forward with this motion, I urge you to consider the message it sends about fiscal responsibility. Approving major financial actions without stable leadership and adequate public review risks undermining the integrity of Apex's financial governance. Therefore, I respectfully request the Town Council table this motion until a permanent finance director is in place and has had an opportunity to review the specifics of this project. Our community's trust and the town's financial health deserve nothing less than a deliberate and well-informed process. Thank you."

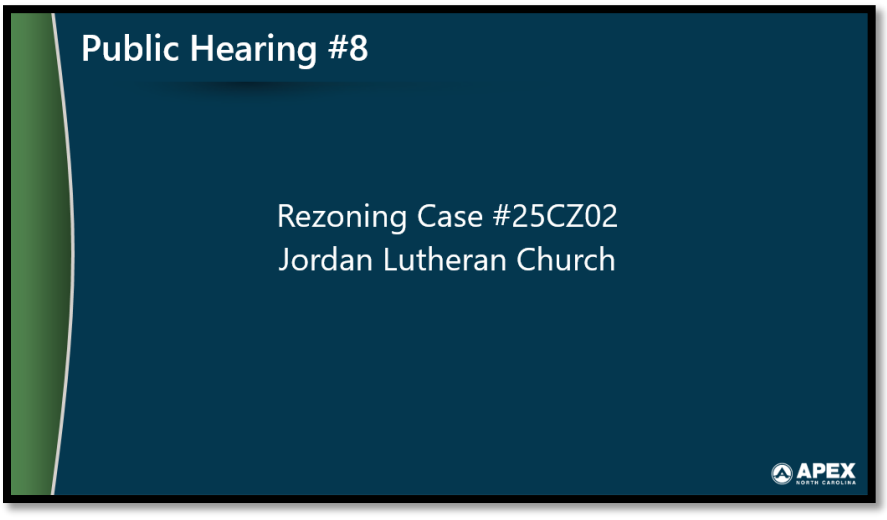
Mayor Gilbert thanked the speaker. He closed Public Hearing with no one else signed up to speak and brought the item back to Council for discussion and a possible motion.

A **motion** was made by **Mayor Pro-Tempore Gray,** seconded by **Councilmember Gantt** to approve a Resolution approving in principle, solely for purposes of meeting the requirements of the Internal Revenue Code and for the Bonds to be Issued by the Public Finance Authority to Grace Christian School, the issuance of Educational Facilities Revenue Bonds (the "Bonds") by the Authority which in no way obligates the Town for repayment of said bonds or creates any liability to the Town.

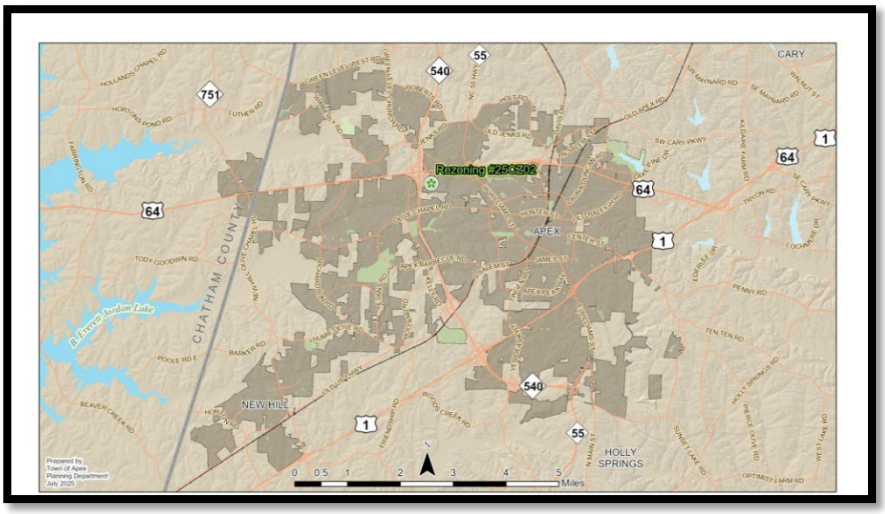
VOTE: UNANIMOUS (5-0)

PH8 Rezoning Case No. 25CZ02 – Jordan Lutheran Church

Joshua Killian, Planner II, Planning Department gave the following presentation:
[SLIDE 1]



[SLIDE 2]



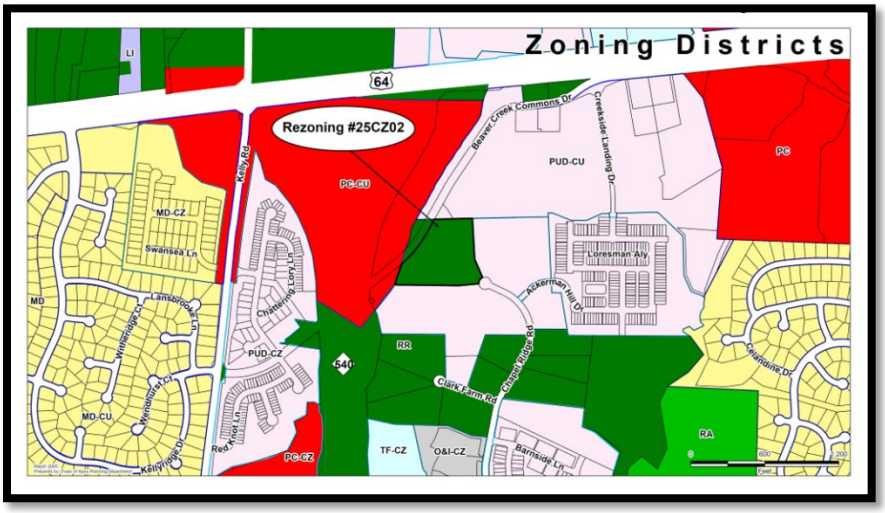
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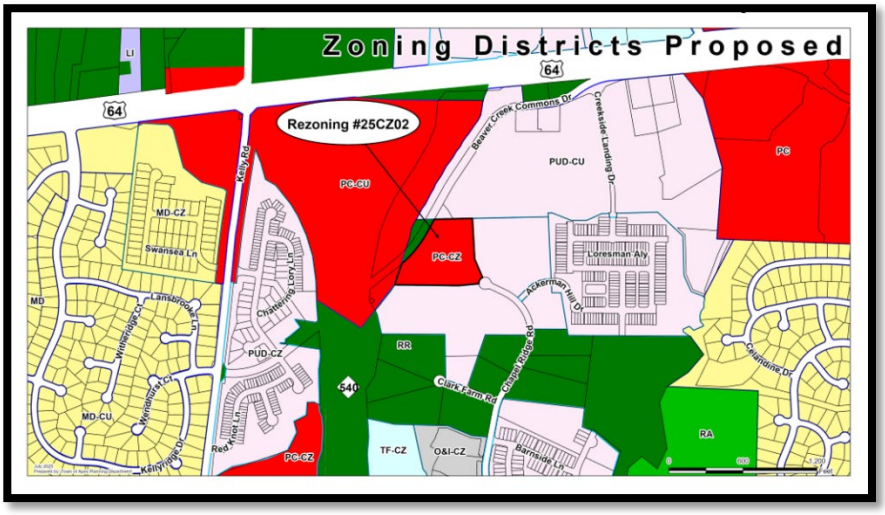
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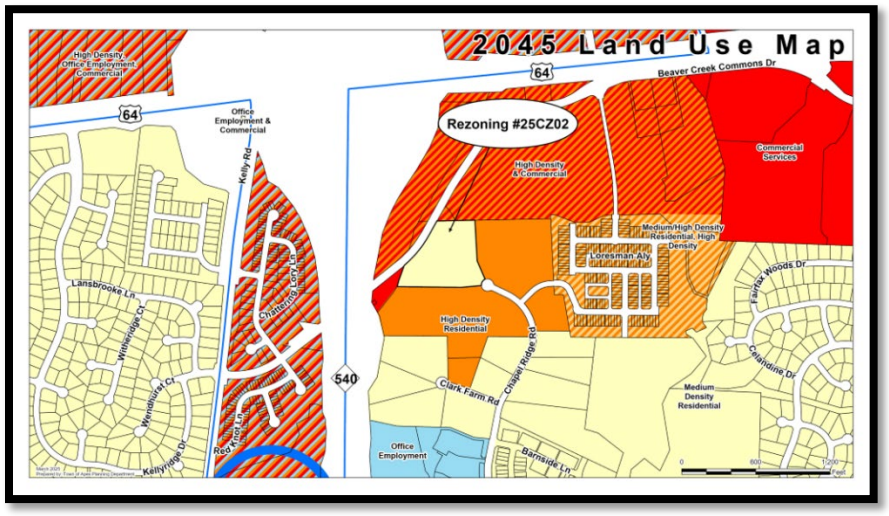
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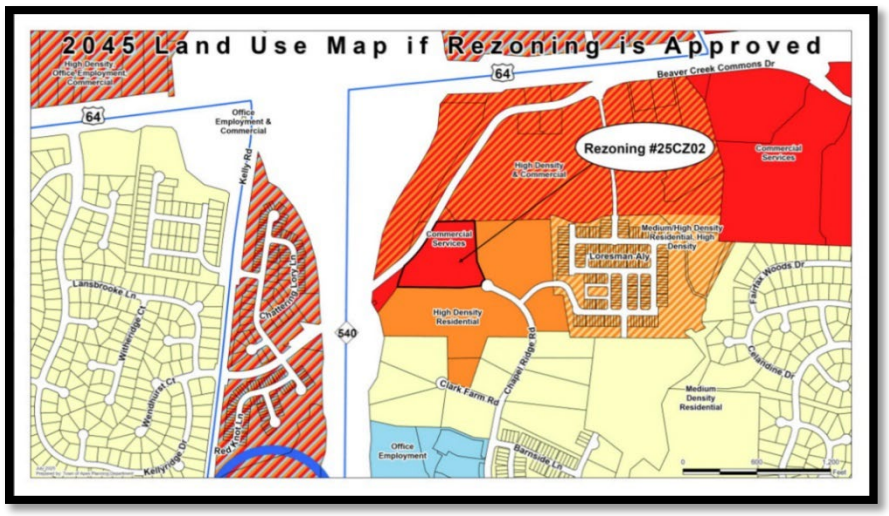
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[SLIDE 8]



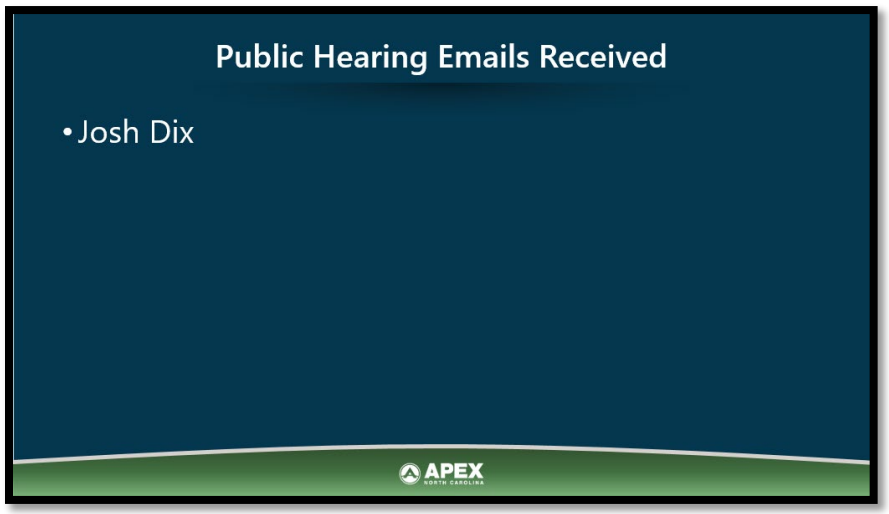
[SLIDE 9]



[SLIDE 10]



[SLIDE 11]



Mr. Killian asked if there were any questions.

Mayor Gilbert asked if there were any questions and then invited the applicant to come up and speak.

Pastor Mike Merker of Jordan Lutheran Church gave the following presentation:

[SLIDE 1]

Rezoning #25CZ02
Jordan Lutheran Church
1201 Chapel Ridge Road, Apex, NC 27502

JORDAN LUTHERAN CHURCH

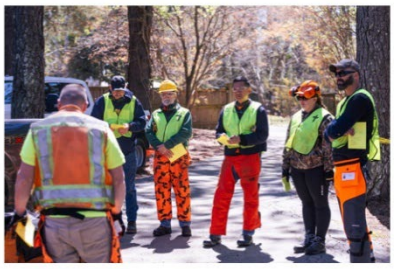
[SLIDE 2]

JORDAN LUTHERAN CHURCH

- Congregation began in 2009 renting space each week in the Beaver Creek Commons area
- Purchase property at 1201 Chapel Ridge in 2019
- Jordan paused former construction development to seek improved infrastructure design and placement for adjoining owners and Town of Apex connectivity

[SLIDE 3]

JORDAN LUTHERAN CHURCH





Multi-State Disaster Response Training

[SLIDE 4]



[SLIDE 5]



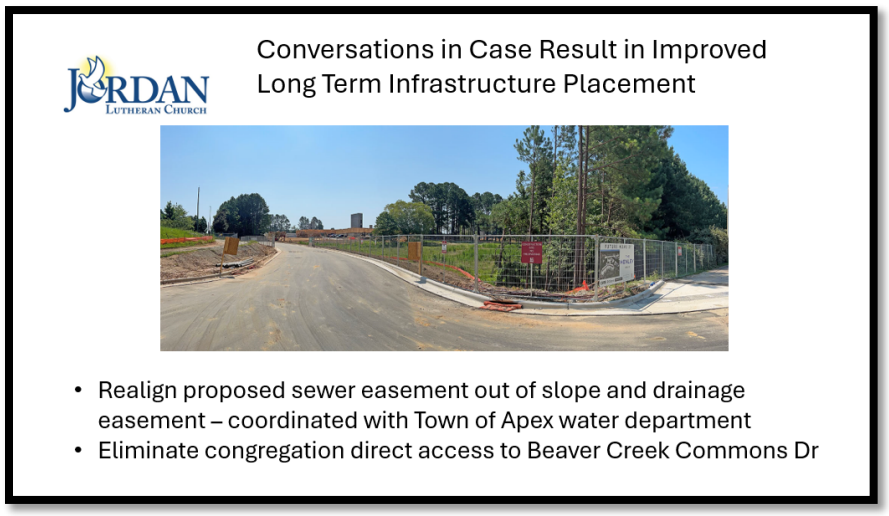
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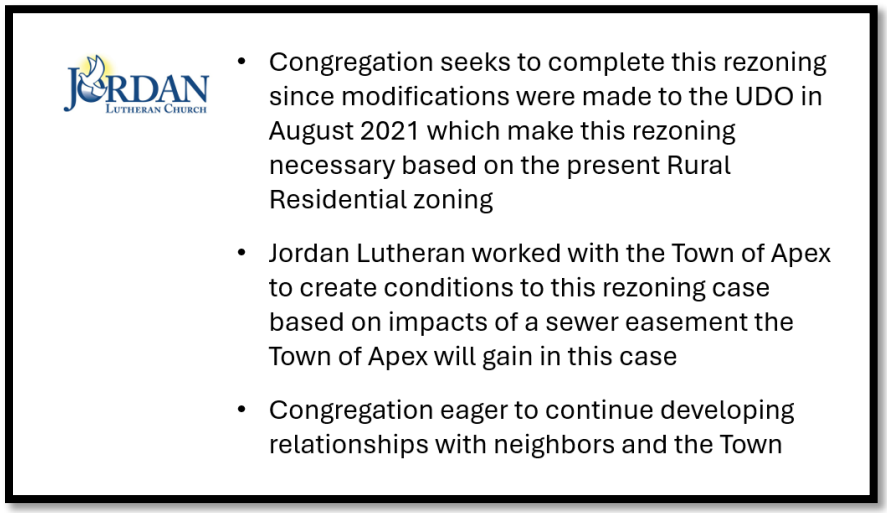
[SLIDE 8]



[SLIDE 9]



[SLIDE 10]



Pastor Merker asked if there were any questions for him or their engineer.

Mayor Gilbert thanked Pastor Merker and asked if there were any questions.

Mayor Pro-Tempore Gray thanked Pastor Merker for working with staff and the flexibility.

Mayor Gilbert opened Public Hearing and invited the first speaker.

First speaker was **Dawn Cozzolino** of 3632 Bosco Road:

"I think it's a great project. I hope it is a church. I hope the trees are maintained. I think that it's wonderful to adapt this project and its significance into the community. I just really hope it, because I heard the zoning was, it could be different zoning, it could be up zoned. So, I just hope it's not a case like the Apex YMCA where there was good sentiment around the project and it became something else. So, I really hope that's the intention here and that will be the future here. Thank you."

Mayor Gilbert thanked the speaker. He closed Public Hearing with no one else signed up to speak. He brought the item back to Council for discussion and a possible motion.

A **motion** was made by **Councilmember Zegerman,** seconded by **Councilmember Killingsworth** to approve Rezoning Case No. 25CZ02 – Jordan Lutheran Church - rezone approximately 6.22 acres from Rural Residential (RR) to Planned Commercial-Conditional Zoning (PC-CZ) at 1201 Chapel Ridge Road.

VOTE: UNANIMOUS (5-0)

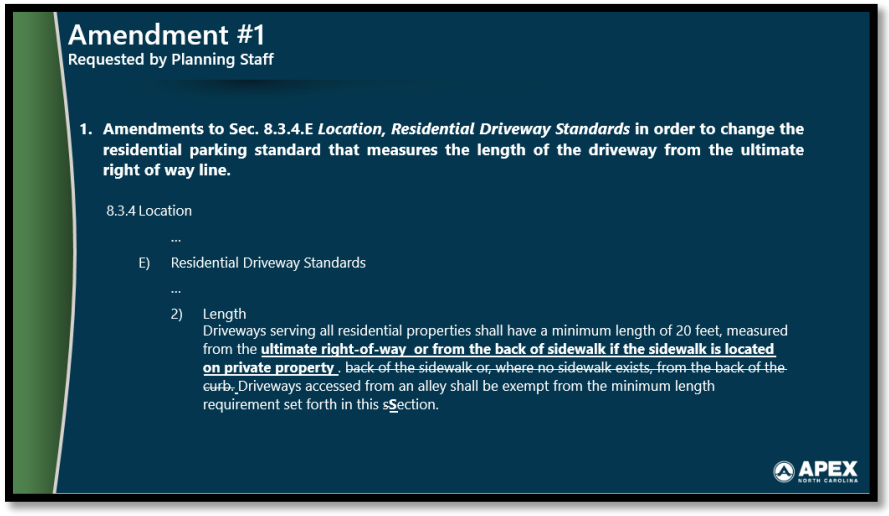
PH9 Unified Development Ordinance (UDO) Amendments – August 2025 (REF: ORD-2025-059)

Bruce Venable, Planner II, Planning Department gave the following presentation:

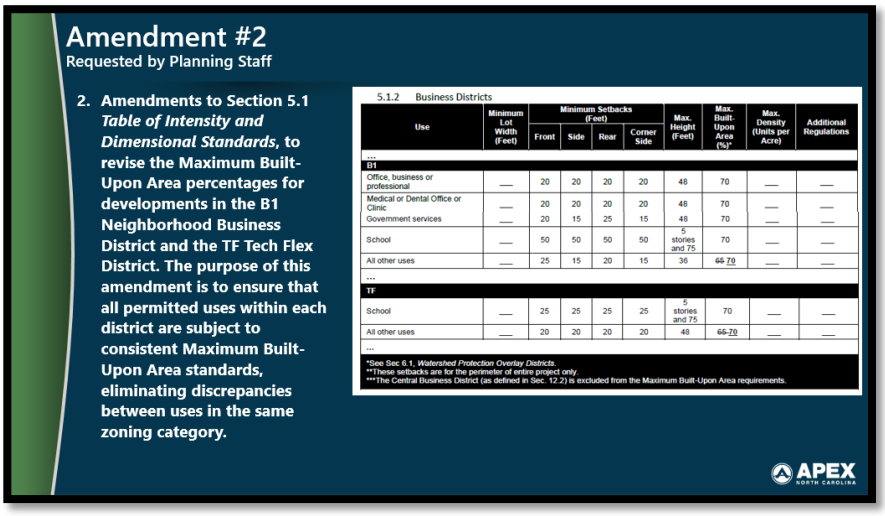
[SLIDE 1]



[SLIDE 2]



[SLIDE 3]



Mayor Gilbert asked if there were any questions. He opened Public Hearing and closed it with no one signed up to speak. He brought the item back to Council for discussion and possible motion.

A **motion** was made by **Councilmember Gantt,** seconded by **Councilmember Zegerman** to approve various amendments to the Unified Development Ordinance (UDO) for August 2025.

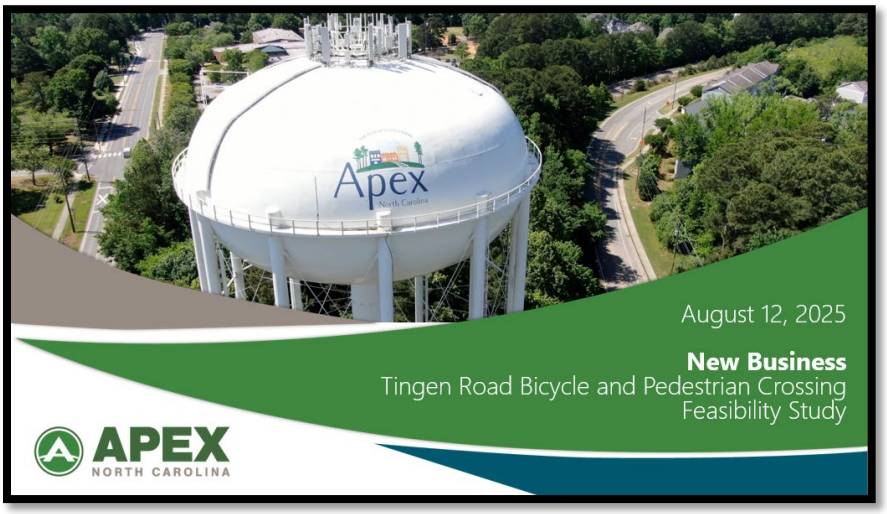
VOTE: UNANIMOUS (5-0)

[NEW BUSINESS]

NB1 Bicycle and Pedestrian Crossing – Tingen Road – Tunnel Alternative Discussion

Russell Dalton, Traffic Engineering Manager, and **Jenna Shouse**, Senior Planner, gave the following presentation on the Tingen Road Bicycle and Pedestrian Crossing Feasibility Study updates. She asked that questions be held until after the presentation. She said that they were seeking recommendations on the preferred alternative and tunnel as well.

[SLIDE 1]



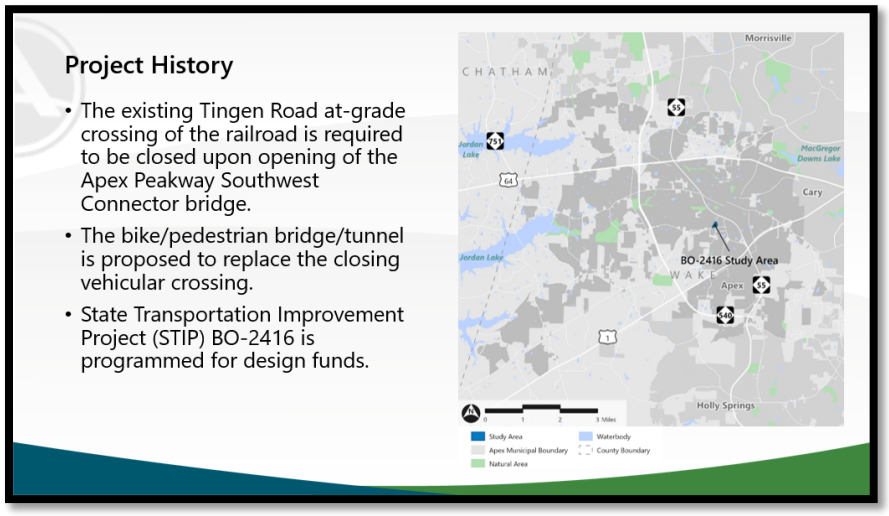
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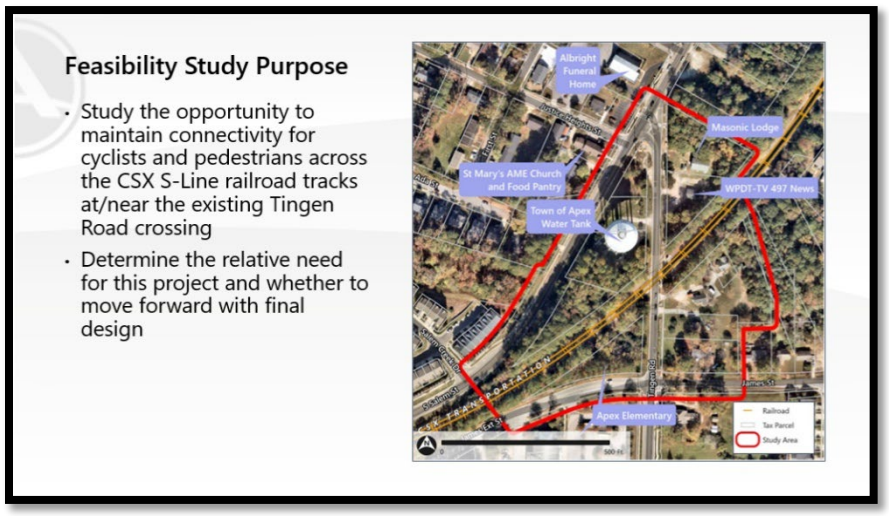
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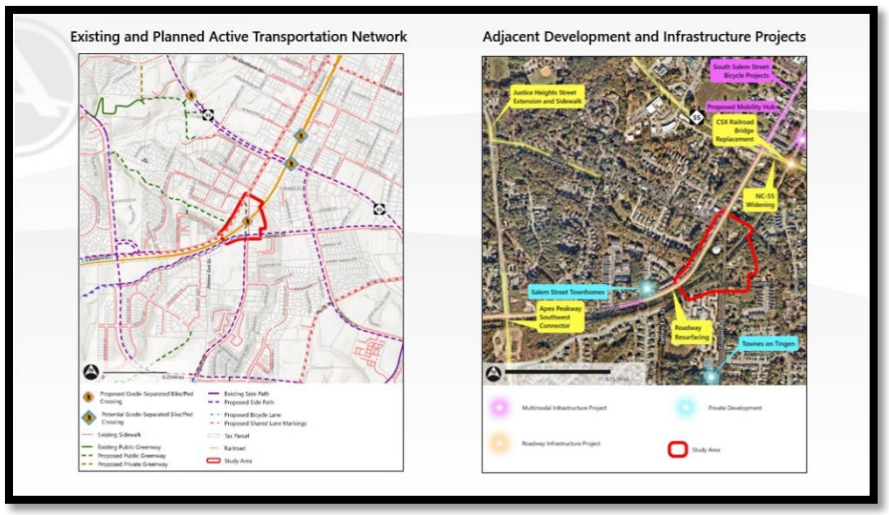
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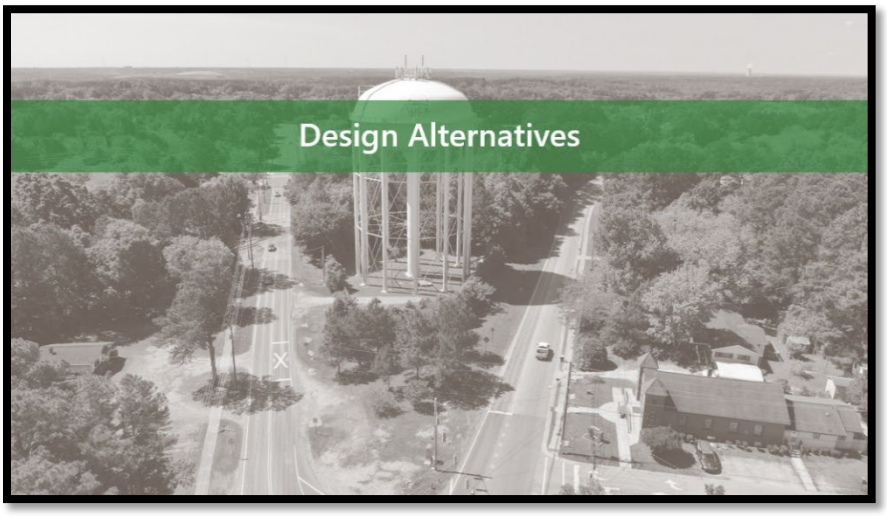
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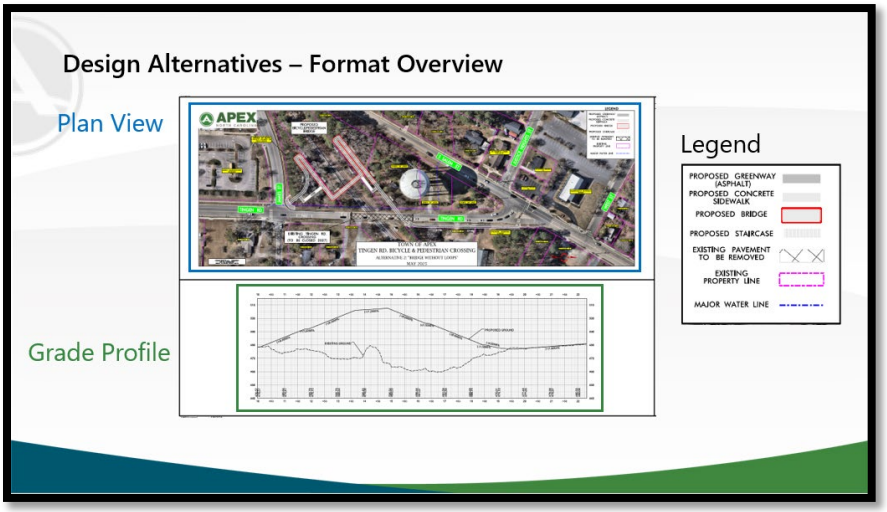
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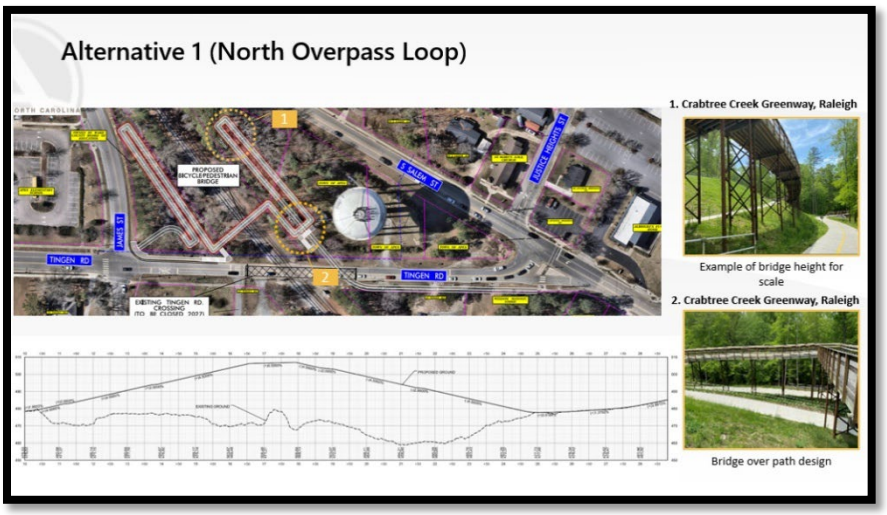
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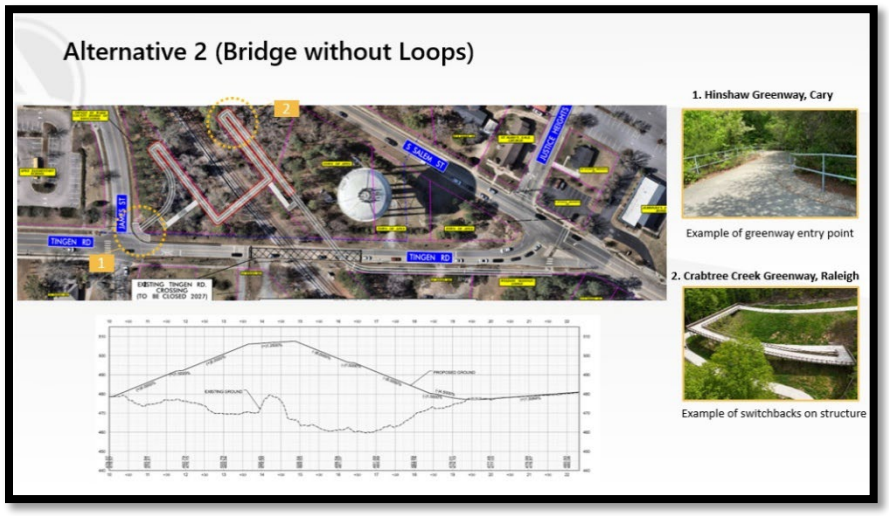
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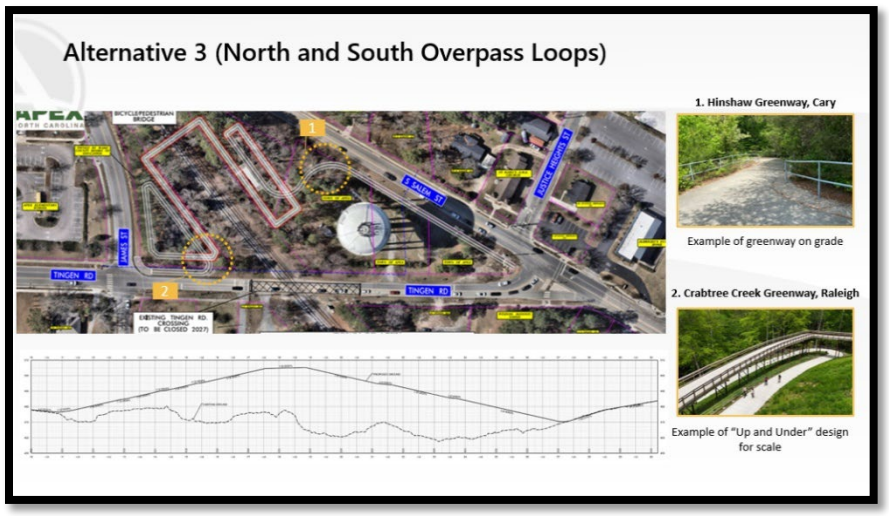
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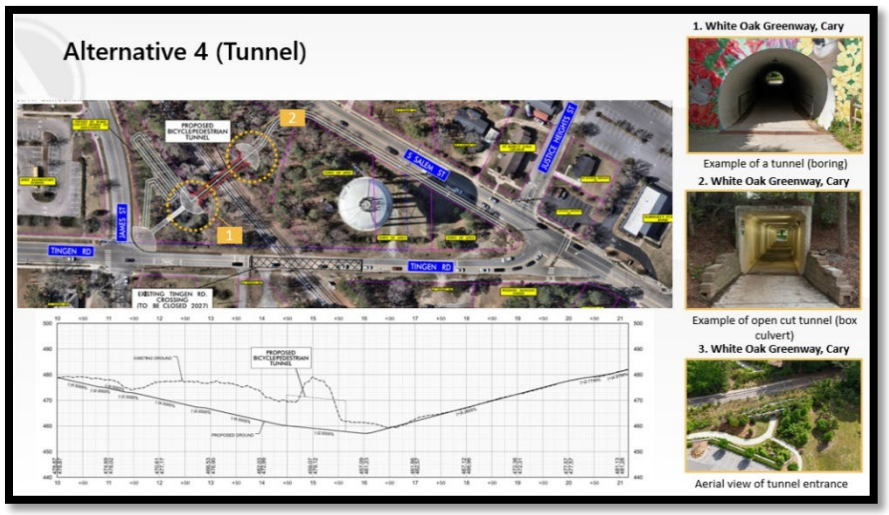
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[SLIDE 11]



[SLIDE 12]



[SLIDE 13]

Comparison of Design Alternatives

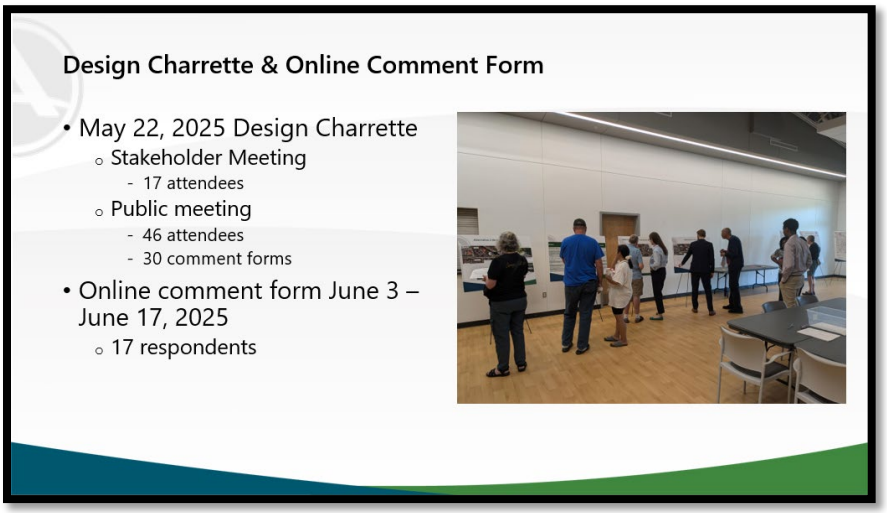
Criteria	Alt. 1: North Overpass Loop	Alt. 2: Bridge Without Loops	Alt. 3: North and South Overpass Loops	Alt. 4: Tunnel
Structure Type	Bridge	Bridge	Bridge	Tunnel
Structure Length	1285'	660'	930'	105'
Length from James St. to S Salem St. (Bicycle and ADA)	1880'	1355'	2020'	1115'
Length from James St. to S Salem St. (Walk w/ Staircase)	850'	880'	1520'	780'
Maximum Grade	5% (Moderate)	8% (Steep)	5% (Moderate)	5% (Moderate)
Cost	Highest	Middle	Middle	Lowest
Northern Approach	Along Tingen Rd.	Along Tingen Rd.	Along S Salem St.	Along S Salem St.
Landings Required	0	1	0	0
Switchbacks	4	2	2	2
Tree Clearing Required	1.9 Acres	1.3 Acres	1.9 Acres	1.6 Acres

Ms. Shouse gave this portion of the presentation.

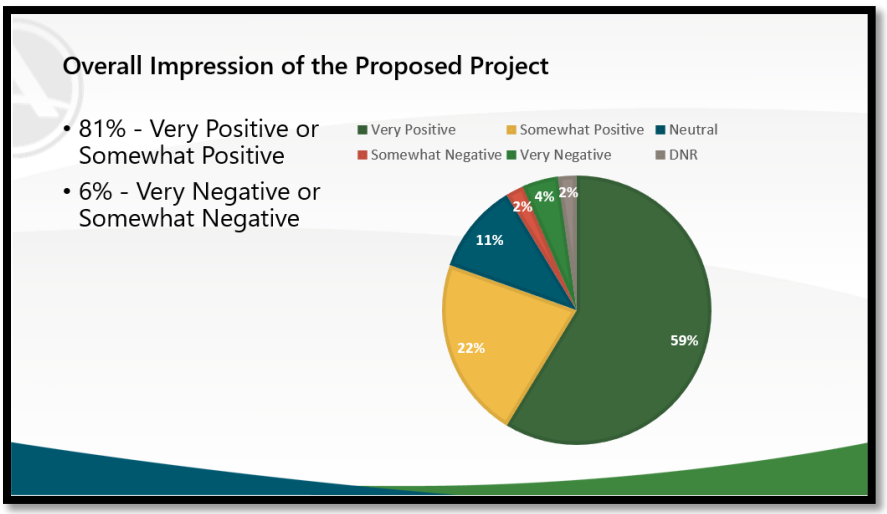
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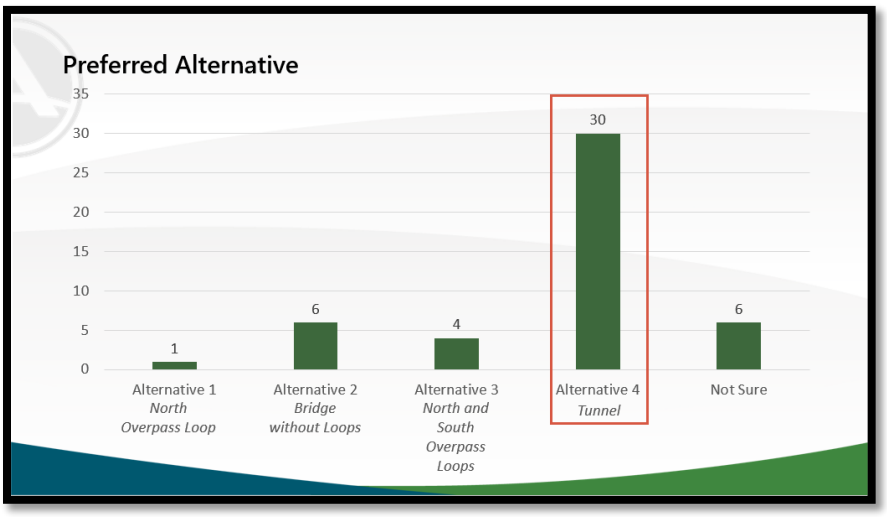
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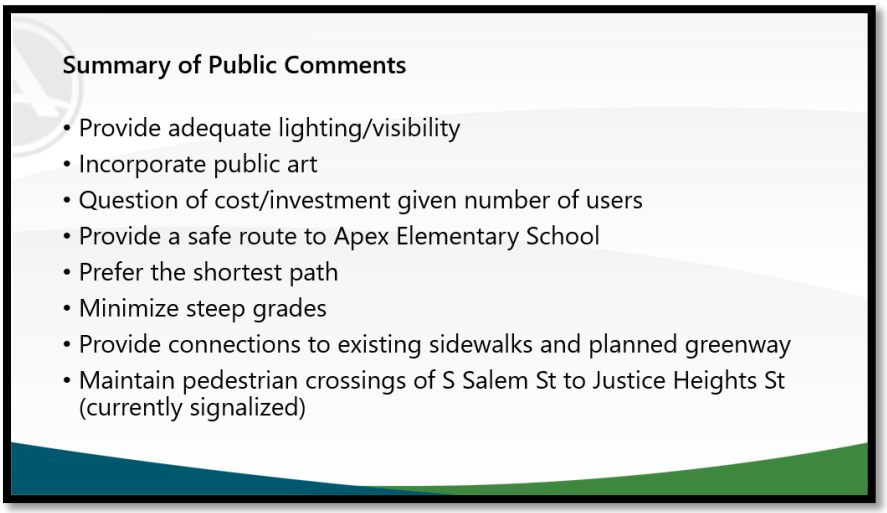
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[SLIDE 18]

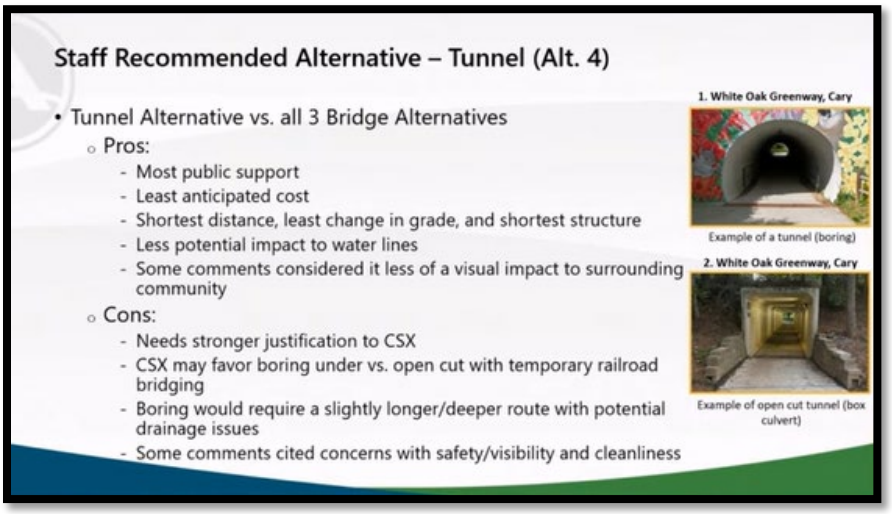


Mr. Dalton gave this part of the presentation.

[SLIDE 19]



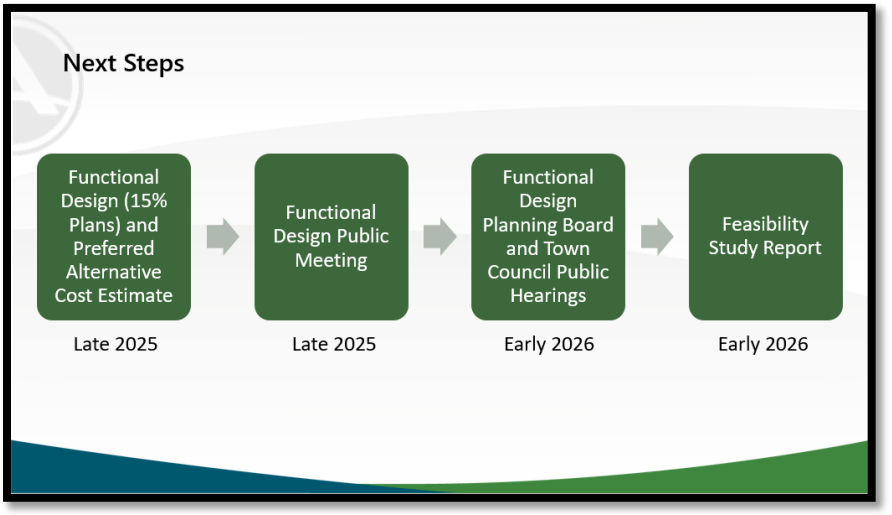
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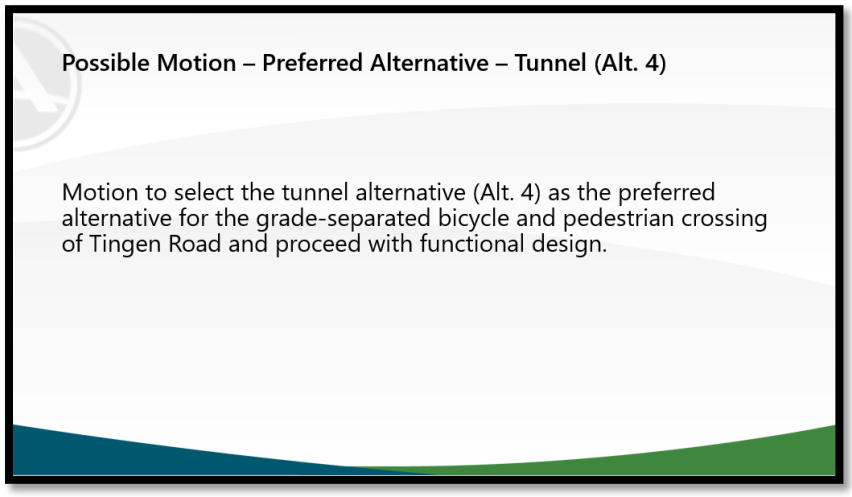
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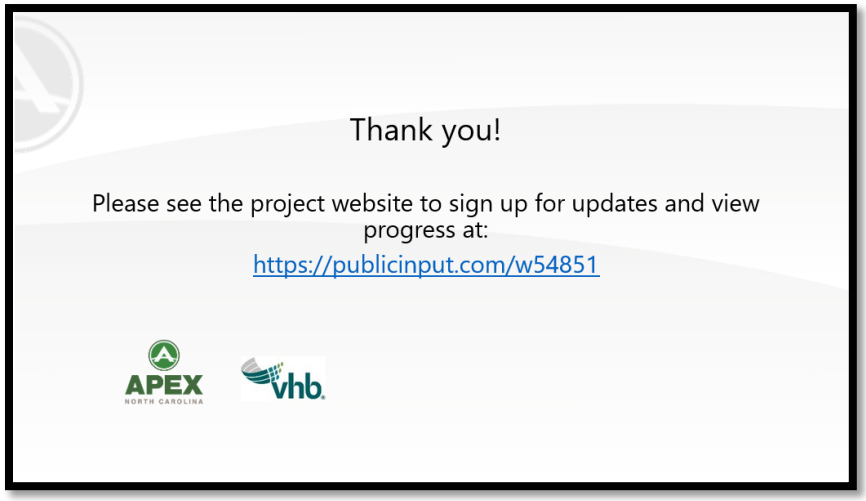
[SLIDE 22]



[SLIDE 23]



[SLIDE 24]



Mr. Dalton opened up for questions.

Councilmember Killingsworth asked if there were possible drainage issues.

Mr. Dalton said that there were no anticipated drainage issues, and it would not need pumps. He said that there could be possible drainage issues with massive storms but for typical heavy summer storms there should not be any issues with drainage with this type of design, and will work with a consultant on any design requirements.

Councilmember Mahaffey asked if there were any cost estimates at this point.

Mr. Dalton said that would be the next step before bringing this back to Council.

Councilmember Zegerman asked if the next step means it is the 15% design or is the design complete in 2026.

Mr. Dalton said that by the time of the public meeting later in the year, there will be a feasibility cost estimate to share with the public. He said that he would have two alternatives to compare the two costs.

Councilmember Gantt said that said that he has ranked this last every year on the CIP projects survey, mostly being concerned on the cost versus usage and especially because the mobility hub plans have a pedestrian bridge that would be connected across 55 along the train tracks to this area. He asked if there was data on the number of possible users.

Mr. Dalton said that there were no hard numbers or projected for this.

Councilmember Gantt said that this would be helpful to proceed.

Mayor Gilbert said that this is a smart alternative access and is needed.

Councilmember Gantt said that the alternative is along the train tracks and crossing 55 and to the mobility hub which provides some connections to downtown. He said that it wouldn't be directly across the street to the neighborhood, but it seems that most people are trying to get to downtown versus to the neighborhood.

Councilmember Mahaffey asked Mr. Dalton why there wasn't a pedestrian count included in the studies.

Mr. Dalton said that this could be done, but it's not typical to do cost benefit analysis on a pedestrian connection of this type, but there could be existing data.

Councilmember Gantt said that it may not be as accurate given this is not currently a proper sidewalk, but it could be done.

Councilmember Killingsworth said that it would also be a benefit if CSX didn't ask for the crossing to be closed.

Mr. Dalton said that they did ask about the crossing.

Mayor Pro-Tempore Gray asked about the justification provided to the CSX and it seems odd that the town has to provide more justification for this option.

Mr. Dalton said that it is the difference between building a completely separate structure versus supporting their tracks.

Councilmember Killingsworth asked about the timing of this project with discussions ongoing about potentially helping CSX relocate out of town, and would the crossing still need to be closed at that point in time if that was the case.

Councilmember Gantt said that whether switching station's gone or not they would likely want this crossing closed, and believed that the NC passenger rail would say the same because trains are going through there more frequently. He asked if staff consider a tunnel under Salem as well to connect to the future greenway near Salem Village.

Mr. Dalton said that it was reviewed with a consultant, and the concern was it would be a long tunnel and that it may not be comfortable.

Councilmember Gantt said they would be crossing Salem and would be safer.

Mr. Dalton said that two tunnels would be an option with daylight in between the tunnels. He said that consultant said it would be because you can outfall the drainage so it would make it much longer and beyond Salem Street.

Councilmember Gantt asked if the second tunnel could be built with this design.

Mr. Dalton said that there were a couple of ways to do this. He said the project could be expanded to investigate two grade separations, or it could be studied at the time when the greenway is prioritized. He said that there was also the potential to amend the

transportation plan to run 10-foot path instead of five-foot sidewalk from the greenway connection up to Justice Heights Street that will get the connectivity and improve the route.

Councilmember Gantt said that he would vote no because of the aspect of proceeding with functional design. He asked if the tunnel could be voted on separately.

Councilmember Zegerman asked how there would be a cost estimate to validate or weigh the concern without the functional design. He said that a pedestrian count and furthering the study could be an ask. He said that it needs high level design up to the 15% mark to some cost estimates so that it can be put on the CIP and prioritized along with the other requests.

Mr. Dalton said that they are asking to proceed with functional design, which is only 15% plans, and they will come back early next year after the next touch point before getting authorization for preliminary and final design, so they will not go into the full design plans yet. He said that they would offer to schedule a pedestrian count at the railroad tracks in the next month and bring that data to the public and to the Council meeting.

Councilmember Gantt said he would like to see that.

Mayor Pro-Tempore Gray said that there were too many variables to get an accurate number of walking pedestrians at the location.

Councilmember Gantt said they know people cross it by car because they don't feel safe walking, but they don't know the numbers for that either.

Councilmember Killingsworth said she imagined a lot of people would cross because there was a school there too.

Councilmember Gantt said Justice Heights wasn't zoned to that school, so people may go there for the facilities.

Councilmember Gantt asked if there was a cost estimate on the 15% design.

Mr. Dalton said that they already scoped and funded for the feasibility study for the 15% and there is additional budget toward preliminary and final design, but there may need to supplement that budget depending on the scope and fee that's determined at that stage.

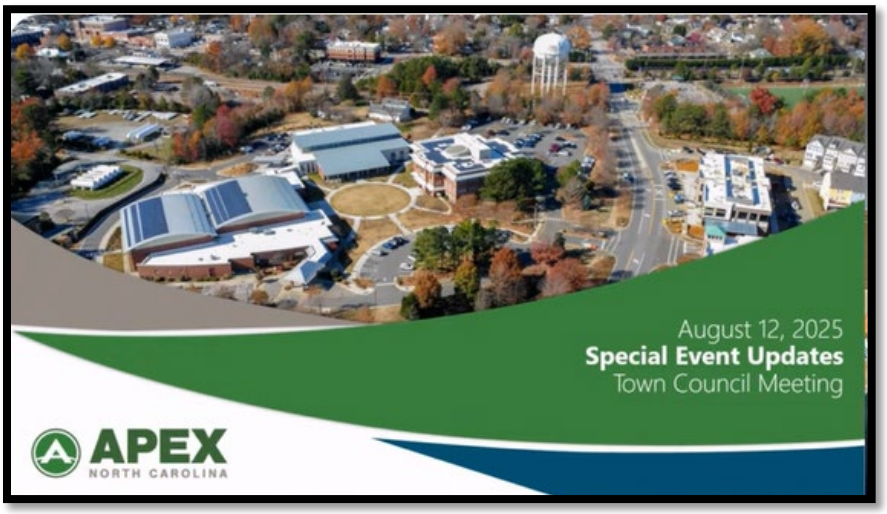
A **motion** was made by **Councilmember Killingsworth**, seconded by **Mayor Pro-Tempore Gray**, to approve Alternative 4 for the grade-separated bicycle and pedestrian crossing of Tingen Road and proceed with functional design.

VOTE: 4-1, with Councilmember Gantt dissenting

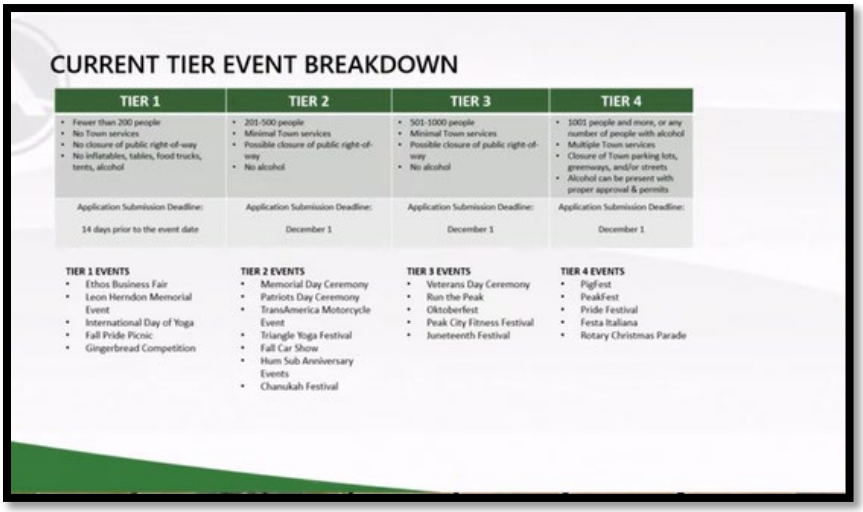
NB2 Special Events Policy Update - Community Event Tier Structure

Lisa Raschke, Special Events Manager, Parks, Recreation, and Cult. Res. Department gave the history of this policy. She gave the following presentation:

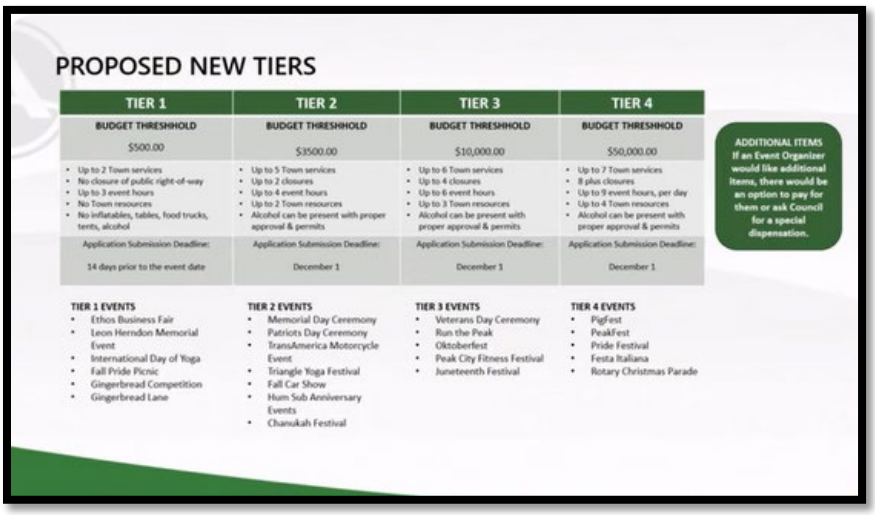
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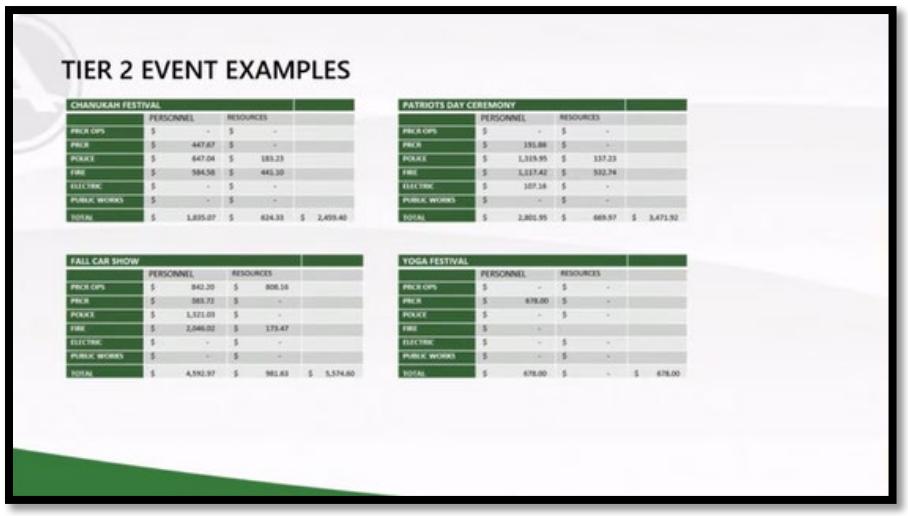
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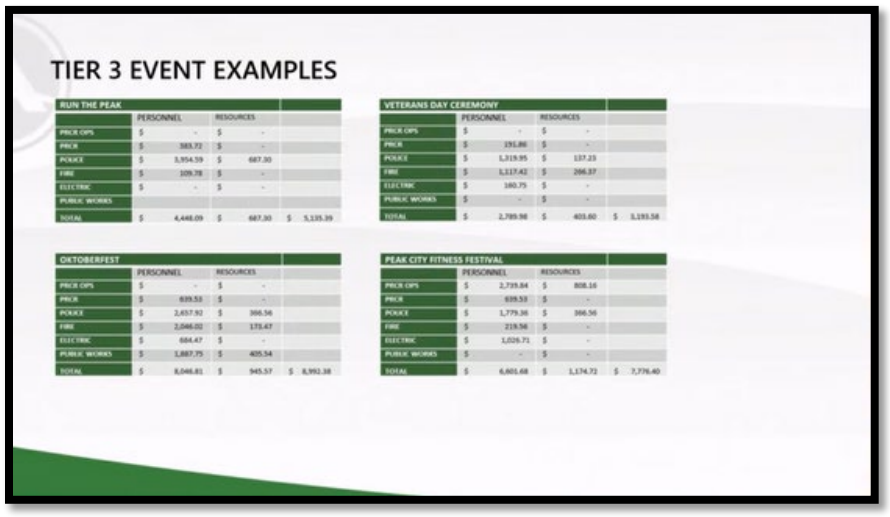
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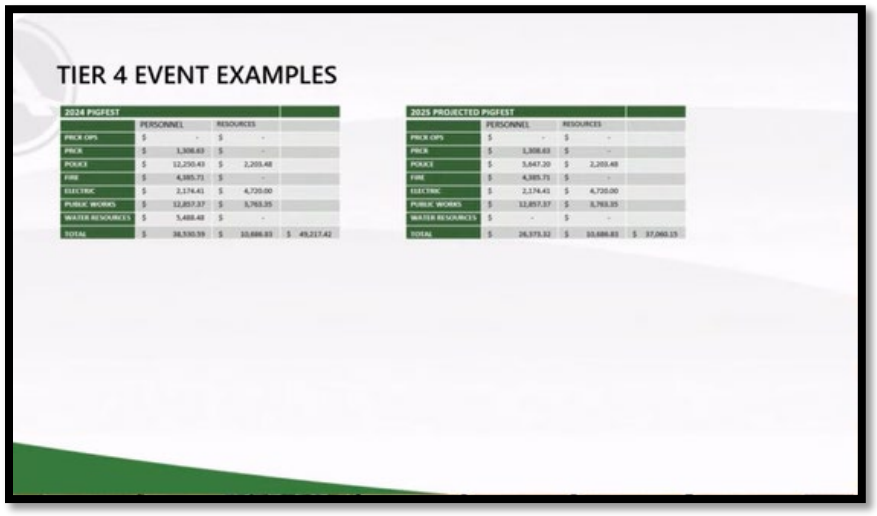
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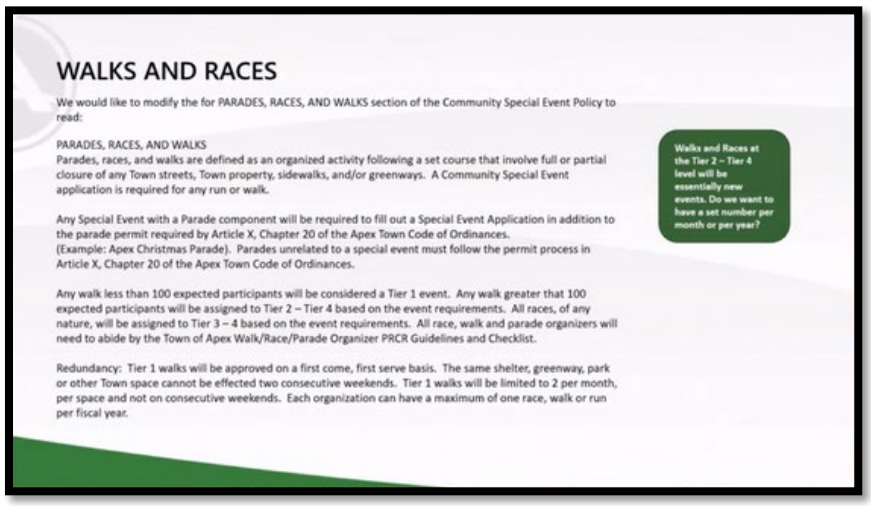
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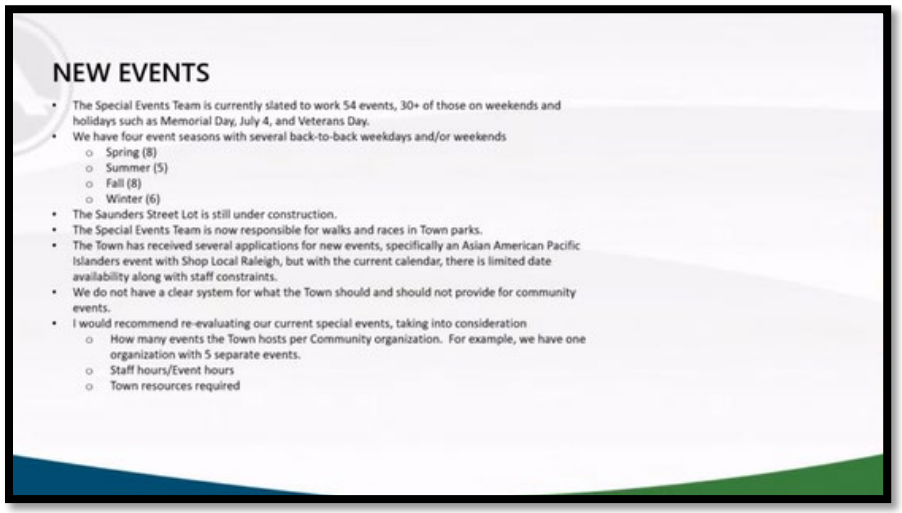
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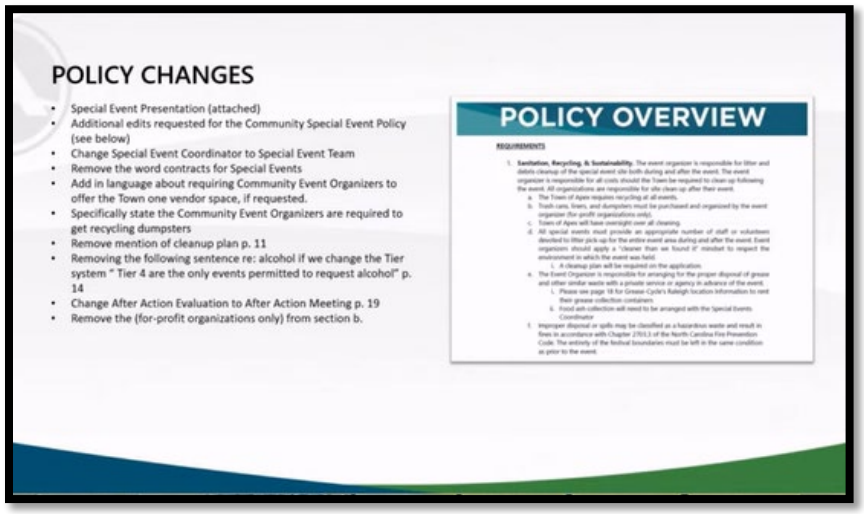
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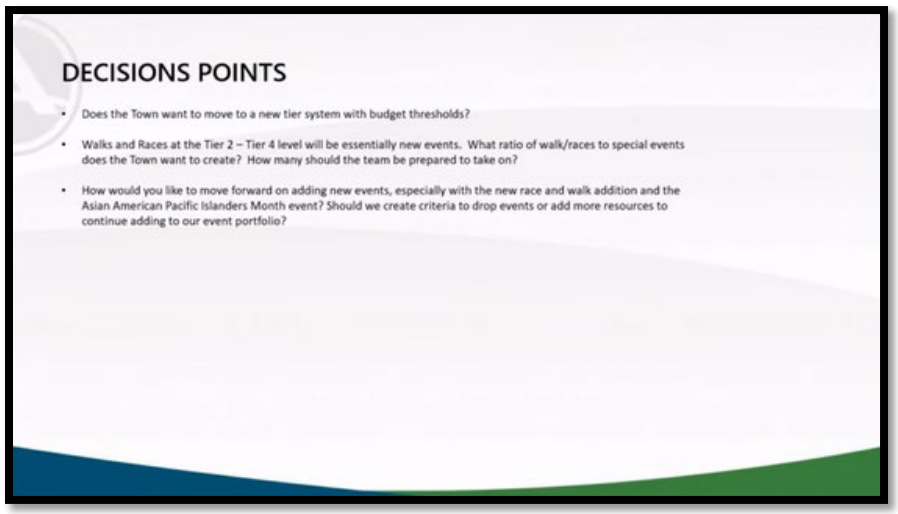
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[SLIDE 10]



[SLIDE 11]



Councilmember Killingsworth asked if each of these could be looked at independently.

Councilmember Gantt asked if there was an option where it was delegated as much as possible to staff, as the Council has a hard time saying no to events.

Town Manager Vosburg said that this is what staff is looking at because events have evolved over time and there are some inconsistencies. He said that staff would like some parameters in place that Council will agree on and then staff can administer them, and there could still be the opportunity to come to Council for input if an agreement can't be reached with staff. He said that in October there will be a Work Session item with some new ideas around new events. He said staff would like some direction on this item, but the conversation in October may drive Council in a different direction for #3

Councilmember Mahaffey asked if an event wants to exceed the in-kind limit could they fund raise and provide those.

Ms. Raschke said yes, they could pay for services themselves.

Councilmember Mahaffey asked if they could hire the Town.

Ms. Raschke said that they could, but staff were trying to avoid that because it is a complicated process, so they are trying to keep add-ons to the organizers.

Councilmember Killingsworth said that she appreciated all of the hard work that went into this, and it was more objective in the measures and very helpful for people that want to do events and for staff to make decisions.

Councilmember Killingsworth said she was in support of the new tier system proposal, and Council signaled concurrence. She asked about the tiers for walks and races, and said she was wondering about the extra work it may put on staff in each case.

Ms. Raschke said that if it could be done in Apex Community Park it would be manageable, but if it is an event that is throughout the town it is harder.

Councilmember Killingsworth said that it should be staff's decision about what is appropriate.

Councilmember Zegerman said it should also be in the purview of staff of what can be accommodated in terms of net new events and the venue they are held.

Mayor Pro-Tempore Gray asked if anyone had requested doing a large event like a half marathon or more.

Ms. Raschke said that it has been asked. She said that staff would like to say yes to some of the smaller ones but don't want to close greenways.

Councilmember Killingsworth said that once Pleasant Park pathway opens, there may be more capacity to have more events. She said that whatever the capacity is, staff should be the one to determine what events can and cannot be done. She said that the policy changes that have been presented are good.

Councilmember Zegerman said that the spider boxes are missing from the list.

Ms. Raschke said that they don't currently have a fee for those. She said that the misters aren't on the list either for the same reason of deciding on the fees.

Mayor Pro-Tempore Gray asked about the set number of spider boxes.

Ms. Raschke said that there were three and one homemade one. She thanked the Council for opening up town hall parking lot and putting more power there, which has saved money for events.

Councilmember Gantt asked for confirmation that long-term planning is being done to invest in equipment that could be rented in the future.

Ms. Raschke said yes, that is being considered and smart planning is being done.

A **motion** was made by **Councilmember Killingsworth**, seconded by **Mayor Pro-Tempore Gray** to authorize a new tier structure related to Community Events and approve an amendment to the Special Events Policy.

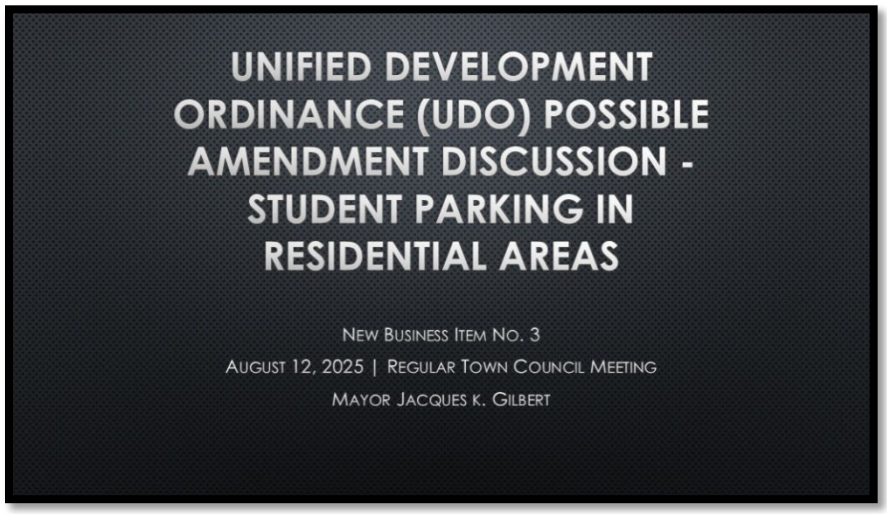
VOTE: UNANIMOUS (5-0)

NB3 Unified Development Ordinance (UDO) Possible Amendment Discussion - Student Parking in Residential Areas

Mayor Jacques K. Gilbert gave an overview of the history behind the development of this UDO amendment. He said that what he was asking was to honor the past of Apex Friendship and erase the negative past of people who tried to do what was right for the students at Apex Friendship High School. He introduced Annie Scott. He said she is Ms. Annie to students and parents. He said that Ms. Annie is trying to do the right thing for the community. He thanked Ms. Annie for trying to provide a solution for parking.

Mayor Gilbert gave the following presentation:

[SLIDE 1]



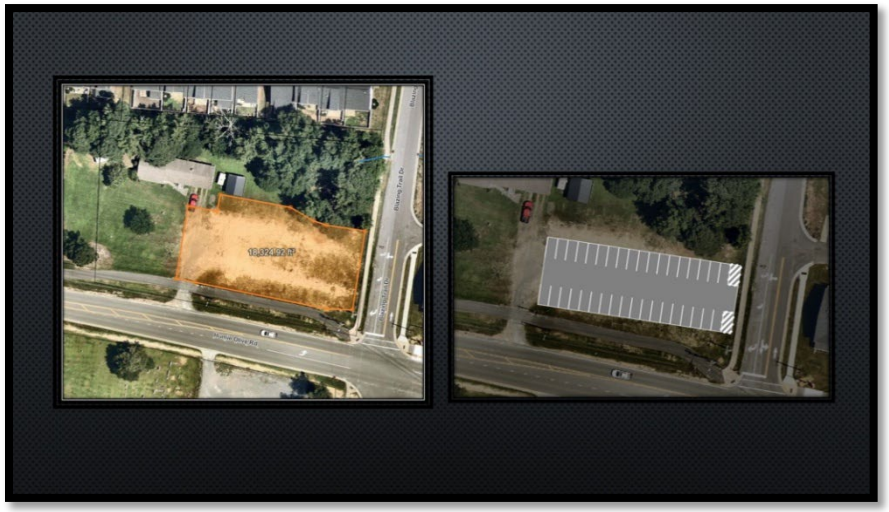
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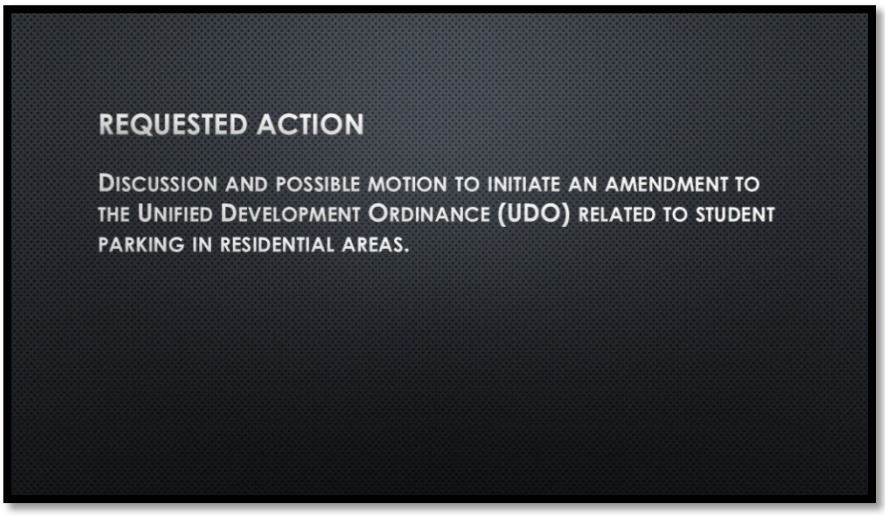
Mayor Gilbert invited a parent, Allen Stadium to come and speak on how this impacts his family.

Mr. Allen Stadium of 2005 Brandon Way:

"Good evening, Mr. Mayor, council members, neighbors, I'm here tonight to talk about something that's not just about parking. It's about safety, community, and the kind of town we want Apex to be. Across from Apex Friendship High School sits a piece of land owned by Miss Annie, a woman who has lived here for decades, watched this town grow, opened her heart and her property to help our kids. She's not trying to make a fortune. She's not creating a nuisance. She's simply saying, "If I can help keep students safe, I want to help." Right now, we have teenagers, our kids, arriving at school early in the morning, circling for spaces, and when they can't find one, parking far away in neighborhoods or along busy roads. They're walking long stretches, some without sidewalks, sometimes in the dark, sometimes in the rain,

carrying heavy book bags. Everyone knows that's an accident waiting to happen. And yet, directly across the street is a safe, open, visible place they could park, but your ordinances say no. Now, I fully understand that the lack of parking at Apex Friendship is the result of poor planning on Wake County Public Schools' part. They built a school for thousands of students without giving them enough spaces to get there safely. But here's the truth, the dirty little secret that no one says out loud. We know they're not going to fix it. It's up to us right here in this room to protect our kids and our neighborhoods. I've heard people say that driving to school is a privilege, not a right, and under normal circumstances, maybe it is, but it only becomes a true privilege when Wake County Public Schools provides enough bus drivers to handle the added capacity of students who will be forced to rely on a different mode of transportation. When transportation is unreliable or unavailable, driving stops becoming a privilege, it becomes a necessity. That's something we need to address. Allowing students to park on Miss Annie's land protects their safety, it eases neighborhood tensions, and it shows what Apex stands for. Neighbors helping neighbors, looking out for our kids. And let's be honest, these are high school students. In just a few years, they'll be voting, starting careers, maybe even buying homes right here in Apex. What message do we want to send them now? That rules can't change even when common sense says it should or that their town listens, adapts, and cares enough to do the right thing? Miss Annie's property is part of the solution. She's willing, the need is obvious, and the fix is in your hands. I'm asking you on behalf of parents, on behalf of students, and on behalf of one generous woman who just wants to make a difference. Please make an exception, create a permit, do whatever it takes to allow parking there this school year. Now, I know a couple of you are absolute no's on this council, and that's your position to hold, but I also know there's possibly three of you who deep down are willing to vote yes, but will possibly vote no just to object on principle. Don't let this be one of those moments you miss only to reclarify your positions later in Facebook chat groups. This is your chance to lead from the front, not just to posture. Let me be clear, I'm asking the council to approve the needed adjustments to allow parking at Miss Annie's property. If we act today, we not only solve a long-standing problem, we set a precedent for doing what's right for the people. Let's keep our kids safe. Let's ease the strain on our neighborhoods and let's show that in Apex, compassion still counts. Thank you."

[SLIDE 5]



Mayor Gilbert brought the item back to Council for discussion and a possible motion. He read a text from Brian Pittman, the Principal of Apex Friendship High School and said that he understands the need and the hardship. Mayor Gilbert asked that the decision be made by taking him out of this and taking care of the kids.

Councilmember Zegerman acknowledged the parking issues around Apex Friendship High School. He said that clearly there is a need for parking. He said that this does not take away the fact that the solution that is being addressed is not in line with the current ordinance. He said putting a blanket ordinance change in place for one specific property was the incorrect way to go and other alternatives are plenty but have not yet been explored. He gave several other alternatives to this issue, such as a fairer parking allocation method. He said that Wake County Schools should contribute to the solution. He said that safety is also an issue with students having to cross Humie Olive Road from this location. He said that there is also the longevity of the solution that is needed. He said that lastly, there are other means within the current laws, rules, and procedures that should be followed to request a different use for this property. He said that staff have communicated with Miss. Annie that rezoning may be an option. He also said that there is a variance request with the Board of Adjustment weighing in may be an option. He said that he would like to explore other options and maybe Miss. Annie's parking solution is part of a temporary solution.

Mayor Gilbert thanked Councilmember Zegerman. He said that he didn't think that he listened to what he had said.

Councilmember Zegerman said that he had listened. He said that Council was being asked to make a UDO change based on information and conversations that have been had but not shared with the Council.

Mayor Gilbert said that he was sharing them at this meeting.

Councilmember Zegerman said that was too late.

Mayor Gilbert asked Councilmember Zegerman if he had any conversation with Miss. Annie.

Councilmember Zegerman said that he had not had any conversation with Miss. Annie.

Mayor Gilbert said okay.

Councilmember Killingsworth said that this does not make Councilmember Zegerman's comments invalid.

Mayor Gilbert said that he was not saying Councilmember Zegerman's comments were invalid.

Councilmember Mahaffey said that Mayor Gilbert banged the gavel at Councilmember Zegerman.

Mayor Gilbert said that he was responsible for running the meeting and said Councilmember Killingsworth now has the floor.

Councilmember Killingsworth said that when items come up with this amount of detail and they don't go through the proper channels, it is concerning. She said she heard everything that Mayor Gilbert said and also has high school students and understands the implications of this issue. She said that she had gotten emails about the safety of the kids walking across the street and almost being hit, kids being hit on this piece of property. She said this is a safety issue. She said that there have been other options given and have not been taken. She said that she could not support this item knowing that it has skipped the process.

Mayor Gilbert asked for Councilmember Killingsworth to clarify the "skipping the process" because the motion is to initiate an amendment to the UDO.

Councilmember Killingsworth said this appeared to be a detailed ordinance that has been presented for approval.

Mayor Gilbert said that the item before Council was for consideration and the action taken tonight would initiate the process to then start through the appropriate processes. He asked Director Khin if this was correct.

Director Khin said that the Town's UDO allows an applicant, the Town Council or the Planning Director, to initiate an UDO amendment. She said that she believes that Mayor Gilbert is asking the Town Council to do the initiation.

Councilmember Killingsworth said that if Council is going to initiate any process that it needs to go through the proper channels of going to the Planning Board, having Public Hearing, all before it is considered.

Mayor Gilbert said this was the process he wanted, too, but wanted to get the consensus from the Town Council.

Councilmember Mahaffey said that the process presented was the wrong process. He said this is a UDO change, which would apply to all properties and they don't know the potential issues or full impact of making such a decision. He said the rezoning process applies to a single property which allows staff to work with the property, the applicant, the owner to work on solving the issues that have been heard about. He said that he wasn't sure why rezoning hasn't been applied for.

Mayor Gilbert said that Miss. Annie may not have the resources or the will to do that.

Councilmember Gantt said that he was not supporting this. He said that he thought it was bad policy to park in residential areas. He said that he thought this was resolved in 2018/19 and was upset when he found out that it was happening again.

Mayor Gilbert said that laws change.

Councilmember Gantt said he is a hard no. He said it was bad policy to park in residential areas and can cause a nuisance with surrounding homes.

Mayor Pro-Tempore Gray said that he would like to ask Miss. Annie if she would like to speak.

Miss. Annie came up and spoke. She went through the history of this parking arrangement. She said she began letting students park in her yard in 2015, but nobody complained until 2016. She said that she approached the town about it in 2016. She said that parents called and asked if their kids can park in her yard because they have nowhere to park at school, and she allowed them to park. She said that she has let the kids park in her yard since 2015 and never had one accident. She said the wrecks are happening at the school where the kids are coming out of the parking lot. She said that she helps them exit when the kids are leaving school and park when arriving in the morning. She said that she does not understand what the issue is. She said that when they park on the side of the road, they get ticketed. She said there had not been wrecks at her property and if someone has complained that there are wrecks, then she would like proof. She said that if Council had a student at the high school, they would be calling asking for parking.

Mayor Pro-Tempore Gray said that he appreciated her comments. He asked Miss. Annie how much she charges for parking.

Miss Annie said if the student begins at the beginning of the year, it is $300.00, and if the student comes after the school has started, she pro-rates it.

Mayor Pro-Tempore Gray asked how many students parked there.

Miss Annie said that it is about 46 normally, but this year with the ones that were getting tickets for parking on the side of the road it was about 52, but she said she is letting those kids park for free.

Mayor Pro-Tempore Gray asked how many students she was charging regularly.

Miss Annie said 20 or 25.

Mayor Pro-Tempore Gray asked how many parking spaces were available without being too tight.

Miss Annie said 52. She said that it's not tax-free money because she pays taxes.

Mr. Stadium said that he knew two of the Councilmembers would be hard no, but he had hoped this would touch a nerve with the other three. He said that this is an opportunity that is being missed. He asked if the Council members that are against this are against the parking idea or upset that it was a different process than one they controlled.

Councilmember Mahaffey said that was a great question, and the process that was being described would require improvements to the property that would address the complaints that have been received. He said that the rezoning process would be the proper way, and the problem with this proposal is that it applies to the entire town.

Mayor Gilbert said that this was ETJ (Extraterritorial Jurisdiction) and the proposed option 2 talks about what Miss Annie would need to do as far as percentage of the parking lot.

Councilmember Mahaffey said that he found that to be insufficient. He said it mentions gravel, but there needs to be more than just gravel.

Mayor Gilbert said that if a student leaves the parking lot from Apex Friendship and gets in an accident, it isn't the school's responsibility. He said the same should apply in this case.

Mr. Stadium said in that case it would be like asking the kids to stop walking to school from Bella Casa. He said that Council all that moved to this area was because of the charm and asked for it not to be changed. He said that in 2018 the UDO should never have been changed, and that is what they are trying to correct now, plus the safety aspect. He asked Council to reconsider, and that a temporary reprieve be given to Miss Annie while she goes through the process. He said that he would be happy to help her with the upgrades that are needed.

Councilmember Zegerman said that there is a way to do this that is established. He said the recommendation of staff and Council that a rezoning request is filed and the process is followed. He said that he wasn't hearing that there should not be any cars parked on Miss. Annie's lot, but it is the method that it is being presented at this meeting that is being objected to. He said he was sure of a timeframe and deferred back to staff to make a recommendation.

Mr. Stadium said that school starts in a couple of weeks and asked if the kids could still park there.

Councilmember Zegerman said no.

Mayor Gilbert said that he would bring the same UDO Amendment back to the next Council meeting to additional discussion and possible motion. He asked Town Clerk Coleman to make a note to put this item back on the next agenda for the August 26, 2025, Regular Town Council Meeting.

A **motion** was made by **Councilmember Gantt,** seconded by **Councilmember Zegerman** to enter into Closed Session pursuant to NCGS §143-318.11(a)(5), NCGS §143-318.11(a)(3), and NCGS §143-318.11(a)(1) at **11:04 p.m.**

VOTE: UNANIMOUS (5-0)

Council entered into Closed Session at **11:04 p.m.**

[CLOSED SESSION]

Council entered closed session pursuant to:

CS1 Steve Adams, Real Estate and Utilities Acquisition Sp., Trans. and Infra. Dev. Dept.

NCGS §143-318.11(a)(5):

"To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease;

CS2 Laurie Hohe, Town Attorney

RE: Town of Apex v. Abbington Community Association, Inc.

NCGS §143-318.11(a)(3):

"To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body."

CS3 Allen Coleman, Town Clerk

NCGS §143-318.11(a)(1):

"To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes."

[ADJOURNMENT]

Council returned to Open Session at **11:48 p.m.**

Mayor Gilbert adjourned the meeting at **11:48 p.m.**

Jacques K. Gilbert
Mayor

Allen Coleman, CMC, NCCCC
Town Clerk to the Apex Town Council
Submitted for approval by Town Clerk Allen Coleman and approved on _____.

TOWN OF APEX
TOWN COUNCIL WORK SESSION
TUESDAY, AUGUST 19, 2025
3:30 P.M.

The Apex Town Council met for a work session on Tuesday, August 19, 2025 at 3:30 p.m. at the Apex Town Hall located at 73 Hunter Street in Apex North Carolina.

This meeting was open to the public. Members of the public were able to attend this meeting in-person or watch online via the livestream on the Town's YouTube Channel: https://www.youtube.com/watch?v=KZRuTD2eW_w

[ATTENDANCE]

Elected Body

Mayor Jacques K. Gilbert (presiding)
Mayor Pro-Tempore Ed Gray
Councilmember Brett Gantt
Councilmember Arno Zegerman
Councilmember Audra Killingsworth (*arrived late; see note below*)
Absent: Councilmember Terry Mahaffey

Town Staff

Town Manager Randy Vosburg
Deputy Town Manager Shawn Purvis
Assistant Town Manager Demetria John
Assistant Town Manager Marty Stone
Town Attorney Laurie Hohe
Town Clerk Allen Coleman
Community Connection Center Manager Darla Bryant
Communications Director Stacie Galloway
Community Development and Neighborhood Connections Director Marla Newman
Community Engagement Specialist Jimmy Torres
Information Technology Director Erika Sacco
Information Technology Project Manager Troy Salahuddin
Interim Budget and Performance Management Director Jessica Hoffman
Interim Electric Utilities Director Ken Weatherman
Interim Finance Director Jessica Murphy-Rhem
Organizational Excellence Director Linda Graham Jones

All other staff members will be identified appropriately below.

[COMMENCMENT]

Mayor Gilbert called the meeting to order at **3:44 p.m.**, welcomed everyone in attendance, and led the Pledge of Allegiance. He said the meeting had a delayed start as a quorum was needed.

Mayor Gilbert said the Town Manager will lead us through the work session items with only items slated for discussion on the Utility Billing program.

Town Manager Vosburg said that he was going to defer to Deputy Town Manager Shawn Purvis and Interim Finance Director Jessica Murphy-Rhem for the main nuts and bolts of the presentation.

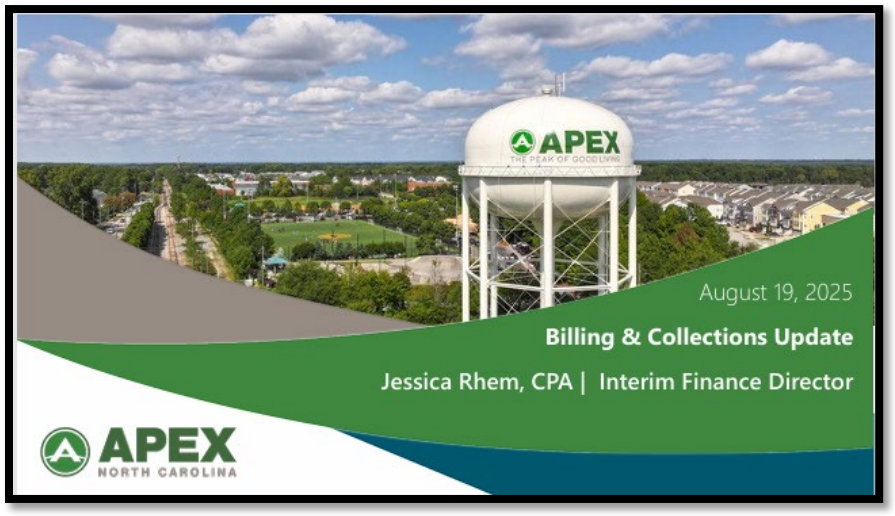
Deputy Town Manager Shawn Purvis said the purpose of today's presentation was to provide the Mayor and Town Council with a high-level overview of the Utility Billing and Collections Division within the Finance Department. He said that Interim Director Jessica Murphy-Rhem had worked closely with the third-party review firm and would have information related to the overall

[UTILITY BILLING PROGRAM UPDATE]

Interim Finance Director Jessica Murphy-Rhem provided the following PowerPoint (PPT) presentation.

CLERK NOTE: Throughout the presentation questions were asked by members of the elected body. Those questions and staff's corresponding responses are denoted below each PowerPoint slide as applicable.

[SLIDE 1]



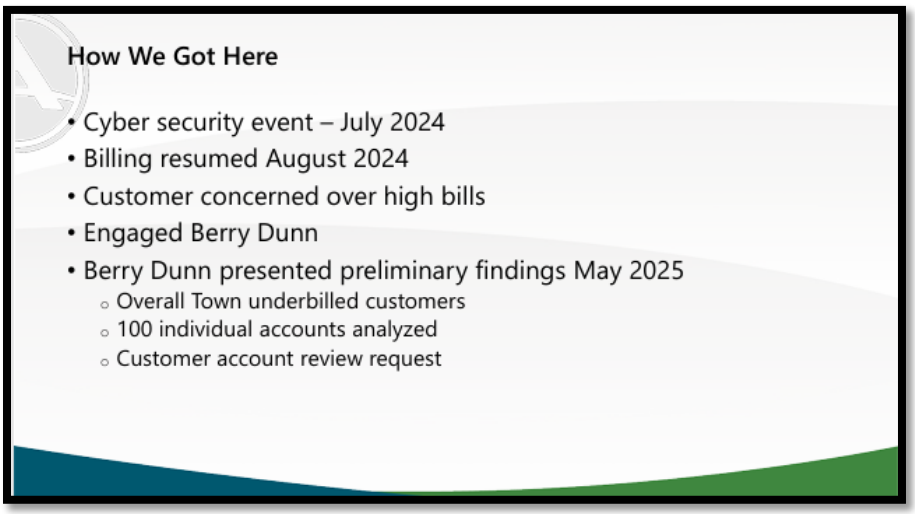
[SLIDE 2]



[SLIDE 3]



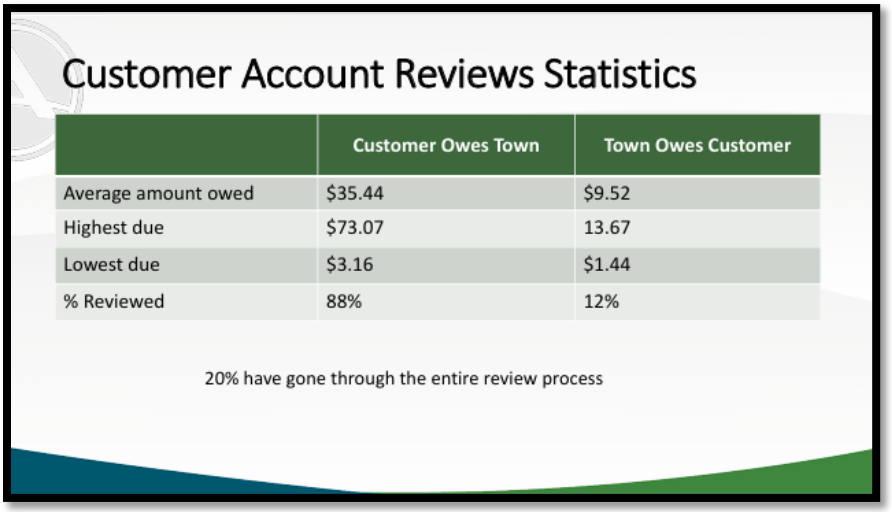
[SLIDE 4]



[SLIDE 5]

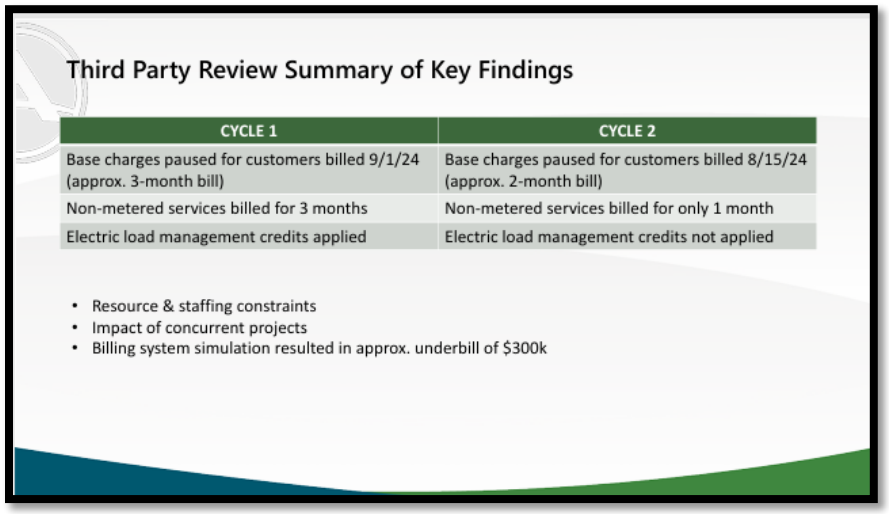


[SLIDE 6]

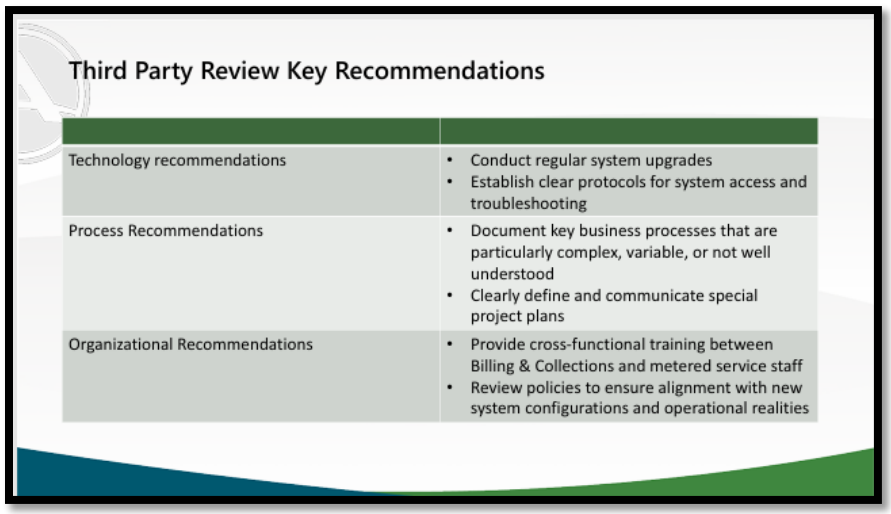


Councilmember Killingsworth arrived at **3:54 p.m.**

[SLIDE 7]



[SLIDE 8]



Councilmember Gantt asked for a high-level overview of what kind of policies were referred to in the last bullet.

Interim Director Murphy-Rhem said all the policies that relate to billing and collections, for example how long a payment plan will be offered. She said that any parameters around the billing and collection process, this is the time to look at everything since this will be a new system. She said that the way that meter reading and billing were done did not align, but the end results will always be the same. She said that this is an opportunity to look at what may need to be changed.

Councilmember Gantt said that he knew what was in the budget as far as rates, but this was a level down, and more operational.

Deputy Town Manager Purvis said that there was more flexibility in the new system with each billing cycle. He said that they are trying to fix other policy items such as the payment plan possibly being a year and other things on the process side.

Councilmember Gantt asked if there is a need for staggered cycles moving forward.

Deputy Town Manager Purvis said that there is a good chance that there may be a need for more than two cycles.

Councilmember Gantt asked if this was because of the workload.

Deputy Town Manager Purvis said it was because of the workload on the number of accounts and the details that is required. He said that each billing cycle has 13,000 to 15,000 accounts up from 10,000 in the past years with the same amount of staffing. He said that the new system has more flexibility and checks and balances, but it is still time-consuming. He said that staff is learning the new process, and some staff have had a 75% increase in their workload in review and counseling, and this creates a delay in getting the bill prepared and sent out which causes a snowball effect. He said once the statement piece is in place in the future there will probably be multiple cycles.

Interim Director Murphy-Rhem said that the plan was to review having multiple cycles but right now the focus is staff understanding the new system. She said that once staff is back to normal operations then the cycles will be looked at, but they don't want to disrupt the cycles right now.

Deputy Town Manager Purvis asked how many cycles Cary had.

Interim Director Murphy-Rhem said that Cary bills weekly. She said there is a different cycle every week and there is a different person that handles each individual cycle.

Mayor Gilbert thanked Interim Director Murphy-Rhem. He asked if there was a timeline for a full report from Berry Dunn.

Deputy Town Manager Purvis said that a report was coming soon, and it is close to being ready.

Mayor Gilbert asked if this report would be made available to the community.

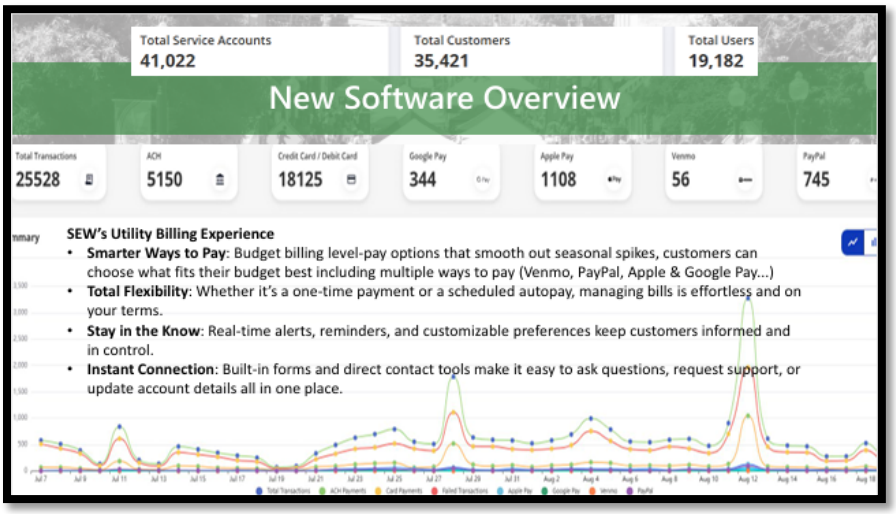
Deputy Town Manager Purvis said the plan was to make it available to the community.

Mayor Gilbert asked about the contract with Barry Dunn.

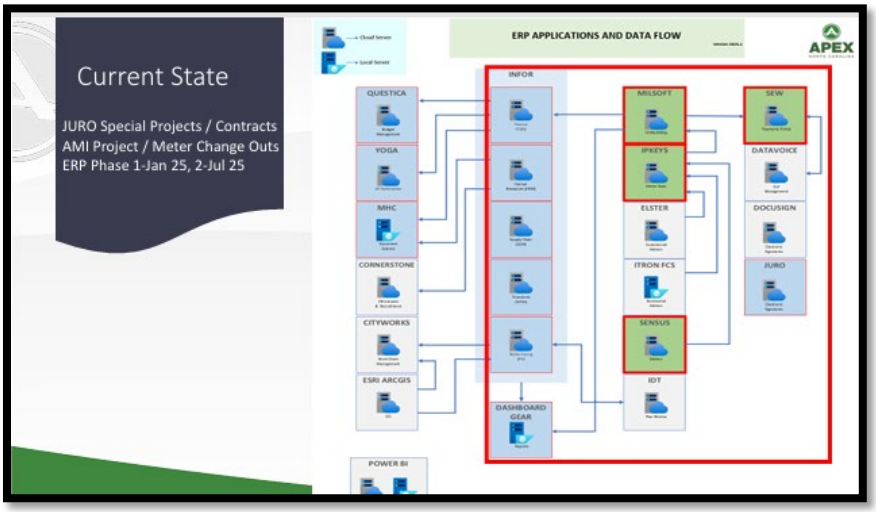
Deputy Town Manager Purvis said that the contract with Barry Dunn included review and the report. He said that this was close to being complete.

Director Sacco continued the presentation.

[SLIDE 9]



[SLIDE 10]



Director Sacco asked if there were any questions.

Councilmember Zegerman asked how many legacy systems were being replaced.

Director Sacco said that New World, which was the base legacy system and had various modules, was being replaced. She said that they still have New World for now for planning and permitting but it would be phased out by 2026.

Mayor Pro-Tempore Gray said that he would like to know the best way to communicate this process. He said that there were so many pieces to this process. He said staff had done an amazing job of what piece of what residents see but the effect of the cyber-attack is the part that residents do not see what happened behind the scenes, so how could this be explained to the community.

Director Sacco said that there are a lot of departments that are involved in this process and not everyone would be interested in that background. She said there are a lot of tech people in Apex that may want to know more of the background. She said that she would

be glad to break this down if the Council wanted to put this information out. She said that Apex needed to upgrade their system to keep up with the trends.

Mayor Pro-Tempore Gray said that is a very important point and answers the background question of why Apex needed to add this additional layer.

Councilmember Zegerman said there were two different topics. He said it started with the cyber events and the impact that they had on billing, but the new system implementation is not because of the cyber incident. He said these are two different projects and that message is not clear.

Councilmember Killingsworth said that there had been discussions in 2017-2018 about implementing a new system.

Councilmember Zegerman said that this system was accelerated and there is still confusion about the new system issues being related to the cyber incident, and these need to be two separate conversations for the residents. He said it should be more clearly articulated about billing cycles to the residents.

Director Sacco said that that was correct and these are a different set of issues, and they are complicated. She said the cyber event is over, and this system implementation has nothing to do with it.

Councilmember Zegerman appreciated that, and said that this was being talked about during this Work Session, but the message could be clearer to the public.

Director Sacco agreed.

Town Manager Vosburg said that it made sense to commit to a new system and not invest in the old system, but this does not make this any less difficult for the customers. He asked if the Communications Director Stacie Galloway wanted to provide any information.

Communications Director Stacie Galloway said the general message has been very difficult the past year to communicate. She said that the staff has done a great job communicating with individual customers with specific questions and those conversations having resolution. She said this takes a lot of time out of the workday. She said communicating this broadly is difficult because with there being two cycles so what is applied to half the town does not apply to the other half of the town, but what is being done now will improve this communication issue.

Town Manager Vosburg said that the staff that were working on this project were also keeping the town running. He said this is a town that is moving and has a lot of projects, and this puts extra stress on the staff in all areas. He said this is not to minimize what the residents have been through, but the staff have been through a lot with these projects. He said that the fact that staff is still moving ahead on all fronts is amazing.

Mayor Pro-Tempore Gray said that having these conversations gives an opportunity for leadership to be able to help with communication as well. He said that when there is a new system being implemented and it is not as simple as a bill showing up, there are pieces behind it and helping residents understand helps.

Mayor Gilbert said that he probably gets the most phone calls of any other Council member, and he has never heard anyone say anything negative about any town staff. He said

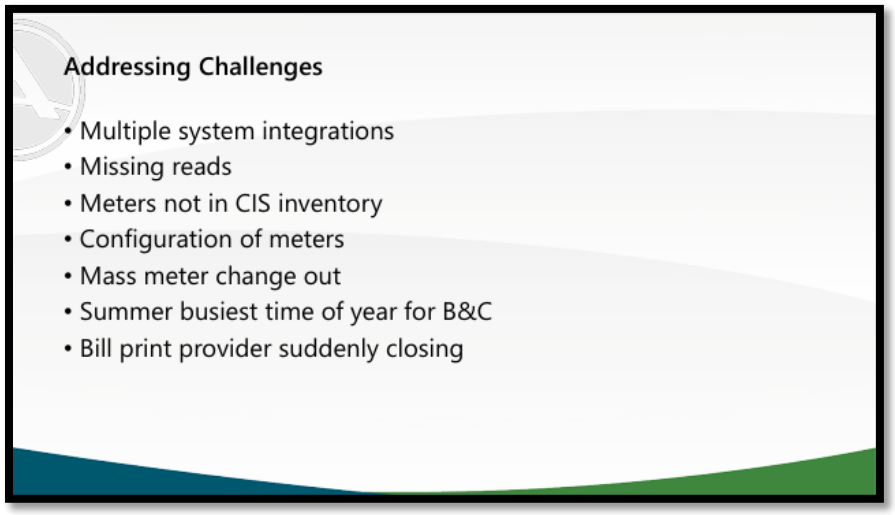
that the calls are mostly about the bills that they have received and explaining the system doesn't help in those situations.

Director Galloway said that there are extreme instances where there is a reoccurring error that those conversations may be helpful.

Mayor Gilbert recommended consistent communication, like weekly updates regardless of if there are not any updates and said that this creates trust.

Interim Director Murphy-Rhem said that these challenges would be talked about in the next slides.

[SLIDE 11]



Councilmember Gantt asked interim Director Murphy-Rhem for more explanation of each of these items in the slide above.

Interim Director Murphy-Rhem gave explanations of each of the items. She said sometimes there were meters that weren't communication, and they have addressed that with upgrades but sometimes still have to do it manually. She said they have also been converting the meters into the new system, which was required for them to work properly.

Councilmember Gantt asked if when they had to send trucks out to read the meters, would it affect the billing timeline.

Interim Director Murphy-Rhem said yes, they did sometimes had to send the truck out. She said the other issue was IPKeys not being able to pick up certain meter reads.

Assistant Town Manger Stone said that it was a software issue that didn't allow it to be picked up, so they had to send trucks out to read the meters. He said that during the one of the first cycles that there variances in the reads which was a large number of the meters were not coming over into IP Keys, and it was showing the same reading from the month before. He said they were finding out these multiple issues and working on them as they came up, and they have fixed it now. He said that they have 3 different meter systems now; the census system, which is the meter system upgrade, the Itron system which is the old system that is water and residential electric, and then the commercial system which is a mesh network. All these systems pull in the raw data and then staff use that data.

Councilmember Gantt asked if the customer was involved with one of these issues, how does it show on their bill.

Interim Director Murphy-Rhem said it may cause a longer billing period because they may have to send a truck to read the meter which would cause this.

Councilmember Gantt asked how much longer their billing cycle could be.

Interim Director Murphy-Rhem said that the 3-month cycles were associated with the cyber incident, and was no longer occurring. She said that situations like this would be days longer. She said residents should check the number of days included in their billing cycle if the number seems high.

Mayor Gilbert asked if there were checks and balances before the bills were sent out.

Interim Director Murphy-Rhem said there are many reviews before the bills go out, staff and the system check them. She said there are still human errors with the amount of bills going out.

Councilmember Gantt asked how were high bills that would be caused by a water leak being identified vs. a longer billing cycle.

Assistant Town Manager Stone recommended that residents take the amount of the bill and divide it into the number of days and do the same for water consumption.

Councilmember Zegerman asked if some of the information and statistics could be added to the portal.

Director Sacco said that this information was coming along with tips. She said they were trying to make sure all of this works first. She said that some of the information is best to get on the physical bill right now.

Councilmember Zegerman said that the billing cycle would have to be stabilized. He asked during this new system deployment of the system how is this information articulated to the residents.

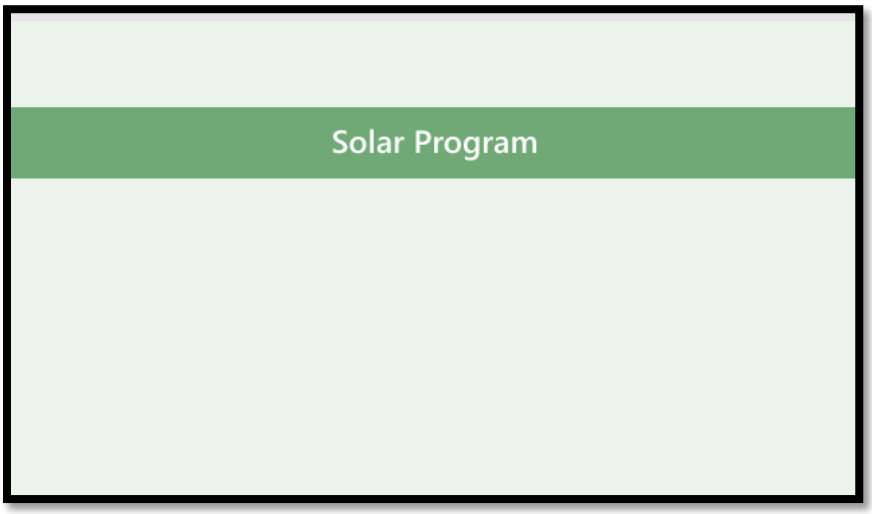
Director Galloway said that a summary of the information is included in that cycle and now there is a printed in every bill. She said that the website has been updated.

Councilmember Zegerman said that there is a massive technological change for the town and it's not surprising that there are issues and there should be transparency for the residents, and it can create a trust issue.

Mayor Pro-Tempore Gray asked what B&C was.

Interim Director Murphy-Rhem said Billing and Collections.

[SLIDE 12]



[SLIDE 13]



Councilmember Zegerman said the program was being changed in the way that it has been administered for funding. He asked if some solar customers would see a change in their billing and the town should be very transparent about this. He asked if there was a place for buyback or power to be used for excess power generated by solar to lower the loads during certain times of the day.

Councilmember Gantt asked if the billing was taken care of at this time, but the metering was still a problem.

Councilmember Killingsworth said she would recommend not doing any changes until staff can understand the system.

Councilmember Gantt asked if the meters were in for the electricity.

Assistant Town Manager Stone that the mass exchange has not begun yet but will start in September. He said they are still testing and there are about 12,300 electric meters out now and are being tested. He gave an overview of how the meters would work. He said currently how the meter charges are set up is that the rate for delivered and received are the

same, but Council can change this. He said for peak demand for solar in the summer is 3:30pm to 5pm and it's impossible to know whether or not solar is going to be able to contribute at that time, so for solar management for peak load management, it is typically going to be done with a battery system or with a natural gas-powered generator.

Councilmember Zegerman said that he wasn't suggesting replacing this program right now, but to start working towards a policy once all of the information has been gathered.

Councilmember Gantt asked if all of the billing and meters be in place by next July, so that a policy discussion could happen in the spring for FY 26 budget.

Assistant Town Manager Stone said that the meter system upgrade would probably be complete next July. He said that there is a study being done now to look at rates for electric and there will be data for Council to see in the spring.

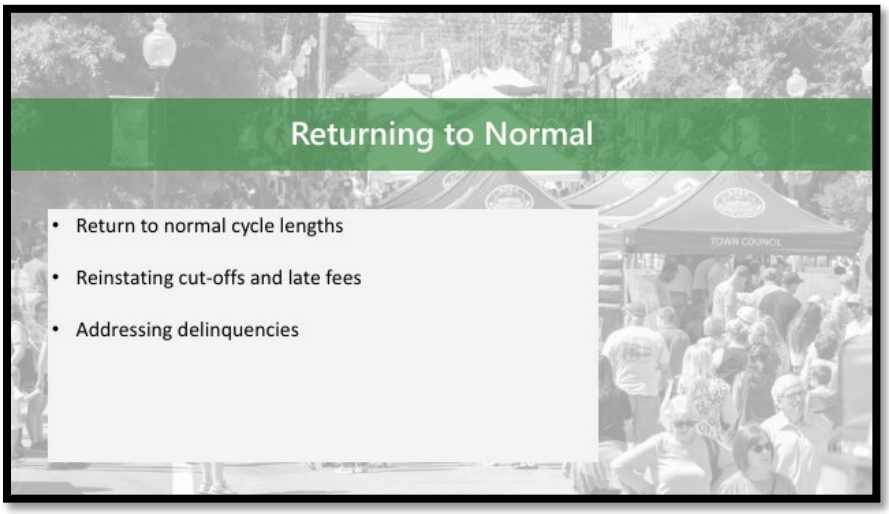
Mayor Pro-Tempore Gray asked if that would be July 2026 or 2027.

Assistant Town Manager Stone said July of 2026.

Interim Director Murphy-Rhem said that letters were sent out to solar residents.

Councilmember Zegerman asked for this information to be placed on the website for those that may be considering solar.

[SLIDE 14]



Mayor Gilbert said that adding information about extending unpaid balances into the conversations is problematic, when the town isn't fully stabilized with billing.

Town Manager Vosburg said that the amount of delinquencies and the amount owed to the town adds up significantly. He said they are trying to think about timing of when to address this to start to recover before getting into the budget rate discussion, otherwise they will have to come in and say that we are short a couple of million dollars across the board. He said those funds have to remain solvent moving forward.

Councilmember Zegerman said that letting the residents know the intent of bringing back late fees and delinquencies are coming but these systems need to be in place and working.

Town Manager Vosburg said that they are trying to space it out and are thinking about February.

Interim Director Murphy-Rhem said that they wanted to be transparent with residents and want to have these discussions so that in February they are not hit by a disconnection or in November have late fees, so they want to at least get this communication started so that they know that things are going back to normal.

Mayor Gilbert said that he understands. He asked if this topic is scheduled for another Town Council Work Session where it could be revisited.

Town Manager Vosburg said that there was not at this time, but one could be added.

Interim Director Murphy-Rhem said that this meeting is to start the conversation. She said late fees are still months away and by November the system should be stabilized.

Town Manager Vosburg said the goal at this time is to get the payment plan dialogue out to the public to let them know how this will work and to spread out the payments.

Councilmember Killingsworth said she wanted to make sure the system is stabilized and to build back that trust before moving forward.

Mayor Pro-Tempore Gray said that a month might be a short time and there are rate errors still being defined. He asked if a month is enough time to come back with this.

Town Manager Vosburg said that they can set a month and then adjust the time if needed.

Councilmember Gantt asked if there were internal numbers that could be shared showing the progression of the issues in the last few months.

Deputy Town Manager Shawn said not exactly. He said there is information on incoming calls but it's not reliable for identifying true errors since calls can turn out not to be actual issues.

Councilmember Zegerman said they should go back to the punch list of things that are fixed to be able to track the progress. He suggested a hybrid approach by starting to reach out to those customers with overdue balances and start working with them on a payment plan and helping them understand how they got to this place with the cyber incident. He said that this could be voluntary while still getting things in order around the new billing system. He also requested that Council get monthly updates.

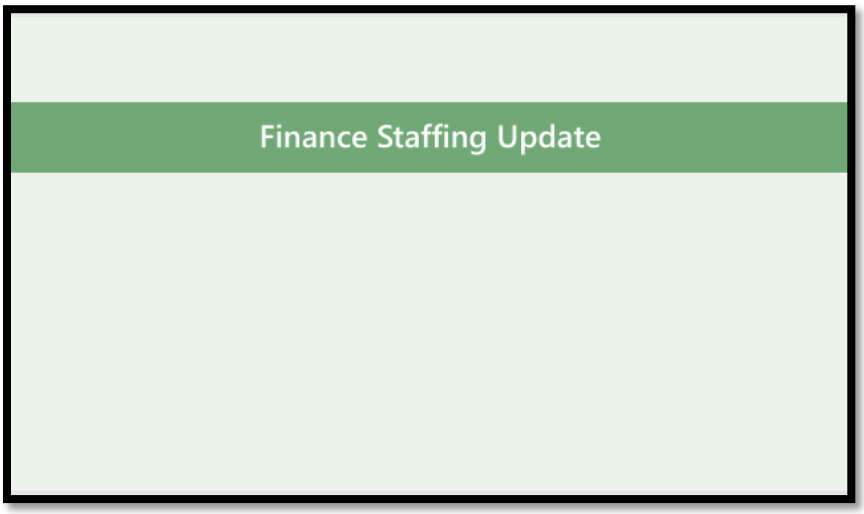
Councilmember Gantt said that seeing that the number of open tickets is dropping over time would be a vote of confidence that this is getting closer to being back to regular order with the systems. He said that he would like to see data for the information.

Town Clerk Coleman said this would be a standing item going forward on the Council meeting agenda for the first regular Town Council meeting each month until further notice.

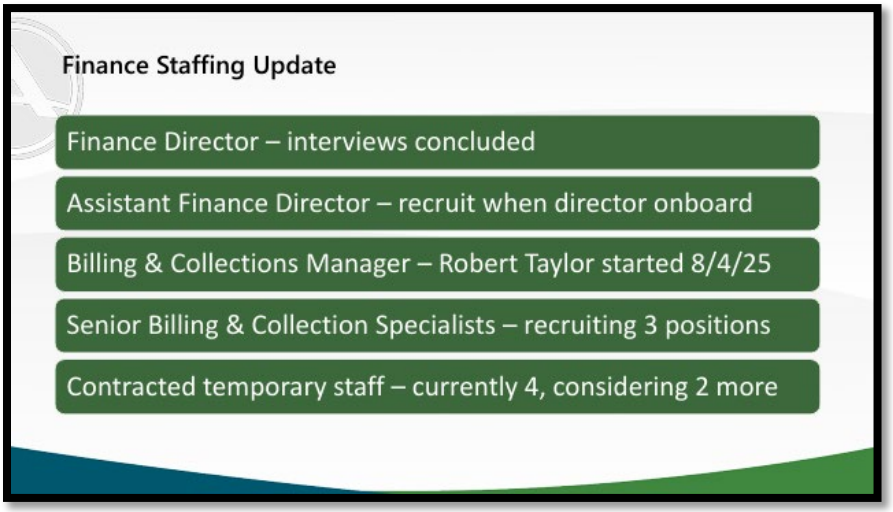
Interim Director Murphy-Rhem asked if there were any questions and turned it to Deput Town Manager Shawn Purvis.

Deputy Town Manager Purvis gave the presentation about the Finance Staffing Update.

[SLIDE 15]



[SLIDE 16]



Mayor Gilbert thanked the staff. He said the community needs to understand this and this will help quite a bit.

Councilmember Zegerman asked if the contract allowed hiring contractors permanently if the applicant is suitable for the position.

Deputy Town Manager Purvis said that it did and if it is the right person they could be hired to a permanent position.

[SLIDE 17]



Deputy Town Manager Purvis concluded the presentation.

Mayor Gilbert asked how bills that are reported as incorrect being tracked to collect data.

Deputy Town Manager Purvis reiterated that with calls it was hard to track calls. He said that typically if they come in, they do everything they can for the issue to be addressed at that time, but these have not always been tracked. He said that the issues that come through AskApex channel are tracked.

Deputy Town Manager Purvis said that staff would look back at records to analyze meter-related issues and get it into a presentable format.

Councilmember Zegerman suggested showing progress over time and that they are being resolved. He said that not all issues are equal, some are complex and time-consuming while others are quick fixes.

Councilmember Gantt asked if there was average bill duration over time tracked.

Deputy Town Manager Purvis said that they have that tracker set up and have had that for about 6 months. He said that they had gotten billing stabilized around December 2024 and January 2025 and when the transition to the new system came there was a blackout week for it and then there were more challenges.

Councilmember Gantt said that a chart that the public could see showing the cyber event impact, followed by a decrease in issued, and then the issues with the implantation of the new system could be helpful for understanding.

[ADJOURNEMENT]

With no additional business being presented before the Council, **Mayor Gilbert** adjourned the meeting at **5:22 p.m.**

Jacques K. Gilbert
Apex, Mayor

Allen Coleman, CMC
Town Clerk to the Apex Town Council

Submitted for approval by Apex Town Clerk Allen Coleman

Minutes approved on _____ of _____, 2025.

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Chris Johnson, P.E., MPA, Director

Department(s): Transportation and Infrastructure Development

Requested Motion

Motion to approve an Encroachment Agreement between the Town of Apex and property owners: Gretchen Sutton Hassell, Margaret Michelle Pena, and Eric Ranier Pena, located at 1167 Rothwood Way, Apex, NC 27502, to install a fence and gate that will encroach 80 linear feet (LF) onto the public utility easement, and authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

The proposed Encroachment Agreement is between the Town and property Gretchen Sutton Hassell, Margaret Michelle Pena, and Eric Ranier Pena for the property described as a Residential Lot, Wake County PIN# 0722737898, Book of Maps 2006, Page 02640, Lot 16, 1167 Rothwood Way, Apex, NC 27502, Wake County Register of Deeds. Grantees wish to install a fence and gate that will encroach 80 feet (SF) onto the Town of Apex Public Utility Easement.

Attachments

- CN7-A1: Encroachment Agreement - - 1167 Rothwood Way, Lot 16
- CN7-A2: Exhibit A - Encroachment Agreement - - 1167 Rothwood Way, Lot 16

After Recording Mail To: Development Services
Town of Apex
PO Box 250
Apex, NC 27502

STATE OF NORTH CAROLINA **ENCROACHMENT AGREEMENT**
COUNTY OF WAKE

THIS ENCROACHMENT AGREEMENT, being made this _____ day of _____, 2025, by and between **Gretchen Sutton Hassell, Margaret Michelle Pena and Eric Ranier Pena,** hereinafter referred to as "Grantees," and the Town of Apex, hereinafter referred to as the "Town."

WHEREAS, the Grantees are the owner of a certain residential lot of land in the County of Wake, State of North Carolina, which is designated as **PIN #0722737898** by the Wake County Revenue Department and more particularly described as **Lot 16** of the subdivision known as **Stratford at Abbington** shown on that certain plat recorded in **Book of Maps 2006 Page 02640**, Wake County Registry (hereinafter the **"Subdivision Plat"**). The residential lot is also known **1167 Rothwood Way, Apex NC 27502.** The residential lot described in this paragraph is hereinafter referred to as the **"Residential Lot."**

WHEREAS, the Town is the owner of a **20' Town of Apex Public Utility Easement** as shown on the **Subdivision Plat** hereinafter referred to as the **"Public Utility Easement."**

WHEREAS, Grantees wish to install certain improvements more particularly described as a **fence and gate that will encroach 80 linear feet (LF) onto the Public Utility Easement,** which serves the Residential Lot, hereinafter referred to as the "**Encroachment**", all as shown on the attached **Exhibit A**. Grantees desire to make certain agreements and covenants regarding the Encroachment.

WHEREAS, the Town, under the terms and conditions herein set forth, is willing to allow the above-described Encroachment upon the **Public Utility Easement.**

NOW, THEREFORE, in consideration of these promises and other consideration, the receipt and sufficiency of which is hereby acknowledged, Grantees and the Town hereby covenant and agree:

1. Subject to the terms herein, the Town agrees to allow Grantees, and Grantees' successors and assigns at Grantees' sole risk and expense, to encroach into the **Public Utility Easement** of the Town as shown in the attached **Exhibit A**, and incorporated by reference as though fully set forth herein.

2. The Encroachment shall not be enlarged or increased beyond the Encroachment shown in **Exhibit A** and described in this Encroachment Agreement. Grantees are responsible for any and all expenditures of labor or materials required for the installation, erection, repair, removal, or maintenance of the above-referenced Encroachment and shall be allowed to maintain the Encroachment and to perform all necessary repairs, maintenance, and replacement of the Encroachment as may be necessary from time to time.

3. The Town shall not be held responsible for any and all property damage or injury or death of any person which results from any and all negligence, omission, defect in design, maintenance, or workmanship created by the Encroachment described herein, or any cause of action arising out of the installation, maintenance, removal, destruction, or location of said Encroachment.

4. Grantees agree to and does hereby hold the Town, its officers, council members and employees harmless from any and all liability arising out of such negligence, omission, defect or other cause of action; that it will defend the Town, its officers, council members and employees, and pay all attorney fees in any and all actions brought as a result of such; and that it will indemnify the Town, its officers, council members, and employees against any and all loss sustained by reason of such negligence, omission, defect, or other cause of action, claim, cost, or expense arising out of the installation, maintenance, removal, or location of said Encroachment; provided that, Grantees shall not be obligated hereunder to indemnify the Town for any negligent acts or omissions of the Town, its contractor(s) (including sub-contractors) and their respective officers, agents and employees.

5. Sections 3 and 4 shall survive the termination of this Encroachment Agreement for any reason.

6. All notices required herein shall be deemed given by depositing such in the United States mail, first class, and addressed to:

To Town: Town Manager
Town of Apex
PO Box 250
Apex, NC 27502

To Grantees: Gretchen Sutton Hassell, Margaret Michelle Pena and Eric Ranier Pena
1167 Rothwood Way
Apex, NC 27502

7. In the event there is a dispute between the parties concerning the interpretation of the terms of this Encroachment Agreement or their respective rights and obligations hereunder, such dispute or controversy shall be adjudged pursuant to the laws of the State of North Carolina.

8. Grantees agree to abide by all applicable laws, regulations, statutes and ordinances.

9. This Encroachment Agreement shall not divest the Town of any rights or interest in said **Public Utility Easement.**

10. If the Town deems, within its sole discretion, that removal of all or apportion of the Encroachment is necessary in order to operate, protect, maintain, modify, replace, add-to or improve its facilities located within the **Public Utility Easement,** then Grantees shall cause such removal to be made at Grantees' sole expense within 30 days after receipt of notice from the Town and shall be completed in a manner that will allow the Town complete and safe access to the **Public Utility Easement.** In the event that the Grantees fail to timely remove the Encroachment or in the event of an emergency associated with the condition of the **Public Utility Easement**, the Town is authorized to remove all or such portion of the Encroachment as the Town determines in its sole discretion to be reasonably necessary, convenient or advisable to operate, protect, maintain, modify, replace, add-to or improve its facilities located within the **Public Utility Easement**. The Town shall have the sole discretion to determine the existence of an emergency associated with the condition of the **Public Utility Easement.**

11. Grantees agree to pay and reimburse the Town the entire expense and cost of removal of the Encroachment in the event that the Town removes the Encroachment as provided in the Paragraph 10 or if Grantees fail to remove the Encroachment within the time limit after receiving notice under Paragraph

9.

12. Grantee, during the life of this Encroachment Agreement, agrees to procure or cause to be procured from a responsible insurance carrier or carriers authorized under the laws of the State of North Carolina, insurance in the minimum amounts of $300,000/$500,000/$300,000 covering full liability for any and all personal injury, property damage or wrongful death caused by the construction, maintenance, location, repair or visual obstruction of said Encroachment. Grantee shall furnish the Town, without demand, each July a certification from the insurance carrier or carriers with whom the insurance herein mentioned is carried, stating that such compensation is covered by such carrier or carriers and showing such insurance to be in full force and effect. Both Grantee and the Town shall be named as insured parties by endorsement of the policy. In the event of any change in the insurance policy, Grantee shall give the Town thirty (30) days' notice of such change. Should Grantee fail to pay premiums upon said insurance or to perform any of the agreement, terms or conditions herein contained, the Town, at its option, by written notice may declare this Encroachment Agreement canceled and terminated and all rights acquired hereunder by Grantee shall thereupon terminate.

13. Notwithstanding Section 14 below, Grantee shall be released from its obligation under this Encroachment Agreement only upon the assumption of said obligations either by a successor in title to the **Residential Lot**, or by assumption of said obligations by an incorporated party approved by the Town. The Town's consent to such assumption and release shall be required but shall not be withheld, conditioned or delayed if, as reasonably determined by the Town, the party assuming Grantees' obligations possesses adequate financial resources and ownership interest, and Grantee's delegate and proposed assignee assume and agree to fulfill, in writing, all of Grantee's duties set forth in this Encroachment Agreement.

14. The right to encroach is appurtenant to and runs with the land hereinabove referred to and shall forever by subject to the conditions above agreed on between the parties. This Encroachment Agreement is binding upon the heirs, assigns, transferees, and successors in interest of the Grantee and shall, upon execution, be recorded in the Office of the Register of Deeds of Wake County, North Carolina.

In testimony whereof, said Grantees and said Town have here unto set their hands and seals, the day and year first above written.

GRANTEES

By: Eric Peña

By: Gretchen Hassell

By: M. Michelle Peña

STATE OF NORTH CAROLINA

COUNTY OF Wake [*county in which acknowledgement taken*]

I, do hereby certify that Eric R Pena, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 21st day of August, 2025.

[*Signature of Notary Public*]

My Commission Expires: Jan 5th 2027

Falgunibahen A Patel
Notary Public, North Carolina
Wake County
My Commission Expires
January 5, 2027

****

STATE OF NORTH CAROLINA

COUNTY OF Wake [*county in which acknowledgement taken*]

I, do hereby certify that Gretchen Hassell personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 21st day of August, 2025.

[*Signature of Notary Public*]

My Commission Expires: Jan 5th 2027

Falgunibahen A Patel
Notary Public, North Carolina
Wake County
My Commission Expires
January 5, 2027

M. Michelle Perez

****

STATE OF NORTH CAROLINA

COUNTY OF Wake [*county in which acknowledgement taken*]

I, do hereby certify that Margaret Perez personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 21st day of August, 2025.

[*Signature of Notary Public*]

My Commission Expires: Jan 5th 2027

Falgunibahen A Patel
Notary Public, North Carolina
Wake County
My Commission Expires
January 5, 2027

TOWN OF APEX

_____
Randal E. Vosburg, CPM
Town Manager

(Corporate Seal)

ATTEST:

_____
Allen Coleman, CMC, NCCCC
Town Clerk

STATE OF NORTH CAROLINA

COUNTY OF _____ *[county in which acknowledgement taken]*

I, _____, a Notary Public for _____ _____ County, North Carolina, certify that **Allen Coleman** personally came before me this day and acknowledged that he is **Town Clerk** for the **Town of Apex, a North Carolina Municipal Corporation**, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its **Town Manager**, sealed with its corporate seal and attested by him as its **Town Clerk**.

Witness my hand and official stamp or seal, this ____ day of _____, 2025.

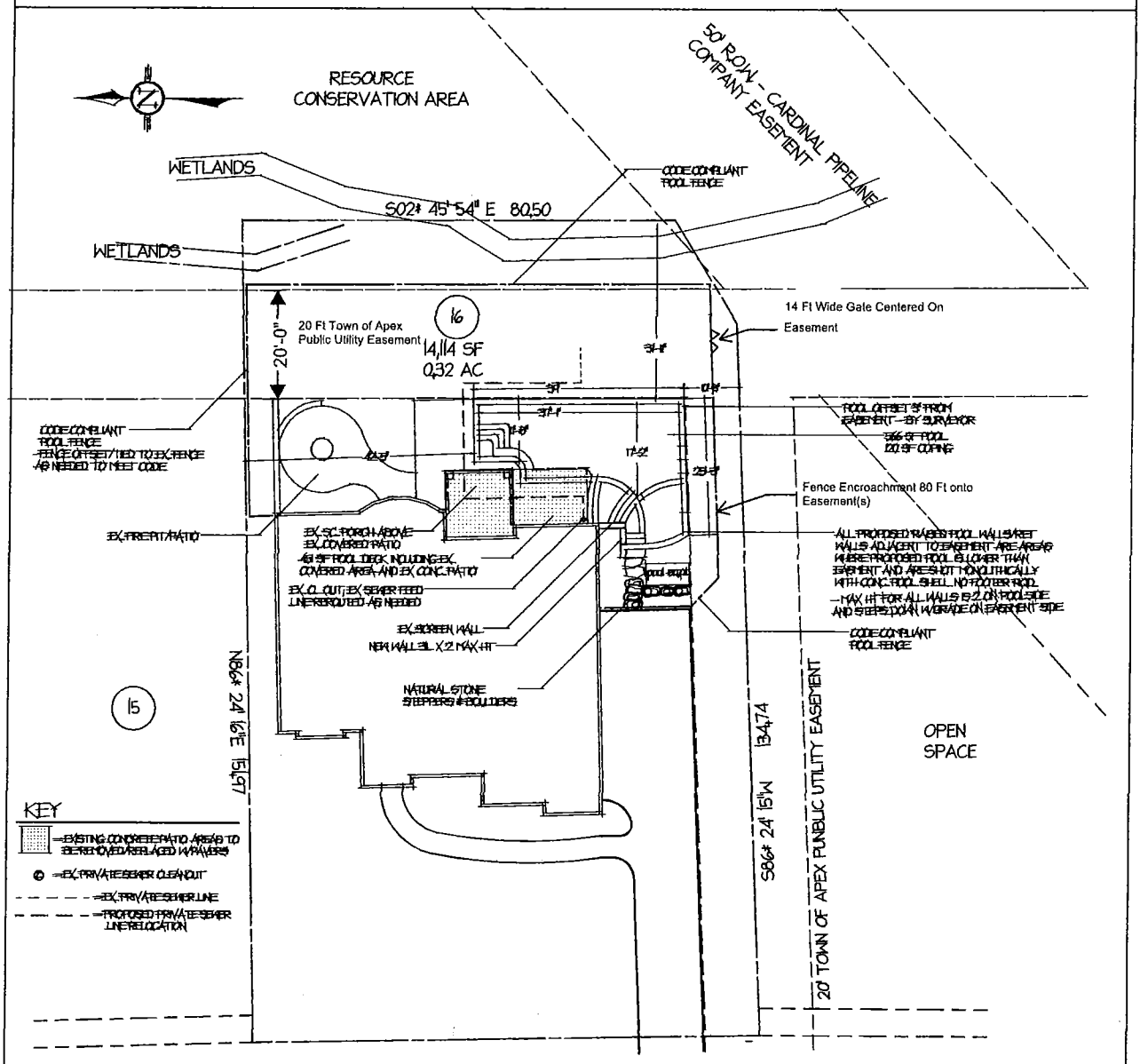
_____
[Signature of Notary Public]

My Commission Expires: _____

(SEAL)

EXHIBIT A

NOTE:
THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



IMPERVIOUS SURFACE ADDITIONS	
POOL COPING	124 SF
NEW POOL DECK & EQPT	168 SF
STEPS, WALLS, LANDERS	84 sf
STEPPERS & BOULDERS	40 SF
TOTAL ADDITIONS	441 SF
EX. TO BE REMOVED	-20 SF
PROPOSED NET ADDITIONS	421 SF

ROTHWOOD WAY
60' PUBLIC R/W

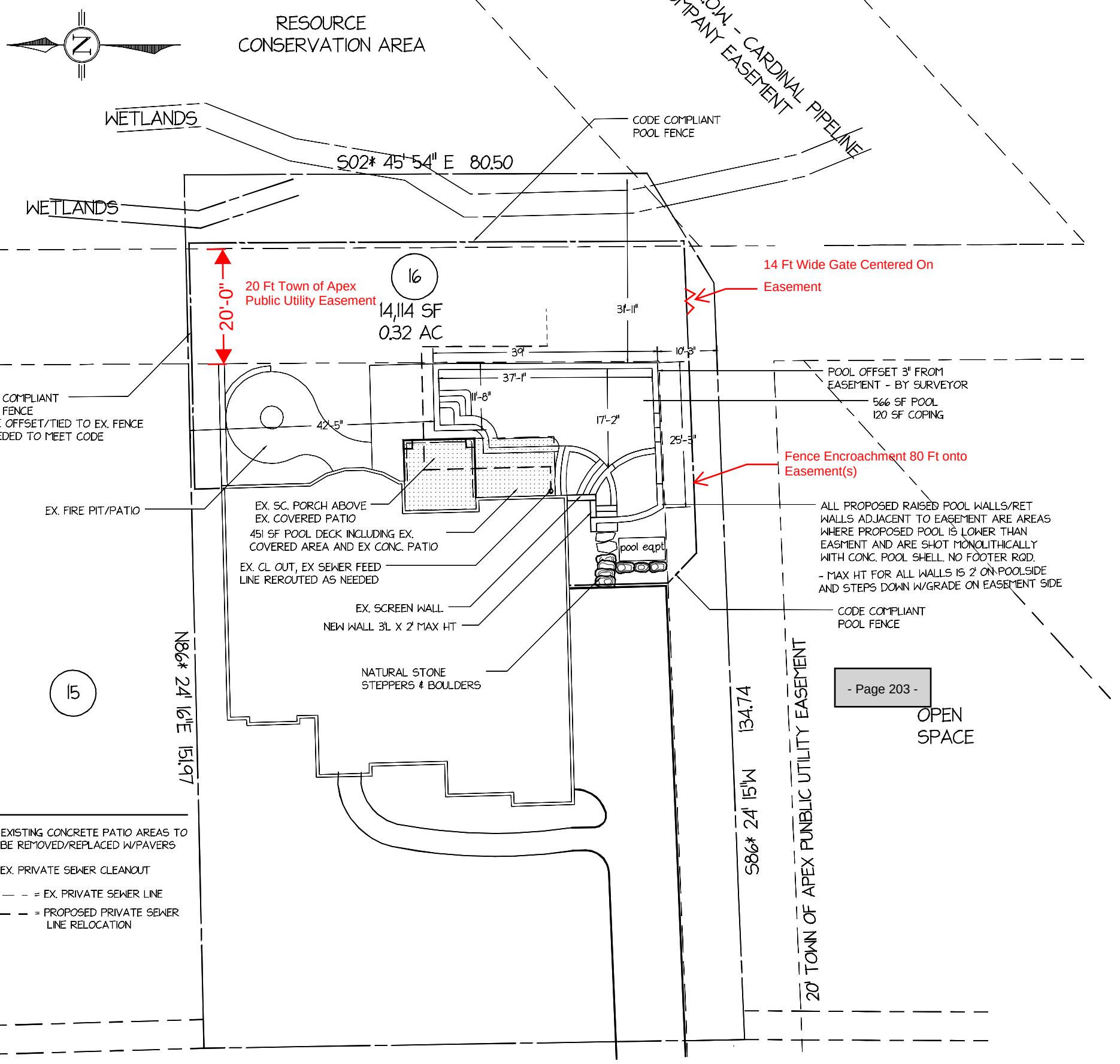
20 15 10 5 0 20 40
SCALE: 1" = 20'

PENA RESIDENCE
167 ROTHWOOD WAY
APEX, NC 27502

MASTER POOLS
437 LOWER THEFT RD.
NEW HILL, NC 27562
919.567.7665

EXHIBIT A

NOTE:
THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



IMPERVIOUS SURFACE ADDITIONS	
POOL COPING	124 SF
NEW POOL DECK & EQPT	193 SF
STEPS, WALLS, LANDERS	84 sf
STEPPERS & BOULDERS	40 SF
TOTAL ADDITIONS	441 SF
EX. TO BE REMOVED	-20 SF
PROPOSED NET ADDITIONS	421 SF

ROTHWOOD WAY
60' PUBLIC R/W

20 15 10 5 0 20 40
SCALE: 1" = 20'

PENA RESIDENCE
1167 ROTHWOOD WAY
APEX, NC 27502

MASTER POOLS by Gress Inc
437 LOWER THRIFT RD.
NEW HILL, NC 27562
919.545.7665

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Jonathan K. Jacobs, P.E., CFM, Assistant Director

Department(s): Water Resources

Requested Motion

Motion to Approve a Memorandum of Understanding (MOU) between the Towns of Apex, Cary, and Holly Springs, to Perform Two (2) Engineering Studies to Evaluate the Feasibility of Supporting Additional Wastewater Capacity Needs for Apex and Holly Springs at the Western Wake Regional Water Reclamation Facility (WWRWRF)

Approval Recommended?

Yes

Item Details

In May 2024, NCDEQ published a regional water and wastewater infrastructure concept plan along the US 421 Corridor in Central North Carolina, known as the "US 421 Corridor Study." The US 421 Corridor study highlighted the Western Wake Partnership (Cary/Apex) and ongoing master planning for future expansion efforts at the Western Wake Regional Water Reclamation Facility (WWRWRF), which could provide regional wastewater options for the Town of Holly Springs. The Town of Holly Springs is currently exploring multiple options for their future wastewater needs highlighted in the US 421 Corridor Study, including partnership opportunities within the existing Western Wake Partnership.

The proposed MOU authorizes the Town of Cary to execute contracts with both Jacobs Engineering (Jacobs) and HDR Engineering (HDR) to further explore partnership and buy-in options for the Town of Holly Springs. In addition to studying partnership and buy-in options for the Town of Holly Springs, Jacobs and HDR will evaluate the existing partnership model and the respective ownership percentages ahead of the future WWRWRF expansion to 30MGD.

This study will provide the existing partnership, between Cary and Apex, options for increasing the Apex proportionate share of ownership (34%) at WWRWRF to secure future wastewater needs for Apex based on Apex's Long-Range Water Resources Plan completed in 2023. Under the proposed MOU, the total cost to

perform the two (2) engineering studies is $400,000, with the Town of Holly Springs Responsible for 50% and the Western Wake Partnership responsible for 50%. The Town of Apex would be responsible for a total of $68,000, or 34% of the Western Wake Partnership's portion.

Attachments

- CN8-A1: Proposed Memorandum of Understanding - Perform two (2) engineering studies to evaluate the Feasibility of Supporting Additional Wastewater Capacity Needs for Apex and Holly Springs at the Western Wake Regional Water Reclamation Facility (WWRWRF)
- CN8-A2: Jacobs Scope of Work – Joint MOU Apex, Cary, and Holly Springs – Engineering Studies
- CN8-A3: HDR Scope of Work – Joint MOU Apex, Cary, and Holly Springs – Engineering Studies

Engineering Study for Regional Wastewater System Capacity Options
MEMORANDUM OF UNDERSTANDING (MOU)
FUNDING AGREEMENT
By and Between

TOWN OF APEX

AND

TOWN OF HOLLY SPRINGS

AND

TOWN OF CARY

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made by and between the Town of Apex, a North Carolina municipal corporation ("Apex"), Town of Holly Springs, a North Carolina municipal corporation ("Holly Springs") and the Town of Cary, a North Carolina municipal corporation ("Cary"), each additionally referred to herein as either a "Party", and collectively as the "Parties," with the objective of Apex and Holly Springs reimbursing Cary the expense of obtaining engineering studies to evaluate the feasibility of supporting additional wastewater capacity needs for Apex and Holly Springs at the Western Wake Regional Water Reclamation Facility ("WWRWRF") and for Holly Springs at the South Cary Water Reclamation Facility ("SCWRF").

WHEREAS, it is the mutual interest of all Parties to evaluate wastewater regionalization and utilization of resources and personnel from all Parties will maximize the opportunity for a successful program; and

WHEREAS, the Parties have collaborated to develop a scope of services for engineering studies to evaluate the feasibility of supporting additional wastewater capacity needs of Apex and Holly Springs using the existing WWRWRF owned and operated by Cary and Apex, and the SCWRF owned and operated by Cary; and

WHEREAS, N.C.G.S 160A-461 authorizes one or more units of local government to enter into agreements with each other in order to execute any undertaking; and

WHEREAS, for the mutual benefit of the Parties and in the spirit of collaboration, the Parties wish to memorialize their understanding of the intentions and roles of each for the funding of the engineering studies to address long term wastewater capacity needs for Cary, Apex, and Holly Springs.

NOW THEREFORE, the Parties hereby state their intent and understanding as follows:

1. Areas of Collaboration

Apex and Holly Springs have each expressed interest in planning for the future by utilizing treatment capacity at the WWRWRF (Apex and Holly Springs) and/or the SCWRF (Holly Springs). Cary may be able to support this request, and all parties would like to evaluate whether it is feasible.

This feasibility assessment will be conducted through engineering studies ("Studies" or individually "Study"). Two Studies will be commissioned and Cary is the lead agency to

procure the Studies. One will evaluate available wastewater capacity from a technical standpoint, including review of flow forecasts, flow and load characterizations, collection system needs, and permitting requirements and is further described in Attachment A. The second Study will evaluate partnership models and costs as well as regulatory issues and is further described in Attachment B. The Studies will proceed concurrently.

Upon completion of the Studies, the Parties will determine whether there is a mutual interest in moving forward with agreements to provide wastewater treatment capacity for Holly Springs at WWRWRF and/or SCWRF and additional wastewater treatment capacity for Apex at WWRWRF.

The combined Not To Exceed (NTE) cost for the Studies is four hundred thousand dollars ($400,000.00).

2. Agency Responsibilities

2.1 Joint Responsibilities

The Parties shall mutually agree to work together to do the following:

a. Participate in meetings with the engineering consultants chosen by Cary to perform the Studies

b. Provide data requested by engineering consultants necessary to complete the Studies

c. Review documents generated by engineering consultants

2.2 Town of Cary

a. Select and contract with engineering consultants to perform the Studies with a scope of work based on and substantially similar to Attachments A and B, with the Cary being responsible for compliance with Article 3D N.C.G.S. § 143.

b. Manage engineering contracts, schedules, and invoice payments

c. Manage data collection, project schedule, and coordination between engineering consultants and Parties

2.3 Town of Apex

a. Reimburse Cary for seventeen percent (17%) of the total cost of the Studies upon completion of the Studies and within thirty (30) days of receipt of an invoice from Cary, up to a maximum of $68,000 total for both Studies.

2.4 Town of Holly Springs

a. Reimburse Cary for fifty percent (50%) of the total cost of the Studies, upon completion of the Studies and within thirty (30) days of receipt of an invoice from Cary, up to a maximum of $200,000.

3. Implementation and Duration of the MOU

This MOU is effective upon full execution by the Parties and will remain in force u for a period of one (1) year from the date of execution by the last Party to sign.

Should Apex or Holly Springs fail to fulfill in a timely and proper manner the obligations under this MOU for any reason, Cary shall have the right to terminate this MOU by giving written notice to Apex and/or Holly Springs and termination will be effective upon receipt. In the event of termination, Apex and Holly Springs will only be obligated to reimburse Cary for their respective percentages (designated in Paragraphs 2.3 and 2.4) of the work completed on the Studies at the time of termination. In the event Cary fails to fulfill its obligations as set forth in this MOU, either Apex or Holly Springs may terminate this MOU and shall have no obligation to reimburse Cary.

4. Meetings

To accomplish these objectives, Parties shall meet at a frequency agreeable to Parties for the purposes of program planning and monitoring, evaluating outcomes, and to review and ensure that each Party is in compliance with this MOU.

5. Notice

All notices or other communications arising hereunder shall be sent to the following:

Town of Cary	Town of Apex	Town of Holly Springs	
Attn: Jamie Revels, P.E., Utilities Director Cary, NC 27512 Phone: 919-469-4303 Email: Jamie.Revels@carync.gov	Attn: Jonathan Jacobs, P.E., Assistant Water Resources Director Phone: 919-372-7506 Email: Jonathan.Jacobs@apexnc.org	Attn: Kendra Parrish, P.E., Executive Director of Utilities and Infrastructure Services Phone: 919-557-3935 Email: Kendra.parrish@hollyspringsnc.gov	

6. Limited Assignment/Delegation

This MOU is applicable to the Parties and their successors and permitted assigns. No Party shall assign or transfer their respective rights or interests in this MOU, nor delegate their respective duties under MOU, without the written consent of the other Parties.

7. Amendment

Any amendment to this MOU must be in writing, signed by all Parties, and executed with the same formality and approvals as this MOU.

8. No Third-Party Beneficiaries

This MOU is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the Parties hereto and shall not confer any rights or remedies upon any person or entity other than the Parties hereto.

9. Jurisdiction. The MOU is made in the State of North Carolina and shall be governed by the substantive provisions of North Carolina law. The Parties agree that any legal action or proceeding with respect to the MOU shall be brought exclusively in the State courts of Wake County, North Carolina.

10. Non-Discrimination

To the extent permitted by law, neither Party, their officers, employees, contractors, agents, successors, or permitted assigns, shall discriminate against any member of a protected class as defined by federal, state, or local law, including Wake County Code of Ordinances Section 34.01.

11.Further Assurances. The Parties agree that they will cooperate to execute and deliver, or cause to be delivered, all such other instruments, and will take all such other actions, as the relevant Party reasonably requests from time to time in order to effectuate the provisions and purposes of the MOU.

12. No Waiver of Immunity. Nothing in the MOU shall be construed to mandate purchase of insurance by any Party pursuant to N.C.G.S. § 160A-485 or to in any way waive any Party's defense of governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law. No officer, agent, or employee of any Party shall be subject to any personal liability by reason of the execution of the MOU or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute the MOU in their official capacities only, and not in their individual capacities. This Paragraph shall not relieve any such officer, agent, or employee from the performance of any official duty provided by law.

13. Performance of Government Functions
Nothing contained in this MOU shall be deemed or construed so as to restrict or inhibit any Party's police powers or regulatory authority.

14. Pre-Audit Requirement. If Parties are expending funds pursuant to the terms of this MOU, this MOU has not been fully executed and is not effective until the Preaudit Certificate (if required by N.C.G.S. § 159-28) has been affixed and signed by the appropriate finance officer or deputy finance officer.

15. Execution. The Parties represent and warrant that the individual(s) signing the MOU have the right and authority to do so. The MOU may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same. Electronic signature is a valid method of execution. Cary may convert a signed original of the MOU to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources (or successor agency) approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the MOU shall be deemed for all purposes to be an original signed MOU.

16. Incorporation of Documents/Complete MOU
This MOU, and any documents incorporated below, represent the entire MOU between the parties and suspend all prior oral or written statements, agreements, or contracts between the Parties.

Specifically incorporated into this MOU are the following attachments, or if not physically attached, are incorporated fully herein by reference:

Attachment A – Scope of Work and Cost Estimate for First Engineering Study provided by HDR Architecture, Inc., subject: "Regional Wastewater Partnerships Evaluation (Project), dated July 21, 2025.
Task 1 – Cary, Apex Baseline Partnership Model – WWRWRF

Task 2 – Cary, Apex, Holly Springs Partnership Model – WWRWRF
Task 3 – Cary, Apex, Holly Springs Partnership Hybrid Model – WWRWRF
Task 4 – Cary, Holly Springs Customer Model – SCWRF
Task 5 – IBT Evaluation and Strategy
Task 6 – Scenario Consensus Workshop
Task 7 – Update Operations, Ownership, and Management Agreement
Task 8 - Project Management
Compensation to the Professional shall be on a lump sum basis for a total contract not to exceed the value of $200,000.

Attachment B – Scope of Work and Cost Estimate for Second Engineering Study provided by Jacobs Engineering Group, Inc., labeled "Town of Cary – Regional System Optimization Study."
Task 1 – Forecast of Future Flows
Task 2 – Wastewater Characterization
Task 3 – Forecast of Future Loads
Task 4 – Wastewater Infrastructure Conceptual Plan
Task 5 – Environmental Permitting
Compensation to the Professional shall be on a lump sum basis for a total contract not to exceed the value of $200,000.

For the purposes of this MOU, Attachment A and Attachment B represent the scope of work to be completed as part of the Studies that are the subject of the MOU. The Parties recognize that Apex and Holly Springs have no contractual relationship with the entities performing the Studies and are not bound by the terms of any agreement between Cary and said entities.

The remainder of this page remains blank intentionally.

IN WITNESS WHEREOF, Parties have executed the foregoing with the signature(s) of their duly authorized Town Manager or Designee.

Town of Apex

By: _____
(signature)

Name:
(typed or printed name)

Title:

Date:

This instrument has been preaudited in the manner required by Local Government Budget and Fiscal Control Act.

_____ _____
Finance Director Date

Town of Holly Springs

By: _____
(signature)

Name:
(typed or printed name)

Title:

Date:

This instrument has been preaudited in the manner required by Local Government Budget and Fiscal Control Act.

_____ _____
Deputy Finance Officer Date

Town of Cary

By: _____
(signature)

Name:
(typed or printed name)

Title:

Date:

This instrument has been preaudited in the manner required by Local Government Budget and Fiscal Control Act.

_____ _____

Title: Date

Town of Cary – Regional System Optimization Study

Scope of Services – DRAFT

Overview

Cary, Apex and Holly Springs have begun discussions to consider wastewater capacity options for Holly Springs. At this time, Cary understands that Holly Spring's wastewater flow request will be approximately 4.0 to 6.0 MGD of wastewater capacity by 2030 to 2032.

The two potential treatment locations considered for this analysis are the Western Wake Regional Water Reclamation Facility (WWRWRF) and South Cary Water Reclamation Facility (SCWRF).

Western Wake Regional Water Reclamation Facility

The WWRWRF was originally designed, permitted, and constructed as an 18.0 MGD facility. The plant became operational in August 2014 and is currently operating at an average daily flow of approximately 7.0 MGD, with growth occurring particularly in the Apex service area.

A Master Plan for the expansion of WWRWRF is currently underway, and paths forward for expansion include:

- The WWRWRF permit allows expansion to a maximum of 30.0 MGD
  - Expansion Option 1: WWRWRF, 18.0 MGD to 24.0 MGD
  - Expansion Option 2: WWRWRF, 18.0 MGD to 30.0 MGD
- WWRWRF effluent pump station and pipeline, designed for 30.0 MGD with increase in pump/motor capacity
- WWRWRF expansion will not be available to receive increased flow until 2031 or later

South Cary Water Reclamation Facility

- SCWRF is currently permitted to 12.8 MGD
- The SCWRF permit allows expansion to a maximum of 16 MGD
- No expansion at SCWRF is anticipated within the planning window of this evaluation.

Conveyance

Major conveyance infrastructure related to the two WRF's includes:

- Beaver Creek Pump Station (BCPS), no expansion planned
- Beaver Creek Force Main (BCFM), no expansion planned
- West Reedy Branch Interceptor, no expansion planned
- Camp Branch Interceptor, no expansion planned

Cary has requested that Jacobs Engineering Group Inc, (Jacobs) complete an analysis of the infrastructure that will be required to convey and treat the potential flow from Holly Springs. This is anticipated to include new pump station or expansion recommendations, conveyance pipeline recommendations, high-level pipeline route mapping, and planning collaboration with municipalities.

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Project Tasks

Project Management

Project management activities include managing the project scope, budget, schedule, safety and quality control, and coordination among Jacobs team members.

Kick-Off Workshop

The purpose of the kick-off workshop is to plan and document the steps necessary to successfully deliver the project, to create a framework for the team that establishes collaborative working relationships between Project Partner's staff (Cary and Apex), the Holly Springs staff and the Jacobs team, and to develop a process which responds completely to the municipalities' needs.

Jacobs will facilitate the kick-off workshop which will include Team chartering to obtain commitment from the team members and agreement of the project objectives. During this kick-off meeting, Jacobs will facilitate a discussion on the approach, collaborate on strategic goals and critical success factors for the project, and agree on the time frame for the work. At the kick-off workshop, Jacobs will confirm team member roles and establish communication protocols and points of contact. A summary of the workshop will be developed and distributed to attendees within a week of the workshop. Jacobs will use the goals, objectives and decisions from this workshop as guidance while executing project tasks.

An initial request for information will be submitted to Cary no later than at the kick-off meeting. The data request will be revised after the kick-off if necessary.

Meetings and Workshops:

- Kick-Off workshop (Workshop 1)
- Monthly check-in meetings for Project Management

Deliverables:

- Meeting minutes (draft and final)
- Request for Information
- Monthly status reports and invoices

Assumptions:

- Kick-off meeting will be held at WWRWRF and will be attended by up to 4 members of the Jacobs team
- Kick-off meeting will last 2 hours
- Cary will coordinate requests for information

Task 1 – Forecast of Future Flows

Jacobs will determine the potential flows that can be conveyed from Holly Springs to WWRWRF and SCWRF over the next 20 years. Jacobs will use the flow projections already developed for Cary and Apex, and which are currently being used as the basis for the WWRWRF Master Plan. This flow data will be added to with Holly Springs flow projection. The flow data will be presented in tabular and graphical format and will be used to help determine timeframes for the potential plant expansion and facility expansion.

Task 1 Workshops:

- Workshop 2 to discuss historic/current flows and loads, and future flows and loads

Task 1 Deliverables:

- Flow projection summary

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- Workshop meeting notes (high level summary)

Task 1 Assumptions:

- Flow projections for Cary and Apex will be as previously provided by HDR
- Holly Springs will provide a current flow projection, including how the flow is spatially assigned
- Holly Springs will provide a copy of the current wastewater master plan
- No analysis of projection or development method is required

Task 2 – Wastewater Characterization

Historical influent and effluent wastewater data such as flows, pollutant concentrations, and operational data will be collected, and Jacobs will analyze these data to develop influent water quality parameters for use in the project. At a minimum, BOD5, TSS, TP, TN, NH3, NOx, TKN will be characterized.

Data will be tabulated for each partner including potential industrial loading from Holly Springs. The tabulated data will include:

1. Domestic Only wastewater characterization
    a. Cary
    b. Apex
    c. Holly Springs domestic only
2. Holly Springs domestic and industrial characterization
    a. Cary
    b. Apex
    c. Holly Springs domestic only
    d. Holly Springs industrial

Jacobs may also recommend additional sampling. The results of the sampling would enable the development of a more robust model for predictions of future performance and identification of potential upgrades.

In addition to the load projection, Jacobs will work with staff to define and document the design and performance criteria that will be used throughout the project.

Task 2 Workshops:

- Workshop 3: Discuss waste characterization for historic/current conditions, and future conditions. Discussion of forecasted future loads.

Task 2 Deliverables:

- Summary of wastewater characterization to be provided with workshop notes.

Task 2 Assumptions:

- Influent and effluent data from the Master Plan project will be used
- Holly Springs will provide influent and effluent data for Utley Creek WRF and that data is available in electronic format (MS excel preferred)
- Holly Springs will provide industrial characterization for use in the study

Task 3 – Forecast of Future Loads

Jacobs will use the results of Tasks 1 and Task 2 to prepare a forecast of future loads. Jacobs will perform a headworks analysis for SCWRF and WWRWRF for the following flow scenarios:

1. Domestic Only wastewater characterization

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a. Cary: WWRWRF, SCWRF
b. Apex: WWRWRF
c. Holly Spring domestic only: WWRWRF, SCWRF

2. Holly Springs domestic and industrial characterization
    a. Cary: WWRWRF, SCWRF
    b. Apex: WWRWRF
    c. Holly Spring domestic only: WWRWRF, SCWRF
    d. Holly Spring industrial: WWRWRF, SCWRF

Jacobs will tabulate forecasts of future loads from each partner.

Task 3 Workshops:

- No specific workshop for Task 3. Workshop 3 includes discussion of forecasted future loads.

Task 3 Deliverables:

- Load projection technical memorandum (draft and final in PDF format) including design and performance criteria as well as flow projection and wastewater characterization from Tasks 1 and 2.

Task 3 Assumptions:

- High-level mapping of the conveyance, pump stations, and easements will be presented for preliminary planning purposes.

Task 4 – Wastewater Infrastructure Conceptual Plan

Treatment Facilities

Jacobs will use existing wastewater process models to assess the expansion requirement to expand WWRWRF from 18.0 MGD to 30.0 MGD. It is assumed that MBR technology will be used.

Jacobs will prepare a high-level summary of the infrastructure required for expansion and cost estimates for liquids and solids expansion for the 30.0 MGD scenario.

For SCWRF. Jacobs will use the existing wastewater process model to assess the impact on the facility of receiving flow/load from Holly Springs.

Conveyance Facilities

Additional conveyance infrastructure would be required to convey Holly Springs flow to either SCWRF or WWRWRF. Jacobs will review existing infrastructure for each partner and make recommendations for opportunities to connect the systems to allow flow to either WWRWRF or SCWRF.

Jacobs will determine the required wastewater infrastructure to convey Holly Springs flow to either WWRWRF or SCWRF, and will determine preliminary sizing and route option, and will develop preliminary cost estimates.

As part of this exercise, Jacobs will assess whether any local developer pump stations can be removed as more regional facilities are added.

The findings of the task will be documented in a conceptual plan. The conceptual plan will include high-level mapping, recommendations for routing and facility upgrades, and planning level cost estimation (

Task 4 Workshops:

- Workshop 4 (if needed): Discussion of any existing infrastructure concepts from Holly Springs

- Workshop 5: Discussion of draft conceptual infrastructure plan, presentation of recommendations, collection of initial reactions and comments from participants.
- Workshop 6: Discussion of final conceptual infrastructure plan, collection of comments from Partners to finalize the recommendations

Task 4 Deliverables:

- Technical memorandum (draft and final) on options and recommendations, including route mapping and cost estimates.

Task 4 Assumptions:

- Existing model and cost estimates from the WWRWRF Master Plan will be used to the 24 MGD expansion.
- Conveyance route alignments will be high-level. Detailed evaluation of existing easements, and land ownership is not required.
- Cost estimates will be Class V as defined by the Association for the Advancement of Cost Engineering International.

Task 4 – Environmental Permitting

Jacobs will identify potential environmental permitting requirements needed to accomplish the routing identified in Task 4. This will incorporate the buffer permits and USACE obligations at WWRWRF.

Task 4 Meetings:

- No separate meetings required as part of this task.

Task 4 Deliverables:

- List of potential permits, incorporated in the Technical Memorandum in Task 4.

Task 4 Assumptions:

- Permit considerations will be based on information provided by the partners or readily available databases, such as state GIS records.

OVERALL ASSUMPTIONS

- The results of Tasks 1 through 5 will be compiled into an overall Technical Memorandum.
- All deliverables will be electronic (PDF) format.
- The workshop shall be held at Cary or Holly Springs facilities.
- Jacobs will reasonably rely upon the accuracy, and completeness of the information/data provided by the Client or other third parties.
- Cost estimates prepared in this scope are subject to changes in both technical detail and market conditions. As such, the Engineer does not warrant that construction costs will not vary from the prepared estimates. Cost estimates will be Class V as defined by the Association for the Advancement of Cost Engineering International and intended for alternative screening purposes.
- No services included for design, bidding, or construction for any of the facilities discussed within this evaluation.

SCHEDULE

This project schedule is subject to Cary staff availability for meetings and workshops. All deliverables shall be completed within the review and feedback durations noted above. It is anticipated that this project will be completed within 6 months of written notice to proceed.

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TABLE 1
Preliminary Schedule

COMPENSATION

Compensation by Cary to Jacobs will be on a time and materials with a not to exceed basis, for an amount of $xxxxxx, inclusive of all labor and expenses fees for Task PM through 5, as summarized in Table 2. Jacobs shall not incur costs in excess of this fee without advance written authorization from the Town.

TABLE 2
Compensation Summary Table

Task	Hours	Expenses	Estimated Fee
Project Management Tasks/Kick-off meeting			
Task 1 - Forecast of Future Flows and Loads			
Task 2 – Wastewater Characterization			
Task 3 – Forecast of Future Loads			
Task 4 – Wastewater Collection System Conceptual Plan			
Task 5 – Environmental Permitting			
Total			

The labor schedule for the job classifications of Jacobs personnel required to perform shall be in accordance with the rate table below.

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TABLE 3
Hourly Rate Table

Jacobs Job Classification	2025 Hourly Rate*
Principal Manager / Vice President / Subject Matter Expert - 5	$310
Technologist / Subject Matter Expert - 4	$285
Technologist / Subject Matter Expert - 3	$270
Technologist / Subject Matter Expert - 2	$250
Technologist / Subject Matter Expert - 1	$240
Sr. Project Manager / Design Manager / Construction Manager - 5	$255
Sr. Project Manager / Design Manager / Construction Manager - 4	$230
Project Manager / Design Manager / Construction Manager - 3	$215
Project Manager / Design Manager / Construction Manager - 2	$190
Project Manager / Design Manager / Construction Manager - 1	$170

Engineer / Architect / Consultant - 7	$215
Engineer / Architect / Consultant - 6	$205
Engineer / Architect / Consultant - 5	$190
Engineer / Architect / Consultant - 4	$175
Engineer / Architect / Consultant - 3	$150
Engineer / Architect / Consultant - 2	$130
Engineer / Architect / Consultant - 1	$115
Engineer / Architect / Consultant - 0	$95
Designer / RPR - 6	$170
Designer / RPR - 5	$150
Designer / RPR - 4	$135
Designer / RPR - 3	$120
Designer / RPR - 2	$110
Designer / RPR - 1	$100
Designer / RPR - 0	$85
Project Coordinator / Admin Staff - 3	$120
Project Coordinator / Admin Staff - 2	$105
Project Coordinator / Admin Staff - 1	$85

**Labor rates will be escalated 3% per year on January 1st, starting in 2025*

The labor schedule for the job classifications of Jacobs personnel required to perform the work on a time and materials basis is provided above. The codes and classifications are a representative sample of potential categories that may be utilized in the implementation of this scope of work. Each employee shall be billed in accordance with their designated job classification.

Direct expenses incurred by Jacobs' personnel as part of this scope of work, including – but not limited to – travel, postage, mileage (at IRS allowable rates), and printing will be billed at cost. The use of subconsultants is not anticipated as part of this Task Order. However, where applicable, subconsultant invoices submitted through Jacobs will be billed to the Town with a 10% markup.

DRAFT

July 21, 2025

Ms. Corrie Bondar, PE
Town of Cary Utilities Department
Utilities Engineering Division
316 N. Academy St.
Cary, North Carolina 27513

Subject: Regional Wastewater Partnerships Evaluation (Project)

Dear Ms. Bondar,

The Town of Cary (Cary), Town of Apex, and Town of Holly Springs have been working collaboratively over the last several months to develop the initial strategy and concepts to achieve the objectives of enhanced regional utility collaboration to maximize available and planned wastewater treatment capacity at the Western Wake Regional Water Reclamation Facility (WWRWRF) and the South Cary WRF (SCWRF). Building on this collaboration, HDR Engineering, Inc. of the Carolinas (HDR, Professional) will continue to work with the three Towns to further define and evaluate the range of partnership models for shared wastewater treatment capacity, as well as identify and define the regulatory challenges associated with the potential partnerships and the required movement of wastewater across the respective service areas and river basin boundaries. The three general partnership models currently under consideration include:

- Partnership Buy-in Model: partner ownership with a buy-in to the existing facility capacity and a share in future expansion costs. The agreement would specify ownership responsibility, including ongoing costs for both capital projects and operations and maintenance.
- Customer Model: lease of facility capacity, not ownership of capacity. The lease rate would include a capital charge for capacity plus proportional operating costs allocated on a per-gallon basis. The agreement would specify flow and load surcharges above the agreed-upon capacity and per-gallon costs.
- Hybrid Model: a combination of the partnership buy-in and customer model, where a customer model can be used on an interim basis until a future capacity expansion is undertaken, and a partner can elect to buy-in for an ownership share of the expansion capacity.

Service for the Project will be completed under the Professional's On-call Engineering Services Master Agreement, executed on April 15, 2025. The Professional has identified the following tasks, in collaboration with Cary staff, to support achieving the project objectives.

Task 1 – Cary, Apex Baseline Partnership Model - WWRWRF

The Professional will evaluate an updated Partnership model for Cary and Apex's current Partnership in the WWRWRF. The evaluation will include an increase in the overall permitted capacity of WWRWRF from 18 MGD to 24 MGD. The Professional will develop a cost allocation model based on capital cost information provided by the Cary for the following facilities:

- WWRWRF (including treatment works, biosolids facilities, effluent pump station, and effluent pipeline)
- Beaver Creek Pump Station
- Beaver Creek Force Main
- West Reedy Branch Gravity Sewer

The cost model will adjust the original WWRWRF construction cost to current year dollars, accounting for inflation, interest costs, and depreciation, as well as integrate current expansion cost estimates. The cost model will be used to develop an analysis of the following two scenarios:

- Baseline Scenario 1
    - Cary - 50% of total WWRWRF 24 MGD Capacity (12 MGD)
    - Apex - 50% of total WWRWRF 24 MGD Capacity (12 MGD)
- Baseline Scenario 2
    - Cary - 54% of total WWRWRF 24 MGD Capacity (13 MGD)
    - Apex - 46% of total WWRWRF 24 MGD Capacity (11 MGD)

Task deliverables are outlined at the end of this scope of services, and will include for this task a cost allocation model, a section in the Regional Wastewater Partnership Evaluation TM, as well as meeting presentation materials related to the technical analysis.

Task 2 – Cary, Apex, Holly Springs Partnership Model - WWRWRF

The Professional will evaluate a Partnership model for Cary, Apex, and Holly Springs for capacity sharing in the WWRWRF. The evaluation will include an increase in the overall permitted capacity of WWRWRF from 18 MGD to 30 MGD. The Professional will develop a cost allocation model based on capital cost information provided by the Cary for the following facilities:

- WWRWRF (including treatment works, biosolids facilities, effluent pump station, and effluent pipeline)

The cost model will adjust the original construction cost to current year dollars, accounting for inflation, interest costs, and depreciation, as well as integrate current

expansion cost estimates. The cost model will be used to develop an analysis of the following three scenarios:

- Cary, Apex, Holly Spring Partnership Scenario 1
  - Cary - 50% of total WWRWRF 30 MGD Capacity (15 MGD)
  - Apex - 40% of total WWRWRF 30 MGD Capacity (12 MGD)
  - Holly Springs - 10% of total WWRWRF 30 MGD Capacity (3 MGD)
- Cary, Apex, Holly Spring Partnership Scenario 2
  - Cary - 47% of total WWRWRF 30 MGD Capacity (14 MGD)
  - Apex - 40% of total WWRWRF 30 MGD Capacity (12 MGD)
  - Holly Springs - 13% of total WWRWRF 30 MGD Capacity (4 MGD)
- Cary, Apex, Holly Spring Partnership Scenario 3
  - Cary - 43% of total WWRWRF 30 MGD Capacity (13 MGD)
  - Apex - 37% of total WWRWRF 30 MGD Capacity (11 MGD)
  - Holly Springs - 20% of total WWRWRF 30 MGD Capacity (6 MGD)

Task deliverables are outlined at the end of this scope of services, and will include for this task a cost allocation model, a section in the Regional Wastewater Partnership Evaluation TM, as well as meeting presentation materials related to the technical analysis.

Task 3 – Cary, Apex, Holly Springs Partnership Hybrid Model - WWRWRF

The Professional will evaluate the Partnership Models from Tasks 2 and 3, adopting a hybrid approach that allows for a short-term sharing of capacity at a set capital capacity charge prior to full partnership capacity buy-in for a WWRWRF capacity expansion. The objective of the hybrid model is to bridge the gap between current and projected wastewater treatment needs and the timing of actual facility expansion requirements.

Task deliverables are outlined at the end of this scope of services, and will include for this task a cost allocation model, a section in the Regional Wastewater Partnership Evaluation TM, and meeting presentation materials related to the technical analysis.

Task 4 – Cary, Holly Springs Customer Model - SCWRF

The Professional will evaluate a Cary and Holly Springs Customer Model, which involves sharing capacity at SCWRF, with no capacity ownership, and with a capacity capital charge. This model will be reviewed for up to three flow volume scenarios for flow routed from Holly Springs to the SCWRF.

Task deliverables are outlined at the end of this scope of services, and will include for this task a cost allocation model, a section in the Regional Wastewater Partnership Evaluation TM, as well as meeting presentation materials related to the technical analysis.

Task 5 – IBT Evaluation and Strategy

Existing and proposed IBT legislation may limit the development of regional solutions. The Towns Cary and Apex hold a joint IBT certificate to transfer water from the Haw River Basin into the Neuse and Cape Fear River basins. The conveyance of wastewater flow from Holly Springs to the SCWRF has the potential to create additional complexity with regard to the Town's current IBT certificate. The Professional will evaluate the IBT limitations and strategy to potentially send Holly Springs flows to the SCWRF and WWRWRF, including the following tasks:

- Summarize Holly Springs water demands and wastewater flows routed to the Neuse River basin under all scenarios for which wastewater is routed to SCWRF, to determine the associated IBT volumes.
- Determine the maximum allowable Holly Springs flow that can be directed to the SCWRF without triggering an IBT certificate.
- For Cary and Apex, determine the forecast for both IBT and required water return to the Cape Fear River basin, including redirecting future Veridea flow to the Cape Fear River basin. This effort will build on the forecasts developed as part of the Long-Range Water Resources Plans for each Town.
- Evaluate the feasibility of amending the existing Cary and Apex IBT certificate to include Holly Springs as a co-applicant.
- Prepare a Cary, Apex, Holly Springs partnership IBT presentation for review by the Environmental Management Commission (EMC).

Task deliverables are outlined at the end of this scope of services and will include, for this task, a summary of projected IBT for Holly Springs associated with all partnership scenarios, future IBT for Cary and Apex, a section in the Regional Wastewater Partnership Evaluation TM, as well as meeting presentation materials related to the technical analysis.

Task 6 – Scenario Consensus Workshop

The Professional will facilitate a Scenario Consensus Workshop to define the flow and loading scenarios for WWRWRF and SCWRF that the Towns want to evaluate. The outputs of this workshop can be informed by Tasks 1-5, and will be an input to the technical evaluations for the WRFs and collection system being completed by Jacobs. The Professional will provide a workshop summary to summarize the output from this workshop.

Task 7 – Update Operations, Ownership, and Management Agreement

The Professional will draft updated or new Operations, Ownership, and Management Agreement(s) for WWRWRF and SCWRF based on the final selected partnership models for capacity sharing for each facility and each Town. The Professional will develop a key terms sheet for each agreement to gain consensus on the central terms

of each agreement before drafting or updating the agreement language. The starting point for the agreement(s) will be the current Cary and Apex WWRWRF Agreement.

Task 8 - Project Management

Project Kick-off Workshop

The Professional will conduct a two-hour Project Kick-off Workshop with Cary, Apex, and Holly Springs staff. This workshop will be used to review the Project objectives and scope, identify critical success factors, expected outcomes, and define how each town will be engaged as part of the Project, defining key team members from each Town organization. The project scope of services, schedule, and milestones, as well as coordination items, will be reviewed. A workshop summary will be prepared to document workshop topics and discussion.

Data Acquisition and Review

The Professional will review data provided by all Towns for previous projects to identify new or additional data requirements to support the Project. After the review, the Professional will develop a data request to include, but not limited to, the following general items:

- NPDES Permits for the WWRWRF, SCWRF, Utley Creek WRF, and the Middle Creek WRF.
- Projected flows and loads provided on a year-by-year basis to extend from 2030 to 2050 for Cary, Apex, and Holly Springs.
- Provide actual year-by-year flows and loads from the startup of WWRWRF until the current, with projections for Cary/Apex up to 2030.
- WWRWRF Master Plan (when complete)
- Utley Creek WRF Master Plan
- Current Cary/Apex Partner Arrangement
- Current Chatham County Partner Agreement
- Previous Durham County Wastewater Agreement

Upon receipt, the Professional will review, catalog, and prepare data for Tasks 2 through 5. Questions regarding the data received will be directed to the appropriate Town.

Project Management

The Professional will perform project management functions associated with the Project as identified below:

- Project management and controls activities, including managing scope, task goals, budget, schedule, and coordination among the Professional's team members.
- Coordination of activities with Cary.
- Attendance and preparation for monthly progress meetings with Cary.
- Monthly invoicing and progress reports.
- Maintain quality control program and deliverable review.

Project Meetings/Workshops and Deliverables

WORKSHOPS/MEETINGS

- Project Kick-off Workshop
- Two (2) Meetings with NCDWR
- One (1) EMC Meeting
- One (1) Scenario Consensus Workshop
- Two (2) Combined Town Meetings
- Two (2) Individual Meetings with Cary staff
- Two (2) Individual Meetings with Apex staff
- Two (2) Individual Meetings with Holly Springs staff

DELIVERABLES

- Data request memorandum
- Project Kick-off Workshop summary
- Scenario Consensus Workshop summary
- Draft and Final Wastewater Regional Partnership Evaluation Technical Memorandum (TM)
- Draft WWRWRF Operations, Ownership, and Management Partnership Agreement
- Draft SCWRF Operations, Ownership, and Management Partnership Agreement

Project Assumptions

In addition to task-specific assumptions documented above within individual scope of services tasks, this scope and fee are based upon the following general assumptions:

- All Draft and Final TM's and Agreements will be electronically submitted.
- Review of Draft deliverables will occur over a two (2) week period.
- All workshops/meetings will be two (2) hours in length and held at Town (Cary, Apex, or Holly Springs) offices, a virtual meeting option will be included for the Professional's out of town team members.
- The current WWRWRF Agreement provides a starting point for terms and conditions for the development of the updated or new Agreement(s).
- The Towns will provide their own independent Legal review of the Agreement(s); the Agreement(s) will be considered Draft and only finalized after the Towns' Legal review. The Towns will be responsible for finalizing the Agreement(s), gaining Town Council approvals, and facilitating the execution of those agreements.
- No cost estimating will be required for this scope of services; Cary will provide input on current WWRWF and SCWRF valuations and expansion costs.
- Operating expenses, operating (per 1,000 gallon) charges, and flow and load surcharges have already been defined by Cary's financial modeling efforts and will be provided as input to this scope of services.

Schedule

The term for this scope of services is approximately 8 months from notice to proceed.

Compensation

Compensation to the Professional shall be on a lump sum basis for a total contract not to exceed the value of $200,000. A breakdown of fees by task is provided in Table 1. If additional services are required to support the scope of services, the Professional will use the rate table established by the Professional's On-call Engineering Services Master Agreement, executed on April 15, 2025.

TABLE 1
Project Compensation, by Task

Project Task	HDR Labor Hours	HDR Labor Costs	Expenses	Task Total
Task 1 – Cary, Apex Baseline Partnership Model - WWRWRF	88	$25,200	$100	$25,300
Task 2 – Cary, Apex, Holly Springs Partnership Model - WWRWRF	90	$25,800	$100	$25,900
Task 3 – Cary, Apex, Holly Springs Partnership Hybrid Model - WWRWRF	48	$14,400		$14,400
Task 4 – Cary, Holly Springs Customer Model - SCWRF	90	$25,800	$100	$25,900
Task 5 – IBT Evaluation and Strategy	157	$38,000	$200	$38,200
Task 6 – Scenario Consensus Workshop	30	$7,100	$100	$7,200
Task 7 – Update Operations, Ownership, and Management Agreement	136	$39,400		$39,400
Task 8 – Project Management	98	$23,500	$200	$23,700
Project Total	**737**	**$199,200**	**$800**	**$200,000**

Thank you again for the opportunity to support Cary, Apex, and Holly Springs on this important project. Our team looks forward to getting started.

Sincerely,
HDR Engineering, Inc. of the Carolinas





Adam Sharpe
Project Manager

Jonathan Henderson, PE
Senior Vice President

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): David Wood, Assistant Director for Recreation Programming

Department(s): Parks, Recreation, and Cultural Resources

Requested Motion

Motion to approve the Parks, Recreation and Cultural Resources Program and Rental Pricing Policy, effective July 1, 2026.

Approval Recommended?

Yes

Item Details

Updated Pricing Policy for PRCR programs and facility rentals.

Developed in partnership with PROS Consulting.

Public Hearing held April 30, 2025

Presentation to Council on August 12,2025

Approved by Parks and Recreation Advisory Board on August 27, 2025 (6-Yes, 0-No, 1 abstain)

Attachments

- CN9-A1: Parks, Recreation, and Cultural Resources Pricing Policy – Effective July 1, 2026

CHAPTER ONE –PRICING POLICY

1.1 INTRODUCTION

The Town of Apex ("Town") Department of Parks, Recreation and Cultural Resources ("Department") provides and manages a diverse array of recreation and leisure services, programs, facilities and special events. This Pricing Policy does not override the provisions outlined in the Community Special Events Policy, which shall take precedence in cases where the two policies differ. In addition, the Department maintains and manages public park land, trails, open space, landscaping and trees.

A combination of taxation, grants, donations, and user fees fund Department asset development and services. Taxation primarily involves the General Fund and funding for the development and maintenance of parks, trails and recreation facilities and the preservation and maintenance of open space.

1.2 PHILOSOPHY

The Department's Mission is to provide exceptional public service that fosters opportunity for the individual and community to live, thrive, and reach their peak.

The Department Vision Statement is to create more opportunities for the community to grow emotionally, socially, and physically, while also expanding equitable access to recreational facilities and opportunities.

The Department establishes the following pricing policy guidelines for the development of pricing recreation and park-related services. Services are defined as a course/program/event, facility rental, and usership/membership/daily drop-in services. This does not refer to products or real property.

The Department attempts to balance the cost-to-benefit ratio by providing certain basic facilities and services for use or participation with minimal or no fee. Enhanced or specialized facilities and programs are provided through fees to the user and/or participant to recover all or an appropriate portion of the costs.

A sound and consistent pricing policy provides the framework for the operation and management of revenues and pricing to balance the demand for services with available resources. Pricing is necessary to complement tax revenues to provide and sustain quality parks and recreation experiences. The purpose of enhancing fees and charges is not about charging more; it is about pricing smarter.

1.3 PURPOSE

- To establish a basis of fees and rationale for the pricing structure.
- To ensure both the Apex citizens and Department staff are aware of all associated costs and how the pricing structure is set.
- To demonstrated consistency, structure, and uniformity throughout the parks system.
- To provide justification for potential future price increases.
- To demonstrate fiscal management, consistency, and responsibility with the use of Department funds and user fees.
- To implement a methodology to best serve the Department in meeting cost recovery goals for program services while remaining affordable.

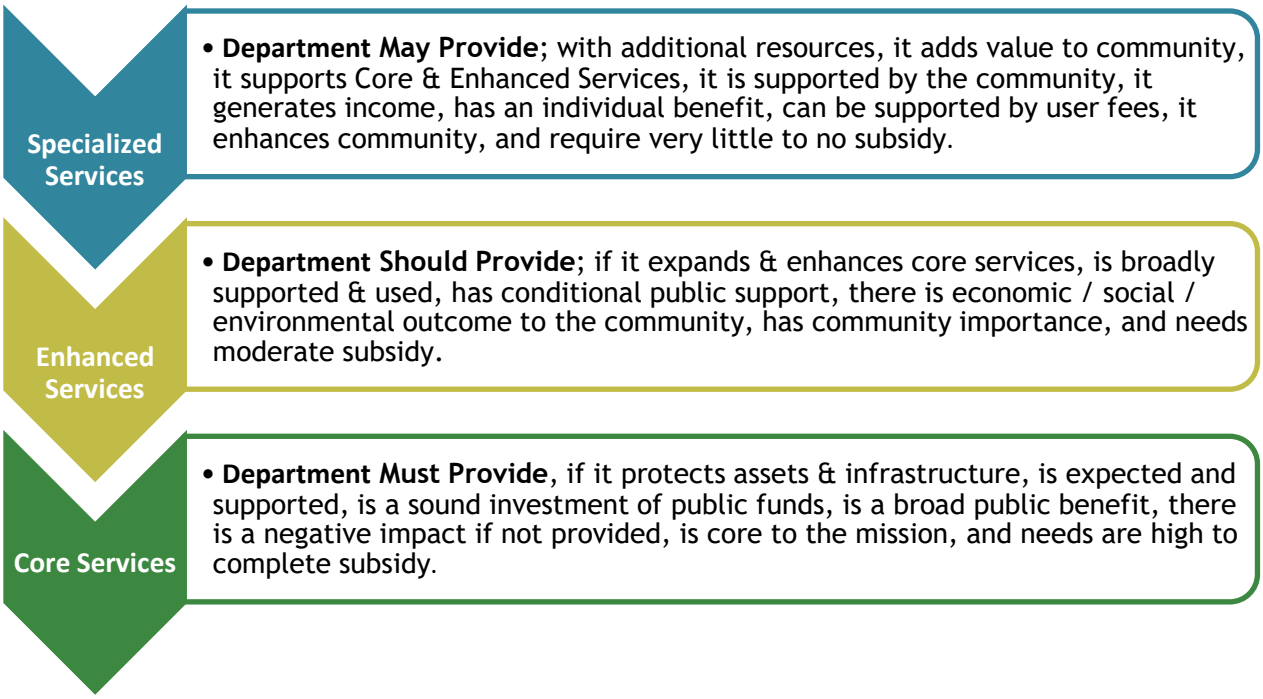
1.4 SERVICE CLASSIFICATION & COST RECOVERY

Services provided by the Department may be broadly identified as Core, Enhanced, and Specialized programs and services. In this section, these categories are defined and identified with a listing of typical services in each classification. These classifications determine, in part, how much of each service's cost will be recovered through user fees and charges.

Classifying services informs how each program serves the overall organization mission, the goals, and objectives of each Core Program Area. Additionally, it also assists with how programs should be funded regarding Department usership dollars and/or user fees and charges. How a program is classified can help to determine the most appropriate management, funding, and marketing strategies.

Program classifications are based on the degree to which the program provides community (public) benefit versus an individual (private) benefit. Community benefit can be described as everyone receiving the same level of benefit with equal access, whereas a private benefit can be described as the user receiving exclusive benefits above what a general taxpayer receives for their personal benefit.

This plan proposes a classification method based on three indicators: Core, Enhanced, and Specialized. Where a program or service is classified depends upon alignment with the organizational mission, how the public perceives a program, legal mandates, financial sustainability goal, personal benefit, competition in the marketplace, and access by participants. The following infographic describes each of the three broader program classifications and cost recovery range.



1.4.1 COST RECOVERY GUIDELINES

The Department will use the best practice cost recovery by core program area (right) to set annual cost recovery goals. In some instances, there will be no change in cost recovery goals, unless economic impacts to the Department suggest that an increase in the goal is needed.

Apex Parks, Recreation & Cultural Resources Cost Recovery

Core Program Area	Best Practices (Direct and Indirect)
Adult Athletics	100% +
Adult Non-Athletic Programs	100% +
Cultural and Performing Arts	75-100%
Senior Programming	25 -50%
Special Events	0-25%
Specialized Recreation	25-50%
Summer and Track Out Camps	50-100%
Youth and Teen Non-Athletic Program	50- 100%
Youth Athletics	50-100%

Cost Recovery Guidelines include:

Direct Costs: Will be defined as any expenditure related to the implementation of the service or program. Includes all contractors, part-time staffing costs, limited-service employees, and all supplies costs.

Indirect Costs: Will be defined as any costs other than capital expenses not applied to direct costs. These include utilities, maintenance, custodial, depreciation, and administration costs.

Capital Costs: will be defined as improvements or renovations to a facility that is not otherwise classified as facility maintenance.

DETERMINING DIRECT AND INDIRECT COSTS

To determine appropriate pricing, the Department calculates both direct costs—which include expenses such as contractors, part-time staff, limited-service employees (LSE), and program supplies—and an established percentage of indirect costs. Indirect costs represent shared departmental support and infrastructure and include administration staff support, technology systems, facility maintenance and utilities, and general management oversight. These are in addition to the direct costs.

By applying the following pricing classification framework, the Department ensures consistent, data-informed pricing decisions that promote accessibility, sustain high-quality services, and allocate tax dollars effectively based on the nature and benefit of each offering.

1.5 PRICING BY CLASSIFICATIONS

The Department will implement a structured pricing classification model to guide equitable and responsible cost recovery for all programs, facilities, and services. This model categorizes offerings based on the proportion of public (community) versus private (individual) benefit, with cost recovery goals increasing as the individual benefit becomes more predominant. Cost Recovery Goals shall be set annually during the Town's budget process.

1.5.1 CLASSIFICATIONS AND COST RECOVERY GOALS FOR ALL PROGRAMS, FACILITIES, AND SERVICES:

CORE COMMUNITY (0-20% COST RECOVERY):

Mostly Community Benefit Programs. These programs and services listed are completely for Apex community benefit. These programs are targeted to recover at the most 20% (direct and indirect) of costs or less based on recommendations of the staff. 80% to 100% of direct costs and indirect costs within this tier may be subsidized.

CORE INDIVIDUAL (20%-40% COST RECOVERY):

Core programs and classes. These programs have considerable Apex community benefit. These programs and services are targeted to recover 20% to 40% direct and indirect cost recovery based on the recommendation of the staff. 60% to 80% of the direct costs and indirect costs within this tier may be subsidized.

ENHANCED COMMUNITY (40%-60% COST RECOVERY):

These programs and services provide a balance of community and individual benefit and are primarily supported by a combination of taxpayer dollars and user fees at 40% to 60% direct and indirect cost recovery level of true costs (both direct and indirect costs). 40% to 60% of the direct costs and indirect costs within this tier may be subsidized. These programs have a combined public good and private good.

ENHANCED INDIVIDUAL (60%-80% COST RECOVERY):

These Programs are 60%-80% cost recovery level of true costs (both direct and indirect). These programs are expected to be provided by Department. 20% to 40% of the direct costs and indirect costs within this tier may be subsidized.

SPECIALIZED COMMUNITY (80%-100% COST RECOVERY):

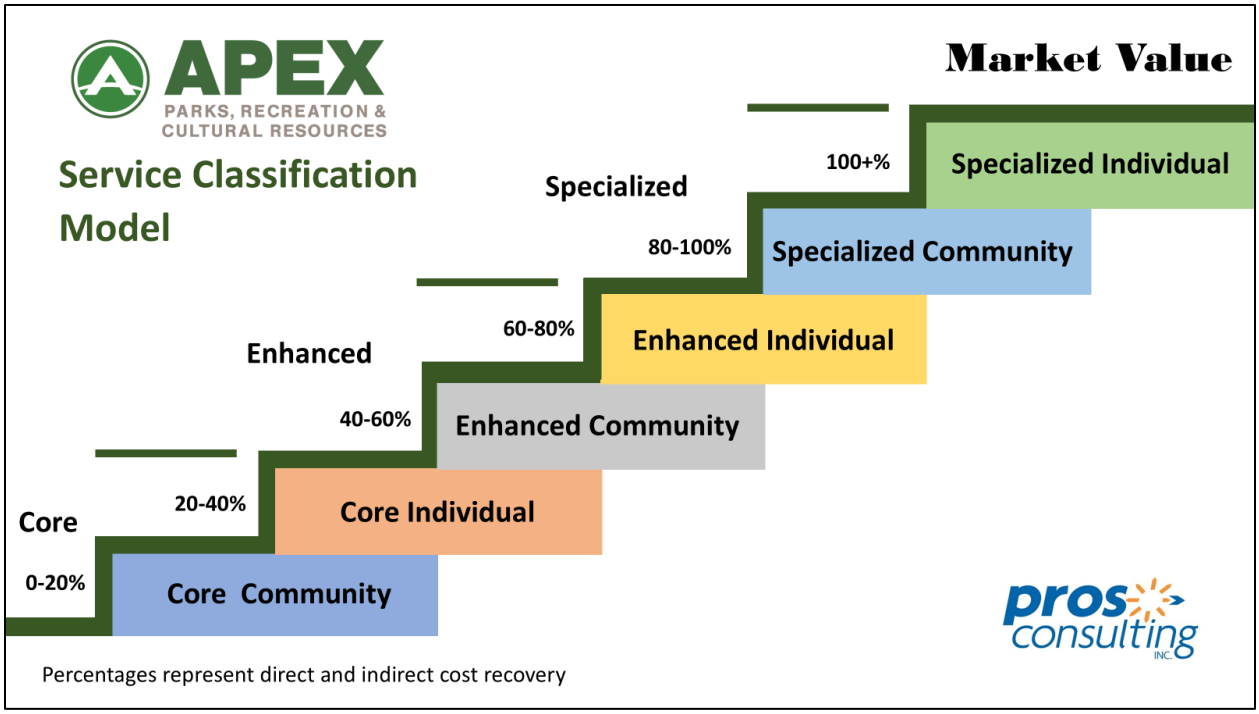
These programs have high individual benefit and should incur minimal subsidy from Department dollars and have a cost recovery goal of 80% to 100% (direct and indirect). Programs that fall into this category include specialized programs, specialty camps, and fee-based special events.

SPECIALIZED INDIVIDUAL (100%+ COST RECOVERY):

These programs include activities with high individual only focus. These would include specialized trips, competition for adult sports leagues, and specialized classes. Cost recovery level should be 100%+ of direct and indirect costs.

1.5.2TIERED SERVICE CLASSIFICATION MODEL

The Service Classification Model provides a structured framework for evaluating and categorizing the programs, services, and facilities offered by the Town of Apex Parks, Recreation, and Cultural Resources Department. This model is organized into three primary service categories—Core, Enhanced, and Specialized—and further distinguishes services based on the level of benefit received by the general community versus individual users. By analyzing each service along the spectrum of public good to private benefit, the model helps determine appropriate cost recovery expectations and resource allocation. Services that primarily benefit the broader community, such as public parks and inclusive events, are categorized differently from those offering high individual benefit, such as specialized programming or exclusive rentals, ensuring a fair, equitable, and fiscally responsible approach to delivering recreation services.



1.6 RESIDENTS FACING FINANCIAL LIMITATIONS

This section of the revenue and pricing policy recognizes and acknowledges the wealth and economic disparities of Town residents. Residents who face temporary or long-term financial limitations often face higher rates of poverty, unemployment, and limited access to necessities. Traditional pricing models often disproportionately burden these residents, further exacerbating existing inequalities and impacting their access to parks and recreation programs and municipal services. As part of its service delivery mission, the Town will ensure that recreation programs and services are available to all residents, including when residents face financial limitations. The Town is committed to ensuring equitable access to services and resources while also generating sufficient revenue to sustain operations.

Our pricing policy aims to achieve the following objectives residents facing financial limitations:

- Reduce the financial burden on residents when they face financial limitations.
- Promote equitable access to services and resources for all residents.

1.7 GENERAL GUIDELINES FOR USE OF TOWN PROPERTY:

1.7.1 WAIVER OF FEES AND CHARGES

The Town of Apex Parks, Recreation, and Cultural Resources Department is committed to promoting community engagement through public programs, special events, and facility access while maintaining fiscal responsibility and equitable practices. In recognition of occasional financial barriers for community-serving groups, a limited waiver policy has been established for facility rental fees. Fees may

be waived or reduced by the Director of Parks, Recreation and Cultural Resources upon completion of the appropriate form per the approved Waiver policy.

- One waiver per organization per calendar year may be granted up to 100% of the fee.
- This waiver cap applies to all types of requests, including:
    - Non-profit organizations conducting community fundraisers on Town property
    - Civic groups or other mission-aligned organizations requesting reduced fees for non-revenue-generating community events

1.7.2 PROFIT MAKING

No person shall solicit, peddle, beg, or conduct private fundraising activities within any public park or on any public greenway, or sell, merchandise, wares, or distribute any product samples, informational literature of any type therein. This subsection shall not apply to:

- Any concession franchise granted by the parks and recreation and cultural resources department for a park; or

1.7.3 NON-PROFIT ORGANIZATIONS

Non-profit organizations are able to receive a 25% discount for facility rentals Monday through Thursday. Non-profit organizations that propose to use public recreation facilities for fundraising will only be allowed one fundraising event in a 12-month period. Non-profit proposals require approval by the Director of Parks, Recreation and Cultural Resources.

1.7.4 NON-RESIDENT SURCHARGE

To ensure equity and acknowledge the tax contributions made by residents of the Town of Apex, a non-resident fee structure is applied to individuals who reside outside the Town's corporate limits. This policy helps recover costs for services and facilities that are primarily supported by local tax revenue.

Program Registration Fees

- A $25 non-resident fee will be added to the base registration cost for all programs.
- This policy applies uniformly across all program types, including but not limited to athletics, recreation classes, special events, and camps. Halle Cultural Art Center, ticketed performances, are excluded from additional non-resident fees.

1.7.5 FACILITY USE & RENTALS

DOG PARK USE

Non-residents will be charged a fee that is 100% higher than the standard resident rate for the use of any Apex dog parks.

TOWN FACILITIES

The fees for facility rentals shall be established using the primetime/ non-primetime pricing strategy. Primetime is designated as weekends (Friday-Sunday) and will be a 35% higher fee than weekdays, for

the exclusive use of the facility and removing the ability for residents to have access. Non-primetime is designated as weekdays (Monday-Thursday).

Non-residents will be charged a rental rate that is 50% higher than the standard resident rate for the exclusive use of Town facilities.

- This surcharge applies to rentals of community rooms, shelters, gymnasiums, and other reservable spaces.
- During the annual budget process a market analysis is completed to determine if the rental rates, passes, and permits are in line with market value.
- The increased rate reflects the Town's commitment to maintaining high-quality facilities while ensuring fair use of taxpayer-supported resources.

1.7.6 FIELD/COURT RENTAL

During the annual budget process a market analysis is completed to determine if the field and court rental rates are in line with market value.

SINGLE DAY FIELD RENTALS

When available, athletic fields and courts may be reserved on an hourly basis. Reserved hours of use must include set-up and clean-up time. Users may not access field prior to their documented rental time, and the field must be vacated at the time listed on the rental agreement. All rentals include the full field/court. It is not possible to reserve only a portion of a field/court.

If the field/court is available, the renter will be emailed an electronic rental agreement to sign. Upon receiving the signed agreement, town staff will set up the rental to take payment. Reservations will be temporarily held for 2 business days. If the agreement is not signed and payment received within that time period, the reservation will be released.

LONG-TERM (MULTIPLE DAY) FIELD RENTALS

Each fall and spring, the Town accepts requests from groups interested in renting fields for multiple dates during the approaching six months. All requests must be submitted by email. Requests for field rental between January-June are due by November 1st. Requests for field rental between July-December are due by May 1st.

- All requests from the same group should come from one designated person. For example, requests by different teams from the same school should all come from the athletic director, not each individual coach.
- Fields shall be assigned to rental groups as fairly as possible. All Town of Apex programs will have priority for field use. In allocating field space to rental groups and individuals, several factors will be considered, including the number of Apex residents in the organization, total hours requested, and previous compliance with rental policies.
- Once long-term field reservation requests are approved by the Town, the group will be given a due date for payment. An initial minimum of payment of $1,000 will be required to secure the

reservation (or full amount if less than $1,000). Subsequent monthly payments must take place no later than 30 days before all rental dates in the upcoming month.

1.7.7 ADDITIONAL INSURED

Any group or individual, at the sole discretion of the Town, may be required to submit to the Town of Apex an insurance policy, naming the Town of Apex as an additional insured, as part of the application process.

1.7.8 ADMISSIONS INTO TOWN PARKS

No group or agency may charge an admission fee for entrance into a Town-owned parks & recreation facility unless such a charge is mandated by an organization the Town is affiliated with through its Parks, Recreation, and Cultural Resources Department. This rule does not apply to the Halle Cultural Arts Center. Approval of such activities shall be at the discretion of the Director of Parks, Recreation, and Cultural Resources.

1.7.9 RENTAL TIME PERIOD

No park facility may be rented beyond ½ (30 minutes) hour prior to the park closing time except as provided for under rules governing the John M Brown Community Center and/or the Halle Cultural Arts Center.

1.7.10 JURISDICTIONAL LAWS

User groups must abide by and enforce all local, state, and federal laws while utilizing town-owned and maintained parks and recreation facilities. User also agrees to abide all Parks, Recreation, and Cultural Resources Department facility and equipment use regulations and guidelines. Failure to do so may result in immediate revocation of use privileges, forfeiture of damage deposits, and forfeiture of all fees paid.

1.7.11 LEAVE NO TRACE

The user must leave the area / facility clean upon completion of the activity and is responsible for any damage / misuse of the facility.

1.7.12 CODE OF CONDUCT

The user is responsible for the conduct of spectators; participants and all parties associated with its use of the facility. Misconduct while on Town property and damage to Town facilities will result in the user's privileges being revoked immediately.

PERMITTING AND REGULATORY OVERSIGHT

Certain events and activities may trigger the need for:

- Health inspections: Temporary food vendors/food trucks
- Alcohol licensing enforcement: time and oversight from police
- Special use and occupancy permits: temporary structures like tents or inflatables
- Noise permits: Especially for amplified live music

1.8 POLICY REVIEW

The Town of Apex Parks, Recreation, and Cultural Resources is reviewed annually during preparation of the budget by Department staff.

APPENDIX A – DEFINITIONS

- **Administrative Charges** – Non-refundable fees are assessed for class or program registration refunds after grace periods, administrative tasks and ancillary program tasks.
- **Charges for Services (User Fees)** – Fees that Department charges users of park related services, such as use of a community center, dog parks, and other facilities that includes admissions or memberships, and facility permits.
- **Concessions** – Revenue generated through the sale of prepared or pre-packaged food, beverages or merchandise that was originally purchased with intent for resale.
- **Contract** – A formal agreement between two parties for the provision of a service, manufacture or production of an item, or construction of a facility. All contracts require: (1) a date that the agreement is made; (2) consideration, meaning each party receives something from the other party; and (3) signatures of both parties (Example: Vending Contract).
- **Cost Recovery** – Recovery of direct AND indirect (overhead) operational costs (not inclusive of capital improvement projects). Percentage of cost recovery may vary.
- **Direct Costs** – Costs that are directly and exclusively attributable to a program or service. Examples include staff salaries and fringe benefits (that portion of an employee's time solely dedicated to a program), transportation (vehicle rental, fuel), admission to entertainment venues (theater, entry fees, etc.), consumable materials and supplies, food and drink, contract costs (program not provided by staff), rent, and necessary utilities (water, etc.).
- **Distressed Areas -** A geographic area that is designated as a distressed area by the Town, based on indicators of economic distress or dislocation, including but not limited to unemployment, poverty, crime, lacking access to quality-of-life facilities, below median household income, vacancies, and job loss.
- **Donation/Gift** – Any form of cash or in-kind products or services given by an organization, individual or business without any specific goal or anticipated return. The donation may have a specific use designated by the donor or may be made with no specific use and be used for the general good of Department.
- **Expense or Cost vs Fee:** Expense or Cost is defined as the "expense to offer the service" whereas the Fee is defined as the "price advertised to Department Users" for the service. Similarly, Expenses or Costs are the incurred expenses by Department and fees are what Department charge the users
- **Indirect Costs** – Costs that can be attributed to more than one program, service, or facility. Examples include shared administrative staff salaries and fringe benefits, depreciation for equipment used in more than one program, depreciation for buildings, marketing, and advertising, legal, technology, insurance and risk management, and general utilities.

- **Leases and Rentals** – Revenues received from the use of Department property or equipment through a formal agreement. These may be short term (Example: Baseball/softball field rental) or Indoor Meeting Space.)
- **Life Skills – The abilities that enable individuals to effectively cope with the demands and challenges known in everyday life (i.e., cooking, financials, gardening, nutrition, etc.).**
- **Partnership** – A collaborative effort to achieve mutually agreed upon goals and objectives by matching Department community resources to the identified needs of the Department. These are not monetary in nature but have value.
- **Permit Fees** – The class of permits, fees and licenses which includes such levies as user permits to cover the costs of processing requests for a special event permit or reservation for a park facility.
- Private Gains – Refers to financial benefits or advantages derived from personal or business activities. Essentially, it is any increase in wealth (monetary earnings) from the use of public property that an individual or organization receives over another.
- **Service:** Defined as an "individual facility rental, course/program/event, usership/pass/daily drop-in, This does not refer to products or property.
- **Sponsorship** – A negotiated agreement with a business entity whereby the business pays a fee in cash, products, services, or a combination thereof, for the sole rights to the commercial and marketable assets associated with Department (Example: Sponsoring teams in sports leagues or special events).

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to approve the Apex Tax Report dated August 15, 2025

Approval Recommended?

Yes

Item Details

The Wake County Board of Commissioners, in regular session on September 2, 2025, approved and accepted the enclosed tax report for the Town of Apex, dated August 15, 2025 for the period of July 1, 2025 through July 31, 2025.

Attachments

- CN10-A1: Tax Report for July 2025

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SUSAN P. EVANS, CHAIR
DON MIAL, VICE-CHAIR
VICKIE ADAMSON
SAFIYAH JACKSON
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

September 3, 2025

Mr. Allen Coleman
Town Clerk
Town of Apex
Post Office Box 250
Apex, North Carolina 27502

Dear Mr. Coleman:

The Wake County Board of Commissioners, in regular session on September 2, 2025, approved and accepted the enclosed tax report for the Town of Apex.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

07/01/2025 - 07/31/2025

Rebate Detail Report

APEX

DATE 08/15/2025 TIME 9:39:59 AM

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
926031	362.59	0.00	0.00	0.00	362.59	7/14/2025	0006805145	2025	2025	000000	IPEARL INC
927511	27.87	0.00	0.00	0.00	27.87	7/24/2025	0006150358	2025	2025	006000	FIRST AMERICAN COMMERCIAL BANCORP
927498	917.85	0.00	0.00	0.00	917.85	7/24/2025	0006082587	2025	2025	006000	FIRST CITIZENS BANK & TRUST CO
928703	54.86	0.00	0.00	0.00	54.86	7/31/2025	0006988994	2025	2025	000000	ROSS DRESS FOR LESS #2382
928527	0.00	0.00	648.43	0.00	648.43	7/31/2025	0006135601	2025	2025	000000	FOOD LION LLC
927542	1,802.47	0.00	0.00	0.00	1,802.47	7/28/2025	0006540169	2025	2025	006000	DELL EQUIPMENT FUNDING LP
927527	684.85	0.00	0.00	0.00	684.85	7/28/2025	0006155807	2025	2025	006000	WELLS FARGO VENDOR FINANCIAL SERV LLC
927521	10.48	0.00	0.00	0.00	10.48	7/28/2025	0006483213	2025	2025	006000	AT&T CAPITAL SERVICES INC
SUBTOTALS FOR BUSINESS ACCOUNTS	**3,860.97**	**0.00**	**648.43**	**0.00**	**4,509.40**	**4,509.40**		**8 Properties Rebated**			
INDIVIDUAL PROPERTY ACCOUNTS											
925449	3.40	0.00	0.34	0.00	3.74	7/9/2025	0006897196	2024	2024	000000	HALL, ZACHARY SCOTT
925142	233.48	30.00	0.00	0.00	263.48	7/30/2025	0007056601	2025	2024	000000	SMITH, PAMELA ROCHELLE
927490	23.79	0.00	2.38	0.00	26.17	7/24/2025	0006955647	2024	2024	000000	KELS COMPANY LLC
927489	35.18	0.00	3.52	0.00	38.70	7/24/2025	0006955647	2023	2023	000000	KELS COMPANY LLC
927488	36.88	0.00	3.69	0.00	40.57	7/24/2025	0006955647	2022	2022	000000	KELS COMPANY LLC
928466	213.70	30.00	0.00	0.00	243.70	7/31/2025	0007058126	2025	2024	000000	WALLACE, MARY KATHRYN
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**546.43**	**60.00**	**9.93**	**0.00**	**616.36**	**616.36**		**6 Properties Rebated**			

INDIVIDUAL REAL ESTATE ACCOUNT

924597	461.29	0.00	0.00	0.00	461.29	7/1/2025	0000232512	2025	2025	000000	COSTAIN, ROBERTA A
924588	1,040.97	0.00	0.00	0.00	1,040.97	7/1/2025	0000247665	2025	2025	000000	PATEL, DIPAKKUMAR J
924593	179.59	0.00	0.00	0.00	179.59	7/1/2025	0000236213	2025	2025	000000	WOJCIK, CONSTANCE B
924589	631.97	0.00	0.00	0.00	631.97	7/1/2025	0000241462	2025	2025	000000	WHITE, ASHLEY W
924605	1,066.98	0.00	0.00	0.00	1,066.98	7/1/2025	0000215089	2025	2025	000000	NEAMTU, AUGUSTINA
924600	509.02	0.00	0.00	0.00	509.02	7/1/2025	0000220786	2025	2025	000000	TEW, BETTY R
924603	1,180.31	0.00	0.00	0.00	1,180.31	7/1/2025	0000219261	2025	2025	000000	KOVNER, MICHAEL
927712	735.69	0.00	0.00	0.00	735.69	7/25/2025	0000323184	2025	2025	000000	BRINSON, LURENA V
924604	417.89	0.00	0.00	0.00	417.89	7/1/2025	0000218168	2025	2025	000000	FETZER, MARGARET
924582	861.70	0.00	0.00	0.00	861.70	7/1/2025	0000277691	2025	2025	000000	ATKINSON, PETER
SUBTOTALS FOR INDIVIDUAL REAL ES ACCOUNTS	**7,085.41**	**0.00**	**0.00**	**0.00**	**7,085.41**	**7,085.41**		**10 Properties Rebated**			
TO RD FO X	**11,492.81**	**60.00**	**658.36**	**0.00**	**12,211.17**	**12,211.17**		**24 Properties Rebated for City**			

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 9, 2025

Item Details

Presenter(s): Bruce Venable, Planner II

Department(s): Planning

Requested Motion

Motion to approve the Statement of the Apex Town Council pursuant to G.S. 160D-605(a) addressing action on the Unified Development Ordinance (UDO) Amendments of August 26, 2025 proposed by staff.

Approval Recommended?

The Planning Department recommends approval.

Item Details

These amendments were considered and heard at the August 26, 2025 Town Council meeting and unanimously approved.

Attachments

- CN11-A1: Statement of Town Council – UDO Amendments – August 2025

| Agenda Item | **cover sheet**

for consideration by the Apex Town Council

Item Type: Choose an item.

Meeting Date: Month DD,202X

Item Details

Presenter(s): Mayor Jacques K. Gilbert, sponsor
Kimberly Pressley, Girl Scout Troop 619 Leader

Department(s): Governing Body
Girl Scout Troop 619

Requested Motion

Recognize members of Girl Scout Troop No. 619 for being awarded the Silver Award, which is the highest award a Girl Scout Cadette (grades 6-8) can earn, for their work in beautifying Scott's Ridge Elementary School.

Approval Recommended?

N/A

Item Details

The Girl Scout Silver Award is the highest award a Girl Scout Cadette (grades 6-8) can earn. It signifies a girl's dedication to leadership and commitment to making a lasting impact on her community. To achieve the award, Cadettes must identify an issue they care about, develop a sustainable project to address it, and then implement that project.

For the cadette's to pursue the Silver Award, they must complete several prerequisites, including a Girl Scout Journey, a take-action project, and complete a highest-award seminar. This is a huge time commitment, and it takes a scout a couple of years to prepare for their project and to complete it.
The project that the girls completed wasn't the one they initially chose to do. In a testament to showing their perseverance and deep commitment to giving back to the community, when their original project fell apart due to a change in direction from the school they were working with, the girls pivoted, regrouped, and changed focus. They decided that completing a service project was too important to just abandon, so they chose a new recipient and created a new project. They decided to give back to Scott's Ridge Elementary School and complete a beautification project on the school's playground. They planned, researched, raised funds, met with school staff, and consulted with painting experts on how to paint a mural. Then, over an intensely hot three-day NC summer weekend, the girls weeded, scoured the concrete,

and hand-painted a detailed mural of the United States. It was a wonderful way to give back to their former school. They hope the updated mural will bring joy to staff and students at Scott's Ridge Elementary, a school that many of their Girl Scout troop sisters currently attend.

The girls who earned their Silver Award for beautifying Scott's Ridge Elementary School are Olivia Pressley, Evelyn Coffos, Kamryn Walls, and Caroline Olender.

Attachments

- PR1-A1: PowerPoint Presentation – Girl Scout Troop 619 – Silver Award Recognition
- PR1-A2: Mayoral Prestigious Peak Award (to be presented at the meeting)

Troop 619 Silver Award



Olivia Pressley, Evie Coffos, Caroline Olender, and Kamryn Walls

Who We Are:

Troop 619 is a Girl Scout troop that was established in 2016 here in Apex. This is our 10th program year as a troop.

We are a multi-level troop, with members of various ages and Girl Scout levels. We are Seniors, the oldest scouts in our troop. We love being role models for the younger girls. Our troop leader, Kimberly Pressley, has been the leader since founding our troop, and was here every step of the way for our Silver Award.

What Is a Silver Award?

The Silver Award is the highest award a girl can earn between 6th and 8th grade, which highlights accomplishments in helping others. In order to earn this award, a scout first must have completed either a Bronze Award, Cadette leadership award, or a Cadette journey. Once the Scout has completed the prerequisites, they can begin the actual Silver Award. This involves identifying an issue in the community, brainstorming ways to improve or solve the problem, develop a solution, and put the solution into motion. The goal of a Silver Award is to be a self- renewing, sustainable, and long lasting part of our community that benefits others.



Our Silver Award

The four of us have been working on our Silver Award project for the past 2 years. At first, we had a different project in the works. Unfortunately, things didn't work out how we envisioned with that project. The Silver Award committee said we could submit our report as is, but we didn't feel satisfied and wanted to still do something good for our community. So, instead of scrapping our project, we ended up pivoting to something different, which was still in line with our initial plan.

Our new project took us to Scotts Ridge Elementary School, where we met with the principal, Mr. Evans, and discussed how we could help his school. We were interested in helping to beautify the grounds. Mr. Evans loved the idea and asked us to restore the United States mural on the playground.



Project Overview:







Our project began with the researching, initial planning, and scheduling phases. This involved looking into the types of materials we would need to restore the mural, how much everything would cost, and when and how much time the restoration would take. We assigned responsibilities and leadership roles to our team members.

The next step in this process was going out and purchasing the materials needed for this project. Because we did not have prior knowledge as to what materials we should use, we reached out to Rachel Writes, a local mural artist in NC. She gave us many tips on what to use in order for our work to last as long as possible, as well as how to properly prep the mural for the new paint, and how to care for it after we eventually turned the care of the mural back over the Scotts Ridge.

After we secured our materials, we started the restoration process itself. On June 21st, we began working on the mural. We cleared out the weeds and grass that had creeped up in the cracks of the concrete, then scoured off as much of the remaining paint as we could. Early in the morning of June 22nd, in middle of a heat wave, we began working on the actual painting process. As it was very detailed, we needed to do all the painting by hand. We accomplished the majority of the painting that day, but left the final details and touch ups for the following day. Finally on June 23rd, we were in the final stretch of the beautification process. We finished the painting for the final few states then added the labeling onto them. This will allow the children attending Scotts Ridge to identify and learn the different states in the USA. The next day, we returned the keys, and turned over all the materials we used to Mr. Evans. He said that parents and students will be maintaining the area in the future.

The fin project was the reporting process to complete the paperwork to submit ward to Girl Scouts. Members of our group all gathered together to reflect and submit our report, and, then we filled out our own individual reflections.





Work in Progress:





Support from our Community:

.





Project Completion!



"The Peak of Good Living"

TOWN OF APEX
NORTH CAROLINA

Proclamation

Hispanic Heritage Month 2025

from the Office of the Mayor

WHEREAS, National Hispanic Heritage Month is celebrated each year from September 15th to October 15th to recognize the histories, cultures, and contributions of Americans with ancestors from Spain, Mexico, the Caribbean, and Central and South America; and,

WHEREAS, The date of September 15th is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on September 16th and September 18th, respectively; and,

WHEREAS, Apex is proud to be home to a vibrant Hispanic community consisting of nearly 5,000 residents, who contribute greatly to the economy, culture, and well-being of the town; and,

WHEREAS, Drawing from their rich histories, Hispanic cultures are extremely diverse and lively, with focuses centered on family, faith, cuisine, music, dance, and much more; and,

WHEREAS, The Town is excited to host a "Learning Lunch" for Hispanic Heritage Month on September 18th at 12 PM in the Senior Center, as well as the Latino Arts Festival on September 27th from 3 PM – 9 PM in Downtown Apex.

NOW, THEREFORE, I, Jacques K. Gilbert, Mayor of Apex, North Carolina, do hereby proclaim the Month of September 15th, 2025 through October 15th, 2025, "Hispanic Heritage Month" in the Town of Apex, and urge all residents to participate in the upcoming events to learn more about Hispanic history and culture and experience the joy these celebrations bring.

I hereby set my hand and have caused the Seal of the Town of Apex, North Carolina, to be affixed this the 9th day of September, 2025

Jacques Gilbert, Mayor

DRAFT

"The Peak of Good Living"

TOWN OF APEX
NORTH CAROLINA

Proclamation

Italian American Heritage Month 2025

from the Office of the Mayor

WHEREAS, Italian American Heritage Month has been celebrated each October since 1989, when it was federally recognized by the United States Congress and then-President George H.W. Bush; and,

WHEREAS, The United States has a strong connection with Italian Americans throughout its history, with over 16 million current US residents being from Italian descent, including several thousand here in Apex; and,

WHEREAS, The Town of Apex is stronger, healthier, and more culturally diverse because of its Italian American residents and their contributions, and we are proud to celebrate their Heritage alongside them; and,

WHEREAS, The 7th Annual Festa Italiana will be held on September 20th from 11 AM – 7 PM along Hunter Street and on Town Hall Campus, which seeks to evoke the feelings of an Italian Street Festival through a celebration of Italian culture, music, food, wine, and more; and,

WHEREAS, We acknowledge that this year's Festa Italiana is celebrated in special honor and recognition of Mrs. Antoinette "Toni" Koytek, a resident of Apex who served on the Board of Directors for Festa Italiana, and passed away far too soon earlier this year.

NOW, THEREFORE, I, Jacques K. Gilbert, Mayor of Apex, North Carolina, do hereby proclaim the Month of October, 2025, "Italian American Heritage Month" in the Town of Apex, and encourage residents to join us in celebrating the rich Italian Culture in our town and in honoring the life and legacy of Mrs. Toni Koytek.

I hereby set my hand and have caused the Seal of the Town of Apex, North Carolina, to be affixed this the 9th day of September 2025

Jacques Gilbert, Mayor

DRAFT

Proclamation

Patriot Day 2025

from the Office of the Mayor

WHEREAS, On September 11th, 2001, our nation was inexorably changed after terrorists hijacked commercial planes and crashed them into the Twin Towers and the Pentagon, with another believed to be aimed at the Capitol building brought down in a Pennsylvania field by brave passengers; and,

WHEREAS, Patriot Day serves as an annual reminder of this great tragedy, and an opportunity to remember and honor the over 3,000 lives that were lost in this senseless act of cruelty and violence; and,

WHEREAS, The scene at the fallen Twin Towers was calamitous, and took over 91,000 rescue, recovery, and clean-up workers to evacuate 15,000 people, recover bodies for their families, and clean up the scene, all while being exposed to dangerous and hazardous conditions; and,

WHEREAS, In addition to the thousands of innocent civilians lost to this attack, 9/11 marked the single largest loss of first responders in a single day in American History, with the deaths of 343 Firefighters, 71 Law Enforcement Officers, 8 Paramedics, and 55 Military Personnel; and,

WHEREAS, The Town of Apex honors the lives lost and the sacrifices made on that day 24 years ago, and invites the community to join us in remembrance at the annual Patriot Day Ceremony at the Apex Service Memory on Thursday, September 11th, at 9:30 AM.

NOW, THEREFORE, I, Jacques K. Gilbert, Mayor of Apex, North Carolina, do hereby proclaim September 11th, 2025, "Patriot Day" in the Town of Apex, and encourage residents to never forget the horrific events of 9/11, and show respect and appreciation for first responders in Apex and around the country.

I hereby set my hand and have caused the Seal of the Town of Apex, North Carolina, to be affixed this the 9th day of September 2025

Jacques Gilbert, Mayor

DRAFT

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: PRESENTATION

Meeting Date: September 9, 2025

Item Details

Presenter(s): Ryan Johansen, Chief of Police

Department(s): Apex Police Department (APD)

Requested Motion

Possible motion to adopt a Resolution establishing the Town of Apex's adoption of Golf Company, 426th Brigade Support Battalion (BSB), 101st Airborne Division (Air Assault), the famed "Screaming Eagles", as part of the America Supporting Americans (ASA) Adopt-a-Unit Program and authorize the Mayor to execute the agreement for same.

Approval Recommended?

Yes

Item Details

Through this Resolution, the Town commits to regularly engage in activities designed to support this unit. The program will be managed and operated by volunteer staff from the Apex Police Department, with designated primary and secondary contacts identified. At least one designated contact will be a Town employee authorized to receive information, mailings, phone calls, and email through Town Hall or a comparable official administrative location.

Volunteers from APD will work with other community groups, businesses, and Town employees to coordinate activities in support of this military unit and its families. Typical activities include but are not limited to: building and sending care packages during deployments, raising funds for deployment and return parties, holiday support for families, etc. There is no budget impact as activities are conducted on a volunteer basis.

Attachments

- PR5-A1: America Supporting Americans (ASA) Adopt-A-Unit Agreement
- PR5-A2: Resolution – Authorizing the Adoption of Agreement and Supporting the Adopt-A-Unit Program

AMERICA SUPPORTING AMERICANS: ADOPTION AGREEMENT FORM FOR CITIES

Congratulations on your community's decision to adopt a unit through the *ASA* program! We are delighted you have chosen to join the *ASA* adoptive family. Of course, we believe you could not have found a more wonderful way to support the men and women of our armed services, and we expect you will find it just as rewarding to your community as it will be to the members of the unit, ship, or squadron you have adopted.

In order to finalize this process, we ask that you fill out, sign, and return this form, together with your community's Adoption Resolution, to *ASA's* office in California:

Linda Patterson
America Supporting Americans
P.O. Box 574
Pacific Palisades, CA 90272

If you have any questions, please direct them to Linda Patterson at (310) 459-5625. Linda's email address is artavia101@earthlink.net. Thank you!

It is hereby agreed that (city/state): Apex, North Carolina is adopting the following unit, _____, through the *AMERICA SUPPORTING AMERICANS (ASA) Adopt-a-Unit Program*. It is further agreed that our community will regularly engage in activities designed to support this unit. We have chosen a primary and secondary contact person for this program. We understand that at least one of these people must be a city employee who can receive information, mailings, phone calls, and email through city hall, or a comparable official administrative location for our community.

The primary contact person in our community for this program will be:

Name: Kellie Walsh
Address: 205 Saunders Street
City: Apex State: NC Zip: 27502
Phone: 919-362-8661 Email: kellie.walsh@apexnc.org

X This person is a city employee whose contact information, as listed above, corresponds to an administrative office for our municipal government.

Our secondary contact person will be:

Name: Nicole Lajoie
Address: 205 Saunders Street
City: Apex State: NC Zip: 27502
Phone: 919-362-8661 Email: nicole.lajoie@apexnc.org

X This person is a city employee whose contact information, as listed above, corresponds to an administrative office for our municipal government.

The name(s) of our local newspaper(s) is (are) _____
_____.

The name(s) of our local radio stations(s) is (are) _____
_____.

We agree to remain in contact with *ASA*, providing *ASA* with any changes in the above information, and returning to *ASA* the Adoption Update Forms which will be sent to us by *ASA* on a semi-annual basis. *ASA* may include the name of our community in the list of adoptive communities on the *ASA* website. In promoting or publicizing this adoption or adoption related activities, through whatever media, we will, if possible, include the fact that we adopted this unit through *AMERICA SUPPORTING AMERICANS*. We also agree that at least one of the two contact people for this adoption will always be a city employee who can be reached as described in the printed paragraph above.

Signed: _____ **Printed name:** _____
Mayor (or comparable civic official)

Date: _____ **Accepted:** _____
For *AMERICA SUPPORTING AMERICANS*

TOWN OF APEX TOWN COUNCIL
RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APEX AUTHORIZING THE EXECUTION OF ADOPTION AGREEMENT FOR CITIES RELATED TO AMERICA SUPPORTING AMERICANS
RES-2025-_____

WHEREAS, American military forces are either engaged in defending or are prepared to defend and support American interests and principles; and

WHEREAS, the Adopt-a-Unit program created by America Supporting Americans on March 4, 1968 provides a mechanism whereby all branches of the United States Armed Services can be "adopted" by American communities; and

WHEREAS, the purpose of this adoption program is to create a bond between American communities and the military men and women who bravely serve their country; and

WHEREAS, this bond is intended to support the morale of said service men and women without regard to individual political ties or affiliations; and

WHEREAS, in recognition of the challenges confronting American service men and service women, it is appropriate and fitting that the Mayor and Town Council with the Town of Apex in the Great State of North Carolina show its support by adopting the following unit: A Company, 1st Battalion, 506th Infantry, 1st Brigade Combat Team, 101st Airborne Division; and

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Apex, does hereby adopt and offer its ongoing respect and support, in time of war and in time of peace, to the following unit: A Company, 1st Battalion, 506th Infantry, 1st Brigade Combat Team, 101st Airborne Division.

ADOPTED, this the _____ day of _____ 2025.

TOWN OF APEX

_____
Jacques K. Gilbert
Mayor

Attest:

_____
Allen Coleman, CMC, NCCCC
Town Clerk

TOWN OF APEX TOWN COUNCIL
RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APEX AUTHORIZING THE EXECUTION OF ADOPTION AGREEMENT FOR CITIES RELATED TO AMERICA SUPPORTING AMERICANS
RES-2025-_____

****

I, Allen Coleman, Town Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Town Council of the Town of Apex on this is the 9th Day of September 2025 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

_____
Allen Coleman, CMC
Town Clerk, Town of Apex

****

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I, _____, a Notary Public for Wake County, North Carolina, certify that Allen Coleman personally came before me this day and acknowledged that he serves as the Town Clerk for the Town of Apex, a North Carolina Municipal Corporation, and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by its elected Mayor, sealed with its corporate seal and attested by him as its officially appointed Town Clerk.

Witness my hand and official seal, this the _____ day of _____, 2025.

_____ _____
Signature of Notary Public Print Name of Notary Public

My Commission Expires: _____

[SEAL]

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: PRESENTATION

Meeting Date: September 9, 2025

Item Details

Presenter(s): Mayor Jacques K. Gilbert, sponsor
Matt Smith, Vice-President of Development and Strategic Partnerships

Department(s): Governing Body
Wake Technical Community College (WTCC)

Requested Motion

Receive as information an update on the Wake Technical Community College site in the Veridea Development in Apex, North Carolina.

Approval Recommended?

N/A

Item Details

Wake Tech's existing Western Wake Campus, located in a leased facility in Cary, will be relocated to a highly accessible 34-acre site on N.C. Highway 55 in Apex. The new Conlon Western Wake Campus will be part of the 1,000-acre Veridea development project that spans N.C. 55, U.S. Highway 1 and the N.C. Highway 540 expansion. The Veridea project also includes single and multi-family housing, commercial, industrial and life science space, and a new NC Children's Hospital, which are not part of the Wake Tech project. The new permanent campus will be south of downtown Apex and north of downtown Holly Springs and will be within a few miles of most of the new and expanding biotechnology companies in that part of Wake County.

In addition to replacing the current leased facility, the relocated Conlon Western Wake Campus will make Wake Tech programs more accessible to residents of the western part of the county. The permanent campus will feature a new Workforce Center that supports training efforts for the growing biotech/biopharma/life sciences industry in the vicinity, as well as industrial training facilities and facilities for Wake Tech's simulation and game development, entrepreneurship and small-business programs.

BUDGET & FINANCING INFORMATION

Total Budget: $115 million

HUB Goal: 10%

PROJECT STATUS

Design: Fall 2025

Construction: Fall 2027

Anticipated Occupancy: Fall 2029 - Spring 2030

HUB: TBD

PROJECT CONTACTS

Wake Tech Project Manager: James Skinner

Wake Tech HUB Coordinator: Rustin McNiff

Builder/General Contactor: TBD

Designer: HKS Architecture

Attachments

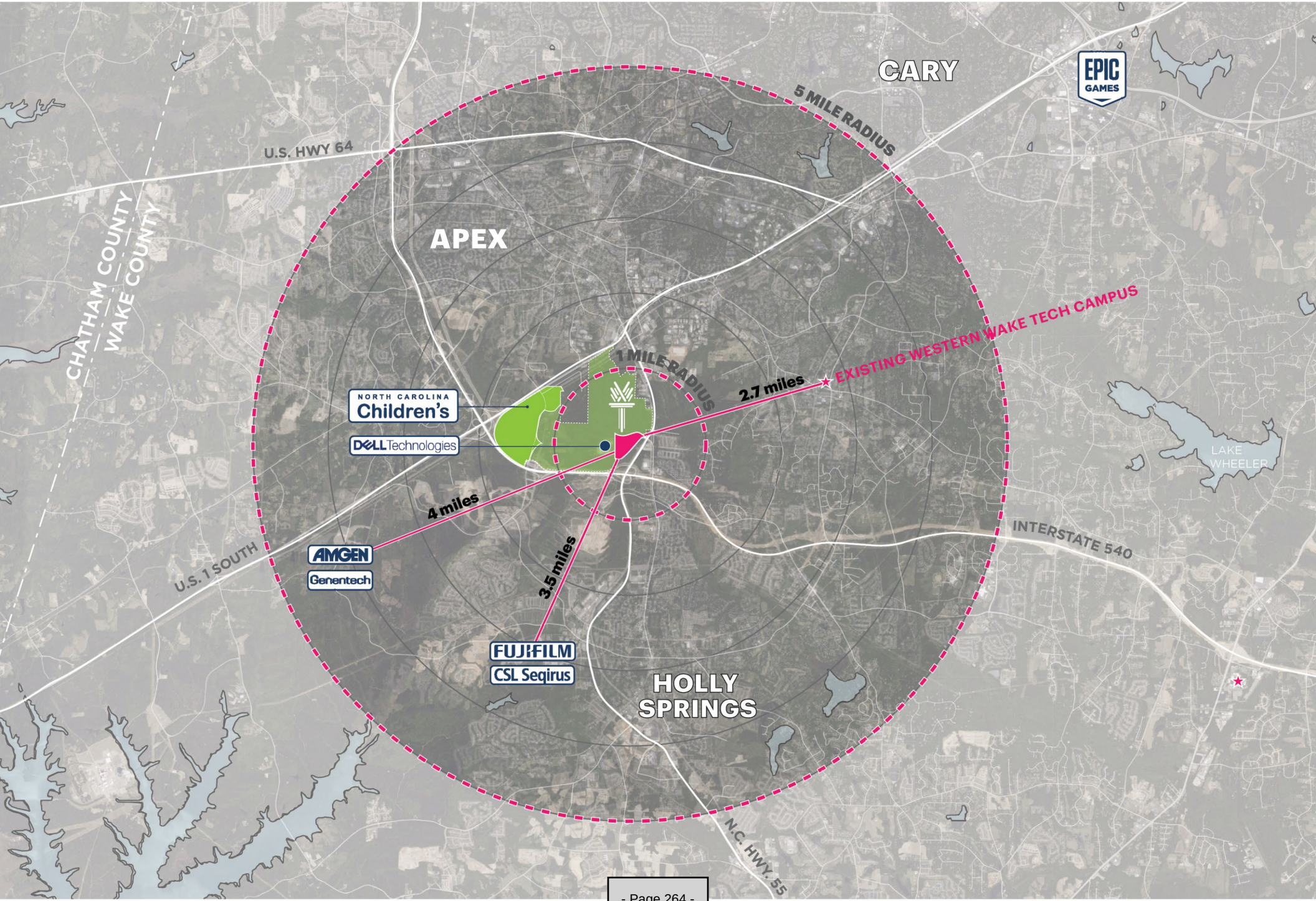
- PR6-A1: PowerPoint Presentation – Conlon Western Wake Campus – Master Plan – Wake Technical Community College (WTCC) – Apex Side Update

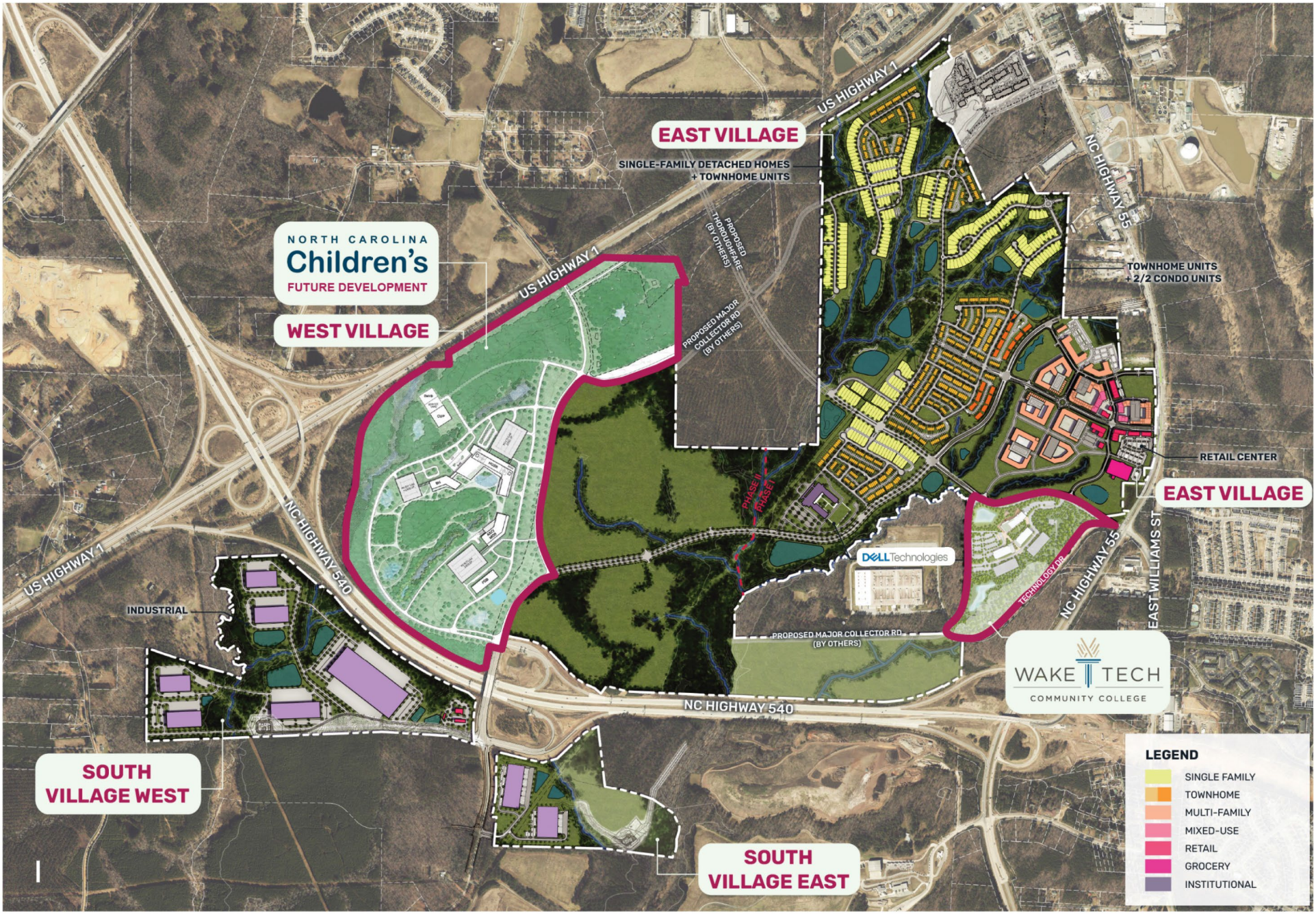
WAKE TECH®

CONLON WESTERN WAKE CAMPUS | MASTER PLAN

'an ecosystem supporting the collective power of discovery'




CARY
EPIC GAMES
5 MILE RADIUS
U.S. HWY 64
APEX
CHATHAM COUNTY
WAKE COUNTY
1 MILE RADIUS
EXISTING WESTERN WAKE TECH CAMPUS
2.7 miles
NORTH CAROLINA Children's
DELL Technologies
LAKE WHEELER
4 miles
3.5 miles
INTERSTATE 540
U.S. 1 SOUTH
AMGEN
Genentech
FUJIFILM
CSL Seqirus
HOLLY SPRINGS
N.C. HWY. 55


EAST VILLAGE
SINGLE-FAMILY DETACHED HOMES
+ TOWNHOME UNITS
US HIGHWAY 1
NC HIGHWAY 55
PROPOSED THOROUGHFARE (BY OTHERS)
NORTH CAROLINA
Children's
FUTURE DEVELOPMENT
WEST VILLAGE
US HIGHWAY 1
PROPOSED MAJOR COLLECTOR RD (BY OTHERS)
TOWNHOME UNITS
+ 2/2 CONDO UNITS
RETAIL CENTER
EAST VILLAGE
PHASE II
PHASE I
DELL Technologies
TECHNOLOGY DR
NC HIGHWAY 55
EAST WILLIAMS ST
US HIGHWAY 1
NC HIGHWAY 540
INDUSTRIAL
PROPOSED MAJOR COLLECTOR RD (BY OTHERS)
WAKE TECH
COMMUNITY COLLEGE
NC HIGHWAY 540
SOUTH
VILLAGE WEST
SOUTH
VILLAGE EAST
LEGEND
SINGLE FAMILY
TOWNHOME
MULTI-FAMILY
MIXED-USE
RETAIL
GROCERY
INSTITUTIONAL


EAST VILLAGE
SINGLE-FAMILY DETACHED HOMES
+ TOWNHOME UNITS
US HIGHWAY 1
NC HIGHWAY 55
TOWNHOME UNITS
+ 2/2 CONDO UNITS
NORTH CAROLINA
Children's
FUTURE DEVELOPMENT
WEST VILLAGE
PROPOSED THOROUGHFARE (BY OTHERS)
PROPOSED MAJOR COLLECTOR RD (BY OTHERS)
RETAIL CENTER
EAST VILLAGE
PHASE II
PHASE I
INSTITUTIONAL
TECHNOLOGY DR
EAST WILLIAMS ST
INDUSTRIAL
NC HIGHWAY 540
PROPOSED MAJOR COLLECTOR RD
(BY OTHERS)
WAKE TECH
COMMUNITY COLLEGE
SOUTH
VILLAGE WEST
SOUTH
VILLAGE EAST
LEGEND
SINGLE FAMILY
TOWNHOME
MULTI-FAMILY
MIXED-USE
RETAIL
GROCERY
INSTITUTIONAL

FORGE CONNECTIONS

SHOWCASE INNOVATION

LAUNCH. DEVELOP. GROW

SUSTAINABLE STEWARDSHIP



Embrace the power of coming together as one.

A place where students from diverse backgrounds bond, creating a sense of belonging. By fostering inclusivity in its spaces and experiences, the campus will ensure that everyone feels supported in their journey.

Establish the campus as a beacon of innovative education.

By preserving the common identity of Wake Tech while adapting for future relevance, the campus will be recognized as a hub for cutting-edge advancements, preparing students for the careers of tomorrow.

Spark that ignites the development and growth of students.

Elevate and accelerate the shifting needs of the workforce and industry, removing barriers to opportunity and creating inclusive pathways to success through its physical, programmatic, and digital infrastructure.

Commitment to economic, social, and environmental stewardship.

The campus will connect people with nature, promote health and well-being, and embody conservation and efficiency, ensuring that its benefits are accessible and equitable for all.

'an ecosystem supporting the collective power of discovery'


LOT A
32 SPACES
SCM 15
BUILDING A
125K GSF
ridge line
FOREST LIGHT WAY
NC HIGHWAY 55
TECHNOLOGY DRIVE
LOT B
181 SPACES
LOT E
90 SPACES
LOT D
164 SPACES
LOT C
44 SPACES
SCM 7
PHASE 1


LOT A
32 SPACES
FOREST LIGHT WAY
NC HIGHWAY 55
SCM 15
BUILDING A
125K GSF
ridge line
BUILDING B
80K GSF
PARKING DECK 1
496 SPACES
TECHNOLOGY DRIVE
LOT B
181 SPACES
LOT D
164 SPACES
LOT C
44 SPACES
SCM 7

PHASE 2


LOT A
32 SPACES
FOREST LIGHT WAY
SCM 15
BUILDING A
125K GSF
ridge line
BUILDING B
80K GSF
NC HIGHWAY 55
TECHNOLOGY DRIVE
LOT B
181 SPACES
BUILDING C
80K GSF
PARKING DECK 1
496 SPACES
PARKING DECK 2
496 SPACES
LOT C
44 SPACES
SCM 7

MASTER PLAN

BUILDING A | Fujifilm Hall — RELOCATED PROGRAMS

1 Classrooms | Labs | Admin



2 Student Services | Student Resources



3 Entrepreneurship & Small Business



BUILDING A | Fujifilm Hall — NEW PROGRAMS

4 Biotech | Manufacturing



5 Simulation & Game Development | IT



6 Conference | E-Sports





AERIAL VIEW LOOKING EAST



AERIAL VIEW LOOKING EAST



APPROACH FROM FOREST LIGHT WAY


PHASE 1
APPROACH FROM TECHNOLOGY DRIVE


PHASE 1, 2, & 3
APPROACH FROM TECHNOLOGY DRIVE

PHASE 1

DESIGN + CONSTRUCTION TIMELINE

DESIGN, PERMITTING & BIDDING	*24 months*
CONSTRUCTION	*24 months*
MOVE-IN & SETUP	*3-6 months*



CONLON WESTERN WAKE CAMPUS | MASTER PLAN

WAKE TECH HKS

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: NEW BUSINESS

Meeting Date: September 9, 2025

Item Details

Presenter(s): Marla Y. Newman, Director

Department(s): Community Development & Neighborhood Connections (CDNC)

Requested Action

Discussion and possible motion to authorize staff to take the steps necessary to create the legal structure of a Town-sponsored community land trust to hold and develop land for affordable and mixed-income housing and mixed-use development.

Approval Recommended?

Yes

Item Details

In February 2025, the Town purchased approximately 13 acres of land on S. Hughes Street, adjacent to the Stone Glen apartment homes development, to advance the Town's goal to create more affordable living options in Apex. Staff recommends creation of a Community Land Trust (CLT) to facilitate long-term affordability of the homes that will be built on the S. Hughes Street site, as well as on any other properties the Town may utilize for housing purposes. A CLT will enable the Town to maintain control of how the property is developed and how the resulting homes remain affordable through the use of long-term leases of the land underlying the homes built – both for ownership and rental.

A Community Land Trust aligns with Town Council's goal to increase affordable housing options in Apex. With approval to establish the CLT, staff will – with the assistance of legal counsel – create the nonprofit legal structure of the entity and return to Council to establish the initial Board of Directors and operating policies.

Attachments

- NB1-A1: PowerPoint Presentation – Apex Community Land Trust Establishment
- NB1-A2: Ten Key Features of the Classic Community Land Trust– Apex Community Land Trust Establishment

Community Land Trust

Community Development & Neighborhood Connections
September 9, 2025

APEX NORTH CAROLINA

What is a Community Land Trust?

A community land trust (CLT) is a structure that allows land to be held “in trust” for community needs, outside of the influence of market pressures. The CLT model connects income-qualified homebuyers with **perpetually affordable**, quality homes using the national **Community Land Trust model.**

Community Land Trust Model



The CLT will:

- Acquire property in a focused area from various sources
- Facilitate rehab or new construction
- Set sales price to ensure permanent affordability*
- Find qualified buyer and provide supportive services

CLT Sells Structure to Buyer

CLT Still Owns Land

Provides 99-year Lease to Buyer



If owner wants to sell:

- CLT sets new sales price to ensure affordability*
- Previous owner recoups original investment and gains some equity based on appreciated value
- New income-qualified owner is able to afford property

Land remains perpetually in CLT ownership

CLT Ownership → **Income-Qualified Owner** → **Future Income-Qualified Owner(s)**

Created by Center for Community Progress, 2021

* CLTs subsidize the cost of new construction or rehabilitation primarily using philanthropic or governmental funding, which is how CLTs are able to offer homeownership at an affordable price. This subsidy stays with the property forever, underwriting the purchase price again and again for generations to come.

Benefits of Community Land Trust Homeownership



Purchase price set significantly **below market** to be affordable to qualified buyer(s)



Buyer(s) purchase **home only** and **lease land at a nominal rate** from CLT for a period of time (often 99 years) creating perpetual affordability of the land and protects Town investments.



Property taxes assessed only on value of the home making tax bills **substantially lower than market-rate homes.**



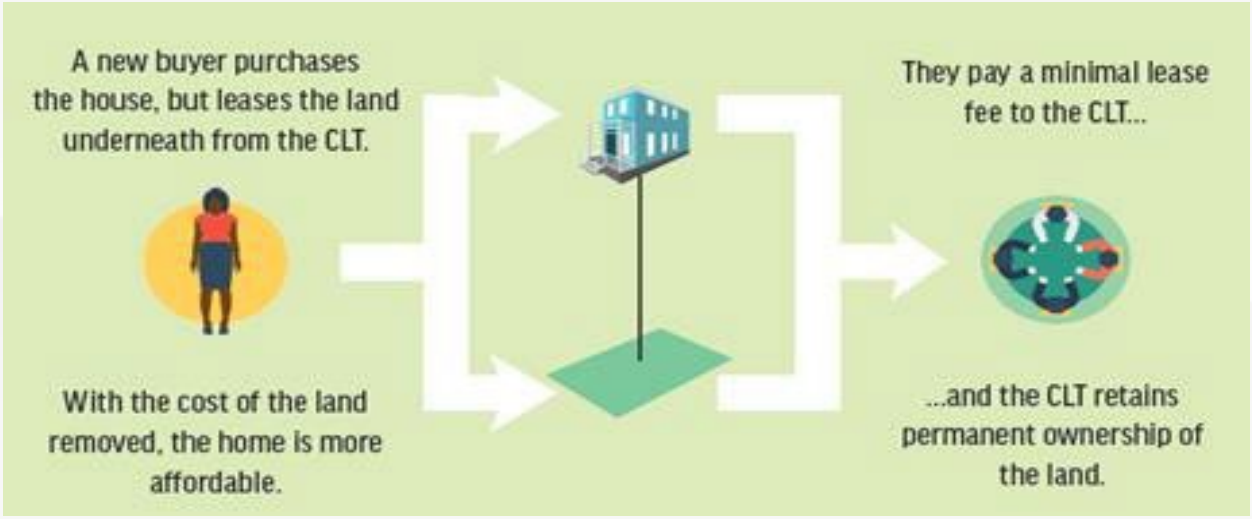
Resale price of home is restricted to ensure the home remains affordable to subsequent buyers.



Opportunity to build individual/family equity for those typically not able to access homeownership.

Community Land Trust (CLT) Example

CLTs use long term land leases (99+ years) to lower costs for renters and homeowners.



Homeownership Example

	CLT Ownership	Regular Ownership
Initial Sale Price	$459,000	$459,000
Assessed Value of Land	-$100,000	$100,000
Total Purchase Price	$3	$459,000

CLT Examples in North Carolina



Examples (continued)

- Community Home Trust (Chapel Hill) and Durham Community Land Trust are the oldest and largest of the NC CLTs. Each of these two has more than 300 units each.
- Most boards include a mix of residents and community members
- For Durham (DCLT), 1/3 of the Board is public representatives, 1/3 is community representatives, and 1/3 is resident representatives
  - Not every CLT has a balanced board

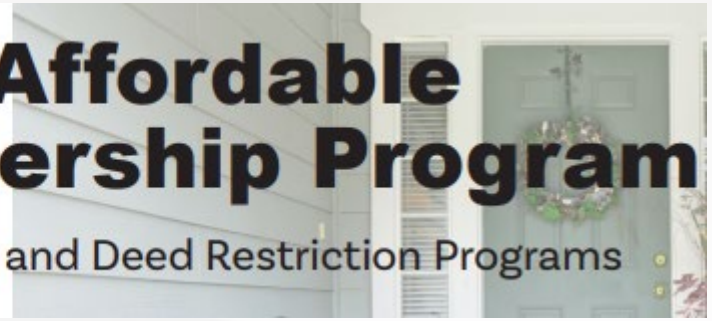
Government-Led CLTs

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

CITY OF FLAGSTAFF

FAHP Flagstaff Affordable Homeownership Program

Community Land Trust and Deed Restriction Programs



CHICAGO HOUSING TRUST

HARRIS COUNTY HOUSING FINANCE CORPORATION

Town of Apex Choices – and Controls to Achieve the Goals

- Affordable housing on Town property
  - What is affordable? Low and moderate income (LMI)
  - Options include:
    - construct affordable housing;
    - convey property by private sale directly to LMI persons;
    - convey property by private sale to be "developed" into LMI housing
  - **CLT is another Town option**



- How does the Town control and assure that the CLT will achieve the affordable goal long-term?

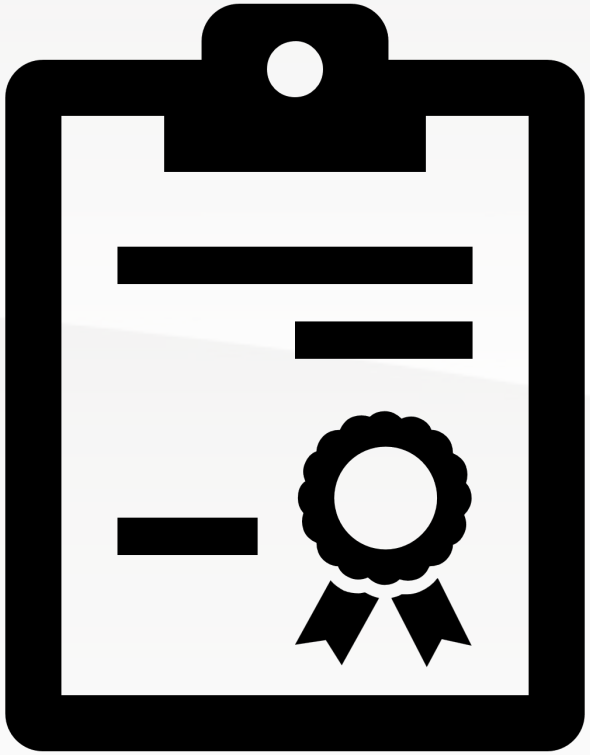
The Town Sets the Rules for the Apex Community Land Trust

- Set-aside of affordable units
- Qualifying households
- Affordability levels and price limits
- Timing and phasing of construction of the housing units
- Eligibility for purchase and transfer controls – first sale and later sales
- Control period – lease term



NC law requires affordability controls

- Section 160D-1316
  - Private sale at fair market value
  - Affordable housing to persons of low or moderate incomes
  - Conveyance covenants or conditions to assure affordability
  - Procedures and standards set by the local government
- Section 160A-279
  - Nonprofit buyer – conveyance condition and covenants - public purpose



CLT Legal Framework - Next Steps



CLT Legal Framework – Formation and Governance

- Form the CLT as a North Carolina nonprofit corporation
- Obtain a Federal tax identification number
- **Appoint and seat a Board of Directors**
- Approve and adopt bylaws, conflict of interest policy, and elect officers
- **Approve and adopt mission, vision, and initial land development program, with direction and support from the Town of Apex**
- File for 501(c)(3) tax exempt status – form 1023 application with the IRS

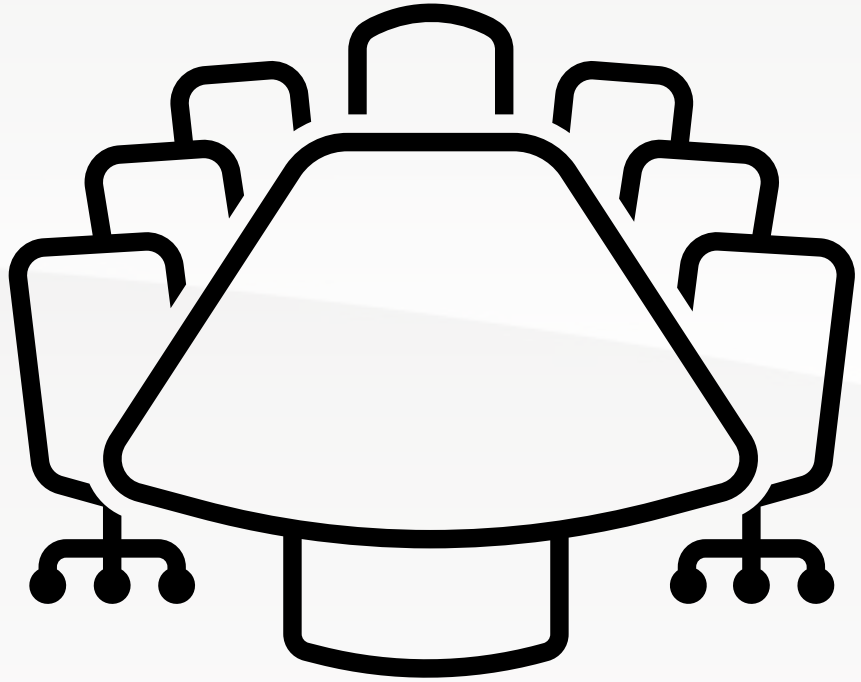


Initial Land Development Program

- Prepare and Issue RFPs for a 3rd Party Management Entity and Development Partners
- Prepare development agreements, ground leases, grant and loan agreements
- Prepare declara - Page 291 - f affordability covenants

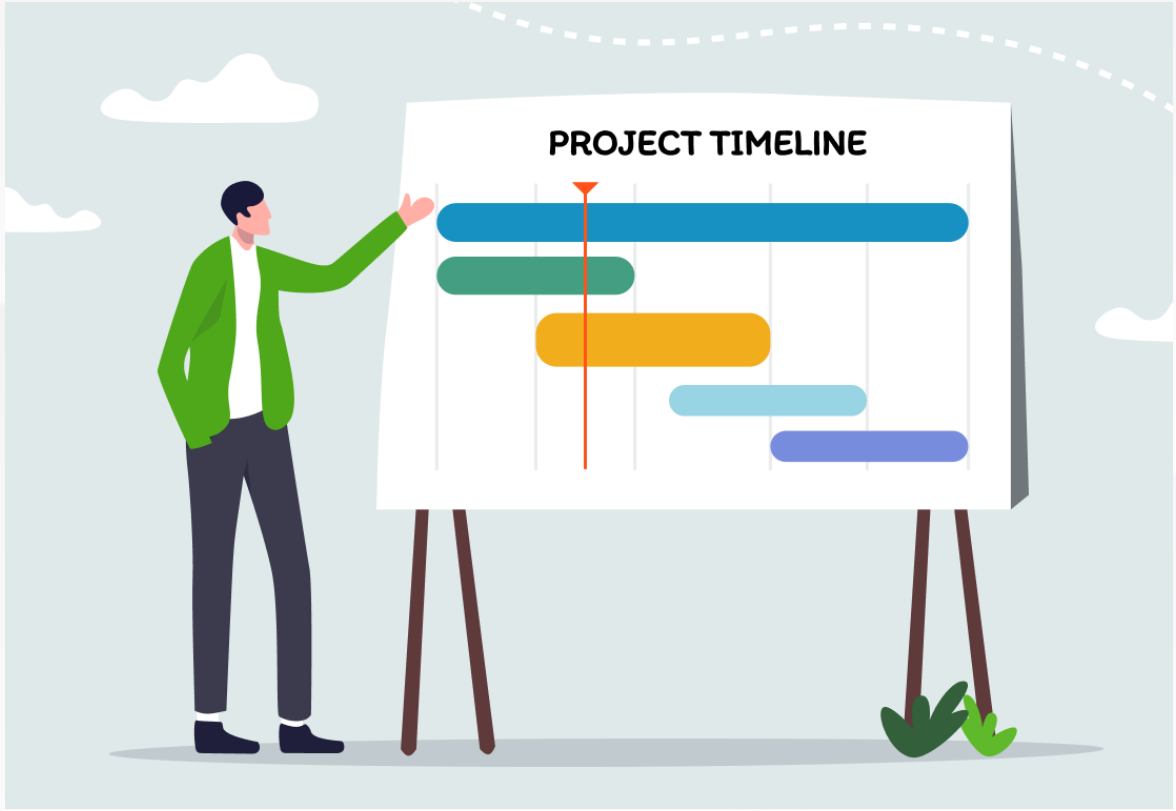
CLT Board of Directors – model for governance, accountability

- The initial Board members should be selected and appointed by the Town; bylaws will provide for number and successor directors
- The “classic CLT model” provides for Board seats in three equal parts:
  - One third of the seats to be held by members of the CLT households living in the community created by the CLT – community members
  - One third of the seats to be held by residents of the Town of Apex surrounding the CLT community – public members
  - One third of the seats to be held by public officials, local funders, nonprofit providers of housing and social services – public interest members



Key Milestones for FY2026

1. Form CLT and obtain tax ID number – **November 2025**
2. Appoint and seat Board of Directors – **February 2026**
3. Develop governance documents – **May 2026**
4. RFP for 3rd Party management entity – **June 2026**



BOX 1

Ten Key Features of the Classic Community Land Trust

1. **Nonprofit, tax-exempt corporation.** A community land trust is an independent, nonprofit corporation that is chartered in the state where it is located. Most CLTs are started from scratch, but some are grafted onto existing nonprofit corporations. Most CLTs target their activities and resources toward charitable goals such as providing housing for low-income people and redeveloping blighted neighborhoods, and are therefore eligible for 501(c)(3) designation.
2. **Dual ownership.** The CLT acquires multiple parcels of land throughout a targeted geographic area with the intention of retaining ownership permanently. The parcels do not need to be contiguous. Any buildings already located or later constructed on the land are sold to individual homeowners, condo owners, cooperative housing corporations, nonprofit developers of rental housing, or other nonprofit, governmental, or for-profit entities.
3. **Leased land.** CLTs provide for the exclusive use of their land by the owners of any buildings located thereon. Parcels of land are conveyed to individual homeowners (or the owners of other types of residential or commercial structures) through long-term ground leases.
4. **Perpetual affordability.** By design and by intent, the CLT is committed to preserving the affordability of housing and other structures on its land. The CLT retains an option to repurchase any structures located upon its land if their owners choose to sell. The resale price is set by a formula in the ground lease providing current owners a fair return on their investments and future buyers fair access to housing at an affordable price.
5. **Perpetual responsibility.** As the owner of the underlying land and of an option to repurchase any buildings located on that land, the CLT has an abiding interest in what happens to these structures and to the people who occupy them. The ground lease requires owner-occupancy and responsible use of the premises. If buildings become hazardous, the CLT has the right to force repairs. If property owners default on their mortgages, the CLT has the right to cure the default, forestalling foreclosure.
6. **Open, place-based membership.** The CLT operates within the boundaries of a targeted area. It is guided by, and accountable to, the people who call this locale their home. Any adult who resides on the CLT's land or within the area the CLT deems as its "community" can become a voting member. The community may comprise a single neighborhood, multiple neighborhoods, or even an entire town, city, or county.
7. **Community control.** Voting members who either live on the CLT's land or reside in the CLT's targeted area nominate and elect two-thirds of a CLT's board of directors.
8. **Tripartite governance.** The board of directors of the classic CLT has three parts, each with an equal number of seats. One-third represents the interests of people who lease land from the CLT; one-third represents the interests of residents of the surrounding community who do not lease CLT land; and one-third is made up of public officials, local funders, nonprofit providers of housing or social services, and other individuals presumed to speak for the public interest.
9. **Expansionist program.** CLTs are committed to an active acquisition and development program that is aimed at expanding their holdings of land and increasing the supply of affordable housing and other structures under their stewardship.
10. **Flexible development.** While land is always the key ingredient, the types of projects that CLTs pursue and the roles they play in developing the projects vary widely. Many CLTs do development with their own staff, while others delegate this responsibility to partners. Some focus on a single type and tenure of housing, while others develop housing of many types and tenures. Other CLTs focus more broadly on comprehensive community development.

Source: Davis (2007)

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: NEW BUSINESS

Meeting Date: September 9, 2025

Item Details

Presenter(s): Dianne Khin, Director

Department(s): Planning

Requested Motion

A) Possible motion to approve an update to the Façade Grant Program to add a pre-authorization step to the Tier 3 grant process, and,
B) Possible motion to provide pre-authorization for Tier 3 grant proposals submitted by La Farm, and,
C) Possible motion to provide pre-authorization for Tier 3 grant proposals submitted by Scratch.

Approval Recommended?

Yes

Item Details

At their December 10, 2024 meeting, Town Council added Tier 3 grants to the Town's Façade Grant Program for large-scale exterior improvement projects initiated by property owners in the Downtown Festival District. The Façade Grant Application, program description, and process were updated to include a façade easement and easement agreement as a requirement of the Tier 3 grant approval. The façade easement and easement agreement are required to be worked out between Town staff and the applicant prior to Council approval, but this requires the applicant to hire an attorney and spend considerable funds on the design of their project without knowing whether Town Council is interested in possibly funding their proposed project. Staff recommend an additional step be included in the Tier 3 grant process to allow for the pre-authorization of proposed projects by Town Council prior to work commencing on the façade easement and easement agreement. Further, staff recommend Council consider the Tier 3 grant proposals submitted by La Farm and Scratch and provide pre-authorization for any proposal they would be interested in possibly funding in the future.

Attachments

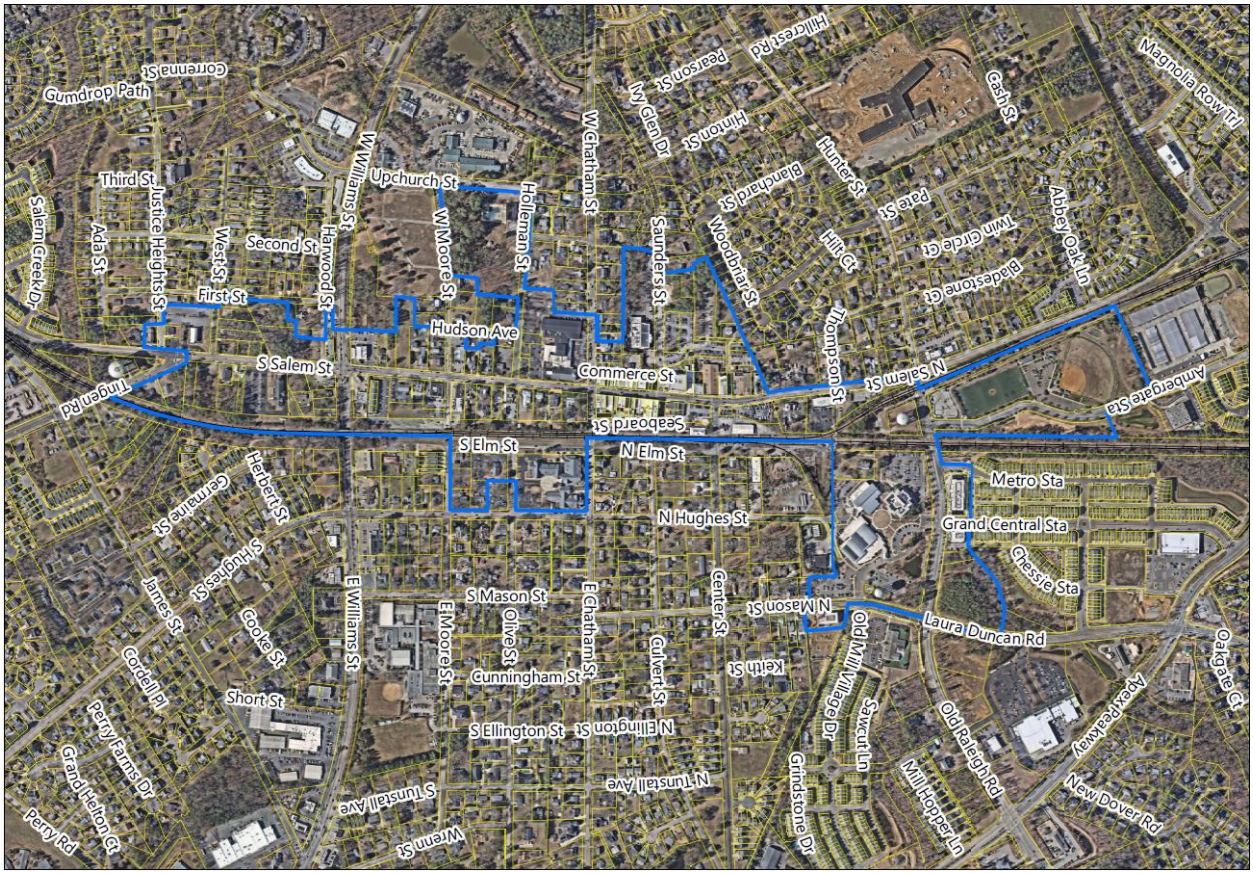
- NB2-A1: Staff Report – Façade Grant Program – Addition of pre-authorization to Tier 3 Grants
- NB2-A2: Façade Grant Program Application
- NB2-A3: La Farm Tier 3 Grant Proposal
- NB2-A4: Scratch Tier 3 Grant Proposal

STAFF REPORT

Façade Grant Program – Addition of pre-authorization to Tier 3 Grant Process and September 2025 Pre-Authorization Requests

September 9, 2025 Town Council Meeting

The purpose of the Town of Apex's Façade Grant Program Tier 3 grants is to provide incentive funds in the form of a matching grant to property owners to increase rehabilitation activity and encourage appropriate, attractive improvements to downtown buildings and properties, thereby increasing their longevity and raising their property values. Properties must be located within the Downtown Festival District in order to be eligible for the matching grant (see map below).



BACKGROUND

At the December 10, 2024 meeting, Town Council added Tier 3 grants to the Town's Façade Grant Program for large-scale exterior improvement projects initiated by property owners in the Downtown Festival District.

The Façade Grant Application, program description, and process were updated to include a façade easement and easement agreement as a requirement of the Tier 3 grant approval. The façade easement and easement agreement are required to be worked out between Town staff and the applicant prior to Council approval, but this requires the applicant to hire an attorney

and spend considerable funds on the design of their project without knowing whether Town Council is interested in possibly funding their proposed project.

Staff recommend an additional step be included in the Tier 3 grant process to allow for the pre-authorization of proposed projects by Town Council prior to work commencing on the façade easement and easement agreement.

Further, staff recommend Council consider the Tier 3 grant proposals submitted by La Farm and Scratch and provide pre-authorization for any proposal they would be interested in possibly funding in the future.

See attached redline version of the Façade Grant application for further details on the proposed changes.

PRE-AUTHORIZATION:
Attached is the proposed revision to the Façade Grant Program to add a Town Council pre-authorization step. Once Town Council provides pre-authorization of a Tier 3 Project, the applicant is required to provide all Small Town Character Overlay District and Façade Grant documentation to Planning staff before the project can move to the easement agreement phase. Staff is proposing that if a complete application package is not received by Planning staff within 1 year of the Town Council pre-authorization, the applicant must go back to Town Council for another pre-authorization before the application package can move to the easement agreement phase.

STAFF RECOMMENDATION:
Planning staff recommend approval of the updated Façade Grant Program to include pre-authorization of Tier 3 grants as described in the attached Façade Grant Program Application.

SEPTEMBER 2025 PRE-AUTHORIZATION REQUESTS

There were two projects submitted by the July 31, 2025 deadline for Town Council consideration in September 2025 for possible pre-authorization of their Tier 3 grants.

Per the Façade Grant Program guidelines, Tier 3 grant projects may include elements shown in the Downtown Plan or proposed for Council consideration on publicly viewable portions of the property:

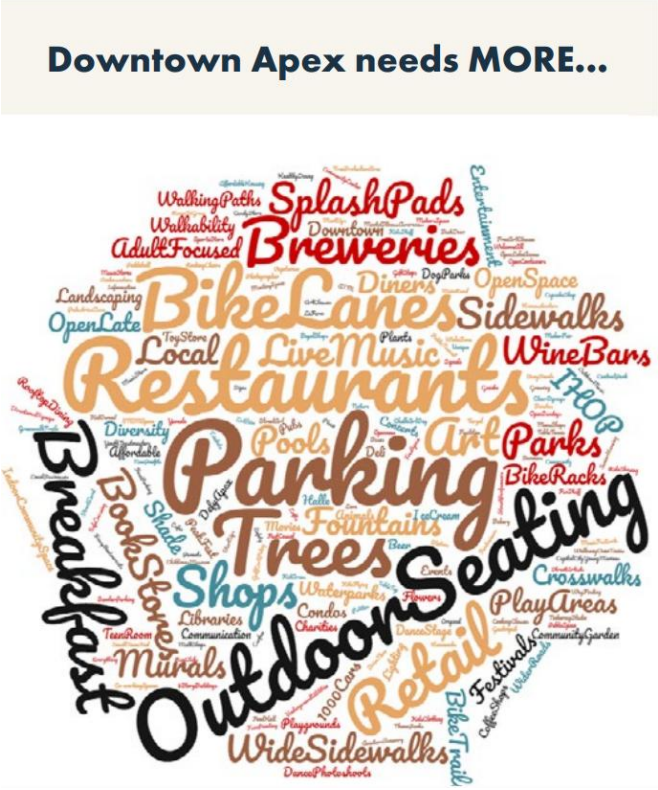
- Streetscape elements matching Downtown Plan in public right-of-way.
- Streetscape elements (pavers/bricks/bus stops) on private property.
- Creation of patios or other outdoor service areas for public use and benefit on private property.
- Permanent streetscape-style outdoor furniture (tables, chairs, benches, permanent planters not to include vegetation, etc.) for public use and benefit on public or private property.
- Other Downtown Plan elements like catenary lighting, wall murals, ground murals, etc.
- Public parking on private property.
- Other significant improvements which in the Town Council's sole determination provide benefit to the general public or serve as a catalyst for future development.

Eligibility Criteria:

a. If a tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
b. Tenants are not eligible for Tier 3 grants. Façade easements must be signed by the property owner.
c. Only properties with existing buildings constructed more than 3 years prior to the date of application are eligible.
d. Applicant shall agree at the time of Tier 1 and/or Tier 2 application to maintain the façade and may not receive a grant for the same work within any five-year period. Tier 3 Projects shall be subject to the terms of the façade easement.
e. Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
f. Utility and mechanical equipment, if any, must be concealed or screened from view. Screening shall be of similar color and design as the building.

Both of these proposed projects potentially address public input provided during the Downtown Plan process, where citizens noted that downtown Apex needs more Outdoor Seating, Restaurants, and Breakfast places (the larger the font, the higher the number of responses for that word).

Downtown Plan (page 51)



LA FARM TIER 3 GRANT PROPOSAL:
Applicant: LFBS - Apex Downtown, LLC (La Farm Bakery)
Owner: Wilkinson Properties of North Carolina
Address: 202 S. Salem Street

See attached "La Farm Tier 3 Grant Proposal" packet for full details including letter from Nova Design Group, PA, concept drawing, and site plan.

Located at 202 S. Salem Street, the subject property was previously used as a bank and is now proposed to be converted to a tenant-occupied retail bakery and café/restaurant. The applicant identified the cost of the overall project to be $758,900 and they are requesting a $300,000

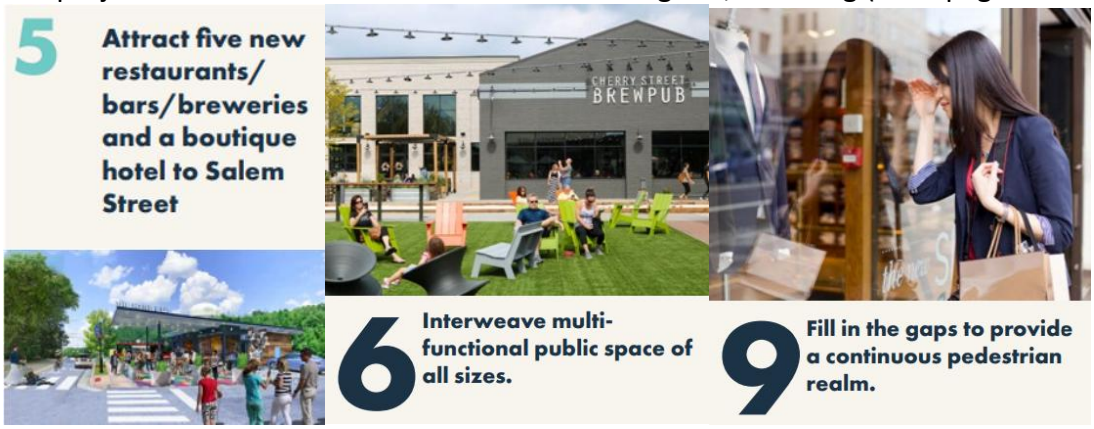
Façade Grant, which is the maximum amount in a 36-month period. The reimbursement would need to occur in two budget years as $200,000 is the maximum in any one fiscal year.

The applicant is "Seeking to renovate an old vacant bank building on S. Salem St, this will activate that part of the street and extend the Downtown corridor towards Hwy 55. We seek to enhance walk-ability, improve street scape, all the while updating the façade to fit the rest of downtown. La Farm Bakery will be a great addition to the retail offerings in the downtown area. It will satisfy the need for more desirable and healthy restaurants."

The applicant proposes to "Upgrade façade to add more penetrations, exterior seating, planters, landscaping, decorative concrete block exterior walls, stone and exterior tile accents with wheat pattern, faux windows with glass tile to match entrance windows, awnings, remove pneumatic bank tube system, patio floors, exterior ceiling fans & heaters, parking lot topped & re-striped, sidewalk replaced along perimeter of the site as needed for the new entrance, new exterior lighting, dumpster enclosure."

Note from staff: if Town Council gives their pre-authorization on this project, the property owner would need to be the one to enter into the easement agreement with the Town, not the tenant.

This project could address several Downtown Plan goals, including (from pages 25 and 179):



SCRATCH TIER 3 GRANT PROPOSAL:
Applicant: Scratch Kitchen and Taproom
Owner: MJ2 Holdings, LLC
Address: 225 N. Salem Street

See attached "Scratch Tier 3 Grant Proposal" packet for full details including 3D renderings.

Located at 225 N. Salem Street, the subject property is currently an owner-occupied restaurant in a retail building; no change to the land use is proposed. The applicant identified the cost of the overall project to be $506,920 and they are requesting a $250,000 Façade Grant, which is under the maximum amount in a 36-month period. The reimbursement would need to occur in two budget years as $200,000 is the maximum in any one fiscal year.

The applicant states that "This project includes the removal of the current pergola structure behind Scratch Kitchen and Taproom and adding a new, larger three season room. This three season room will have a retractable roof system, sliding glass windows, lighting, and ceiling fans to maximize the dining experience at Scratch. Also included in this project is the addition of a gas fire pit in front of Neat & Sweet along with permeable astroturf in the existing grass area to make this space more functional for the building's tenants and restaurant patrons. The completion of this project will create a functional gathering place for the Apex community."

The applicant notes that "This will make the back of the Tobbaco [sic] Mule Exchange building more inviting, more functional, and create a better experience for patrons. The current patio space is only usable in great weather, leaving it vacant most of the year. The project would be inviting for the general public all year. This project will also improve the building's aesthetics from the "back" where people park. The addition of the turn and fire pit area will also hep make this a gathering place for the community. Turning the back of the building into a community center."

This project could address several Downtown Plan goals, including (from page 25):







This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

A Small Town Character Overlay District Exempt Site Plan application is required to be submitted concurrently with the Façade Grant application. The approval of the Small Town Character Overlay District Exempt Site Plan application shall occur concurrently with the Façade Grant approval.

For more information on the Façade Grant Program, please contact the Apex Planning Department at 919-249-3426 or planninginfo@apexnc.org.

1. The Façade Grant Program is designed to provide incentive funds to non-residential tenants/property owners to increase rehabilitation activity in the Downtown Festival District as shown on the attached Downtown Festival District map and described in Apex's Unified Development Ordinance (UDO) Section 12.2. The Façade Grant Program includes provisions for Tier 1/Tier 2 Projects, which are small-scale improvements often initiated by tenants or property owners and Tier 3 Projects, which are large-scale improvements initiated by property owners. See eligible projects within each Tier below.

2. **Tier 1 and Tier 2 Projects.** The grant can provide up to 50% of the cost of the exterior rehabilitation based on the following:
    a. Tier 1 - up to a maximum of $2,000.00 per façade for paint and awnings, or 50% of the cost, whichever is less.
    b. Tier 2 – up to a maximum of $5,000.00 per façade for structural improvements including window replacement, brick repair and repointing, door replacement, ADA accessible entrance improvements, and similar structural repairs or replacement, or 50% of the cost, whichever is less.
    c. Applicants can submit for one Tier 1 grant and one Tier 2 grant within the same fiscal year; if both are granted, no one property can receive more than $7,000 in one year.
    d. No more than $10,000 can be issued to any one property within any 36-month period for Tier 1 and Tier 2 Projects.
    e. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
    f. Offered on first-come, first-served basis each fiscal year, beginning on July 1. Projects will be considered "submitted" once all required paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff.
    g. Tier 1 and Tier 2 grants may be used for the following types of renovation only:
        - Removal of false fronts (such as aluminum panels)
        - Repair or replacement of windows, doors, and cornices
        - Repair or replacement of façade materials
        - Repair or replacement of character defining architectural features
        - Repair, replacement, or new ADA accessible entrance (e.g. ramp)
        - New awnings
        - Decorative exterior lighting
        - Exterior painting
        - Design and construction costs

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3. **Tier 3 Projects.** The grant can provide up to 50% of the cost of the exterior improvements based on the following:
    a. Up to a maximum of $200,000 per property per fiscal year.
    b. No more than $300,000 can be issued to any one property for Tier 3 Projects within any 36-month period.
    c. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
    d. Offered on a Quarterly Submittal and Award Cycle each fiscal year, beginning on July 1. Projects will be considered "submitted" once ~~all required~~ paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. ~~Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff.~~ All projects submitted within one of the quarterly award cycles will be considered by Town Council for pre-authorization on their merits, so it is recommended that as much information called out in the Small Town Character Overlay District and Façade Grant Program be provided for Town Council consideration. It is at the Town Council's sole discretion whether to award a façade grant to one project, no projects, or multiple projects.

Quarterly Submittal and Award Cycle:

Quarter	Submittal Month	Town Council Pre-Authorization Meeting ~~& Decision~~	Town Council Approval of Façade Easement and Easement Agreement
1	July	September	Next available Town Council meeting after easement agreement is finalized with Town staff.
2	October	December	
3	January	March	
4	April	June	

    e. Town Council ~~approval~~ pre-authorization is required for Tier 3 Projects. Planning staff will present the proposed Tier 3 Project(s) as a New Business Item on the Council agenda per the Quarterly Submittal and Award Cycle above. Tier 3 Projects may include elements shown in the Downtown Plan or proposed for Council consideration on publicly viewable portions of the property:
        - Streetscape elements matching Downtown Plan in public right-of-way.
        - Streetscape elements (pavers/bricks/bus stops) on private property.
        - Creation of patios or other outdoor service areas for public use and benefit on private property.
        - Permanent streetscape-style outdoor furniture (tables, chairs, benches, permanent planters not to include vegetation, etc.) for public use and benefit on public or private property.
        - Other Downtown Plan elements like catenary lighting, wall murals, ground murals, etc.
        - Public parking on private property.
        - Other significant improvements which in the Town Council's sole determination provide benefit to the general public or serve as a catalyst for future development.
    f. Once Town Council provides pre-authorization of a Tier 3 Project, the applicant shall provide all required Small Town Character Overlay District and Façade Grant documentation to Planning staff before the project [illegible] the easement agreement phase. If a complete

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application package is not received by Planning staff within 1 year of the Town Council pre-authorization, the applicant must go back to Town Council for another pre-authorization before the application package can move to the easement agreement phase.

g. A façade easement and easement agreement is a requirement of the Tier 3 grant approval. The façade easement agreement shall be worked out between Town staff and the applicant prior to Council approval. The factors to be considered in the façade easement agreement shall include but not be limited to the following considerations:
   - Level of financial participation by the Town.
   - The type of façade/property improvements being proposed.
   - The term of the proposed easement; a higher funding amount should require a longer easement length.
   - Any other public requirements the Town would need/like to have in exchange for the Town funds.
   - Any expenditure of public funds must be for a public purpose.

4. Application requirements:
   a. Completed Small Town Character Overlay District Exempt Site Plan application.
   b. Completed Façade Grant application form signed by the property owner.
   c. Photos of the structure showing the current condition.
   d. Paint samples or fabric swatches for Tier 1 requests.
   e. Detailed drawings and details of features including awnings, windows, doors, pavers, tables, chairs, benches, or other improvements.
   f. Cost estimates from a qualified professional (e.g. Licensed contractor, mason, or professional painter or awning company). Cost estimates must be detailed in a line by line format.
5. Applications must be approved before work begins or no funds will be disbursed.
6. Planning Department staff have been granted authority to administer the Façade Grant Program process by Town Council for Tier 1 and Tier 2 Projects only. Town Council approval is required for Tier 3 Projects and shall be considered as a New Business item on a regularly scheduled Town Council meeting agenda per the Quarterly Submittal and Award Cycle above. Town Council allocates the funding for the grant program through the yearly budgeting process.
7. Renovations must be completed within four (4) months of application approval for Tier 1 grants and eighteen (18) months for Tier 2 grants. In the Planning Director or designee's sole discretion, a one-time request for an extension of two to twelve months may be approved upon satisfactory explanation of the delay. Work for Tier 3 grants will be completed per the timeline specified by Town Council in their approval of the grant easement agreement.
8. Grant is to be calculated and used for exterior façades and publicly viewable portions of the property only.
9. Grant amount shall be paid only when construction is completed and receipt(s) are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed 50% of the actual costs and/or the dollar limits for Tier 1 and Tier 2 Projects, or 50% of the actual costs and/or the dollar limits for Tier 3 Projects. In no case shall a grant be issued higher than the originally-approved grant amount, unless re-approved for the higher amount by Town Council either before or after work has begun.

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10. Renovations on historic buildings shall follow the Secretary of the Interior's Guidelines for Rehabilitation of Historic Structures and applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards.* Non-historic structures shall conform to the applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards.*

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11. Eligibility Criteria:
    a. If a tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
    b. Tenants are not eligible for Tier 3 grants. Façade easements must be signed by the property owner.
    c. Only properties with existing buildings constructed more than 3 years prior to the date of application are eligible.
    d. Applicant shall agree at the time of Tier 1 and/or Tier 2 application to maintain the façade and may not receive a grant for the same work within any five-year period. Tier 3 Projects shall be subject to the terms of the façade easement.
    e. Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
    f. Utility and mechanical equipment, if any, must be concealed or screened from view. Screening shall be of similar color and design as the building.

I have read the Façade Grant Program Information:

Applicant Signature _____ Date _____

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: _____ Submittal Date: _____

Hard Copy Submittal Requirements: (Submit to Planning Department)

One (1) copy of Façade Grant Application

One (1) Small Town Character Exempt Site Plan Application

11" x 17" Architectural Plans/Drawings

Material and/or color samples

Applicant Information:

Applicant: _____ Tax ID: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Owner Information:

Owner: _____ Tax ID: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Project Information:

Address: _____

Property PIN: _____ Owner or Tenant Occupied? _____

Amount of Street Frontage: _____ # of Floors: _____

Current Building Use: _____

Proposed Building Use: _____

Major Repairs Needed? _____

Cost of Overall Project: _____ Façade Grant Funds Requested: _____

Renovation Information:

1. Please provide as much detail as possible about the types and extent of renovations and/or exterior improvements to be completed. Attach separate sheet, if necessary.

_____

_____

_____

_____

_____

_____

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2. On a separate sheet, provide a detailed cost estimate or construction bid for the façade renovation and/or exterior improvements. Once the work is completed, please provide the Planning Department with a copy of the receipt(s) for all labor and supplies. Façade Grant funds will not be released without receipt(s).

3. Please describe how these renovations and/or exterior improvements will significantly contribute to the historic character of the Downtown Festival District and what public purpose is served.

Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to the approved plan (Tier 1 and/or Tier 2) and/or easement agreement (Tier 3). In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

Applicant Signature	Date
Owner Signature	Date
Staff Approval	Date

Conditions of Approval:
• Please continue working with the Building Inspections Department and obtain a Building Permit.

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina

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1. The Façade Grant Program is designed to provide incentive funds to non-residential tenants/property owners to increase rehabilitation activity in the Downtown Festival District as shown on the attached Downtown Festival District map and described in Apex's Unified Development Ordinance (UDO) Section 12.2. The Façade Grant Program includes provisions for Tier 1/Tier 2 Projects, which are small-scale improvements often initiated by tenants or property owners and Tier 3 Projects, which are large-scale improvements initiated by property owners. See eligible projects within each Tier below.

2. **Tier 1 and Tier 2 Projects.** The grant can provide up to 50% of the cost of the exterior rehabilitation based on the following:
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        - Exterior painting
        - Design and construction costs

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3. **Tier 3 Projects.** The grant can provide up to 50% of the cost of the exterior improvements based on the following:
    a. Up to a maximum of $200,000 per property per fiscal year.
    b. No more than $300,000 can be issued to any one property for Tier 3 Projects within any 36-month period.
    c. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
    d. Offered on a Quarterly Submittal and Award Cycle each fiscal year, beginning on July 1. Projects will be considered "submitted" once all required paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff. All projects submitted within one of the quarterly award cycles will be considered by Town Council on their merits. It is at the Town Council's sole discretion whether to award a façade grant to one project, no projects, or multiple projects.

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Quarter	Submittal Month	Town Council Meeting & Decision
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        - Permanent streetscape-style outdoor furniture (tables, chairs, benches, permanent planters not to include vegetation, etc.) for public use and benefit on public or private property.
        - Other Downtown Plan elements like catenary lighting, wall murals, ground murals, etc.
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        - Other significant improvements which in the Town Council's sole determination provide benefit to the general public or serve as a catalyst for future development.
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- The term of the proposed easement; a higher funding amount should require a longer easement length.
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- Any expenditure of public funds must be for a public purpose.

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    b. Completed Façade Grant application form signed by the property owner.
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    d. Paint samples or fabric swatches for Tier 1 requests.
    e. Detailed drawings and details of features including awnings, windows, doors, pavers, tables, chairs, benches, or other improvements.
    f. Cost estimates from a qualified professional (e.g. Licensed contractor, mason, or professional painter or awning company). Cost estimates must be detailed in a line by line format.
5. Applications must be approved before work begins or no funds will be disbursed.
6. Planning Department staff have been granted authority to administer the Façade Grant Program process by Town Council for Tier 1 and Tier 2 Projects only. Town Council approval is required for Tier 3 Projects and shall be considered as a New Business item on a regularly scheduled Town Council meeting agenda per the Quarterly Submittal and Award Cycle above. Town Council allocates the funding for the grant program through the yearly budgeting process.
7. Renovations must be completed within four (4) months of application approval for Tier 1 grants and eighteen (18) months for Tier 2 grants. In the Planning Director or designee's sole discretion, a one-time request for an extension of two to twelve months may be approved upon satisfactory explanation of the delay. Work for Tier 3 grants will be completed per the timeline specified by Town Council in their approval of the grant.
8. Grant is to be calculated and used for exterior façades and publicly viewable portions of the property only.
9. Grant amount shall be paid only when construction is completed and receipt(s) are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed 50% of the actual costs and/or the dollar limits for Tier 1 and Tier 2 Projects, or 50% of the actual costs and/or the dollar limits for Tier 3 Projects. In no case shall a grant be issued higher than the originally-approved grant amount, unless re-approved for the higher amount by Town Council either before or after work has begun.
10. Renovations on historic buildings shall follow the Secretary of the Interior's Guidelines for Rehabilitation of Historic Structures and applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards.* Non-historic structures shall conform to the applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards.*

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11. Eligibility Criteria:
    a. If a tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
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    c. Only properties with existing buildings constructed more than 3 years prior to the date of application are eligible.
    d. Applicant shall agree at the time of Tier 1 and/or Tier 2 application to maintain the façade and may not receive a grant for the same work within any five-year period. Tier 3 Projects shall be subject to the terms of the façade easement.
    e. Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
    f. Utility and mechanical equipment, if any, must be concealed or screened from view. Screening shall be of similar color and design as the building.

I have read the Façade Grant Program Information:

Omar Gaye Digitally signed by Omar Gaye Date: 2025.01.21 13:00:48 -05'00' 1-21-25

Applicant Signature | Date

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: _____ Submittal Date: 1-21-2025

Hard Copy Submittal Requirements: (Submit to Planning Department)

One (1) copy of Façade Grant Application
One (1) Small Town Character Exempt Site Plan Application
11" x 17" Architectural Plans/Drawings
Material and/or color samples

Applicant Information:

Applicant: LFBS - Apex Downtown, LLC (La Farm Bakery) Tax ID: 99-2222715
Address: 4248 NW Cary Pkwy
City: Cary State: NC ZIP: 27513
Phone: 910-520-1420 Email: adrienne.cates@lafarmbakery.com

Owner Information:

Owner: Wilkinson Properties of North Carolina Tax ID:
Address: 104 Downing Pl
City: Apex State: NC ZIP: 27502
Phone: 919-302-8695 Email: nanadebh@gmail.com

Project Information:

Address: 202 S. Salem St., Apex, NC 27502
Property PIN: 0742306498 Owner or Tenant Occupied? Tenant
Amount of Street Frontage: 123 linear feet # of Floors: 1
Current Building Use: vacant - previous bank
Proposed Building Use: retail bakery & cafe/restaurant
Major Repairs Needed? yes
Cost of Overall Project: $758,900 Façade Grant Funds Requested: $300,000

Renovation Information:

1. Please provide as much detail as possible about the types and extent of renovations and/or exterior improvements to be completed. Attach separate sheet, if necessary.

Upgrade facade to add more penetrations, exterior seating, planters, landscaping, decorative concrete block exterior walls, stone and exterior tile accents with wheat pattern, faux windows with glass tile to match entrance windows, awnings, remove pneumatic bank tube system, patio floors, exterior ceiling fans & heaters parking lot topped & re-striped, sidewalk replaced along perimeter of the site as needed for the new entrance, new exterior lighting, dumpster enclosure

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

2. On a separate sheet, provide a detailed cost estimate or construction bid for the façade renovation and/or exterior improvements. Once the work is completed, please provide the Planning Department with a copy of the receipt(s) for all labor and supplies. Façade Grant funds will not be released without receipt(s).

3. Please describe how these renovations and/or exterior improvements will significantly contribute to the historic character of the Downtown Festival District and what public purpose is served.

Seeking to renovate an old vacant bank building on S. Salem St, this will activate that part of the street and extend the Downtown corridor towards Hwy 55. We seek to enhance walk-ability, improve street scape, all the while updating the facade to fit the rest of downtown. La Farm Bakery will be a great addition to the retail offerings in the downtown area. It will satisfy the need for more desirable and healthy restaurants.

Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to the approved plan (Tier 1 and/or Tier 2) and/or easement agreement (Tier 3). In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

Omar Gaye Digitally signed by Omar Gaye Date: 2025.01.21 12:49:42 -05'00'

Applicant Signature

1-21-25

Date

Deborah W Hardee, Managing Member

Owner Signature

01/21/2025

Date

- Please continue working with the Building Inspections Department and obtain a Building Permit.



LA FARM BAKERY + CAFE

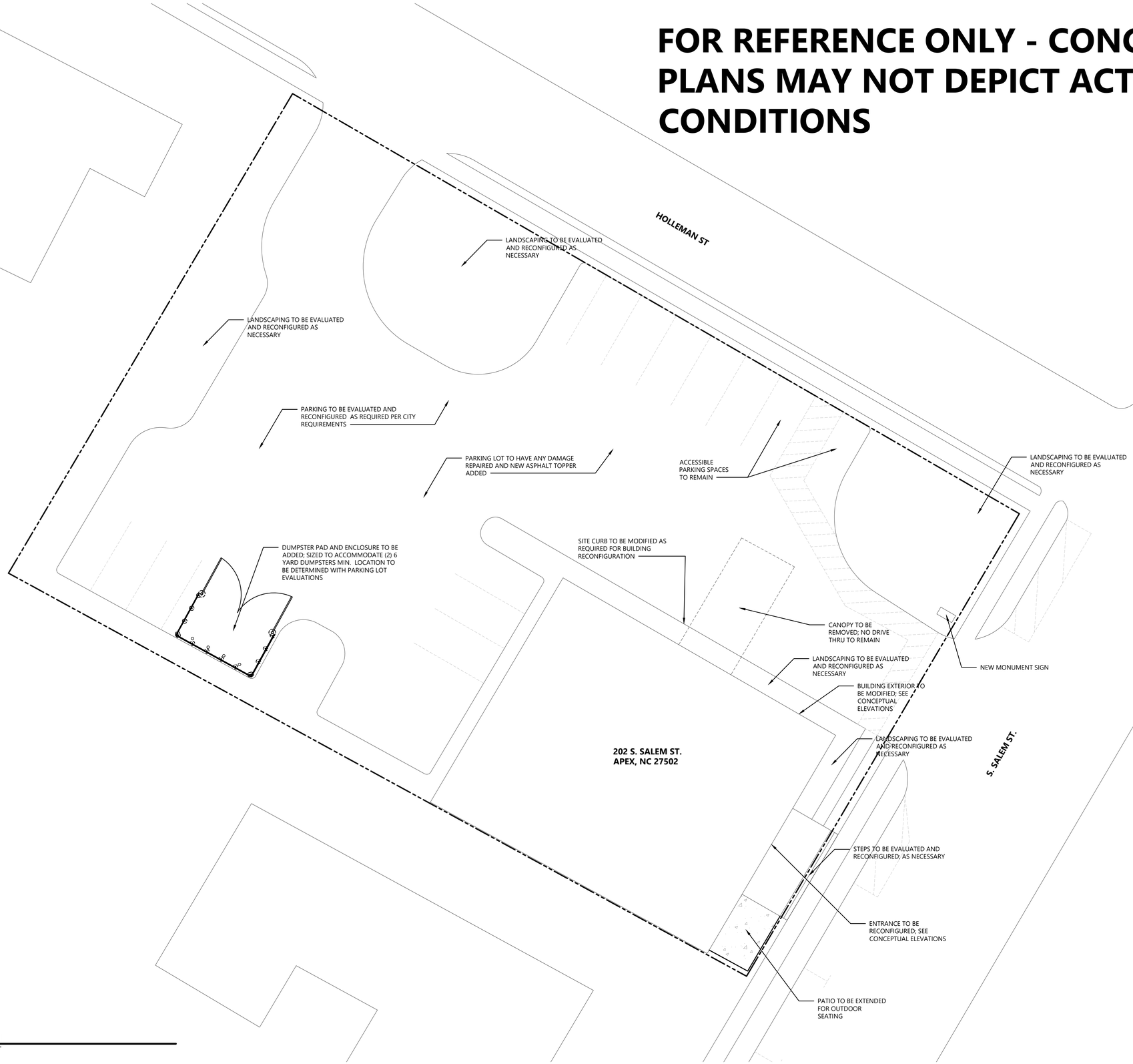
APEX, NC



LA FARM - APEX, NC

S. SALEM ST VIEW

FOR REFERENCE ONLY - CONCEPTUAL PLANS MAY NOT DEPICT ACTUAL SITE CONDITIONS



1 SITE PLAN
SCALE: 3/32"=1'-0"

NOVA
DESIGN GROUP, PA
16 W. MARTIN STREET STE 301
RALEIGH, NC 27601
919.500.0186
ADMIN@NOVADESIGN.AI

FOR REVIEW ONLY

THIS DRAWING SET AND ASSOCIATED DOCUMENTS INDICATES THE GENERAL INTENT AND SCOPE OF THE PROJECT AT THE COMPLETION OF THIS DESIGN PHASE. THE FINAL DESIGN DOCUMENTATION HAS NOT BEEN COMPLETED; THEREFORE, THE INFORMATION PROVIDED MAY NOT BE COMPLETED OR FULLY COORDINATED. THE CONTRACTOR/SUPPLIER IS RESPONSIBLE FOR COMPLETE AND COORDINATED PRICING AND SHALL INCLUDE ALL ITEMS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK DESCRIBED HEREIN, IN A SUCCESSFUL MANNER, WHETHER INDICATED OR NOT.

LA FARM BAKERY - SALEM ST

LA FARM BAKERY
202 S SALEM ST
APEX, NC 27502

ISSUE DATE:07-09-2024
PRE-DESIGN
REVISIONS

THESE DRAWINGS AND STYLIZED SCHEMES ARE THE PROPERTY OF NOVA DESIGN GROUP, PA AND SHALL NOT BE REPRODUCED, PUBLISHED OR USED IN ANY WAY WITHOUT THE EXPRESS PERMISSION OF NOVA DESIGN GROUP, PA. ALL RIGHTS RESERVED. THE COPIES, REPRODUCTIONS, OR DISTRIBUTED WITHOUT THESE WRITTEN CONSENT OF NOVA DESIGN GROUP, PA. ALL RIGHTS RESERVED. UNAUTHORIZED USE IS NOT PERMITTED. ©2024 NOVA DESIGN GROUP, PA. ALL RIGHTS RESERVED.

JOB NO. 24-0101
DRAWN:GI CHECKED:GI

ARCHITECTURAL SITE PLAN

AS101

NOVA DESIGN GROUP, PA

16 West Martin St., Suite 301 Raleigh, NC 27601 (919)215-6729

January 14, 2025

La Farm
Omar Gaye
4248 NW Cary Parkway
Cary, NC 27513

Re: La Farm Apex, 202 S. Salem St, Apex, NC

INTRODUCTION

La Farm is currently pursuing the conversion of 202 S. Salem Street in Apex, NC from a bank to a new La Farm Bakery and Restaurant. The facility will serve as a hub for their Apex operations, providing baked goods and fresh cooked meals to the community. The facility is currently vacant with no apparent repairs since its closing. As part of the refurbishment of this facility, La Farm desires to update the exterior with the addition of patio seating, new façade finishes and openings, new landscaping, and repair and refurbishment of the parking lot.

BACKGROUND

Situated on a ½ acre lot, the 3,690 square foot building was constructed in 1960 and remodeled in 1995 per Wake County tax records. The current tax value of the building is $1,181,302 with a land value of $599,719.

The building is constructed of CMU with steel bar joists within minimum openings. The exterior finish is a concrete panel with a metal cap. The front of the building is slightly elevated from the sidewalk and is serviced by both stairs and a ramp. At the side of the building is a two-lane drive-through with pneumatic service tubes allowed for the stacking to come from Holleman Street. The parking lot has approximately 30 parking spaces and covers the remainder of the property. The property is adjacent to residential on the south and west sides with landscape barriers at both borders. Additional landscaping is located around the building and at the street edges to the north.

METHODS

A mixture of assembly and unit pricing along with current market conditions and contingencies were used to calculate the estimated cost for the included improvements. Pricing was gathered using RS Means 2024 Quarter 4 data for the Raleigh, NC area. Additional markups were applied to the cost estimate such as contingencies, general conditions, and estimated overhead and profit. All markups were calculated based on prominent patterns in the market and the phase of the design process. Markups were compounded and added to the overall totals as a percentage of the base fee.

ESTIMATE AND CONDITIONS

Nova Design Group, PA (Nova) is providing a preliminary estimate for the site and exterior building improvements only. This estimate was conducted prior to the completion of any drawings or design. This estimate is based upon the information provided by La Farm, conceptual markups, and current industry data provided through RS Means. The estimate includes considerations for the modification or improvement of the landscaping, parking lot, façade, and site seating. It does not reflect any interior or

structural improvements and may not accurately reflect the conditions of the final design or the project cost. Nova assumed a twenty percent (10%) mark up for the general contractor's overhead and profit and a fifteen percent (10%) general condition contingency. Inspection, permit, and architectural, engineering and other consultant fees are not included.

Site work was assumed to include site prep, limited utility modifications, and landscape and hardscape improvements. The parking lot was assumed to be repaired as needed for condition and remove of the drive-through, topped and restriped. Sidewalks would be removed and replaced along the perimeter of the site as needed for the new entrance and patio. New site lighting was included along the sidewalk and front of building. A new patio extension was included at the front of the building and a dumpster enclosure is to be added.

The exterior façade improvements were based upon the provided documents and discussion of the desired improvements. Removal and replacement of the existing storefront and drive through window was included, along with the cutting of the exterior walls to provide for new storefront openings along the perimeter. The framing of a new entrance, to be faced with ALPOLIC panels to create a new entrance was also included. The current façade was to be covered on all sides with a combination of EIFS and brick. Structural improvements were not included in the estimate. Additionally, the design considerations were not evaluated for compliance with city design standards.

Line Items	Cost
Site Work	$202,000
Exterior Improvements	$304,900
General Conditions and O&P	$252,000
Total	**$758,900***

* Price reflects current conditions and Nova's opinion of possible construction cost. Cost is not guaranteed and is in no way stated or implied to be a final construction estimate.

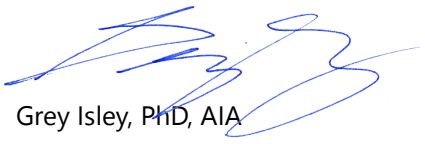
LIMITATIONS

A preliminary estimate is used to predict the possible cost of construction during the early stages of a project. The purpose of the preliminary estimate is to forecast the cost of a project to help understand how much money needs to be invested. These estimates are done prior to the completion of detailed drawings and are subject to the limitations of the information provided. Preliminary estimates are based on limited information and may not accurately reflect the final design or conditions surrounding the project. Estimates become more accurate as additional information is provided and this estimate should be updated as the design progresses to better understand the actual cost. It is also recommended that a general contractor be involved early in the process to help provide input and to increase accuracy. These estimated costs are not guaranteed to accurately reflect the final construction cost.

The feasibility of all improvements has not been evaluated. Multiple factors will influence the feasibility of the project and the final cost. This estimate was generated using very limited information. Conditions may change from what was considered and additional items may be required. Actual conditions of the site may differ from what was considered. The building and site must be evaluated for items including but not limited to structural integrity, mechanical, electrical and plumbing system condition, available utilities, code and city requirements, and construction methods. It is recommended that the evaluation of these systems coincides with the start of the design process to allow for the information to be incorporated into

the design. Additionally, the design must be further developed to fully understand the project scope and what improvements will be included in the scope of work.

This estimate has been constructed using the most recently available information but may not reflect true conditions. Nova is not a general contractor and may not be aware of the most recent market conditions or limitations therefore final pricing may vary. It is recommended that all pricing be verified through a licensed general contractor and continually updated during the design process. Final pricing can only be guaranteed by a licensed general contractor who is under contract for the construction of the project. Nova is not affiliated with a contractor and cannot guarantee any conditions surrounding the cost of construction for the improvements.



Grey Isley, PhD, AIA

CA202511503245

LIMITED LIABILITY COMPANY ANNUAL REPORT

1/6/2022

SOSID: 1093271
Date Filed: 4/25/2025
Elaine F. Marshall
North Carolina Secretary of State
CA2025 115 03245

NAME OF LIMITED LIABILITY COMPANY: Wilkinson Properties of North Carolin

SECRETARY OF STATE ID NUMBER: 1093271 STATE OF FORMATION: NC

REPORT FOR THE CALENDAR YEAR: 2025

Filing Office Use Only

☒ Changes

SECTION A: REGISTERED AGENT'S INFORMATION

1. NAME OF REGISTERED AGENT: Deborah Hardee

2. SIGNATURE OF THE NEW REGISTERED AGENT: _____
SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT

3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY
104 Downing Place
Apex, NC 27502 Wake

4. REGISTERED AGENT OFFICE MAILING ADDRESS
104 Downing Place
Apex, NC 27502 Wake

SECTION B: PRINCIPAL OFFICE INFORMATION

1. **DESCRIPTION OF NATURE OF BUSINESS:** Real Estate Rental

2. **PRINCIPAL OFFICE PHONE NUMBER:** (919) 387-7413

3. **PRINCIPAL OFFICE EMAIL:** Privacy Redaction

4. PRINCIPAL OFFICE STREET ADDRESS
104 Downing Place
Apex, NC 27502 Wake

5. PRINCIPAL OFFICE MAILING ADDRESS
104 Downing Place
Apex, NC 27502 Wake

6. **Select one of the following if applicable. (Optional see instructions)**

☐ The company is a veteran-owned small business

☐ The company is a service-disabled veteran-owned small business

SECTION C: COMPANY OFFICIALS (Enter additional company officials in Section E.)

NAME: Ella M Bukowick	NAME: Deborah W Hardee	NAME:
TITLE: Member	TITLE: Managing Member	TITLE:
ADDRESS: 619 Pineridge Court Titusville, FL 32780 Brevard	ADDRESS: 104 Downing Place Apex, NC 27502 Wake	ADDRESS:

SECTION D: CERTIFICATION OF ANNUAL REPORT. Section D must be completed in its entirety by a person/business entity.

✓ Deborah W Hardee
SIGNATURE

✓ April 11, 2025
DATE

Form must be signed by a Company Official listed under Section C of This form.

✓ Deborah W Hardee
Print or Type Name of Company Official

✓ Managing Member
Print or Type Title of Company Official

SUBMIT THIS ANNUAL REPORT WITH THE REQUIRED FILING FEE OF $200

MAIL TO: Secretary of State, Business Registration Division, P[illegible]25, Raleigh, NC 27626-0525

SMALL TOWN CHARACTER OVERLAY DISTRICT
EXEMPT SITE PLAN REVIEW – NON-RESIDENTIAL
Town of Apex, North Carolina

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Date Submitted: 1-21-2025 Application #:

Prior to submittal, refer to UDO Section Ordinance 6.3 Small Town Character Overlay District

PLAN SUBMISSION

Applications may be submitted at any time. Allow up to 10 business days for Town staff to complete the 1st review cycle. A comment letter will be emailed to the applicant. Please note that there is typically more than 1 review cycle and each subsequent cycle is 5 business days.

Plans may be submitted either electronically or via hard copy.

Electronic Submittals:	Please upload documents as PDFs.
	Need to register? Use the link below to obtain more information, register, or upload your submittal. http://www.apexnc.org/195/Electronic-Plan-Review
	Please note: If you are unable to submit electronically, but have a PDF of the plans, please email it to planninginfo@apexnc.org.
Hard Copy Submittals:	By USPS mail: Town of Apex Planning Dept. PO Box 250 Apex, NC 27502
	By hand or other carrier: Town of Apex Planning Dept. 73 Hunter St. Apex, NC 27502

Submittal Requirements:

• Small Town Character Residential Application	• Agent Authorization Form (if applicable)
• Building Elevations (all affected sides) 11" x 17"	• Existing site layout/conditions
• General site layout including proposed revisions or expansion	• Building elevations (all affected sides)
• Materials list	• Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

REQUIRED SUBMITTAL INFORMATION:

Please provide the information listed below on the proposed Building Elevations and Plot Plan, as indicated. See UDO Sec. 5.1.5 for permitted dimensional standards.

Building Elevations:	
☐	Height of all structures (if proposed detached accessory structure, provide principal structure height)
☐	Proposed building materials (i.e. siding, trim, window trim, roofing)
☐	Proposed material colors (i.e. siding, trim, window trim, roofing)
Plot Plan:	
☐	Front, side, and rear setbacks existing
☐	Front, side, and rear setbacks proposed
☐	Location of existing and proposed structures (i.e. driveways, sidewalks, patios, etc.)
☐	Provide the total existing built-upon area (impervious surface) percentage
☐	Provide the total proposed built-upon area (impervious surface) percentage

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

Date Submitted: _____ Application #: _____

PROJECT INFORMATION

Owner Name: Wilkinson Properties of North Carolina

Project Address: 202 S. Salem St.

City: Apex State: NC Zip: 27502

Telephone: 919-302-8695 Email: nanadebh@gmail.com

APPLICANT INFORMATION

Applicant (if different from owner): LFBS-Apex Downtown, LLC

Mailing Address: 4248 NW Cary Pkwy

City: Cary State: NC Zip: 27513

Telephone: 910-520-1420 Email: adrienne.cates@lafarmbakery.com

CONTRACTOR INFORMATION

Contractor/Builder: SOC, Inc

Contact Name: Grey Isley

Mailing Address: 1702 Garret House Trl.

City: Burlington State: NC Zip: 27215

Telephone: 919-215-6729 Email: cgisley@gmail.com

#	Yes	No	Non-Residential Checklist Items
			Zoning District: _____
1	☐	☑	Is this property located within the Central Business District?
2	☐	☑	Is this structure located within the National Register Historic District?
3	☑	☐	Is this an addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.)
4	☐	☑	Is this a repair? Please explain: _____
5	☐	☑	Are you proposing to demolish structure(s)? If yes, Planning Staff must approve a demolition permit.
6	☑	☐	Is this an expansion, repair, or re-use of an existing structure or for non-residential use? If yes, please specify which one(s):

a ☐ Addition of new building/structure

b ☐ Enlargement of building by 25% or less

c ☐ Expansion of the number of parking spaces by 10 or less

d ☐ Enlargement of the land area used by 25% or less

Date Submitted: _____ Application #: _____

e ☒ Other expansion, repair or re-use of existing structure. Please explain: convert old vacant bank building to retail bakery cafe/restaurant

7 ☐ ☑ Is this a utilities and public works project? If yes, please specify which one(s):

a ☐ Road improvements

b ☐ Utility improvements

c ☐ Above ground utility boxes

d ☐ Other utility or public works project. Please explain: _____

8 ☐ ☑ Preliminary Testing (soil testing, soil borings, land surveying, etc.)

If yes, please specify types of testing: _____

Does this property have a historic preservation easement and/or a rehabilitation agreement (with Capital Area Preservation or other historic preservation group)?

☐ Yes ☑ No

If yes, the qualified holder of historic preservation agreements as defined by NCGS Chapter 121, Article 4 will need to sign below:

Qualified Holder Signature _____ Date: _____

Print Name: _____

I/we hereby certify that the following information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: Omar Gaye Digitally signed by Omar Gaye Date: 2025.01.21 12:52:21 -05'00' Date: 1-21-25

Print Name: Omar Gaye

I/we understand that Building Permits and/or Electrical, Mechanical, and Plumbing Permits may be required. Contact Building Inspections at 919-249-3418 after this application is approved to file the required applications.

Applicant Signature: Omar Gaye Digitally signed by Omar Gaye Date: 2025.01.21 12:54:04 -05'00' Date 1-21-25

Print Name: Omar Gaye

I hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Owner Signature: Deborah W Hardee, Managing Member Date 01/21/2025

Print Name: Deborah W. Hardee

Date Submitted: _____ Application #: _____

PLANNING DEPARTMENT DETERMINATION

This plan has been reviewed by the Town of Apex Technical Review Committee and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing nonconformity. This signature does not constitute a variance from any requirements of an originally approved subdivision or site plan, or any federal, state or local code, law, specification, rule, guideline, or ordinance, such as but not limited to grading and building permits. It is the sole responsibility of the owner/developer, or any of their agents or contract professionals to ensure that this plan meets all the aforementioned requirements.

Planning Department Approval: _____ Date: _____

Print Name: _____

Conditions/Comments/Restrictions: _____

FAÇADE GRANT PROGRAM APPLICATION
Town of Apex, North Carolina

APEX 1872 NORTH CAROLINA

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

A Small Town Character Overlay District Exempt Site Plan application is required to be submitted concurrently with the Façade Grant application. The approval of the Small Town Character Overlay District Exempt Site Plan application shall occur concurrently with the Façade Grant approval.

For more information on the Façade Grant Program, please contact the Apex Planning Department at 919-249-3426 or planninginfo@apexnc.org.

1. The Façade Grant Program is designed to provide incentive funds to non-residential tenants/property owners to increase rehabilitation activity in the Downtown Festival District as shown on the attached Downtown Festival District map and described in Apex's Unified Development Ordinance (UDO) Section 12.2. The Façade Grant Program includes provisions for Tier 1/Tier 2 Projects, which are small-scale improvements often initiated by tenants or property owners and Tier 3 Projects, which are large-scale improvements initiated by property owners. See eligible projects within each Tier below.

2. **Tier 1 and Tier 2 Projects.** The grant can provide up to 50% of the cost of the exterior rehabilitation based on the following:
    a. Tier 1 - up to a maximum of $2,000.00 per façade for paint and awnings, or 50% of the cost, whichever is less.
    b. Tier 2 – up to a maximum of $5,000.00 per façade for structural improvements including window replacement, brick repair and repointing, door replacement, ADA accessible entrance improvements, and similar structural repairs or replacement, or 50% of the cost, whichever is less.
    c. Applicants can submit for one Tier 1 grant and one Tier 2 grant within the same fiscal year; if both are granted, no one property can receive more than $7,000 in one year.
    d. No more than $10,000 can be issued to any one property within any 36-month period for Tier 1 and Tier 2 Projects.
    e. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
    f. Offered on first-come, first-served basis each fiscal year, beginning on July 1. Projects will be considered "submitted" once all required paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff.
    g. Tier 1 and Tier 2 grants may be used for the following types of renovation only:
        - Removal of false fronts (such as aluminum panels)
        - Repair or replacement of windows, doors, and cornices
        - Repair or replacement of façade materials
        - Repair or replacement of character defining architectural features
        - Repair, replacement, or new ADA accessible entrance (e.g. ramp)
        - New awnings
        - Decorative exterior lighting
        - Exterior painting
        - Design and construction costs

Last Updated: December 10, 2024

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3. **Tier 3 Projects.** The grant can provide up to 50% of the cost of the exterior improvements based on the following:
    a. Up to a maximum of $200,000 per property per fiscal year.
    b. No more than $300,000 can be issued to any one property for Tier 3 Projects within any 36-month period.
    c. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
    d. Offered on a Quarterly Submittal and Award Cycle each fiscal year, beginning on July 1. Projects will be considered "submitted" once all required paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff. All projects submitted within one of the quarterly award cycles will be considered by Town Council on their merits. It is at the Town Council's sole discretion whether to award a façade grant to one project, no projects, or multiple projects.

Quarterly Submittal and Award Cycle:

Quarter	Submittal Month	Town Council Meeting & Decision
1	July	September
2	October	December
3	January	March
4	April	June

    e. Town Council approval is required for Tier 3 Projects. Planning staff will present the proposed Tier 3 Project as a New Business Item on the Council agenda per the Quarterly Submittal and Award Cycle above. Tier 3 Projects may include elements shown in the Downtown Plan or proposed for Council consideration on publicly viewable portions of the property:
        - Streetscape elements matching Downtown Plan in public right-of-way.
        - Streetscape elements (pavers/bricks/bus stops) on private property.
        - Creation of patios or other outdoor service areas for public use and benefit on private property.
        - Permanent streetscape-style outdoor furniture (tables, chairs, benches, permanent planters not to include vegetation, etc.) for public use and benefit on public or private property.
        - Other Downtown Plan elements like catenary lighting, wall murals, ground murals, etc.
        - Public parking on private property.
        - Other significant improvements which in the Town Council's sole determination provide benefit to the general public or serve as a catalyst for future development.
    f. A façade easement and easement agreement is a requirement of the Tier 3 grant approval. The façade easement agreement shall be worked out between Town staff and the applicant prior to Council approval. The factors to be considered in the façade easement agreement shall include but not be limited to the following considerations:
        - Level of financial participation by the Town.
        - The type of façade/property improvements being proposed.

APEX 1873 NORTH CAROLINA

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- The term of the proposed easement; a higher funding amount should require a longer easement length.
- Any other public requirements the Town would need/like to have in exchange for the Town funds.
- Any expenditure of public funds must be for a public purpose.

4. Application requirements:
   a. Completed Small Town Character Overlay District Exempt Site Plan application.
   b. Completed Façade Grant application form signed by the property owner.
   c. Photos of the structure showing the current condition.
   d. Paint samples or fabric swatches for Tier 1 requests.
   e. Detailed drawings and details of features including awnings, windows, doors, pavers, tables, chairs, benches, or other improvements.
   f. Cost estimates from a qualified professional (e.g. Licensed contractor, mason, or professional painter or awning company). Cost estimates must be detailed in a line by line format.
5. Applications must be approved before work begins or no funds will be disbursed.
6. Planning Department staff have been granted authority to administer the Façade Grant Program process by Town Council for Tier 1 and Tier 2 Projects only. Town Council approval is required for Tier 3 Projects and shall be considered as a New Business item on a regularly scheduled Town Council meeting agenda per the Quarterly Submittal and Award Cycle above. Town Council allocates the funding for the grant program through the yearly budgeting process.
7. Renovations must be completed within four (4) months of application approval for Tier 1 grants and eighteen (18) months for Tier 2 grants. In the Planning Director or designee's sole discretion, a one-time request for an extension of two to twelve months may be approved upon satisfactory explanation of the delay. Work for Tier 3 grants will be completed per the timeline specified by Town Council in their approval of the grant.
8. Grant is to be calculated and used for exterior façades and publicly viewable portions of the property only.
9. Grant amount shall be paid only when construction is completed and receipt(s) are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed 50% of the actual costs and/or the dollar limits for Tier 1 and Tier 2 Projects, or 50% of the actual costs and/or the dollar limits for Tier 3 Projects. In no case shall a grant be issued higher than the originally-approved grant amount, unless re-approved for the higher amount by Town Council either before or after work has begun.
10. Renovations on historic buildings shall follow the Secretary of the Interior's Guidelines for Rehabilitation of Historic Structures and applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards*. Non-historic structures shall conform to the applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards*.

Last Updated: December 10, 2024

FAÇADE GRANT PROGRAM APPLICATION
Town of Apex, North Carolina

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

11. Eligibility Criteria:
    a. If a tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
    b. Tenants are not eligible for Tier 3 grants. Façade easements must be signed by the property owner.
    c. Only properties with existing buildings constructed more than 3 years prior to the date of application are eligible.
    d. Applicant shall agree at the time of Tier 1 and/or Tier 2 application to maintain the façade and may not receive a grant for the same work within any five-year period. Tier 3 Projects shall be subject to the terms of the façade easement.
    e. Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
    f. Utility and mechanical equipment, if any, must be concealed or screened from view. Screening shall be of similar color and design as the building.

I have read the Façade Grant Program Information:

Applicant Signature	7/18/2025 Date

Last Updated: December 10, 2024

FAÇADE GRANT PROGRAM APPLICATION
Town of Apex, North Carolina

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: _____ Submittal Date: 7-23-2025

Hard Copy Submittal Requirements: (Submit to Planning Department)

One (1) copy of Façade Grant Application
One (1) Small Town Character Exempt Site Plan Application
11" x 17" Architectural Plans/Drawings
Material and/or color samples

Applicant Information:

Applicant: Scratch kitchen and Taproom Tax ID: 82-5457663
Address: 225 N Salem St
City: Apex State: NC ZIP: 27502
Phone: 8283415557 Email: jon@scratchkitchenandtaproom.com

Owner Information:

Owner: MJ2 Holdings, LLC Tax ID: 33-3038792
Address: 225 N Salem St
City: Apex State: NC ZIP: 27502
Phone: 8283415557 Email: jon@scratchkitchenandtaproom.com

Project Information:

Address: 225 N Salem St
Property PIN: 0742412642 Owner or Tenant Occupied? Yes
Amount of Street Frontage: 90.41 # of Floors: 1 with basement
Current Building Use: Retail
Proposed Building Use: Retail
Major Repairs Needed? Yes, addition of three season room to extend patio seating.
Cost of Overall Project: $506,920 Façade Grant Funds Requested: 250,000

Renovation Information:

1. Please provide as much detail as possible about the types and extent of renovations and/or exterior improvements to be completed. Attach separate sheet, if necessary.

This project includes the removal of the current pergola structure behind Scratch Kitchen and Taproom and adding a new, larger three season room. This three season room will have a retractable roof system, sliding glass windows, lighting, and ceiling fans to maximize the dining experience at Scratch. Also included in this project is the addition of a gas fire pit in front of Neat & Sweet along with permeable astroturf in the existing grass area to make this space more functional for the buidling's tenants and restaurant patrons. The completion of this project will create a functional gathering place for the Apex community.

FAÇADE GRANT PROGRAM APPLICATION
Town of Apex, North Carolina

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

2. On a separate sheet, provide a detailed cost estimate or construction bid for the façade renovation and/or exterior improvements. Once the work is completed, please provide the Planning Department with a copy of the receipt(s) for all labor and supplies. Façade Grant funds will not be released without receipt(s).

3. Please describe how these renovations and/or exterior improvements will significantly contribute to the historic character of the Downtown Festival District and what public purpose is served.

This will make the back of the Tobbaco Mule Exchange building more inviting, more functional, and create a better experience for patrons. The current patio space is only usable in great weather, leaving it vacant most of the year. This project would be inviting for the general public all year. This project will also improve the building's aestetics from the "back" where people park. The addition of the turf and fire pit area will also help make this a gathering place for the community. Turning the back of the building into a community center

Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to the approved plan (Tier 1 and/or Tier 2) and/or easement agreement (Tier 3). In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

Applicant Signature — Date: 7/18/2025

Owner Signature — Date: 7/18/2025

- Please continue working with the Building Inspections Department and obtain a Building Permit.

Last Updated: December 10, 2024




SUNART
OUTDOOR









PROUD MEMBER
Professional Awning Manufacturers Association

PROJECT PRODUCTION PLAN & SECTION

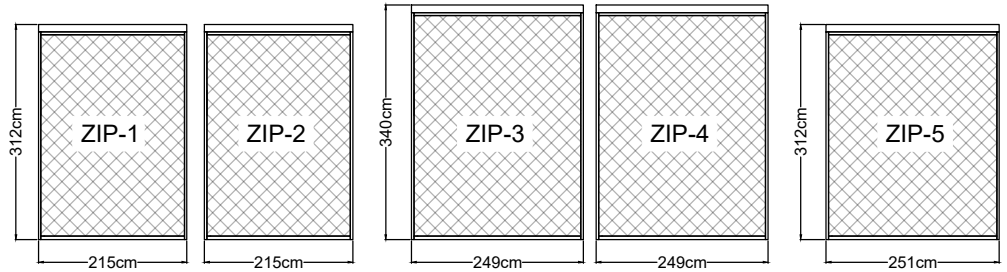
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18.08.2025

REVISED NO
3

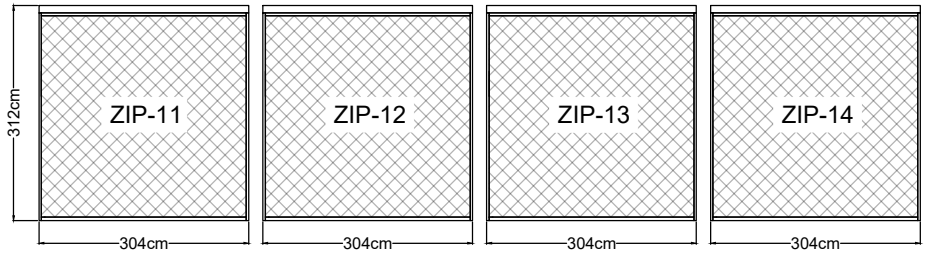
PROJECT DESIGNER
HİKMET RECEP BÜYÜKGÖZ

PROJECT NAME: APEX NC - ZIP PROJECT

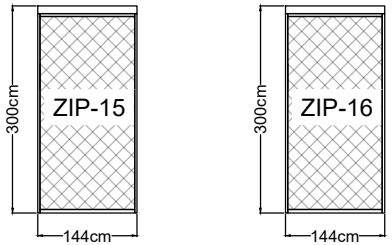
RAL CODE: 8014 MAT **ZIP FABRIC CODE:** ?



A-A VIEW

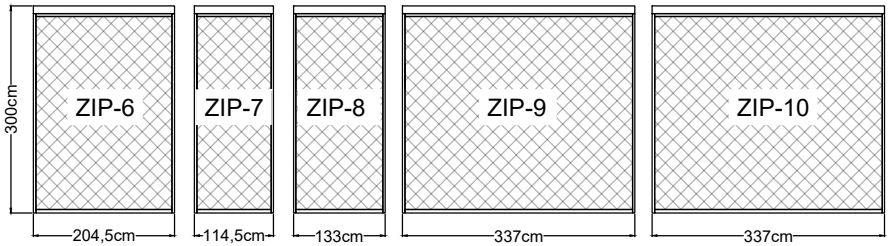


C-C VIEW



D-D VIEW

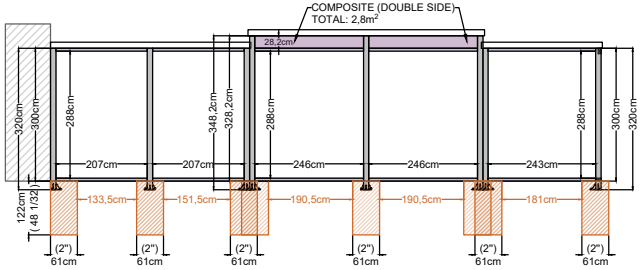
E-E VIEW



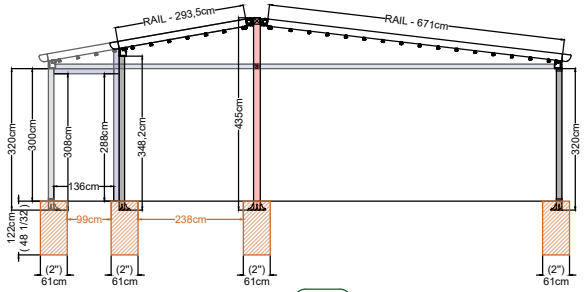
B-B VIEW

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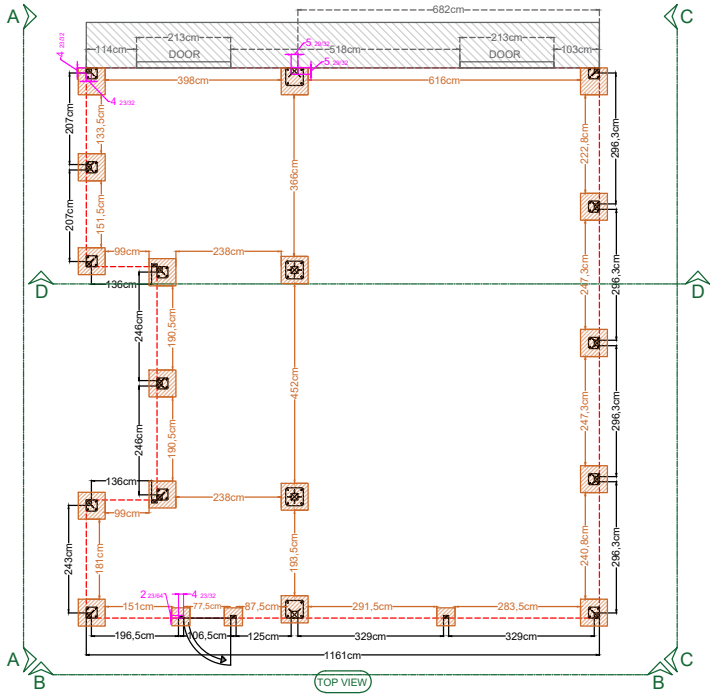
APEX NC - CONCRETE FOOTING PLAN



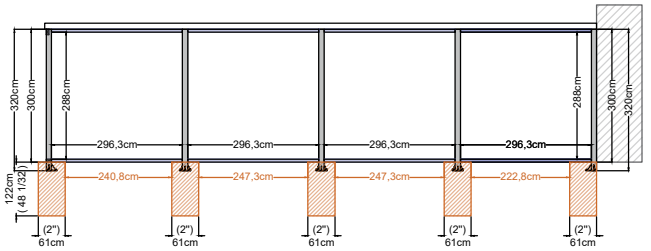
A-A VIEW



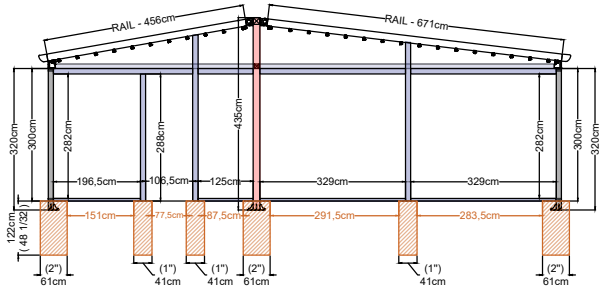
D-D VIEW



TOP VIEW



C-C VIEW



B-B VIEW

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PROJECT PRODUCTION PLAN & SECTION

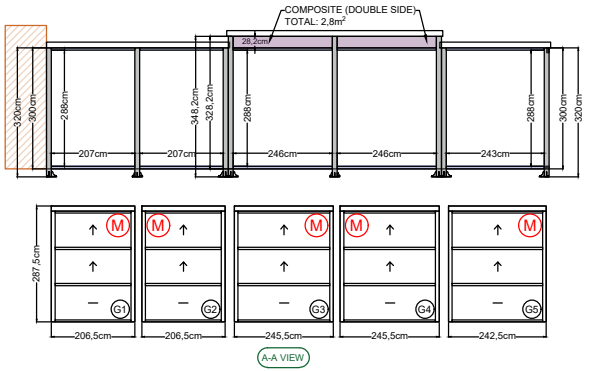
MOTOR	PACKAGING	OFFER NO	PROJECT DRAWING HISTORY	PROJECT DESIGNER
SOMFY RTS	-	-	18.08.2025	HİKMET RECEP BÜYÜKGÖZ
	LOGO	DELIVERY DATE	REVISED NO	
	-YOK-	-	6	

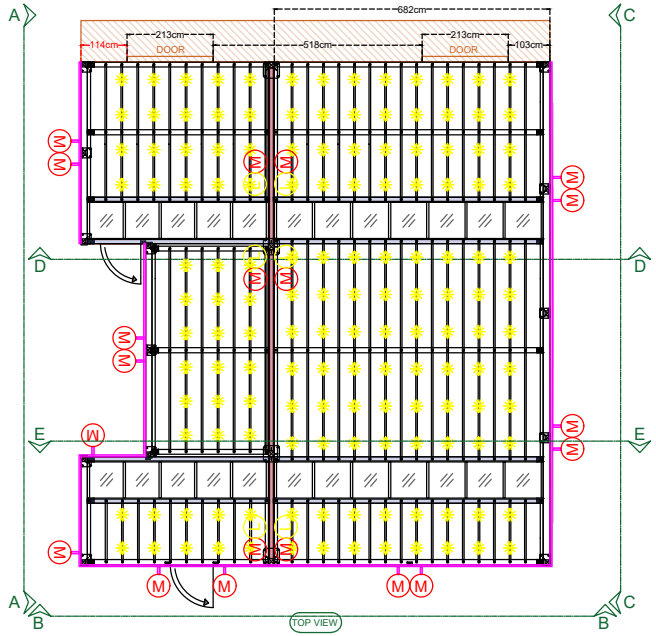
RESPONSIBLE	PROJECT NAME					GLASS BEARING		
Mr. EAGLE	APEX NC - ELECTRICAL & MOTOR PLAN	RAIL (MM)	160	RAL CODE	8014 MAT	60x120 220cm 5 PCS 260cm 6 PCS 140cm 2 PCS 340cm 5 PCS 390cm 1 PC 370cm 2 PCS 310cm 9 PCS 160cm 2 PCS 100x100 460cm 4 PCS 680cm 4 PCS 450cm 1 PC 510cm 1 PC 260cm 1 PC	GLASS SYSTEM	GCS1500+ DOOR
		RAIN GUTTER (MM)	160	FABRIC CODE	B 8118 / 7024		GLASS THICKNESS (MM)	DOUBLE GLAZING
				FABRIC PROFILE CODE	STANDART			
		PRE STRUT (MM)	120 (STEEL)	LED	✔		RAL CODE	8014 MAT

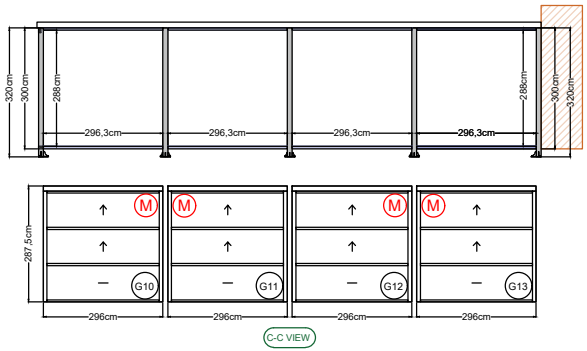
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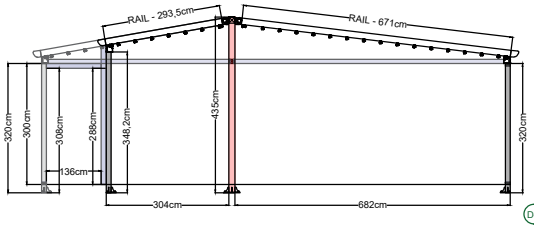
STANDART SUNART NOTLARI
- LED KABLO +4m UZUN
- RTS TRAFOLAR 10 AMPER VE ÜZERİ
- SİYAH KUTU DIMMER
- TRAPEZLER YERİNE KOMPOZİT KULLANILACAK ve KUMAŞI TAM KAPATACAK
- YÜKSEK KALİTE KAPI POMPASI VE PANİK BAR
- EŞİKLİ SÜRME SİSTEMLERİN ALP PROFİLLERİ SU ÇIKIŞI İÇİN DELİNECEK
- MAHYA ve KÖŞEBENTLER ÇİFT TARAFLI BOYATILACAK.
- SİSTEMLERİN TÜM RAYLARINDA (ORTA RAY DAHİL) RAY FİTİLİ OLACAK.
- RGB (SKYTEKS İÇİN)
- POLİÜRETAN (SKYTEKS İÇİN)
- PROJEYE YETER ADETTE SİLİKON + İZOLASYON SIVISI

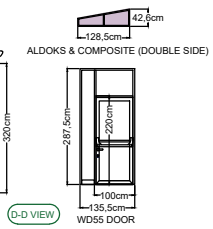
* ALIN DEMİRİ 150x150, TAŞIYICI AYAKLAR 150x150 VE 120x120
* TÜM TAŞIYICI AYAKLAR ZEMİN BETONU İÇERİSİNE 20cm GÖMÜLECEKTİR.
* 20x20, 30x30, 11x4 KÖŞEBENT 5'ER BOY
* KOMPOZİT TOPLAM 17m²
* KABLO KANALI 39m

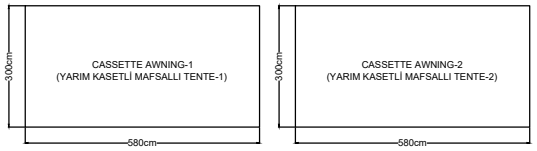


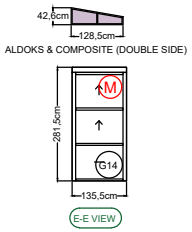


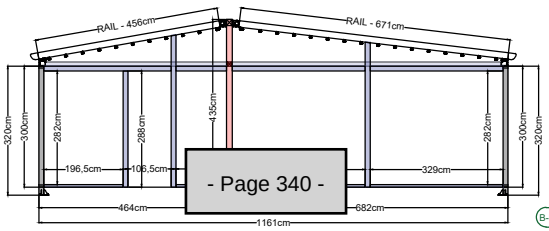


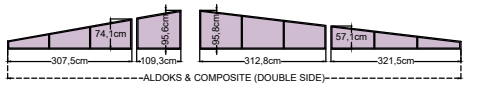


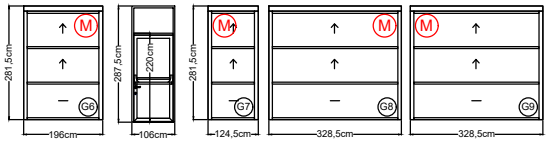












Ⓜ MOTOR Ⓛ LED — CABLE CANAL

1 motor is 230 V and spending 2.1 amp during the operation

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PROJECT PRODUCTION PLAN & SECTION

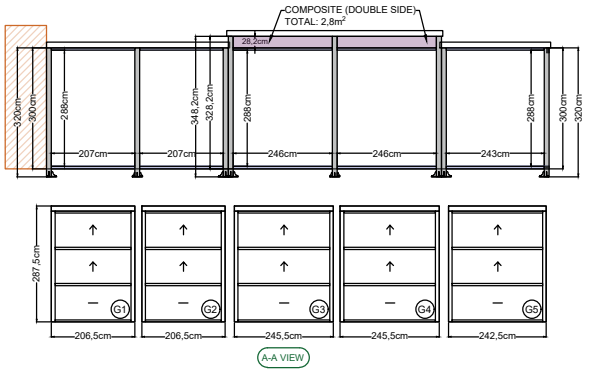
MOTOR	PACKAGING	OFFER NO	PROJECT DRAWING HISTORY	PROJECT DESIGNER
SOMFY RTS	-	-	18.08.2025	HİKMET RECEP BÜYÜKGÖZ
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	-YOK-	-	6	

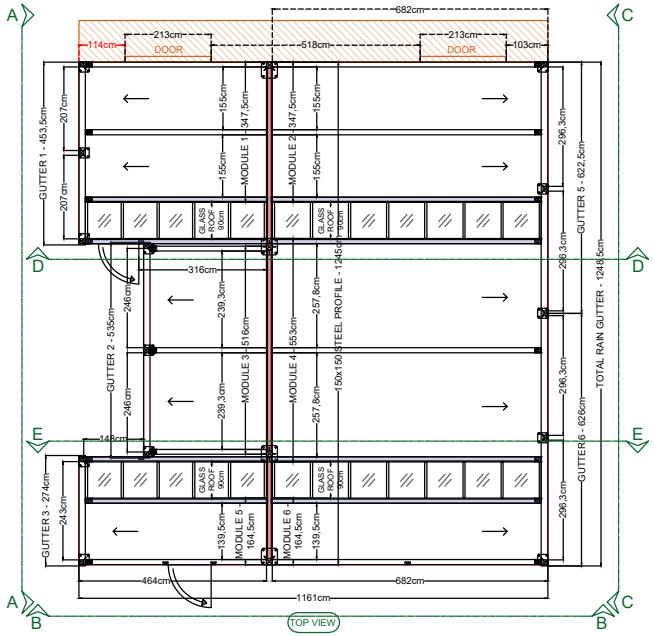
RESPONSIBLE	PROJECT NAME							
		RAIL (MM)	160	RAL CODE	8014 MAT	GLASS BEARING	GLASS SYSTEM	GCS1500+ DOOR
Mr. EAGLE	APEX NC	RAIN GUTTER (MM)	160	FABRIC CODE	B 8118 / 7024	60x120 220cm 5 PCS 260cm 6 PCS 140cm 2 PCS 340cm 5 PCS 390cm 1 PC 370cm 2 PCS 310cm 9 PCS 160cm 2 PCS 100x100 460cm 4 PCS 680cm 4 PCS 450cm 1 PC 510cm 1 PC 260cm 1 PC	GLASS THICKNESS (MM)	DOUBLE GLAZING
				FABRIC PROFILE CODE	STANDART			
		PRE STRUT (MM)	120 (STEEL)	LED	✔		RAL CODE	8014 MAT

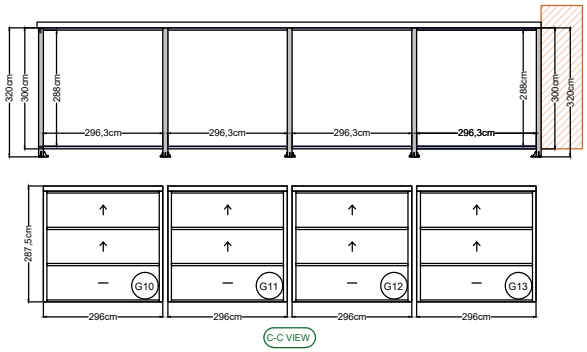
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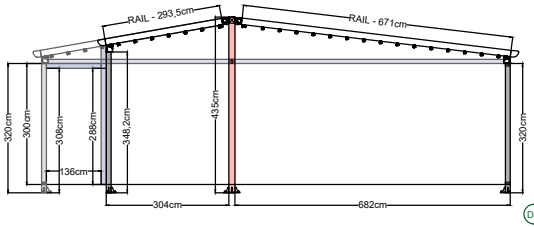
STANDART SUNART NOTLARI
- LED KABLO +4m UZUN
- RTS TRAFOLAR 10 AMPER VE ÜZERİ
- SİYAH KUTU DIMMER
- TRAPEZLER YERİNE KOMPOZİT KULLANILACAK ve KUMAŞI TAM KAPATACAK
- YÜKSEK KALİTE KAPI POMPASI VE PANİK BAR
- EŞİKLİ SÜRME SİSTEMLERİN ALP PROFİLLERİ SU ÇIKIŞI İÇİN DELİNECEK
- MAHYA ve KÖŞEBENTLER ÇİFT TARAFLI BOYATILACAK.
- SİSTEMLERİN TÜM RAYLARINDA (ORTA RAY DAHİL) RAY FİTİLİ OLACAK.
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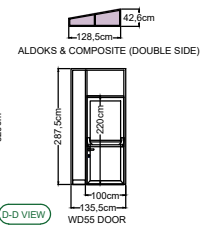
* ALIN DEMİRİ 150x150, TAŞIYICI AYAKLAR 150x150 VE 120x120
* TÜM TAŞIYICI AYAKLAR ZEMİN BETONU İÇERİSİNE 20cm GÖMÜLECEKTİR.
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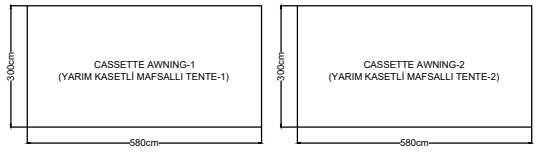


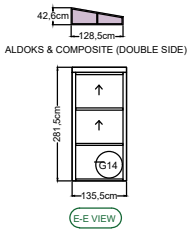


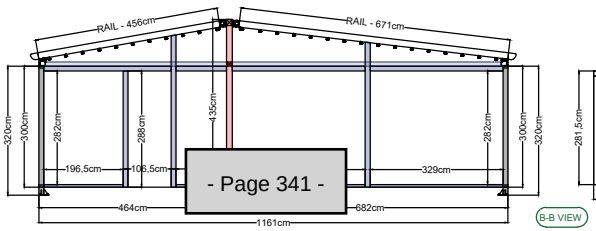


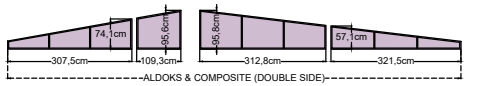


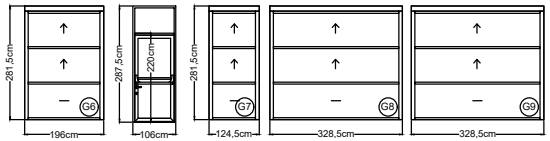












Scratch Three Season Room Patio Extension Pro

Item	Estimated Cost
Pergola Structure	316,920
Architect/Engineer Fees	15,000
Electrical/Mechanical	35,000
Contractor (Footings, Site Work, Installation)	70,000
Landscaping	40,000
Turf	30,000

Total Estimated Project Cost	$ 506,920

ject

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Project	**Scratch Kitchen Apex - Option A** Pergola & Window Systems	**Manager**	Serhat VURAL
Place	**225 N SALEM ST,APEX,NC 27502**	**Company**	Pergola Prime
Executive	Jeff Kromenhoek	**Phone**	+1 (984) 326 86 16
Phone	+1 (919) 413 00 88	**E- mail**	serhat@pergolaprime.com
E- mail	jeff@scratchkitchenandtaproom.com	**ReferanceNo**	2025/10201 (05/30/2025)

PERGOLA PRIME MOTORIZED PERGOLA ROOF SYSTEMS TECHNICAL FEATURES





1- ***PERGOLA Systems,*** produced at ***PERGOLA PRIME AWNING & SHADING TECHNOLOGIES*** factory with latest technology in ISO STANDARTS.

2- ***PERGOLA Systems,*** fabric is 3 layers block-out, flameproof, waterproof, UV rays reflective and bad weather protection in four seasons. Brand is **SIOEN** made in **Belgium**.

3- ***PERGOLA Systems,*** motorize automation produced by **SOMFY** made in **France.**

4- ***PERGOLA Systems,*** all profiles are reinforced aluminum with buit in gutter and drain system.

5- ***PERGOLA Systems,*** if prefered ready for side enclosures with any glazing, canvas, zip screens or pvc windows etc.

6- ***PERGOLA Systems,*** 300 different RAL colours for aluminum profiles with electrostatic powder coating paint. And also wood transfer effect preferable.

7- ***PERGOLA Systems,*** resistant to 33 cm snow load and 90 km/h wind force.

8- ***PERGOLA Systems,*** all connectors and gibs are stainless INOX.

9- ***PERGOLA Systems,*** standart built in spot led energy-saving lighting system.

10- ***PERGOLA Systems,*** warranty term is **1 (one)** year for mechanical **2 (two**) years for motors & **5 (five)** years for fabrics against fastness in normal weather conditions.

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PANOWIN GLASS WALL & WINDOW SYSTEMS TECHNICAL FEATURES

PANOWIN Systems, FIXED & AUTOMATIC COLLAPSIBLE (REMOTE CONTROL), AESTHETICAL AND STATE-OF-THE-ART TECHNOLOGY WINDOW & ROOF SYSTEMS, NATURE-COMPATIBLE, CONVERTING YOUR OUTDOOR & INDOOR LOCATIONS INTO PLEASURABLE VENUES IN EVERY SEASON AND WEATHER CONDITION.





1- ***PANOWIN*** systems, produced at ***PERGOLA PRIME GLASS WALL & WINDOW TECHNOLOGIES*** factory with latest technology in **ISO STANDARTS**.

2- ***PANOWIN*** systems, glasses are produced by **TRAKYA GLASS** in ***TURKIYE***.

3- ***PANOWIN*** systems, motor automation produced by **SOMFY** in ***FRANCE***.

4- ***PANOWIN*** systems, all profiles are reinforced aluminum and insulated.

5- ***PANOWIN*** systems, glasses are tempered, laminated and insulated double pane glass.

6- ***PANOWIN*** systems, 300 different RAL colours for aluminum profiles with electrostatic powder coating paint. And also wood transfer effect preferable.

7- ***PANOWIN*** systems, warranty term is **1 (one)** year mechanical and **2 (two)** years for motors.

8- ***PANOWIN*** systems, **Winter Garden & Sunroom** products are **Plus** vertical motorized, **Slide** manual sliding, **Fold** manuel folding, **Roof** fixed or retractable, **Door** / **Store Front** / **Fix Frame.**

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DETAILS

- Pricing does not include any kind of taxes.
- Listed pricing does not include **international and domestic transportation**.
- Delivery time is approximately **90 business days** depending on the weather, custom conditions and unexpected events in the world after the down payment is obtained for your order.
- Crew accomodation and transportation costs are not included for overseas, overstates or overnight jobsites
- Rental costs of crane or any kind of must equipment for installation are not included in this offer. (if needed)
- Supervisor for installation process is free of charge if requested by the buyer. It does not mean installation is included.
- Municipal permit costs are not included in this offer. **PERGOLA PRIME** is not responsible for any kind of permits or architectural drawings.
- Electrical wiring **(220 V)** and stuff are not included in this offer.
- Concrete pouring, welding, demolition and any kind of construction works and stuff are not included in this offer.
- Pricing includes rear/middle carrier painted iron beams.
- Side / Fixed enclosures or glazings are included in this offer.
- Pricing includes built in dimmer illumination system with remote control.
- Roof systems have built in gutter and drain system.
- All motorized systems can be control by remotes, no manual control.
- Wood case packing is not included for shipping operations.
- **PERGOLA PRIME** has rights to attach advertisement labels to system profiles and can not be removed by the buyer.

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PRICE LISTED

PERGOLA AWNING SYSTEMS (10 **modules / 3 rails each module;** with Somfy Telis remote control & Somfy Motors & built in dimmer illumination & built in gutter & will be **ground and metal construction** mounted)	***FLAT RUNNER ONE WAY*** ***T MODEL*** ***Total Roof Yard*** ***Approx 1925 sf***	**$312,560.00**
PANOWIN PLUS (**16 modules** motorized window system with double pane insulated tempered glasses)	***Pergola Enclosure*** ***Window Systems***	
PANOWIN DOOR (**3 modules** of emergency push bar aluminum door system with double pane insulated tempered glasses***)***	***Pergola Enclosure*** ***Window Systems***	
PANOWIN FIX (**14modules** of fixed frame system with double pane insulated glasses / laminated glass / composite panels)	***Pergola Enclosure*** ***Window Systems***	
PANOWIN WINDOW SYSTEMS ***Window Modules***	***Total Window Enclosure Yard*** ***Approx 1350 sf***	**$97,040.00**
	TOTAL LISTED PRICE	**$409,600.00**
	DISCOUNTED TOTAL PRICE	**$316,920.00**

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NOTE;

Your *SPECIAL FINAL PRICE* offer is *$229,000.00* USD including all systems, packing, shipping and installation planning by a supervisor.

(custom duty tax excluded – up to 7,000.00 USD customer is responsible)

(sales/use tax excluded)

(any kind of construction, welding, electric and demolition works and stuff are excluded)

(crane / installation equipment rents are excluded -if needed)

PAYMENT TERMS

- As soon as the contract has been signed, the advance payment of **%50** of the total price needs to be paid to begin manufacturing process. **%30** of the remaining balance has to be paid in the same day after delivery is completed and the rest **%20** will be paid when the ***%90*** of the installation is done.
- Sales / Use taxes are not collected by **PERGOLA PRIME**For all states, buyer is responsible to pay Sales / Use taxes to their own states depending on the state's tax rates.
- This offer is valid for **15 business** days.

Serhat Vural
Project Manager

Luther N Leak & Sons Concrete Construction

2700 Orangebrook Road
Raleigh, NC, 27610
Phone: 984-218-9691
Email: leak2sons@gmail.com
Prepared by: Phillip Credle

QUOTE

Date: 07/18/2025
Quote #: 000126
Customer ID: 0148
Valid Until: 08/15/2025

Customer
Jeff Kromenhoek
Scratch Kitchen and Taproom
225 N Salem St
Apex, NC 27502
+1 (919) 413-0088

DESCRIPTION	AMOUNT
Demolition	$10,500.00
Concrete Work – Wall Construction	$6,500.00
Footings – Labor Only	$9,600.00
Subtotal:	**$26,600.00**
Taxable:	**$0.00**
Tax Rate:	**0%**
Tax Due:	**$0.00**
TOTAL DUE:	**$26,600.00**

TERMS AND CONDITIONS
1. Customer will be billed after indicating acceptance of this quote.
2. Payment will be due prior to delivery of service and materials.
3. Please email the signed quote to: leak2sons@gmail.com

Customer Acceptance (sign below):

_____

Print Name:

If you have any questions about this price quote, please contact Phillip Credle at leak2sons@gmail.com or 984-218-9691

Thank You For Your Business!

SMALL TOWN CHARACTER OVERLAY DISTRICT
EXEMPT SITE PLAN REVIEW – NON-RESIDENTIAL
Town of Apex, North Carolina

Prior to submittal, refer to

Applications may be submitted at any time. Allow up to 10 business days for Town staff to complete the 1st review cycle. A comment letter will be emailed to the applicant. Please note that there is typically more than 1 review cycle and each subsequent cycle is 5 business days.

Plans may be submitted either electronically or via hard copy.

Electronic Submittals: Please upload documents as PDFs.

Need to register? Use the link below to obtain more information, register, or upload your submittal.

Please note: If you are unable to submit electronically, but have a PDF of the plans, please email it to

Hard Copy Submittals:

USPS mail:
Town of Apex Planning Dept.
PO Box 250
Apex, NC 27502

Hand delivery or other carrier:
Town of Apex Planning Dept.
322 N. Mason St.
Apex, NC 27502

- Small Town Character Residential Application
- Agent Authorization Form (if applicable)
- Affidavit of Ownership
- Building Elevations (all affected sides) 11" x 17"
- Materials list
- Existing site layout/conditions
- Site layout including proposed revisions or expansion
- Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

Please provide the information listed below on the proposed Building Elevations and Plot Plan, as indicated. See for permitted dimensional standards.

Building Elevations:

- Height of all structures (if proposed detached accessory structure, provide principal structure height)
- Proposed building materials (i.e. siding, trim, window trim, roofing)
- Proposed material colors (i.e. siding, trim, window trim, roofing)

Plot Plan:

- Front, side, and rear setbacks existing
- Front, side, and rear setbacks proposed
- Location of existing and proposed structures (i.e. driveways, sidewalks, patios, etc.)
- Provide the total existing built-upon area (impervious surface) percentage
- Provide the total proposed built-upon area (impervious surface) percentage

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Date Submitted: 7-23-2025 Application #: _____

Owner Name: Jonathan Pierce, MJ2 Holdings LLC

Project Address: 225 N Salem St

City: Apex State: NC Zip: 27502

Telephone: 8283415557 Email: jon@scratchkitchenandtaproom.com

Applicant (if different from owner): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Contractor/Builder: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Zoning District: Downtown Historical

1	☑	☐	Is this property located within the Central Business District?
2	☑	☐	Is this structure located within the National Register Historic District?
3	☐	☑	Is this an addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.)
4	☐	☑	Is this a repair? Please explain: _____
5	☐	☑	Are you proposing to demolish structure(s)?
6	☑	☐	If yes, Planning Staff must approve a Is this an expansion, repair, or re-use of an existing structure or for non-residential use? If yes, please specify which one(s):

a ☒ Addition of new building/structure

b ☐ Enlargement of building by 25% or less

c ☐ Expansion of the number of parking spaces by 10 or less

d ☐ Enlargement of the land area used by 25% or less

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Date Submitted: _____ Application #: _____

e ☐ Other expansion, repair or re-use of existing structure. Please explain: _____

_____

7 ☐ ☑ Is this a utilities and public works project? If yes, please specify which one(s):

a ☐ Road improvements

b ☐ Utility improvements

c ☐ Above ground utility boxes

d ☐ Other utility or public works project. Please explain: _____

_____

8 ☐ ☑ Preliminary Testing (soil testing, soil borings, land surveying, etc.)

If yes, please specify types of testing: _____

_____

Does this property have a historic preservation easement and/or a rehabilitation agreement (with Capital Area Preservation or other historic preservation group)?

☐ Yes ☑ No

If yes, the qualified holder of historic preservation agreements as defined by NCGS Chapter 121, Article 4 will need to sign below:

Qualified Holder Signature _____ Date: _____

Print Name: _____

I/we hereby certify that the following information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: _____ Date: 7/18/2025

Print Name: Jonathan Pierce

I/we understand that Building Permits and/or Electrical, Mechanical, and Plumbing Permits may be required. Contact Building Inspections at 919-249-3418 after this application is approved to file the required applications.

Applicant Signature: _____ Date 7/18/2025

Print Name: Jonathan Pierce

I hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Owner Signature: _____ Date 7/18/2025

Print Name: Jonathan Pierce

AGENT AUTHORIZATION FORM

Application #: _____ Submittal Date: _____

Jonathan Pierce, MJ2 Holdings LLC is the owner* of the property for which the attached application is being submitted:

- ☐ Rezoning: For Conditional Zoning and Planned Development rezoning applications, this authorization includes express consent to zoning conditions that are agreed to by the Agent which will apply if the application is approved.
- ☐ Site Plan
- ☐ Subdivision
- ☐ Variance
- ☐ Other: _____

The property address is: 225 N Salem St, Apex NC 27502

The agent for this project is: _____

☒ I am the owner of the property and will be acting as my own agent

Agent Name: Jonathan Pierce

Address: 205 China Grove Ct, Holly Springs NC 27540

Telephone Number: 8283415557

E-Mail Address: jon@scratchkitchenandtaproom.com

Signature(s) of Owner(s)*

Jonathan Pierce — 7/18/2025

Type or print name — Date

_____

Type or print name — Date

Attach additional sheets if there are additional owners.

*Owner of record as shown on the latest equalized assessment rolls of Wake County. An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this authorization.

Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this application and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The parties hereby consent to use electronic or digitized signatures in accordance with the Town's Electronic Signature Policy and intend to be bound by the application and any related documents. If electronic signatures are used the application shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.

Last Updated: July 14, 2021

| 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 Culture and Arts Advisory Board for the Town of Apex.

Approval Recommended?

Yes

Item Details

During the June 24, 2025 Town Council meeting, the Mayor recommended and the Town Council unanimously approved appointments to the Culture and Arts Advisory Board (CAAB). Shagufta Hakeem was appointed and after several contact attempts by staff, she resigned by the appointment and did not provide a reason. This resignation created an additional vacant position on the Town's CAAB.

A total of three (3) 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
- **Barnes, Aaron** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Chappidi, Sathvika** – Corporate Limits Resident – NOT ELIGIBLE – Individual is under age 16.

The Governing Body for the Town of Apex considered a number of structural changes to the Town's Resident Advisory Board during their Work Session on December 17, 2024. As a result, the Town's Ad-Hoc Public Art Committee was recommended to become a standing Resident Advisory Board and be called the "Culture and Arts Advisory Board".

The Culture and Arts Advisory Board (CAAB) is responsible for increasing community awareness for various of art and building a vital and ever-expanding creative community. The CAAB is responsible for gathering public input through surveys, focus groups, meeting with civic groups, neighborhood groups, etc. and

liaising with Town Departments and other Town Resident Advisory Boards related to culture and arts initiatives.

The Culture and Arts Advisory Board consist of nine (9) voting members, including one youth representative as defined in the Resident Advisory Board Administrative Policy.

Attachments

- NB3-A1: Summary of Applicants – ALL Boards
- NB3-A2: Applications for Culture and Arts Advisory Board

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Regular or Youth	Last Name	First Name	Address	Telephone	Email	Interested Advisory Board
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Board of Adjustment (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Board of Adjustment (and others)**
R	**Carmac**	Robert	1020 N. Salem Street Apex, NC 27502	(919) 796-7499 (919) 781-8582	rcarmac@smithsinnett.com	**Board of Adjustment**
R	**Taylor**	Tracy	2004 Baysdale Lane Apex, NC 27523	(919) 749-1374	tracyta1968@gmail.com	**Board of Adjustment**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Board of Adjustment (and others)**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Culture and Arts Advisory Board (and others)**
R	**Barnes**	Aaron	578 Chessie Station Apex, NC 27502	(503) 320-2231	aaronbarnes263@gmail.com	**Culture and Arts Advisory Board**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Culture and Arts Advisory Board (and others)**
Not Eligible	**Andrady**	Alana	1824 Grande Chateau Lane Apex, NC 27502	(919) 453-7032	ahnabee124@gmail.com	**Environmental Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Environmental Advisory Board (and others)**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Environmental Advisory Board (and others)**
Y	**Joshi**	Dhvani	246 Great Bynum Drive Apex, NC 27523	(984) 268-1797	dhvani.joshi.mail@gmail.com	**Environmental Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Environmental Advisory Board (and others)**
Y	**Strobl**	Graham	2338 Manzoni Drive Apex, NC 27502	(919) 533-8112	gmstrobl@gmail.com	**Environmental Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Environmental Advisory Board (and others)**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Not Eligible	**Velmurugan**	Sivaprasad	2435 Fillmore Hall Lane Apex, NC 27523	(984) 356-4821	prasad.velm@gmail.com	**Environmental Advisory Board**
R	**Villasenor**	Sandra	704 Brickstone Drive Apex, NC 27502	(919) 924-5910	villasenor.sandra@gmail.com	**Environmental Advisory Board**
R	**Ahler**	Jennifer	116 Sanair Court Apex, NC 27502	(919) 630-6303	jahler496@yahoo.com	**Multimodal Transportation Advisory Board**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Bacola**	Robert	4004 New Yarmouth Way Apex, NC 27502	(919) 802-1235	rbacola@nc.rr.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Brunner**	Elizabeth	306 Hinton Street Apex, NC 27502	(919) 363-5222	elizabethapex@gmail.com	**Multimodal Transportation Advisory Board**
R	**Jain**	Saket	1979 Custom Lane Apex, NC 27502	(703) 380-2020	jainsaket@me.com	**Multimodal Transportation Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Lawrence**	Kevin	1628 Salem Village Drive Apex, NC 27502	(919) 999-0390	lkevin@pixelmaestro.com	**Multimodal Transportation Advisory Board**
R	**Meadows**	John	1105 Elbury Drive Apex, NC 27502	(304) 629-7073	john.meadows@salomon.com	**Multimodal Transportation Advisory Board**
R	**Poythress**	Michael	2705 Richardson Road Apex, NC 27502	(919) 427-1681	brandon.poythress@halliam.com	**Multimodal Transportation Advisory Board**
R	**Pritchard**	Ewan	323 North Salem Street Apex, NC 27502	(919) 819-0098	egpritch@gmail.com	**Multimodal Transportation Advisory Board**
R	**Rodgers**	Martha	1009 Oakgate Court Apex, NC 27502	(919) 524-4004	mollync@gmail.com	**Multimodal Transportation Advisory Board**
R	**Singh**	Priya	400 Old Mill Village Drive Apex, NC 27502	(856) 503-5368	priya.is.singh@gmail.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Multimodal Transportation Advisory Board (and others)**
	NONE	**NONE**	**NONE**	**NONE**	**NONE**	**Parks and Recreation Advisory Board**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Planning Board (and others)**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Planning Board (and others)**
Y	**Stanley**	Renita	238 Great Bynum Drive Apex, NC 27523	(978) 427-5657	renitastanley08@gmail.com	**Planning Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Planning Board (and others)**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Planning Board (and others)**

Entry #: 753 **Status:** Submitted **Submitted:** 8/11/2025 11:27 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Perry A Ambrose

Pronouns
She/Her/Hers

Preferred First Name
Aspen

Spouse/Partner Name (If applicable)
Robert Ambrose

Phyiscal Address
2525 Umbria Ct, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
aspenlucky@gmail.com

Mobile Phone
(760) 622-7254

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

First Citizens Bank

Current Job Title

Senior Data Analyst

Employer Main Work Telephone Number

(919) 716-7212

Employer Onsite Office Location

Raleigh, North Carolina 27609

Please briefly describe your job function and core duties,

Developing and implementing data analytics strategies for internal audit functions. Supporting audit teams by extracting, transforming, and analyzing data from various systems. Identifying risks and inefficiencies by analyzing large datasets for trends, patterns, and anomalies. Designing and leading the development of new data analytic tools and solutions to improve efficiency and provide insights particularly with the use of Alteryx ETL workflows and Tableau visualizations. Developing and executing automated audit routines and tests using computer-assisted audit techniques.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

With a background in political science I am very aware of how important local politics and volunteerism is to a community. I have always been heavily involved in my local administration and try to give back to my community as much as possible so have always been interested in serving on resident advisory boards. The multimodal transportation is one of deep interest to me personally as I grew up with very limited options for traveling without a car in California which put a burden on my family and limited my opportunities for extra curriculars and seeing friends. For instance, my high school was less than 1 mile away but I couldn't walk due to the busy road not having a sidewalk and the bike lane being less than 12 inches wide. This was in addition to the fact that school buses are not provided at not cost to students thus my dad had to work night shifts to accommodate getting me to and from school on time. My family also spends 80% of our free time enjoying our town and tend to walk most places on greenways or sidewalks when able but often find that we can't get somewhere because we can't take the stroller off roading when the sidewalk or trail ends.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I am younger than most individuals that are looking to join boards and believe this gives me a unique insight that benefits from experience as a homeowner and working adult that the youth representatives can not contribute.
2. I have lived in 5 states and owned a home in 2 states 4 cities so I have experience in the ways that other cities/towns are improving their areas that could potentially apply to our own community.
3.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My preferred board would be the Multimodal Transportation Advisory Board. My goals would include the following 1 - work on expanding existing bike lanes where large shoulders currently exist and bike lanes do not (example being apex BBQ rd) 2 - in the same vein continue existing sidewalks to connect to other existing sidewalks where only small amounts are needed and future development is already planned. Example being Apex bbq rd and chapel olive sidewalk connection. 3 - Additional signage of what is walkable/how far off the greenways to bolster local business especially around retail centers/downtown.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have been a volunteer and now a board member/secretary for the Apex Public School Foundation that raises money and gives grant opportunities to local public school teachers to increase the experience of the student above what is provided in government funding.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I currently serve as secretary on the board for the Apex Public School Foundation as of July of 2025. Prior I was a non voting grant committee member for 1 year.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

18 to 29

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

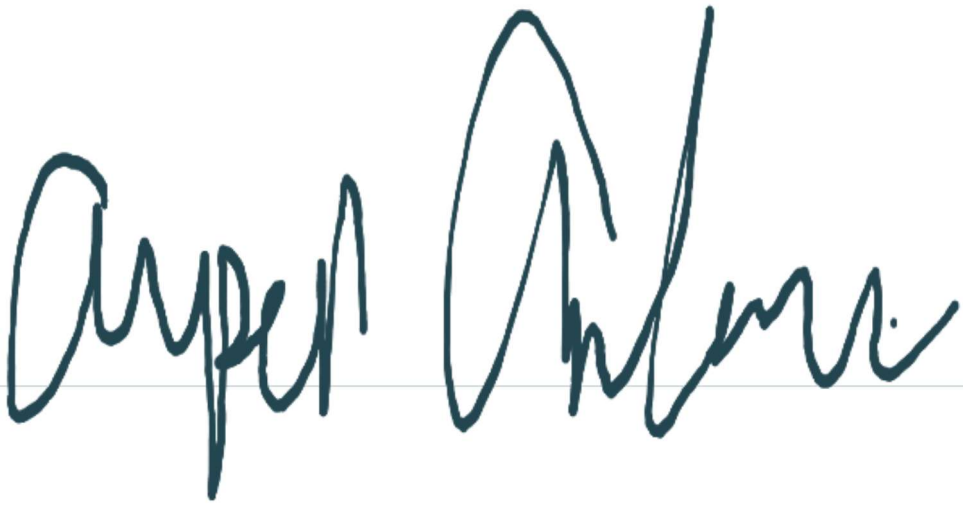
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 750 - Arts and Culture Advisory Board **Status:** Reviewed **Submitted:** 8/5/2025 12:54 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Aaron G Barnes

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)
Edwin G. Musgrave

Phyiscal Address
578 Chessie Sta, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
aaronbarnes263@gmail.com

Mobile Phone
(503) 320-2231

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

How did you hear about this opportunity to serve?
Town Website, LinkedIn

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Masters Degree

Current Employer
ArcSense Communications, LLC

Current Job Title
Strategic Communications Consultant (Freelance)/Sr. Account Executive

Employer Main Work Telephone Number
9194121566

Employer Onsite Office Location
Raleigh, North Carolina 27612

Please briefly describe your job function and core duties,
I provide strategic communications consulting for civic-minded clients, nonprofits, and small businesses—focusing on public engagement, media relations, campaign strategy, and community storytelling. My work spans everything from event promotion and press outreach to stakeholder alignment and messaging strategy that amplifies purpose-driven initiatives.

At the same time, I bring over a decade of executive-level leadership from U.S. Army Special Operations, where I advised on influence, innovation, and long-term strategy across global partnerships. I served on government boards focused on capability development, infrastructure, and strategic growth—roles that required navigating policy constraints, identifying solutions, and driving collaboration across sectors.

I also co-founded Terra & Twine, a community-rooted business based here in Apex. We craft nature-inspired products and actively engage through pop-up markets and local events. It's hands-on, heart-first work that keeps me connected to the people and stories that make this town so special.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I've lived in Apex since 2019—right across from Town Hall in the Villages of Apex—and have seen firsthand the town's evolution from quiet crossroads to dynamic community. As a strategic communications leader, Army veteran, and local business owner, I want to contribute to Apex's continued growth with a focus on inclusivity, innovation, and smart planning.

My career includes executive-level leadership in military innovation boards, civic engagement strategy, and government communications. I'm now using that same expertise locally through my consulting work, pop-up business (Terra & Twine), and event partnerships across the Triangle. I also bring the perspective of someone in the 30–40 age range, part of the LGBTQ+ and veteran communities, and deeply committed to making Apex a place where all voices feel represented and heard.

Note: While I've selected this board due to the form's limitations, I want to express that I'm equally enthusiastic and available to serve on the Planning Board, Multimodal Transportation Advisory Board, Parks & Recreation Board, or even the Board of Adjustment if there's a need. I trust that my diverse background and flexible schedule allow me to contribute wherever the town sees best fit.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Strategic Engagement Rooted in Real Community Experience
With over 14 years of experience leading communications and engagement—across military, civic, and local initiatives—I understand how to connect policy to people. I've led campaigns from international diplomacy to local pop-up markets, always centering voices that are too often overlooked. My strength lies in translating big ideas into meaningful community outcomes through storytelling, trust-building, and clear messaging.

2. Multidimensional Perspective & Equity-Driven Insight
As a person of color, veteran, LGBTQ+ community member, and small business owner, I reflect many of the lived experiences that shape modern Apex. I bring a nuanced, data-informed approach to understanding community needs—especially among renters, working families, immigrants, and newer residents. I know how to conduct meaningful audience research and turn feedback into real action.

3. Long-Term Thinker with Operational Depth
I've served on executive-level strategy and innovation boards, balancing visionary goals with fiscal and policy constraints. Whether it's improving mobility, advancing arts programming, or shaping development, I combine creative strategy with practical execution. I focus on sustainable, future-oriented outcomes—but I also know when a quick win moves the needle. My goal is always to "find a way to get to yes."

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Support Expanded Access in Arts & Culture, Parks & Recreation, Transit, and Planning: Help shape inclusive and forward-thinking infrastructure, programming, and design across each of my top board interests.

2. Improve Community Engagement & Visibility: Pilot storytelling, social content, and events that celebrate local voices and increase resident participation.

3. Identify Policy Gaps or Inequities: Surface underrepresented needs (e.g., renters, non-drivers, immigrants, young families) through audience research and town-wide surveys or listening sessions.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Over the past year, I've led outreach strategy for community campaigns focused on youth mental health, public safety, and literacy. I've co-hosted local pop-up events through Terra & Twine, participated in Apex and Cary night markets, and collaborated with NCMA and public institutions to connect residents with wellness, nature, and local art. These efforts have fostered civic connection, local pride, and authentic interaction between neighbors and small business owners.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I've served on strategic boards within the Department of Defense, including those focused on R&D, infrastructure, influence campaigns, and cross-agency innovation. I've supported proposal review, resource alignment, and multinational planning—requiring policy navigation, operational discipline, and cross-cultural negotiation.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

Two or more

Do you rent or own your home?

I own my townhome

My age range is (please select one):

30 to 45

I have been an Apex resident for

7-10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

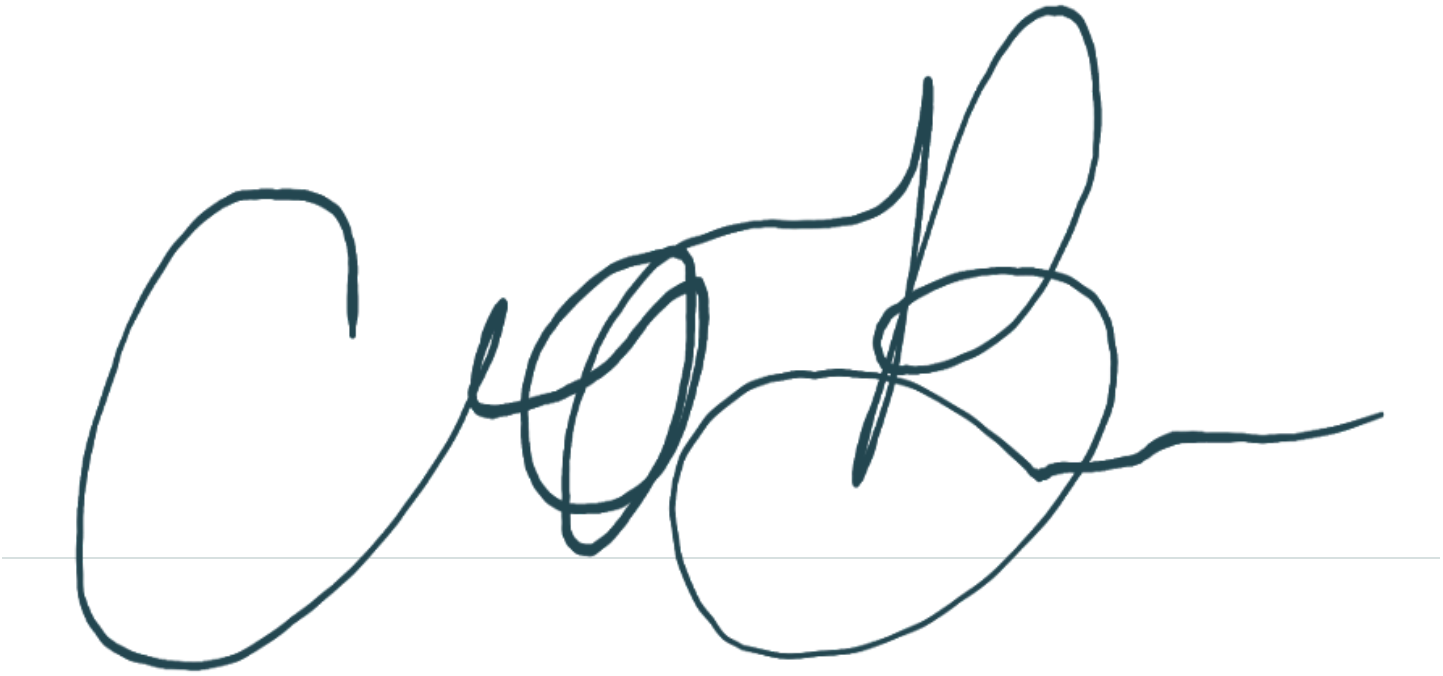
If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 770 **Status:** Submitted **Submitted:** 9/2/2025 10:10 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Sathvika Chappidi

Pronouns
She/Her/Hers

Preferred First Name
Sathvika

Spouse/Partner Name (If applicable)
N/A

Phyiscal Address
2409 Fillmore Hall Ln, Apex, North Carolina 27523

Mailing Address
2409 Fillmore Hall Ln, Apex, North Carolina 27523

Email
sathvika.chappidi@gmail.com

Mobile Phone
(919) 737-0568

Alternate Phone (work/home)
(919) 780-2182

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?
Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27523

Please briefly describe your job function and core duties,
Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
My interest in serving on the boards I had chosen was because I believe that the Town the Apex could benefit from learning and experiencing new cultures, and see the impact that improving the environment will have on the town and the townspeople. I have always had an interest in arts and cultures such as mine and others, along with the history behind it. I have helped volunteered with the Apex Youth Council for Juneteenth two years in a row, and while I was there I noticed that cultural celebrations inspire people to reach out to learn more and ask questions. Along with that there were people from out of town who came to attend the celebration. The environment in the Town of Apex is enjoyed by many people because of its parks downtown area, etc, but I believe that we can boost the state of our environment by having people help with fixing town gardens and teaching them why its beneficial for the town that they know and love to have a great environment.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.
Three reasons as to why my service on the chosen board could be beneficial to the Town of Apex is that I have been a member of the Apex Youth Council for the past 4 years, which makes me experienced with most town activities and celebrations. I have a lot of experience with holding gatherings and helping out in many different events, whether it be marathons, food drives, holiday events, etc. I truly do enjoy spending my time out helping people in the community, since it allows me to really learn what people think about the town and what their interests are.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My three goals I hope to achieve during my term is to expand people's knowledge on cultures since the Town of Apex is a place where people come from many different backgrounds. I also hope to learn more about the town and its own history, and I hope that during this term I grow to become a better leader

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have volunteered with the Green Level High Schools Athletic Department to help clean roads and help with gardening. I am currently a member of the Apex Youth Council, where I have 90+ hours volunteering in marathons, holiday events, food events, etc. I was also a member of HOSA for a year.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for

7-10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



| 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) voting youth position between the ages of 16-18, who resides in the Corporate Limits for the Town of Apex, to serve on the Environmental Advisory Board for the Town of Apex.

Approval Recommended?

Yes

Item Details

During the June 24, 2025 Town Council meeting, the Mayor and the Town Council unanimously approved appointments to the Environmental Advisory Board (EAB). At that time, the Town Clerk's Office did not receive any applications for the voting youth position and was directed to recruit for a longer period of time.

A total of nine (9) applications were received for appointment consideration and they are (in alphabetical order by last name):

- **Andrady, Alana** – Corporate Limits Resident – NOT ELIGIBLE – Individual is under age 16.
- **Bang, Elizabeth** – Corporate Limits Resident – NOT ELIGIBLE – Individual is under age 16.
- **Chappidi, Sathvika** – Corporate Limits Resident – NOT ELIGIBLE – Individual is under age 16.
- **Dhvani, Joshi** – Corporate Limits Resident - **Eligible for Voting Youth** Representative Position.
- **Kadari, Samiksha** – Corporate Limits Resident - **Eligible for Voting Youth** Representative Position.
- **Strobl, Graham** – Corporate Limits Resident - **Eligible for Voting Youth** Representative Position.
- **Villasenor, Sandra** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position

The Governing Body for the Town of Apex considered a number of structural changes to the Town's Resident Advisory Board during their Work Session on December 17, 2024. As a result, the Town's

Environmental Advisory Board (EAB) scope of responsibilities was expanded to include the Tree Citizen Advisory Panel (CAP) and Bee City Committee's functions.

The Environmental Advisory Board (EAB) is responsible for assisting the Town Council in strengthening environmentally responsible practices that protect, promote, and nurture our community and the natural world through advice and program support.

The Environmental Advisory Board (EAB) consist of eleven (11) voting members, including one youth representative as defined in the Resident Advisory Board Administrative Policy.

Attachments

- NB4-A1: Summary of Applicants – ALL Boards
- NB4-A2: Applicants for Environmental Advisory Board

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Regular or Youth	Last Name	First Name	Address	Telephone	Email	Interested Advisory Board
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Board of Adjustment (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Board of Adjustment (and others)**
R	**Carmac**	Robert	1020 N. Salem Street Apex, NC 27502	(919) 796-7499 (919) 781-8582	rcarmac@smithsinnett.com	**Board of Adjustment**
R	**Taylor**	Tracy	2004 Baysdale Lane Apex, NC 27523	(919) 749-1374	tracyta1968@gmail.com	**Board of Adjustment**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Board of Adjustment (and others)**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Culture and Arts Advisory Board (and others)**
R	**Barnes**	Aaron	578 Chessie Station Apex, NC 27502	(503) 320-2231	aaronbarnes263@gmail.com	**Culture and Arts Advisory Board**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Culture and Arts Advisory Board (and others)**
Not Eligible	**Andrady**	Alana	1824 Grande Chateau Lane Apex, NC 27502	(919) 453-7032	ahnabee124@gmail.com	**Environmental Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Environmental Advisory Board (and others)**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Environmental Advisory Board (and others)**
Y	**Joshi**	Dhvani	246 Great Bynum Drive Apex, NC 27523	(984) 268-1797	dhvani.joshi.mail@gmail.com	**Environmental Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Environmental Advisory Board (and others)**
Y	**Strobl**	Graham	2338 Manzoni Drive Apex, NC 27502	(919) 533-8112	gmstrobl@gmail.com	**Environmental Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Environmental Advisory Board (and others)**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Not Eligible	**Velmurugan**	Sivaprasad	2435 Fillmore Hall Lane Apex, NC 27523	(984) 356-4821	prasad.velm@gmail.com	**Environmental Advisory Board**
R	**Villasenor**	Sandra	704 Brickstone Drive Apex, NC 27502	(919) 924-5910	villasenor.sandra@gmail.com	**Environmental Advisory Board**
R	**Ahler**	Jennifer	116 Sanair Court Apex, NC 27502	(919) 630-6303	jahler496@yahoo.com	**Multimodal Transportation Advisory Board**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Bacola**	Robert	4004 New Yarmouth Way Apex, NC 27502	(919) 802-1235	rbacola@nc.rr.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Brunner**	Elizabeth	306 Hinton Street Apex, NC 27502	(919) 363-5222	elizabethapex@gmail.com	**Multimodal Transportation Advisory Board**
R	**Jain**	Saket	1979 Custom Lane Apex, NC 27502	(703) 380-2020	jainsaket@me.com	**Multimodal Transportation Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Lawrence**	Kevin	1628 Salem Village Drive Apex, NC 27502	(919) 999-0390	lkevin@pixelmaestro.com	**Multimodal Transportation Advisory Board**
R	**Meadows**	John	1105 Elbury Drive Apex, NC 27502	(304) 629-7073	john.meadows@salomon.com	**Multimodal Transportation Advisory Board**
R	**Poythress**	Michael	2705 Richardson Road Apex, NC 27502	(919) 427-1681	brandon.poythress@halliam.com	**Multimodal Transportation Advisory Board**
R	**Pritchard**	Ewan	323 North Salem Street Apex, NC 27502	(919) 819-0098	egpritch@gmail.com	**Multimodal Transportation Advisory Board**
R	**Rodgers**	Martha	1009 Oakgate Court Apex, NC 27502	(919) 524-4004	mollync@gmail.com	**Multimodal Transportation Advisory Board**
R	**Singh**	Priya	400 Old Mill Village Drive Apex, NC 27502	(856) 503-5368	priya.is.singh@gmail.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Multimodal Transportation Advisory Board (and others)**
	NONE	**NONE**	**NONE**	**NONE**	**NONE**	**Parks and Recreation Advisory Board**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Planning Board (and others)**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Planning Board (and others)**
Y	**Stanley**	Renita	238 Great Bynum Drive Apex, NC 27523	(978) 427-5657	renitastanley08@gmail.com	**Planning Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Planning Board (and others)**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Planning Board (and others)**

Entry #: 774 **Status:** Submitted **Submitted:** 9/3/2025 10:24 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Alana H Andrady

Pronouns

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1824 Grande Chateau Lane, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
ahnabee124@gmail.com

Mobile Phone
(919) 453-7032

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?
Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27502

Please briefly describe your job function and core duties,
Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
Having lived in Apex for more than a decade now, I've watched our town change throughout the years. Even as Apex grows, I want to preserve what makes this area really special to me, and that's the natural environment. For me, there is no better way to get actively involved in achieving that goal than by joining the government board as a youth representative and contributing to decisions that will have an effect on the environment for decades to come. I am very passionate about keeping our environment clean, beautiful, and healthy. I also hope to use my good problem solving skills to contribute to discussions on how to best help the local environment in all kinds of situations. I'm very hardworking as well, and will do my absolute best to be an active, helpful member of the board.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.
My service on the Environmental Advisory Board would be very beneifical to the Town of Apex because as a teenager involved in multiple school activities, I would be able to effectively spread the word about activities and important events that are happening related to the EAB. This would bring more people to events supporting the environment, and the younger generation would also be more informed about the environmental problems and solutions that the boad is currently discussing. I'm also planning to conduct research in environmental science later this year, which will hopefully further help me to understand the concerns that the EAB deals with. Finally, I am extremely curious about how the EAB works, and how I can contribute to making Apex a better place for everyone. I am ready and excited to learn!

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

One of my top goals for this term is to learn as much as I can about how I can contribute to protecting our environment and all the different issues that it currently faces, such as invasive species. I then hope to use everything I've learned to begin working towards fixing these issues. Another goal I hope to achieve is to effectively spread the word about local environmental issues throughout my school, and educate my peers about the ways that they can get involved to help. Finally, I also hope to grow as a person through this board. By watching and participating in discussions, I believe I will gain valuable communication and collaboration skills that will help me in the future.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

While I haven't had the opportunity to volunteer formally in my local area yet, I've been actively looking for ways to get involved. As a 15-year-old, it's difficult to find good volunteer opportunities that don't have age restrictions, but I"m still very interested in giving back and contributing to my community. I'm hoping that by serving on this board, I can represent both youth perspectives and also learn more about local initiatives where I can get involved, including future volunteering opportunities.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I have not served on a governmental board before.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for
More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.
NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 768 **Status:** Submitted **Submitted:** 9/1/2025 6:25 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Elizabeth Y Bang

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3133 Beechcroft Lane, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
elizabethbang1004@gmail.com

Mobile Phone
(919) 721-6556

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Youth Representative (Currently in High School)

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

Youth Rep, North Carolina 27502

Please briefly describe your job function and core duties,

Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am interested in serving on this board because I know that Apex is continuously growing and I want to help contribute by representing ideas of the youth living in our community. As a student who is living in Apex for middle and high school, I have noticed how the town is developing, and I believe it is important for students to have an opinion in shaping our town's growth. Moreover, my experiences as a Key Club sophomore representative and a shift leader for the Apex Youth Council have helped me learn how to collaborate and advocate for others. These positions taught me how important it is to listen and understand others when working as a group while showing leadership. I have also gained experience in NJHS, Student Council, altar server, and as a teacher, helping to teach new students.

Being a student leader, my ideas will distinguish me from others on the board, representing many different perspectives of youth in my age. However, I also know that if voted as a board member, I have to listen to and amplify the ideas of others. My responsibility would be to collaborate, respect different opinions, and work toward solutions that reflect the needs of the entire community, not just my own.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Through my roles as a Key Club sophomore representative and a shift leader for the Apex Youth Council, I can bring leadership and service experience that directly benefits Apex. I've helped lead donation drives, volunteers, and town-related events. These experiences prepared me to contribute youth ideas while also being able to listen in many different environments. If chosen as a board member, I would be able to incorporate the town's decisions with our school and community's ideas.
2. Volunteering since middle school, I have had a consistent record of community service. I have participated in many volunteer clubs such as NJHS and Student Council in middle school, while being a member in Key Club and Apex Youth Council in high school. Furthermore, I have been in many organizations such as English Conversation Club and club soccer, so I know that communication and commitment are one of the most important skills while working together.
3. As a student, I have been recognized many times for academic and character achievement. I have received all A-Honor Roll since middle school, Outstanding Achievement Awards in multiple subjects, and Vision Awards both inside and outside of school. These qualities reflect on my character and confidently show that I can contribute thoughtfully and seriously to the board's discussions.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. As someone who has served in student organizations, I know many students often have ideas but aren't sure how to share them. I would work to create ways for youth to provide feedback to the board whether through surveys, focus groups, or collaboration with school clubs. This would also help to increase participation in more events and input from the town.
2. Being active in athletics, orchestra, and school events, I have seen and know how important safe spaces are for student growth. I would work to support planning and transportation projects that help make Apex more accessible for young people, and offer a safe environment for doing activities that both students and community members can enjoy.
3. As a Korean School teaching assistant and member of English Conversation Club, I've seen how sharing culture and language brings people together. The town already has amazing events that promote this, and I would further support and raise awareness for cultural events, performances, or awareness projects that would make Apex more inclusive and culturally diverse.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My most impactful recent volunteer work has been through Key Club and the Apex Youth Council. Through these organizations, I have been able to participate in many different events and activities, such as moving firewood in Warmth for Wake, or volunteering at food banks.
In the Apex Youth Council, where I serve as a shift leader, I've taken on responsibility for helping volunteers and assisting with service events that support the town. This has allowed me to contribute to Apex in a positive setting while learning how youth input matters in community planning.
In addition, I serve regularly as a church altar server, volunteer weekly as a Korean School teaching assistant, and have contributed to school events such as recycling and spirit weeks. Together, these experiences reflect my commitment to service and my dedication to helping Apex.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

preparing events connected to the town. I also serve as the sophomore representative for Key Club, where I assist in coordinating projects that support the community since freshmen year. Previously, I have been in NJHS in middle school as well as the Student Council for 3 years.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for

4-6 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 770 **Status:** Submitted **Submitted:** 9/2/2025 10:10 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Sathvika Chappidi

Pronouns
She/Her/Hers

Preferred First Name
Sathvika

Spouse/Partner Name (If applicable)
N/A

Phyiscal Address
2409 Fillmore Hall Ln, Apex, North Carolina 27523

Mailing Address
2409 Fillmore Hall Ln, Apex, North Carolina 27523

Email
sathvika.chappidi@gmail.com

Mobile Phone
(919) 737-0568

Alternate Phone (work/home)
(919) 780-2182

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?
Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27523

Please briefly describe your job function and core duties,
Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
My interest in serving on the boards I had chosen was because I believe that the Town the Apex could benefit from learning and experiencing new cultures, and see the impact that improving the environment will have on the town and the townspeople. I have always had an interest in arts and cultures such as mine and others, along with the history behind it. I have helped volunteered with the Apex Youth Council for Juneteenth two years in a row, and while I was there I noticed that cultural celebrations inspire people to reach out to learn more and ask questions. Along with that there were people from out of town who came to attend the celebration. The environment in the Town of Apex is enjoyed by many people because of its parks downtown area, etc, but I believe that we can boost the state of our environment by having people help with fixing town gardens and teaching them why its beneficial for the town that they know and love to have a great environment.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.
Three reasons as to why my service on the chosen board could be beneficial to the Town of Apex is that I have been a member of the Apex Youth Council for the past 4 years, which makes me experienced with most town activities and celebrations. I have a lot of experience with holding gatherings and helping out in many different events, whether it be marathons, food drives, holiday events, etc. I truly do enjoy spending my time out helping people in the community, since it allows me to really learn what people think about the town and what their interests are.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My three goals I hope to achieve during my term is to expand people's knowledge on cultures since the Town of Apex is a place where people come from many different backgrounds. I also hope to learn more about the town and its own history, and I hope that during this term I grow to become a better leader

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have volunteered with the Green Level High Schools Athletic Department to help clean roads and help with gardening. I am currently a member of the Apex Youth Council, where I have 90+ hours volunteering in marathons, holiday events, food events, etc. I was also a member of HOSA for a year.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for

7-10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 771 **Status:** Submitted **Submitted:** 9/2/2025 11:58 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Dhvani K Joshi

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
246 Great Bynum Drive, Apex, North Carolina 27523

Mailing Address
SAME, SAME, North Carolina 27523

Email
dhvani.joshi.mail@gmail.com

Mobile Phone
(984) 268-1797

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?
Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27523

Please briefly describe your job function and core duties,
Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

The reasoning for my interest in serving on this board comes from my participation in Apex Youth Council, as well as being a resident of Apex. Being able to volunteer in cleaning up parks as well as working to help host events in our parks has opened my eyes in just what I am capable of doing for my local community and environment. For example, while distributing Easter Eggs this Spring in a local walking trail/park I was able to see how doing small things for my local community I was able to see how a few hours of work was able to literally create childhood memories for some. It also made me see how community events can be integrated with local nature, as this egg hunt was done in a local walking trail among the trees, and not just in a huge open field or indoors. Being able to serve on the Environmental Advisory Board as a voting member, as well as being able to guide dialogue focused on environmental concerns and initiatives would allow me to have such a more important impact on our Town's near future, and emphasize how much our green spaces and environment mean to the Town of Apex and its future generations. I always know I am home when I am surrounded by the woods, and I want the significance of nature to the meaning of home to be long-lasting.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Three reasons why my service on the Environmental Advisory Board could be beneficial to the Town of Apex is that, due to my age, I can provide a different perspective on environmental concerns, one that is more focused on conservation and sustainability for the future. I will be able to represent environmental concerns that people from my age group have, through participation with school clubs, such as my school's Fighting For Our Future club, in which we engage in active discussion on many social topics, a big one being building an environment that is safe and will provide for our future. My second reason about why my service on the Environmental Advisory Board could be beneficial to the Town of Apex is that I am driven for the promoting and nurturing of our natural environment. I firmly believe that our green spaces is what makes our town one of the best places to live in the state, and I am willing to put in the work needed in order for our local environment to thrive. I can get other people dedicated to supporting our environment through community service, as well as spreading the word on sustainable environmental practices, and getting other people to appreciate our beautiful nature as well. Also, seeing our Mayor's social media posts regarding recent flooding and just seeing how driven he was in helping our community by physically being there made me realize how dedicated the Town of Apex is to environmental concerns, and has also inspired me to just as driven and dedicated to the environment as well as the Town of Apex. My last reason on why my service on the Environmental Advisory Board could be beneficial is that I have experience working with some of the amazing people of the town of Apex's Parks, Recreation, & Cultural Resources Department through my volunteering with Apex Youth Council. I know just how driven and kind all of the people I've worked with from the Department are, and that has inspired me to do the same for the town. I've seen how focused they are at the task at hand, but they still don't compromise on kindness. For example, while volunteering at an Easter Egg Hunt at a local neighborhood, I saw that the adults from the Parks, Recreation, & Cultural Resources Department were able to communicate effectively with each other as well as those from AYC in order to get the task at hand done, while still being patient with everyone. I want to reciprocate and model what I've seen back into something that could be beneficial for the Town.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

If appointed to my preferred board, the Environmental Advisory Board, the top 3 goals I would hope to achieve during my term would be to emphasize sustainability and mindfulness for the environment with the rapid development occurring in our town as of now. For example, this could include making sure development doesn't have to just be lots of land cleared out and then immediately a neighborhood or a shopping complex is built on top of it. Measures can be put in place in order to conserve nature and soil health and to minimize the loss of natural environment, such as having compensatory works like planting more trees and native plant species after each major development project. My second top goal I would hope to achieve during my term would be to raise awareness about our environment, with an emphasis on our local environment. For example, this could be done by partnering with local school clubs that focus on the environment, and having educated conversations with them about local environmental conservation, waste reduction, and just overall appreciation for the abundance of green spaces we have in Apex. We could collaborate with those school clubs to create posters or in creating announcements for their schools to see and hear, therefore spreading ideas about environmental sustainability. My third goal I would hope to achieve during this term is creating more accessible and walkable green spaces for everyone in Apex to enjoy, as well as maintaining those green spaces. This could be done by building more sidewalks leading to parks, and nature trails (particularly the Tobacco trail!), as well as building more parks with the main idea in mind being that they are meant to be a green space, not a cleared field of grass. To maintain current green spaces, more trash cleanups could be proposed as volunteering events in Apex Youth Council, as well as posted in schools. To conserve green spaces, policies could be passed in order to protect them, as they are what makes Apex the Peak of Good Living!

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One recent volunteer experience I had was working on a beautification project in Pleasant Park with Apex Youth Council. In the project, I helped remove weeds, trash, as well as place new mulch near all the trees. This positively contributed to the Town of Apex by making our parks a place where families will want to go over and over again, as they are ensured a nice environment to walk, play, and rest in. Apex would be nothing without its beautiful parks and green spaces, and I was happy to contribute to the maintenance of them.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

16 to 18

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 772 **Status:** Submitted **Submitted:** 9/3/2025 9:35 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Samiksha Kadari

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
2569 Hutch Ln, Apex, North Carolina 27523

Mailing Address
2569 Hutch Ln, Apex, North Carolina 27523

Email
skadari2401@gmail.com

Mobile Phone
(984) 319-9056

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?
Town Email, Apex Youth Council

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27523

Please briefly describe your job function and core duties,
Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I think I have gained a lot of skills and knowledge about Apex through Apex youth council and it really helped me see how our town works. Like the town council meetings I have been to, I have learned a lot about our town new laws being established or holidays that I would have probably never known about had I not been at the council meetings. Also this experience taught me that in town councils everyone will have something they want to improve in their community and from looking at those advocating for their town I could tell they were so passionate about their causes, but I haven't and younger individuals talking about what their opinions. And from this it had sparked an interest in my to be a part of the board for Apex as a youth representative to represent those individuals who want to speak up but also encouraging younger individuals to come to these meetings to promote their ideas and thoughts. I really think that me being able to understand the inner parts of the town of Apex and how things function and with this opportunity to bring in more youth representation in our community decisions really interests me to serve on this board.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I want to bring in insights of what youth think about our community and as previously being involved with the Town of Apex I really want to bring my experience together and my thoughts that others might share into the board so we can make an impact that is also beneficial to the future adults in Apex. And as I am a resident who has lived in Apex for over 2 years I have seen this town develop and there are so many things I love about this town and the environment we live in, I know I can be a valuable aspect to the board sharing my personal experiences especially if I were selected to be on the Environmental Advisory board, as someone who enjoys nature I really would love to be a part of an initiative to preserve the beauty of Apex as someone passionate about my community and its environment. I know that the individuals on this board are obviously going to be busy with a lot of work as adults, and as youth representative I do have more time and I think that time is an extremely valuable aspect I bring to the board, and as a passionate youth I will use my connections from my school or other youth I know to help get a diverse perspective on issues before coming up with solutions, which will make more people satisfied with the outcomes of the decisions we make.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

For the Environmental Advisory Board I think raising awareness about clean and renewable energy is something I hope to achieve, Apex is a beautiful town with lots of greenery and over the years I have seen how as Apex expands greenery is starting to dwell. I hope we can implement ways to save our trees as more homes are being built in Apex. I also haven't seen many solar powered energy sourced houses in Apex, and I would hope to spread news in our community about the benefits and also certain options to install solar powered energy in more homes. As for the Multimodal transportation advisory board, my main goal is to provide more public transportation, I believe this has already been something Apex is working on and I want to be a part of this initiative to encourage individuals to use public transport as it is also a way to save money and our environment!

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am a current member of Apex Youth Council and this is my second year in this organization. Last year I spent most of my hours (about 21 hours) helping clean the Apex Park, joining town council meetings and engaging in many other events! I hope this year as a member of the events committee I want to help my team in creating events in our community and I want to take a bigger role in engaging with Apex's local events like the parades.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I do not have any governmental board experience, but I definitely hope to gain some through this position!

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
No

Gender
Female

Ethnicity
Asian or Pacific Islander

Do you rent or own your home?
I own my townhome

My age range is (please select one):
16 to 18

I have been an Apex resident for
1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.
NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 766 **Status:** Submitted **Submitted:** 8/30/2025 7:06 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Graham M Strobl

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
2338 Manzoni Dr., Apex, North Carolina 27502

Mailing Address
same, Apex, North Carolina 27502

Email
gmstrobl@gmail.com

Mobile Phone
(919) 533-8112

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Youth Representative (Currently in High School)

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

Youth Rep, North Carolina 27502

Please briefly describe your job function and core duties,

Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am in the Academy of Engineering at Apex Friendship High School, and I am interested in environmental issues. I've lived in North Carolina my whole life, and I think it's important to protect the environment, track waste and recycling efforts and encourage the use of solar energy sources. I work on sustainability projects in my engineering classes and find the subject matter to be very interesting. I have effective communication skills and enjoy public speaking.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

My networking circle is broad since I participate in multiple clubs and extracurriculars.
I participate in volunteer ventures like PORCH, Apex Youth Council and Parish Athletics coaching.
I am a student ambassador at Apex Friendship High School, work at a local establishment, and am part of NSHSS.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

I would like to start more sustainability projects like Triangle Land Conservancy where my father volunteers.
I would like to develop a system where we can track waste management and recycling efforts.
I would like to work on solar energy initiatives like solar panels on homes.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I served on the Apex Youth Council last and will serve again this year. Ellison Lambert nominated me for this position. I volunteered at town council meetings, the town Halloween dance, college panel discussion, etc. I attended every meeting which shows my determination and dedication to the causes we discussed.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

None since I am a student rep

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

16 to 18

I have been an Apex resident for

7-10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 773 **Status:** Submitted **Submitted:** 9/3/2025 9:51 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Ritika Tadishetti

Pronouns
She/Her/Hers

Preferred First Name
Ritika

Spouse/Partner Name (If applicable)

Phyiscal Address
2507 Silas Peak Ln, Apex, North Carolina 27523

Mailing Address
2507 Silas Peak Ln, Apex, North Carolina 27523

Email
devunuri@gmail.com

Mobile Phone
(919) 434-3900

Alternate Phone (work/home)
(919) 757-2988

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?
Apex Youth Council

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
N/A

Current Job Title
none

Employer Main Work Telephone Number
N/A

Employer Onsite Office Location
Apex, North Carolina 27523

Please briefly describe your job function and core duties,
N/A

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I am eager to serve because I believe youth voices are essential in shaping Apex's future — especially in areas like growth, sustainability, and transportation, where today's decisions will affect my generation for decades to come. As a student, I experience the impact of town planning every day: how safe crosswalks are, whether biking routes are accessible, and how green spaces create gathering places for friends and families. I want to take those lived experiences and translate them into actionable input that helps Apex grow responsibly and inclusively.

My qualifications combine civic engagement, leadership, and research-driven problem solving:

Civic Engagement & Community Representation: As a member of the Apex Youth Council (2025–Present), I help plan and execute community projects, volunteer events, and local outreach initiatives. I collaborate with town staff and peers to ensure that programs reflect the community's needs, including logistics for volunteer cleanups, cultural events, and public forums.

Leadership & Project Management: I founded and led an Odyssey of the Mind team that reached the World Finals three years in a row, managing sponsorships, budgets over $11,000, and coordinating travel and event planning. This experience taught me how to lead complex projects, resolve conflicts, and make strategic decisions — skills directly transferable to serving on a board that reviews development and policy proposals.

Research & Analytical Skills: Through Duke Pre-College Neuroscience and STEM research projects — including a Python-based project monitoring structural health of bridges — I have developed skills in analyzing data, designing experiments, and presenting actionable insights. These experiences give me [illegible] approach town planning, sustainability, and

transportation proposals with evidence-based reasoning.

Volunteerism & Local Impact: I have contributed over 100 volunteer hours to Apex and the surrounding community, including Adopt-A-Highway cleanups, Durham Food Bank service, and large-scale cultural events such as Holi, Dhoom Dham Dhawat, and Bathukamma (2,000+ attendees). I also mentored middle school students in STEM, tutored peers in math, and helped coordinate community service projects — all of which strengthened local engagement and helped make Apex a cleaner, safer, and more connected community.

Civic Leadership Beyond the Board: As an active member of Rhizome, I worked on youth civic campaigns and initiatives to encourage participation in local governance, helping residents understand how their voices can shape town decisions. These experiences have given me perspective on bringing together diverse viewpoints and building programs that have tangible impact for Apex.

Together, these experiences give me the communication skills, problem-solving mindset, and long-term perspective needed to represent youth voices and help shape Apex's future in a thoughtful and balanced way.

As a student who thrives on listening, learning, and leading, I believe the voices of youth hold the power to inspire real, meaningful change — especially in shaping the community we will inherit. Serving on these boards would allow me to be that bridge between students and town leadership.

In Apex, our student population is incredibly diverse in culture, language, and experience — yet many of those perspectives are missing when development proposals are reviewed, environmental policies are discussed, or transportation plans are created. Some of the most important voices are not the loudest — they are the ones we don't hear because they don't yet feel invited to the table. Whether it's a student who feels unsafe biking to school, someone who wishes their neighborhood had more green space, or a classmate who cares deeply about sustainability but doesn't know how to act, their ideas matter.

I know what it feels like to be quiet and hesitant to share opinions — I used to be that student. Over time, I learned that change starts with speaking up, leading projects, and creating space for others to be heard. If selected, I will make it my mission to amplify these unheard voices and bring them into the conversation.

If selected for the Planning Board, I will advocate for youth-friendly, walkable neighborhoods and spaces where students can feel safe and connected.

If selected for the Environmental Advisory Board, I will champion sustainability education, green initiatives, and programs that empower students to take action on climate issues that affect their future.

If selected for the Multimodal Transportation Advisory Board, I will bring forward real student concerns about crossing safety, bike access, and equitable transportation options so youth can get around Apex independently and safely.

Below is a link to my resume:
https://docs.google.com/document/d/1jcRHmgWFbFHG4uLA7qbkTjliAMwH07c7bbBb2aeSm14/edit?usp=sharing

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I bring a forward-looking youth perspective that is rooted in real experience.
As someone who walks Apex's streets, uses its parks, and depends on safe transportation routes every day, I can offer insight into how current and future developments affect students and families. Whether we are reviewing a rezoning proposal, discussing bike path improvements, or considering sustainability initiatives, I can speak to how these decisions will shape the lives of my generation — the people who will inherit this community.

2. I focus on solutions that are practical, inclusive, and future-ready.
My goal is not just to participate in discussions but to help shape recommendations that work for everyone — students, families, and long-term residents alike. I believe the best ideas come from considering multiple perspectives and balancing creativity with feasibility. I will approach every proposal by asking: Will this make Apex safer, more connected, and more sustainable 5, 10, and 20 years from now? This mindset helps ensure that decisions we make today benefit the entire community well into the future.

3. I offer a problem-solving mindset and a collaborative approach.
From leading teams to tackling complex challenges, I have learned to find common ground and work toward shared goals. I approach every challenge by asking, "How can we make this better for everyone?" and am committed to helping the board reach decisions that balance innovation, practicality, and community well-being.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Walkable & Accessible Development Checklist
Create a checklist for the board to consider during rezoning and development reviews — including safe crossings, lighting, green space, and public gathering areas — so every resident benefits from thoughtful planning.

2. "Future Apex" Vision Map
Design a collaborative map where residents can indicate where parks, bike lanes, or other community improvements are needed. Present these findings to help guide long-term planning decisions.

3. Interactive Community Input Nights
Host engaging planning events with visual boards, model-building stations, or virtual simulations of proposed developments, allowing residents to visualize changes and provide informed feedback.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Apex Youth Council (2025–Present): Contributed to planning and outreach for community service projects and civic engagement efforts. This work increased youth turnout at volunteer events and created direct lines of communication between students and town staff. My participation helped shape youth programming that reflected student availability and interests.

Adopt-A-Highway (Davis Drive) & Durham Food Bank: Participated in cleanups and food distribution that directly improved local cleanliness and food security resources accessible to Apex residents.

Large cultural event support (Holi, Dhoom Dham, Bathukamma) — 2,000+ attendees: Helped coordinate and participated volunteer teams so cultural celebrations ran smoothly and safely, strengthening community cohesion and representing Apex's diverse population.

Math tutoring & STEM mentoring: Provided one-on-one help and mentorship to students, improving academic confidence and building a volunteer pipeline of motivated youth who then participated in Apex activities.

Collectively, these efforts increased volunteer engagement, supported local service delivery, and helped build trust between young residents and town staff.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

Apex Youth Council — Member (2025–Present).
This board experience gives me direct familiarity with municipal processes, meeting cadence, community outreach expectations, and the practicalities of turning community feedback into board recommendations. (If asked to list other boards, I have not served on additional municipal boards beyond the Apex Youth Council.)

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
No

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?
I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for
less than 1 year

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 769 **Status:** Reviewed **Submitted:** 9/1/2025 9:34 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Sivaprasad Velmurugan

Pronouns
He/Him/His

Preferred First Name
Prasad

Spouse/Partner Name (If applicable)

Phyiscal Address
2435 Fillmore Hall Lane, Apex, North Carolina 27523

Mailing Address
SAME, SAME, North Carolina 27523

Email
prasad.velm@gmail.com

Mobile Phone
(984) 356-4821

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?
Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27523

Please briefly describe your job function and core duties,
Youth Rep.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I was sitting on the floor of my grandparents' house in India when the lights suddenly went out. The ceiling fan spun to a stop, the room went dark, and everything around me went quiet. My phone battery was nearly dead, and I sat idly, waiting. But the electricity didn't come back until the next morning. That experience gave me a glimpse into something I had never truly felt before: disconnection. No light, no signal, no access to the outside world. I felt cut off in every sense. For me, it only lasted a few nights. But for so many people in the communities I come from, this is the daily norm. Even as my laptop screen lights up now, there are students like me who study textbooks under streetlamps and flickering candles. Electricity means more than just charging devices, it's access to education, communication, and opportunity. Without it, people are isolated, left behind while the rest of the world moves forward.

Through my participation in the First Lego League robotics competition and consulting with local energy experts, I learned that there is lots of room for growth in making clean energy accessible to everyone. Renewable energy has great potential but faces many limitations, and most of the energy produced is used inefficiently. With my robotics team, I helped prototype a smart charger designed to reduce energy waste using Arduino and C++. Clean energy matters to me because it allows me to channel my passion into something greater: to give back to the community I come from and help close the gap I've seen firsthand. It was a small project, but it taught me something important: solutions don't have to start big. Innovation can happen anywhere, by anyone. The UN warns that energy efficiency improvement must more than double to ensure universal access to clean energy. This goal is important to me because it emphasizes the large gap between current progress and what needs to happen, and the opportunity for change that exists. I want to be part of the movement to make sure clean energy is accessible for all, especially the communities that I come from, who are too often left behind.

I want to bring this passion, perspective, and problem-solving mindset to the AYC Environmental Advisory Board. As someone who has seen firsthand the inequities caused by lack of energy access, I believe I can bring a unique voice to conversations about sustainability and environmental justice. My experience with the First Lego League Innovation Project taught me how to turn ideas into practical solutions, and serving as a youth voting representative would allow me to represent the concerns and hopes of young people like me who want to be part of building a cleaner, more equitable future.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Being elected as a student leader in 4th and 5th grade, serving as a 7th grade representative in Student Council at my middle school, and serving as a 9th and 10th grade representative in Student Government, I discovered early on my passion for communicating and advocating for student needs. Throughout my time in student government, I've been able to listen to multiple perspectives, collaborate with others, and take action to turn ideas into tangible solutions that benefit the student body. I believe these skills will be valuable on the Environmental Advisory Board, where I can help develop initiatives that address the needs of local youth and bring positive, practical change to the community.

In addition to my leadership background, I bring a strong problem-solving mindset shaped by my experience in the First Lego League Innovation Project. Working with my robotics team to prototype a smart charger that reduced energy waste taught me how to take an idea and turn it into a practical solution. I believe this innovative approach will be valuable to the board as it considers how Apex can address environmental challenges with creativity and efficiency.

Finally, I bring a deep commitment to equity and accessibility. During visits to my grandparents' home in India, I saw how the lack of reliable electricity disconnected people from education and opportunity. Those experiences gave me a strong sense of responsibility to advocate for solutions that are not only sustainable but also inclusive. On the board, I would use this perspective to ensure Apex's environmental progress benefits every part of the community.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

As a town, we have made crucial steps to sustainability of our environment, such as utilizing LED powered streetlights to save energy, and I was fascinated by learning that such ordinary objects are creatively designed to contribute to a more sustainable environment. I realized that careful planning can make a tangible difference, and it inspired me to get involved and contribute to this effort.

Nearby towns, such as Cary and Chapel Hill, have also taken initiatives to make their environment more sustainable. Cary has explored solar energy for their buildings and have found ways to power operations efficiently, while electric buses and greenway expansions have been introduced in Chapel Hill to encourage sustainable transportation. These actions demonstrate that sustainability is about simple, practical solutions that improve everyday life. As a town, I believe we can draw inspiration and take similar steps to make our environment greener for our people.

Supporting Apex's transition to 100% clean energy, reducing our carbon footprint, and improving efficiency in town facilities aren't just goals I want to support, they're goals I hope to make a reality. As a part of the Environmental Advisory Board, I aim to collaborate with others and pursue these goals, creating positive, tangible impacts that residents can see and feel every day.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteer experiences as a member of Apex Youth Council include helping at community events such as Scarecrow Row, the Latino Arts Festival, the Flashlight Candy Cane Hunt, and Oktoberfest. By supporting these events, I helped strengthen community engagement, celebrate the diversity of Apex, and create welcoming spaces where families could come together. Over time, I was given greater responsibility and elected to serve as a shift leader for the upcoming year, which requires strong communication, organization, and leadership to ensure events run smoothly. These experiences have prepared me to take on new challenges, and I am confident that, if elected as the AYC Youth Member of the Environmental Advisory Board, I will bring the same dedication, leadership, and commitment to building a more connected, sustainable, and vibrant community.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for

7-10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA.

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA.

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 746 - Environmental Advisory Board **Status:** Submitted **Submitted:** 7/1/2025 10:59 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Sandra E Villasenor

Pronouns
She/Her/Hers

Preferred First Name
Sandra

Spouse/Partner Name (If applicable)

Phyiscal Address
704 Brickstone Drive, Apex, North Carolina 27502

Mailing Address
704 Brickstone Drive, Apex, North Carolina 27502

Email
villasenor.sandra@gmail.com

Mobile Phone
(919) 924-5910

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

How did you hear about this opportunity to serve?
Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Bachelors Degree

Current Employer
City of Raleigh

Current Job Title
Environmental Educator

Employer Main Work Telephone Number
9199962760

Employer Onsite Office Location
Walnut Creek Wetland Center, North Carolina 27610

Please briefly describe your job function and core duties,
As an Environmental Educator and Recreation Leader, I facilitate hands-on environmental education programs for school groups, youth, and the general public. My core duties include leading nature-based lessons on topics such as ecosystems, wildlife, soil, water, and conservation; supporting community outreach events; maintaining educational materials and supplies; and helping manage program logistics. I also assist with recreational programming through public engagement at some of the City of Raleigh's parks and the Walnut Creek Wetland Center. My role combines education, stewardship, and community involvement to inspire environmental responsibility and connection to our local environment.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I'm interested in serving on the Environmental Advisory Board of the Town of Apex because this is the community where I grew up, and I care deeply about its future. Having returned to Apex to live and work in the environmental field, I see this as a meaningful opportunity to give back and help guide the town's growth in a way that is sustainable, inclusive, and forward-thinking.

My commitment to environmental stewardship began early—I was the kind of kid who convinced my parents to start composting and found creative ways to raise awareness about local environmental issues. That passion developed into a career centered on hands-on conservation and public engagement. I served as a Watershed Coordinator with RiverLink, an environmental nonprofit in Asheville dedicated to protecting the French Broad River. In that role, I led volunteer programs, facilitated stormwater and invasive species management workshops, stewarded green infrastructure sites, and created outreach materials that reached thousands of residents.

Currently, I work for the City of Raleigh's environmental education programming team and have recently transitioned to the Walnut Creek Wetland Center. There, I help deliver a wide variety of nature-based programs focused on promoting awareness on habitat and wildlife. I've facilitated hands-on educational e[illegible] over 1,600 students across Wake County (including

schools coming from Apex), covering topics such as seed science, soil, aquatic life, birds, tree life cycles, and insects.

What draws me to this board is the chance to bring my environmental knowledge and lived experience into local decision-making that directly impacts the town I call home. As Apex continues to grow, it's essential that we prioritize sustainable land use, protect green spaces, and make environmental education and engagement accessible to all. As a bilingual Latina with experience working alongside diverse communities, I also bring a strong equity lens to my work and believe in lifting all voices in shaping our environmental future.

I'm excited by the opportunity to support Apex in becoming a model for thoughtful, community-centered environmental leadership—one that balances growth with long-term care for our land, water, and people.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I bring hands-on experience in environmental conservation and a willingness to actively support community outreach.

Through roles in watershed coordination and environmental education, I've gained practical experience leading invasive species workdays, maintaining rain gardens and stormwater infrastructure, and stewarding natural spaces. I've also created environmental outreach materials, facilitated nature-based workshops, and delivered programs to over 1,600 students across Wake County. I don't just work in the environmental field—I'm in it every day, engaging people outdoors, getting my hands dirty, and encouraging others to do the same. I also want to offer my time and energy outside of meetings—whether it's supporting environmental events, helping with community outreach, or volunteering for town-led initiatives. I see this board not just as a seat at the table, but as a chance to take meaningful action.

2. I have a deep background in community engagement—and I truly believe people must be at the heart of environmental work.

Throughout my career and personal life, I've worked with and for the community. As a Watershed Coordinator, I engaged over 250 volunteers through programs like Asheville's Adopt-a-Storm Drain, Name That Creek, and WaterRICH. I supported the stewardship of green infrastructure projects and conservation easements, including riverside parks and a river cane restoration effort in partnership with the Cherokee Preservation Foundation. These experiences taught me that when people are empowered to participate, they show up with passion and commitment. But my connection to community work started even earlier—I grew up involved in the Latino community in Apex. Recently, I have been volunteering with the Apex Family Services Center, helping support community health initiatives, and outreach/cultural events like the Apex Latino Arts Festival. I bring not only the skills to engage and lead, but also a people-centered mindset that sees community involvement as essential—not optional—to environmental success.

3. I understand the value of place—and I want to help protect what makes Apex unique while investing in future stewards.

Having grown up in Apex, I've developed a strong connection to the town's natural spaces, community values, and the sense of belonging it fosters. As Apex continues to grow, I want to help protect the environmental and cultural character that makes it special. I believe strongly in the power of local stewardship—those who care for the land because it's part of their home and story. Through my work in conservation and environmental education, I've seen how good planning and public engagement can strengthen those local connections. I hope to contribute not only by protecting natural spaces, but by supporting today's community stewards and helping raise the next generation who will care for Apex long after us.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Expand community engagement through pollinator garden initiatives.
I am aware that the Town of Apex already has a pollinator habitat program, and I would be excited to help continue and expand this important work. Pollinator gardens play a crucial role in increasing biodiversity, supporting native species, and raising environmental awareness within neighborhoods. My goal is to grow these initiatives across public spaces, schools, and community centers—while also promoting education about native plants, habitat creation, and overall ecosystem health.

2. Promote awareness and action around streambank health and runoff impacts.
As Apex continues to grow, protecting our local waterways is more important than ever. I would love to support and help expand the work of a streambank management workdays or program that includes a strong community education component. Outreach could focus on how runoff and sedimentation affect water quality and aquatic life, while also promoting simple, hands-on actions residents can take—such as planting livestakes or spreading riparian seed mix. By empowering residents with knowledge and practical tools, we can help preserve the health and resilience of local waterways.

3. Support the development of environmental education programming.
Environmental literacy is foundational to building a sustainable community. I would help support efforts to integrate environmental education into town events, parks programming, and school partnerships—ensuring that youth and families have hands-on opportunities to connect with nature and learn about local conservation efforts. By fostering curiosity and awareness, we can help raise the next generation of environmental stewards who will carry forward Apex's commitment to protecting our environment.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Recently, I served as a liaison between my local church, Fiesta Cristiana, and the Town of Apex's Juneteenth Festival. I believed it was important for both our church and our nonprofit, Apex Family Fiesta Services, to be present at the event to help share local resources and show support for the celebration of Black history and freedom. I helped organize our involvement and recruited a group of young Latino volunteers to help run our booth throughout the day.

I believe deeply in the message of Juneteenth—that freedom, joy, and community should be honored—and I try to lead my life in a way that reflects those values. It was meaningful to help build bridges between communities and be part of an event that celebrates equity and history. I look forward to continuing to support town-sponsored events and finding new ways to foster connection, inclusion, and civic engagement here in Apex.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I have not previously served on a governmental board. However, I am eager to bring my experience, community involvement, and strong willingness to serving my local town.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
No

Gender

Female

Ethnicity

Hispanic

Do you rent or own your home?
I own my single family home

My age range is (please select one):

18 to 29

I have been an Apex resident for
More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



| 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 residents, over the age of eighteen (18), to serve on the Multimodal Transportation Advisory Board (MTAB) for the Town of Apex.

B) Possible motion to appoint one (1) voting youth representation, between the ages of 16-18, who resides in the Corporate Limits for the Town of Apex, to serve on the Multimodal Transportation Advisory Board (MTAB) for the Town of Apex.

Approval Recommended?

Yes

Item Details

During the June 24, 2025 Town Council meeting, the Mayor and Town Council unanimously approved appointments to the Multimodal Transportation Advisory Board (MTAB). At that time, the Town Clerk's Office did not receive any applications for the voting position nor were enough applications received the fill all of the vacant positions on the MTAB and was directed to recruit for a longer period of time.

A total of fifteen (15) applications were received for appointment consideration and they are (in alphabetical order by last name):

- **Ahler, Jennifer** – Corporate Limits Resident - Eligible for Voting Over 18 Representative Position
- **Ambrose, Perry** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Angel, Casey** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Bacola, Robert** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Bang, Elizabeth** – Corporate Limits Resident – NOT ELIGIBLE – Individual is under age 16.
- **Brunner, Elizabeth** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position

- **Jain, Saket** - – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Kadari, Samiksha** – Corporate Limits Resident - Eligible for Voting Youth Representative Position.
- **Lawrence, Kevin** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Meadows, John** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Poythress Michael "Brandon"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Pritchard, Ewan** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Rodgers, Martha** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Singh, Priya** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Tadishetti, Ritika** – Corporate Limits Resident – NOT ELIGIBLE – Individual is under age 16.

The Governing Body for the Town of Apex considered a number of structural changes to the Town's Resident Advisory Board during their Work Session on December 17, 2024. As a result, the Town's Ad-Hoc Transit Advisory Committee (TAC) was recommended to become a standing Resident Advisory Board and be called the "Multimodal Transportation Advisory Board" MTAB. The scope of the board was expanded to include all modes of transportation.

The Multimodal Transportation Advisory Board (MTAB) is responsible for supporting and expanding opportunities for biking, walking, and riding transit as a means of transportation in the Town of Apex. In addition, MTAB is responsible for:

a) Advise the Mayor and Town Council regarding proposed local multimodal plans, policies, priorities, capital improvements, and transit service changes.
b) Review regional transit plans, policies, capital improvements, and proposed services changes relevant to the Town of Apex and provide recommendations

- Gather community input regarding the experience of biking, walking, and using transit in Apex and work to address identified needs.
- Raise community awareness about using multimodal transportation in Apex.

The Multimodal Transportation Advisory Board (MTAB) consist of nine (9) voting members, including one youth representative as defined in the Resident Advisory Board Administrative Policy.

<u>Attachments</u>

- NB5-A1: Summary of Applicants – ALL Boards
- NB5-A2: Applicants for Multimodal Transportation Advisory Board (MTAB)

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Regular or Youth	Last Name	First Name	Address	Telephone	Email	Interested Advisory Board
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Board of Adjustment (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Board of Adjustment (and others)**
R	**Carmac**	Robert	1020 N. Salem Street Apex, NC 27502	(919) 796-7499 (919) 781-8582	rcarmac@smithsinnett.com	**Board of Adjustment**
R	**Taylor**	Tracy	2004 Baysdale Lane Apex, NC 27523	(919) 749-1374	tracyta1968@gmail.com	**Board of Adjustment**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Board of Adjustment (and others)**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Culture and Arts Advisory Board (and others)**
R	**Barnes**	Aaron	578 Chessie Station Apex, NC 27502	(503) 320-2231	aaronbarnes263@gmail.com	**Culture and Arts Advisory Board**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Culture and Arts Advisory Board (and others)**
Not Eligible	**Andrady**	Alana	1824 Grande Chateau Lane Apex, NC 27502	(919) 453-7032	ahnabee124@gmail.com	**Environmental Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Environmental Advisory Board (and others)**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Environmental Advisory Board (and others)**
Y	**Joshi**	Dhvani	246 Great Bynum Drive Apex, NC 27523	(984) 268-1797	dhvani.joshi.mail@gmail.com	**Environmental Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Environmental Advisory Board (and others)**
Y	**Strobl**	Graham	2338 Manzoni Drive Apex, NC 27502	(919) 533-8112	gmstrobl@gmail.com	**Environmental Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Environmental Advisory Board (and others)**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Not Eligible	**Velmurugan**	Sivaprasad	2435 Fillmore Hall Lane Apex, NC 27523	(984) 356-4821	prasad.velm@gmail.com	**Environmental Advisory Board**
R	**Villasenor**	Sandra	704 Brickstone Drive Apex, NC 27502	(919) 924-5910	villasenor.sandra@gmail.com	**Environmental Advisory Board**
R	**Ahler**	Jennifer	116 Sanair Court Apex, NC 27502	(919) 630-6303	jahler496@yahoo.com	**Multimodal Transportation Advisory Board**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Bacola**	Robert	4004 New Yarmouth Way Apex, NC 27502	(919) 802-1235	rbacola@nc.rr.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Brunner**	Elizabeth	306 Hinton Street Apex, NC 27502	(919) 363-5222	elizabethapex@gmail.com	**Multimodal Transportation Advisory Board**
R	**Jain**	Saket	1979 Custom Lane Apex, NC 27502	(703) 380-2020	jainsaket@me.com	**Multimodal Transportation Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Lawrence**	Kevin	1628 Salem Village Drive Apex, NC 27502	(919) 999-0390	lkevin@pixelmaestro.com	**Multimodal Transportation Advisory Board**
R	**Meadows**	John	1105 Elbury Drive Apex, NC 27502	(304) 629-7073	john.meadows@salomon.com	**Multimodal Transportation Advisory Board**
R	**Poythress**	Michael	2705 Richardson Road Apex, NC 27502	(919) 427-1681	brandon.poythress@halliam.com	**Multimodal Transportation Advisory Board**
R	**Pritchard**	Ewan	323 North Salem Street Apex, NC 27502	(919) 819-0098	egpritch@gmail.com	**Multimodal Transportation Advisory Board**
R	**Rodgers**	Martha	1009 Oakgate Court Apex, NC 27502	(919) 524-4004	mollync@gmail.com	**Multimodal Transportation Advisory Board**
R	**Singh**	Priya	400 Old Mill Village Drive Apex, NC 27502	(856) 503-5368	priya.is.singh@gmail.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Multimodal Transportation Advisory Board (and others)**
	NONE	**NONE**	**NONE**	**NONE**	**NONE**	**Parks and Recreation Advisory Board**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Planning Board (and others)**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Planning Board (and others)**
Y	**Stanley**	Renita	238 Great Bynum Drive Apex, NC 27523	(978) 427-5657	renitastanley08@gmail.com	**Planning Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Planning Board (and others)**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Planning Board (and others)**

Entry #: 756 **Status:** Submitted **Submitted:** 8/22/2025 11:23 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Jennifer M Ahler

Pronouns
She/Her/Hers

Preferred First Name
Jenny

Spouse/Partner Name (If applicable)

Phyiscal Address
116 Sanair Ct, Apex, North Carolina 27502

Mailing Address
116 Sanair Ct, Apex, North Carolina 27502

Email
jahler496@yahoo.com

Mobile Phone
(919) 630-6303

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

Department of Justice

Current Job Title

Intelligence Analyst

Employer Main Work Telephone Number

919-000-0000

Employer Onsite Office Location

Cary, North Carolina 27511

Please briefly describe your job function and core duties,

Intelligence analyst

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I have a disability that prevents me from driving in low light/darkness and reliable transit would be helpful.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Having lived experience of using trails and public transit in other cities, helps me to know what worked and what didn't when navigating from place to place.

Having a lifelong disability, and knowing others with disabilities can help me to include this perspective as the Council plans various access pathways and transits options in the community.

Having lived in Apex since 1989 I feel I have see the way the town has changed and grown and help to provide perspective on the next step to creating safe methods of transportation as the community grows.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Help create safe trails and sidewalks for walkers, runners, hand cyclists, and bikers.

Help to connect the beginning of Apex transit with other cities/towns.

Work to improve community knowledge of transit options and encourage use.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

From 2009-2024 I served as an active member of Citizens Assisting Police in Apex (CAPA) and Apex Community Emergency Response Team, helping Apex police at town events and providing basic first aid at the Apex fire stations. I helped create the Blanket Buddies program with CAPA, making no sew tied fleece blankets for SafeChild of Wake Co.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

2 hours or less per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I rent my townhome

My age range is (please select one):

30 to 45

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 753 **Status:** Submitted **Submitted:** 8/11/2025 11:27 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Perry A Ambrose

Pronouns
She/Her/Hers

Preferred First Name
Aspen

Spouse/Partner Name (If applicable)
Robert Ambrose

Phyiscal Address
2525 Umbria Ct, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
aspenlucky@gmail.com

Mobile Phone
(760) 622-7254

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

First Citizens Bank

Current Job Title

Senior Data Analyst

Employer Main Work Telephone Number

(919) 716-7212

Employer Onsite Office Location

Raleigh, North Carolina 27609

Please briefly describe your job function and core duties,

Developing and implementing data analytics strategies for internal audit functions. Supporting audit teams by extracting, transforming, and analyzing data from various systems. Identifying risks and inefficiencies by analyzing large datasets for trends, patterns, and anomalies. Designing and leading the development of new data analytic tools and solutions to improve efficiency and provide insights particularly with the use of Alteryx ETL workflows and Tableau visualizations. Developing and executing automated audit routines and tests using computer-assisted audit techniques.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

With a background in political science I am very aware of how important local politics and volunteerism is to a community. I have always been heavily involved in my local administration and try to give back to my community as much as possible so have always been interested in serving on resident advisory boards. The multimodal transportation is one of deep interest to me personally as I grew up with very limited options for traveling without a car in California which put a burden on my family and limited my opportunities for extra curriculars and seeing friends. For instance, my high school was less than 1 mile away but I couldn't walk due to the busy road not having a sidewalk and the bike lane being less than 12 inches wide. This was in addition to the fact that school buses are not provided at not cost to students thus my dad had to work night shifts to accommodate getting me to and from school on time. My family also spends 80% of our free time enjoying our town and tend to walk most places on greenways or sidewalks when able but often find that we can't get somewhere because we can't take the stroller off roading when the sidewalk or trail ends.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I am younger than most individuals that are looking to join boards and believe this gives me a unique insight that benefits from experience as a homeowner and working adult that the youth representatives can not contribute.
2. I have lived in 5 states and owned a home in 2 states 4 cities so I have experience in the ways that other cities/towns are improving their areas that could potentially apply to our own community.
3.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My preferred board would be the Multimodal Transportation Advisory Board. My goals would include the following 1 - work on expanding existing bike lanes where large shoulders currently exist and bike lanes do not (example being apex BBQ rd) 2 - in the same vein continue existing sidewalks to connect to other existing sidewalks where only small amounts are needed and future development is already planned. Example being Apex bbq rd and chapel olive sidewalk connection. 3 - Additional signage of what is walkable/how far off the greenways to bolster local business especially around retail centers/downtown.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have been a volunteer and now a board member/secretary for the Apex Public School Foundation that raises money and gives grant opportunities to local public school teachers to increase the experience of the student above what is provided in government funding.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I currently serve as secretary on the board for the Apex Public School Foundation as of July of 2025. Prior I was a non voting grant committee member for 1 year.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

18 to 29

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

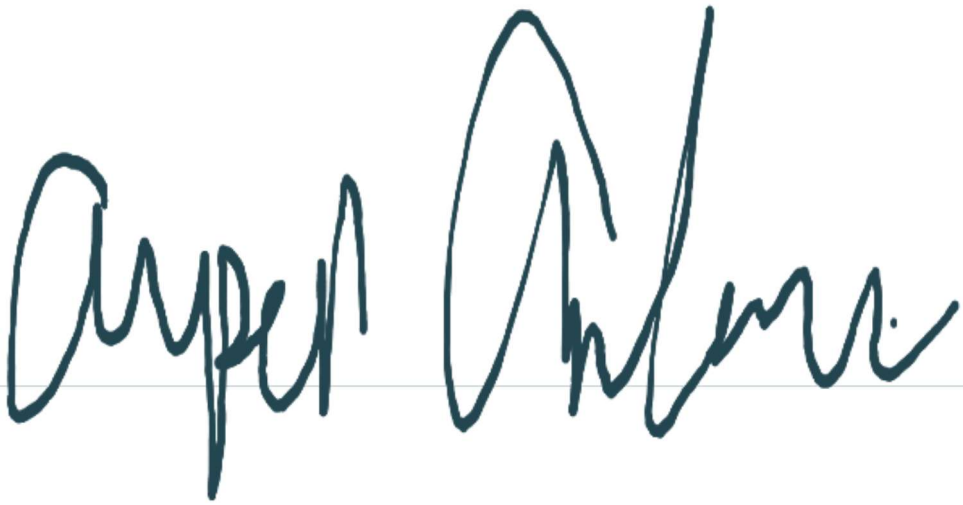
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 755 **Status:** Submitted **Submitted:** 8/22/2025 11:12 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Casey Angel

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1014 Tribayne Court, Apex, North Carolina 27502

Mailing Address
1014 Tribayne Court, Apex, North Carolina 27502

Email
caseyangel.24@gmail.com

Mobile Phone
(619) 400-7990

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Housing Board

How did you hear about this opportunity to serve?

Town Website

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

T-Mobile | Lumos

Current Job Title

Head of Corporate Communications

Employer Main Work Telephone Number

(336) 886-3600

Employer Onsite Office Location

High Point, North Carolina 27260

Please briefly describe your job function and core duties,

I serve as head of corporate communications at Lumos, now part of the T-Mobile Family, where I lead brand storytelling across every channel including public relations, media, social platforms, and internal engagement to drive unified messaging that resonates both inside and outside the organization. My role centers on elevating the brand's reputation, building stakeholder trust, developing wholistic community building messaging, and aligning storytelling with business growth.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I would be honored to serve on a board for the Town of Apex because this community is where my wife and I chose to build our lives and raise our young son, and I am deeply invested in helping shape its future. As a father, I want Apex to continue to be a place where families thrive, with thoughtful growth and opportunities that reflect the values of our residents. Professionally, I bring extensive experience in government, public policy, and municipal decision-making, giving me the tools to thoughtfully evaluate complex issues and advocate for balanced, equitable outcomes. Serving on a board would allow me to give back to the town that has given my family so much while using my expertise to ensure Apex remains a vibrant, welcoming place for generations to come.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Policy and Government Expertise
My deep background in public policy, housing, development, and local government provides the ability to evaluate complex proposals through a well-informed, practical lens. This ensures Apex can make forward-looking decisions that balance growth, community needs, and long-term sustainability.

2. Community-Centered Perspective
With extensive experience in nonprofits and stakeholder engagement, I will bring an understanding of how to build inclusive policies that reflect the needs of diverse residents. My perspective as a resident and professional would help the Town of Apex strengthen its connection to the community and ensure decisions are equitable and broadly supported.

3. Strategic Communication and Leadership
As a seasoned communications professional, my primary professional background is to translate complex issues into clear, transparent messaging that builds trust between the town and its residents. I have a proven track record of doing this across federal, state, and local government entities. Additionally, my leadership in media relations and public affairs would help Apex enhance civic engagement and strengthen public confidence in town governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Advance Equitable and Inclusive Development
Work to ensure that planning and zoning decisions promote fairness, accessibility, and opportunity for all residents, especially historically underserved communities while still respecting the spirit of what makes Apex unique. This includes advocating for housing diversity, walkable neighborhoods, and infrastructure that supports economic mobility and livability for a wide range of people.

2. Champion Data-Driven, Policy-Informed Decision-Making
I would leverage my expertise in public policy and development to ground board decisions in research, community data, and best practices from other municipalities. This goal ensures the board's recommendations balance long-term growth with sustainability, resilience, and fiscal responsibility.

3. Strengthen Community Trust and Engagement
Commit to transparent communication and authentic community involvement in the planning process. By translating complex planning and development issues into clear, accessible language, you can help residents feel heard and engaged in shaping the future of their town.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

At the beginning of this calendar year, I rolled off the Executive Committee for the Board of Directors with CASA NC, one of the largest affordable housing developers in the region. During my time there I served in a number of volunteer leadership positions, including Vice Chair of the Board of Directors, Chair of their Fundraising Committee, and more. My deep expertise and knowledge of the North Carolina landscape for planning, transportation, and housing is not only incredibly rewarding, it's impactful for our towns and municipalities. Working with the Town of Apex would be a fantastic next step to give back to our community after my time with CASA.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

My time working with governmental boards is extensive during my time with the private sector, however, I have not served directly on any government boards.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

N/A

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

30 to 45

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

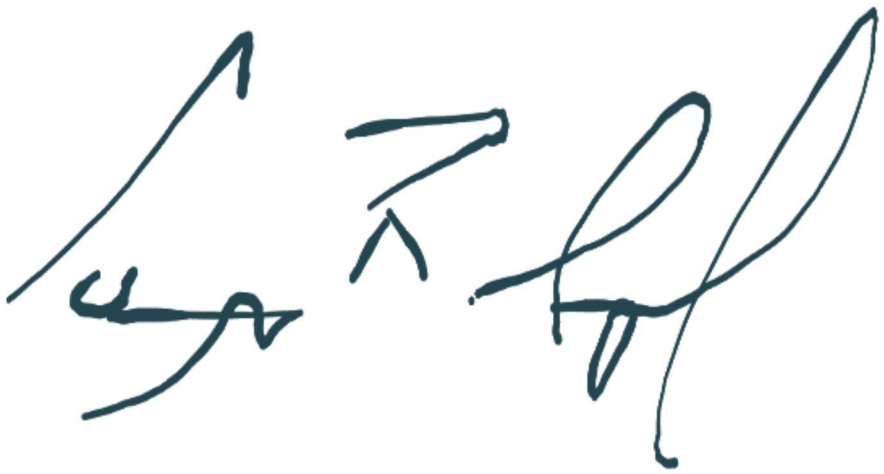
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 764 **Status:** Submitted **Submitted:** 8/28/2025 11:37 AM

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Robert Bacola

Pronouns
He/Him/His

Preferred First Name
Bob

Spouse/Partner Name (If applicable)

Phyiscal Address
4004 New Yarmouth Way, Apex, North Carolina 27502

Mailing Address
4004 New Yarmouth Way, Apex, North Carolina 27502

Email
rbacola@nc.rr.com

Mobile Phone
(919) 802-1235

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Retired from John Deere in Cary

Current Job Title

NA

Employer Main Work Telephone Number

NA

Employer Onsite Office Location

Cary, North Carolina 27513

Please briefly describe your job function and core duties,

I was an IT Architect.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I have experience taking multimodal transportation and have an interest in making it better and more widely adopted. During a span of three years in the early 2010's I commuted from my home in Apex to my job at John Deere in the Weston area of Cary riding my bicycle partway and transferring to the GoTriangle 305 and GoCary buses. I still enjoy taking the 305 into Raleigh.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

My experience using multimodal transportation could be beneficial in making informed decisions on planning and improvements. I also have the desire to give back to the community.

I have posted on social media advocating the use of public transit. Here is a Facebook post I made to the Apex Community group in March 2025 advertising the expansion of the GoTriangle Route 305 to weekends:

https://www.facebook.com/groups/615260665324487/user/100057674796094

In case you don't have access to the group, I wrote: "Beginning this weekend the GoTriangle Route 305 bus which runs through Apex each hour and continues on to Raleigh has been expanded to run on Saturdays and Sundays. It previously ran on weekdays only. Many here may have never tried it but it's a good way to avoid driving and parking to get to downtown Raleigh and points in between such as Wake Med Cary, Crossroads, the State Fairgrounds and NC State. By using connections to other buses, you can also get to many other destinations in Raleigh, Durham, Chapel Hill etc. Fares are $2.50 per ride with a max of $5.00 per day. If you're 65 and over, it's free."

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

I would like to advocate multimodal transportation options, bring awareness to existing options and explore expansion and improvements.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Regrettably I don't have a lot of recent volunteer experience but I did assist in administering the Apex Elementary School website with my wife Teri while she was the media center assistant and webmaster there. I developed an application where students and parents could search for accelerated reader books from home.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I have not previously served on a governmental board in the past. Since becoming aware of this opening I have reviewed some of the MTAB meeting minutes and YouTube livestream videos and they have been very helpful in bringing me up to speed with the work of the board. I am very interested in becoming a member.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Over 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 768 **Status:** Submitted **Submitted:** 9/1/2025 6:25 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Elizabeth Y Bang

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3133 Beechcroft Lane, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
elizabethbang1004@gmail.com

Mobile Phone
(919) 721-6556

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Youth Representative (Currently in High School)

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

Youth Rep, North Carolina 27502

Please briefly describe your job function and core duties,

Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am interested in serving on this board because I know that Apex is continuously growing and I want to help contribute by representing ideas of the youth living in our community. As a student who is living in Apex for middle and high school, I have noticed how the town is developing, and I believe it is important for students to have an opinion in shaping our town's growth. Moreover, my experiences as a Key Club sophomore representative and a shift leader for the Apex Youth Council have helped me learn how to collaborate and advocate for others. These positions taught me how important it is to listen and understand others when working as a group while showing leadership. I have also gained experience in NJHS, Student Council, altar server, and as a teacher, helping to teach new students.

Being a student leader, my ideas will distinguish me from others on the board, representing many different perspectives of youth in my age. However, I also know that if voted as a board member, I have to listen to and amplify the ideas of others. My responsibility would be to collaborate, respect different opinions, and work toward solutions that reflect the needs of the entire community, not just my own.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Through my roles as a Key Club sophomore representative and a shift leader for the Apex Youth Council, I can bring leadership and service experience that directly benefits Apex. I've helped lead donation drives, volunteers, and town-related events. These experiences prepared me to contribute youth ideas while also being able to listen in many different environments. If chosen as a board member, I would be able to incorporate the town's decisions with our school and community's ideas.
2. Volunteering since middle school, I have had a consistent record of community service. I have participated in many volunteer clubs such as NJHS and Student Council in middle school, while being a member in Key Club and Apex Youth Council in high school. Furthermore, I have been in many organizations such as English Conversation Club and club soccer, so I know that communication and commitment are one of the most important skills while working together.
3. As a student, I have been recognized many times for academic and character achievement. I have received all A-Honor Roll since middle school, Outstanding Achievement Awards in multiple subjects, and Vision Awards both inside and outside of school. These qualities reflect on my character and confidently show that I can contribute thoughtfully and seriously to the board's discussions.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. As someone who has served in student organizations, I know many students often have ideas but aren't sure how to share them. I would work to create ways for youth to provide feedback to the board whether through surveys, focus groups, or collaboration with school clubs. This would also help to increase participation in more events and input from the town.
2. Being active in athletics, orchestra, and school events, I have seen and know how important safe spaces are for student growth. I would work to support planning and transportation projects that help make Apex more accessible for young people, and offer a safe environment for doing activities that both students and community members can enjoy.
3. As a Korean School teaching assistant and member of English Conversation Club, I've seen how sharing culture and language brings people together. The town already has amazing events that promote this, and I would further support and raise awareness for cultural events, performances, or awareness projects that would make Apex more inclusive and culturally diverse.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My most impactful recent volunteer work has been through Key Club and the Apex Youth Council. Through these organizations, I have been able to participate in many different events and activities, such as moving firewood in Warmth for Wake, or volunteering at food banks.
In the Apex Youth Council, where I serve as a shift leader, I've taken on responsibility for helping volunteers and assisting with service events that support the town. This has allowed me to contribute to Apex in a positive setting while learning how youth input matters in community planning.
In addition, I serve regularly as a church altar server, volunteer weekly as a Korean School teaching assistant, and have contributed to school events such as recycling and spirit weeks. Together, these experiences reflect my commitment to service and my dedication to helping Apex.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

preparing events connected to the town. I also serve as the sophomore representative for Key Club, where I assist in coordinating projects that support the community since freshmen year. Previously, I have been in NJHS in middle school as well as the Student Council for 3 years.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for

4-6 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 754 **Status:** Submitted **Submitted:** 8/13/2025 12:46 PM

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Elizabeth H Brunner

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
306 Hinton St, Apex, North Carolina 27502

Mailing Address
SAME, Apex, North Carolina 27502

Email
elizabethapex@gmail.com

Mobile Phone
(919) 363-5222

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Council Meeting

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Limited Consulting for Various Nonprofits

Current Job Title

Semi-Retired / Freelance Grantwriter

Employer Main Work Telephone Number

Not Relevant: Periodic Limited Freelance Work

Employer Onsite Office Location

Remote from Home: Apex, North Carolina 27502

Please briefly describe your job function and core duties,

I have worked in the nonprofit sector with grantwriting duties for 40 years, which includes 24 years with Habitat for Humanity. During the past two years, I shifted to packaging together freelance grantwriting assignments and short-term remote part-time work for multiple organizations, such as the Raleigh Area Land Trust, Habitat for Humanity of High Point, and the International Centre for Missing and Exploited Children. My specialties are complex federal applications and highly-competitive national grant programs. In 2024, I had a 100% proposal success rate. Unfortunately, federal politics have eliminated or suspended so many government funding opportunities that my freelance arrangements have shrunk, cancelling proposal assignments that had been calendared through 2027. I am age 62 with a paid-off mortgage and reasonable savings, so I can shift into retirement earlier than expected -- as long as I am extremely frugal. Budget constraints are one reason that I stopped repairing my old car, shifting to the bus for transportation.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I have been a life-long bus rider, and I am currently bus-dependent. During twelve years in Los Angeles, I intentionally lived along 24-hour bus routes with five-minute frequency at my local stop. I did not learn how to drive until moving to Apex at age forty, when there was no bus option for reaching my workplace. But even while owning a car, I would drive into Cary and switch to the bus to reach outlying destinations. Currently, my transportation is approximately 50% by walking, 20% on the GoApex Route One, 20% on the GoTriangle 305, and 10% on the ACX Apex-Cary Express. As a bus rider and pedestrian, I have deep familiarity with the routes, the bus stop locations, sidewalk connections, safety issues, and logistical challenges. Plus, gratitude that Apex now has bus options! I have insight into how other communities handle transit notifications, route changes, on-bus amenities, and covered seating at bus stops. As a regular bus rider, I have conversations with other passengers and have become friendly with many drivers.
During my nonprofit career, I have served low-income populations, advocated for expanded community resources, and highlighted transit access in housing grant proposals. I am a devoted book reader, which includes nonfiction on community development, environmental, and economic issues. I already follow transit and pedestrian advocacy groups on social media.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

(1) I can provide the first-hand perspective of a bus rider and pedestrian, supplemented by seeking input from other passengers while on the bus. This includes sharing insight about how the various Triangle bus systems can be better integrated. (2) I am willing to read long documents, research relevant transportation topics, help identify best practices from other communities, and analyze survey data. (3) Given my extensive grantwriting history, I could volunteer to help town staff revise transit grant proposals and grant reports.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

(1) Advancing the plan to add a 2028 bus route that serves the library and parks. I will continue advocating for an interim option -- possibly a weekly shuttle -- to help bus riders reach the Eva Perry Library and attend special events, such as Rhythm & Reels at the Apex Nature Park Amphitheatre. (2) Improving communication with bus riders through information posted at bus stops and on the bus itself. For example, the GoApex bus should have a plexiglass rack with printed bus routes for the three transit options that serve the town. (3) Improving bus stops as funding allows, which includes providing covered benches as protection from the weather and improving bus-sidewalk connections. I will advocate for passenger restroom access at the proposed mobility hub.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Most of my volunteer work has been providing virtual grantwriting assistance and fundraising guidance for organizations elsewhere in North Carolina and beyond. For example, I donated proposal development services to help Asheville Area Habitat for Humanity secure $80,000 for facility restoration after flooding caused by Hurricane Helene. My volunteer work has included training and mentoring, such as delivering a complimentary webinar on Donor Advised Funds for Habitat for Humanity of Alabama. During this summer, as I have shifted into retirement mode, I have become more active locally, which includes attending senior center events, participating in the town's excellent CommUniversity workshops, and offering public comments during town meetings. I have also increased my involvement with political groups and attended rallies in the Triangle. I am currently investigating local volunteer opportunities that are the best match for my skills and reasonably accessible by bus.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

In the late 1990s, I lived in the college town of San Luis Obispo, California. I served on the municipal transit advisory committee for about two years and on the campus bus planning task force at California Polytechnic University. During the 1980s in Los Angeles, I was part of the Bus Riders Union and shared feedback at city transit planning sessions.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA: Interested in next session!

Have you attended two (2) or more advisory board meetings within the last 12 months?

Yes, I have attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Over 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

I do not consider this a conflict of interest, but I will be sensitive about distinguishing my personal desires as a bus rider from recommendations for improving transit solutions for all residents. For example, my homebase bus stop on Hunter Street is targeted for elimination in the current route expansion plan, which will be extremely disruptive for the daily logistics of my life. But I have only seen two other riders use that stop, so this change might be justified for the overall bus system design. I will be a strong advocate for the Town at least giving plenty of warning and feedback opportunities for bus riders before route changes are finalized, such as posting notices at impacted stops.

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 762 **Status:** Submitted **Submitted:** 8/25/2025 1:05 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Saket Jain

Pronouns
He/Him/His

Preferred First Name
Saket

Spouse/Partner Name (If applicable)

Phyiscal Address
1979 Custom Lane, Apex, North Carolina 27502

Mailing Address
11010 Lake Grove Blvd, STE 100-186, Morrisville, North Carolina 27560

Email
jainsaket@me.com

Mobile Phone
(703) 380-2020

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

Self Employed

Current Job Title

CEO and Founder

Employer Main Work Telephone Number

703-380-2020

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

I am the Founding Partner of Scalpel Ventures, a venture capital firm that invests in early-stage healthcare and musculoskeletal innovation. My core duties include evaluating investment opportunities, advising portfolio companies on strategy and operations, and working with industry experts to help bring medical technologies to market. In addition, I lead business development, manage investor relations, and guide overall fund strategy. My role requires balancing long-term vision with practical execution, skills I believe are transferable to civic service and community planning.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am deeply interested in serving on the Multimodal Transportation Advisory Board because I believe safe, accessible, and sustainable transportation options are foundational to the health and vitality of a community. As both a business leader and a parent of a school-aged child, I have a personal stake in ensuring that Apex continues to grow as a town where families can confidently walk, bike, and use transit.

My professional background has trained me to analyze complex systems, anticipate future needs, and bring stakeholders together to solve problems. I would bring this systems-level perspective to the board. Additionally, I have lived experience as a parent navigating daily commutes, school drop-offs, and community activities — experiences that reinforce the importance of safe sidewalks, connected bike lanes, and reliable transit.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Strategic Planning Expertise – My work in venture capital and business coaching has given me extensive experience in evaluating priorities, weighing tradeoffs, and planning for long-term growth. I can contribute structured thinking to transportation planning.

2. Community-Focused Perspective – As a resident and parent, I understand firsthand the importance of safe routes for children, walkable neighborhoods, and connected greenways that serve both recreation and mobility.

3. Stakeholder Engagement – I have experience building alignment between diverse stakeholders (investors, entrepreneurs, medical leaders) and can apply those skills to bringing together community voices, town leadership, and regional partners.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Expand Safe Routes to Schools – Advocate for infrastructure that allows children to bike or walk safely to schools, parks, and community centers.

2. Promote Connectivity – Support projects that connect Apex's sidewalks, bike lanes, and trails into a seamless network, reducing gaps that discourage use.

3. Encourage Community Awareness – Help raise awareness about multimodal transportation options in Apex, ensuring residents understand how biking, walking, and transit can improve quality of life and sustainability.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Much of my community involvement has centered on supporting youth and family-focused activities. I regularly volunteer through my daughters' school, Thales Academy and Cary Academy, and participate in local community events that encourage family engagement and wellness. Through these efforts, I have contributed to building stronger connections among families and reinforcing the values of safety, health, and education within the broader Apex community.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I have not yet served on a governmental board. I see this as a strength, as I bring a fresh perspective, professional expertise, and a commitment to civic service without preconceived notions or entrenched positions.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I rent my apartment/condo

My age range is (please select one):

46 to 55

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 772 **Status:** Submitted **Submitted:** 9/3/2025 9:35 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Samiksha Kadari

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
2569 Hutch Ln, Apex, North Carolina 27523

Mailing Address
2569 Hutch Ln, Apex, North Carolina 27523

Email
skadari2401@gmail.com

Mobile Phone
(984) 319-9056

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?
Town Email, Apex Youth Council

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Youth Rep

Current Job Title
Youth Rep

Employer Main Work Telephone Number
Youth Rep

Employer Onsite Office Location
Youth Rep, North Carolina 27523

Please briefly describe your job function and core duties,
Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I think I have gained a lot of skills and knowledge about Apex through Apex youth council and it really helped me see how our town works. Like the town council meetings I have been to, I have learned a lot about our town new laws being established or holidays that I would have probably never known about had I not been at the council meetings. Also this experience taught me that in town councils everyone will have something they want to improve in their community and from looking at those advocating for their town I could tell they were so passionate about their causes, but I haven't and younger individuals talking about what their opinions. And from this it had sparked an interest in my to be a part of the board for Apex as a youth representative to represent those individuals who want to speak up but also encouraging younger individuals to come to these meetings to promote their ideas and thoughts. I really think that me being able to understand the inner parts of the town of Apex and how things function and with this opportunity to bring in more youth representation in our community decisions really interests me to serve on this board.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I want to bring in insights of what youth think about our community and as previously being involved with the Town of Apex I really want to bring my experience together and my thoughts that others might share into the board so we can make an impact that is also beneficial to the future adults in Apex. And as I am a resident who has lived in Apex for over 2 years I have seen this town develop and there are so many things I love about this town and the environment we live in, I know I can be a valuable aspect to the board sharing my personal experiences especially if I were selected to be on the Environmental Advisory board, as someone who enjoys nature I really would love to be a part of an initiative to preserve the beauty of Apex as someone passionate about my community and its environment. I know that the individuals on this board are obviously going to be busy with a lot of work as adults, and as youth representative I do have more time and I think that time is an extremely valuable aspect I bring to the board, and as a passionate youth I will use my connections from my school or other youth I know to help get a diverse perspective on issues before coming up with solutions, which will make more people satisfied with the outcomes of the decisions we make.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

For the Environmental Advisory Board I think raising awareness about clean and renewable energy is something I hope to achieve, Apex is a beautiful town with lots of greenery and over the years I have seen how as Apex expands greenery is starting to dwell. I hope we can implement ways to save our trees as more homes are being built in Apex. I also haven't seen many solar powered energy sourced houses in Apex, and I would hope to spread news in our community about the benefits and also certain options to install solar powered energy in more homes. As for the Multimodal transportation advisory board, my main goal is to provide more public transportation, I believe this has already been something Apex is working on and I want to be a part of this initiative to encourage individuals to use public transport as it is also a way to save money and our environment!

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am a current member of Apex Youth Council and this is my second year in this organization. Last year I spent most of my hours (about 21 hours) helping clean the Apex Park, joining town council meetings and engaging in many other events! I hope this year as a member of the events committee I want to help my team in creating events in our community and I want to take a bigger role in engaging with Apex's local events like the parades.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I do not have any governmental board experience, but I definitely hope to gain some through this position!

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
No

Gender
Female

Ethnicity
Asian or Pacific Islander

Do you rent or own your home?
I own my townhome

My age range is (please select one):
16 to 18

I have been an Apex resident for
1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.
NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 757 **Status:** Submitted **Submitted:** 8/22/2025 11:45 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Lawrence T Kevin

Pronouns
He/Him/His

Preferred First Name
Lawrence

Spouse/Partner Name (If applicable)

Phyiscal Address
1628 Salem Village Dr, Apex, North Carolina 27502

Mailing Address
1628 Salem Village Dr, Apex, North Carolina 27502

Email
lkevin@pixelmaestro.com

Mobile Phone
(919) 999-0390

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Meeting in person

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Prefer not to say

Current Employer

Pixel Maestro LLC

Current Job Title

Founder

Employer Main Work Telephone Number

9199990390

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Analog assets to digital transformation. Digital assets repurposed for research, marketing, digital intellectual property management and marketing and communication. NC Public Notary

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

A background in design that emphasized solving business problems of all sizes. Heavy user of public transportation in multiple counties in San Francisco bay area. AC Transit, BART, VTA, Caltrain, Amtrak Capitol Corridor. Esiimate is several hundreds of thousands of miles on public transit. Also have familiarity with disruptive technologies that can change planned development roadmaps dramatically. Graduate of Apex Peak Academy, Salem Village HOA board member, St Mary Magdalene EDGE leader, Apex Friendship Chorus Board member, Apex Middle School BAMCAT Board member.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Knowlege of public transit systems, experience working at Gillig Corporation (bus manufacturer) Assenbly and Engineering Department. Disruptive Technologies (Self Driving Vehicles). Associated Computer Machinery ACM SIGGRAPH Pioneer (SIGGRAPH) is where NVDIA announced, and announces technology break throughs. Familiar with planning and zoning protocols. Worked at Ruckus Wireless that provides foundation equipment and software for Smart Cities.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Research and planning for disruptive transporation technology. Researching and Planning for Smart Cities (traffic and transportation). Stewardship of available funds and grants. Funds allocated to Apex from Wake County Transportation sales tax.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Apex Middle School BAMCAT board. (Chorus/Drama) webmanager, fundraising. The EDGE is a dynamic youth faith formation program open to teens in middle school, grades 7-8. Apex Friendship High Chorus Booster Board, Salem Village HOA Board.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

Salem Village HOA < 1 year 2025-Present

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

Yes

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

2023

Have you attended two (2) or more advisory board meetings within the last 12 months?

Yes, I have attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Over 55

I have been an Apex resident for

7-10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

Yes

If you selected yes, please provide additional details below. If not, please indicate NA.

Non commercial visualization of town of apex development projects. Openmaps author.

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 763 **Status:** Submitted **Submitted:** 8/26/2025 12:20 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
John M Meadows

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)
Allison Meadows

Phyiscal Address
1105 Elbury Drive, Apex, North Carolina 27502

Mailing Address
1105 Elbury Drive, Apex, North Carolina 27502

Email
john.meadows@salomon.com

Mobile Phone
(304) 629-7073

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official, Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

Salomon / Amer Sports

Current Job Title

US Business Sales Director, Performance

Employer Main Work Telephone Number

N/A

Employer Onsite Office Location

Ogden, Utah 84401

Please briefly describe your job function and core duties,

I work in strategic brand and market development for a global outdoor sports company, with a focus on running and outdoor active lifestyles. I am the head of the US sales team and develop the go-to-market strategies that connect products with consumers and communities. I identify ways to recruit and engage new audiences with a strong focus on accessibility. I partner with diverse teams across marketing, sales, and product development to align goals and deliver outcomes.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

As a citizen of Apex, I want to contribute to building a community where transportation is safe, sustainable, and accessible for everyone. My lived experience as a runner, cyclist, and outdoor enthusiast gives me a firsthand understanding of the importance of multimodal networks that connect people to their neighborhoods, schools, workplaces, and green spaces. I bring both professional expertise and community service experience to this role. I have served in nonprofit capacities, including as a Board Member for Runners for Public Lands. I supported initiatives that connected people to outdoor spaces in equitable and sustainable ways. I have also volunteered with Big Brother Big Sisters, which reinforced in me the importance of creating safe, accessible environments for all ages and backgrounds. I am an advocate for people spending more time outside and in the outdoors. Not just for recreation but as a way to strengthen community, health, and environmental stewardship. I have also spent a lot of time picking up trash and recycling in town and volunteered with the Great Raleigh Cleanup.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Firsthand experience with active transportation.
Professional skills in strategic planning and collaboration.
Commitment to community and sustainability.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Expanding and improving active transportation networks.
Promote safe and sustainable mobility options.
Strengthen community engagement and equity in planning.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

The nonprofits that I previously worked with were not specific to Apex. They're national organizations and I was not specifically working on them in Apex. However, my cleanup efforts have had tremendous impact on the town of Apex. I hypothesis that I have collected thousands of pounds of trash and diverted significant amounts of recycling over the course of the last few years.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

None.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

30 to 45

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 760 **Status:** Reviewed **Submitted:** 8/22/2025 2:22 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Michael B Poythress

Pronouns

Preferred First Name
Brandon

Spouse/Partner Name (If applicable)
Andreina Rodriguez Poythress

Phyiscal Address
2705 Richardson Road, Apex, North Carolina 27502

Mailing Address
2705 Richardson Road, Apex, North Carolina 27502

Email
brandon.poythress@halliam.com

Mobile Phone
(919) 427-1681

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Zebra Recovery, LLC

Current Job Title

CEO

Employer Main Work Telephone Number

9197527111

Employer Onsite Office Location

Sanford, North Carolina 27330

Please briefly describe your job function and core duties,

As CEO of Zebra Recovery, I lead a North Carolina–based company that provides housing, logistics, and support services during disaster response and recovery. My responsibilities include setting strategic direction, managing large-scale projects, and coordinating the safe movement of people, vehicles, and equipment under challenging conditions. I work closely with government agencies, utilities, and community partners to ensure projects are completed efficiently, safely, and with lasting positive impact. A large part of my role is problem-solving, planning for complex operations, and building strong relationships with both clients and local communities. This combination of leadership, logistics expertise, and community engagement gives me valuable perspective on how infrastructure and transportation decisions affect families, workers, and neighborhoods.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am interested in serving on the Apex Multimodal Transportation Committee because I believe safe, efficient, and inclusive transportation is foundational to the long-term growth and livability of our community. As both a resident and a business owner, I have seen firsthand how infrastructure decisions impact families, workers, and local businesses.

Professionally, I bring more than a decade of experience in logistics, planning, and project management. My work often involves coordinating the movement of people, vehicles, and equipment under challenging conditions, which has given me a strong appreciation for how transportation networks must balance safety, reliability, and accessibility. I also have direct experience in site planning and evaluating how traffic flow, pedestrian access, and parking interact in both urban and suburban settings.

As a parent raising children here in Apex, I am personally invested in ensuring that transportation options are safe and accessible for all residents — from walking and biking routes for students, to road safety for families, to long-term planning that supports sustainable growth.

I believe my combination of lived experience, professional background in logistics and infrastructure, and commitment to our community would allow me to make a meaningful contribution to the Committee's work.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Practical Logistics and Infrastructure Experience – My work leading disaster recovery and large-scale logistics operations has given me strong skills in planning the safe and efficient movement of people, vehicles, and equipment. I can bring this real-world perspective to evaluating and improving Apex's multimodal transportation strategies.

Commitment to Community and Safety – As a parent and Apex resident, I am personally invested in ensuring that transportation options are safe, accessible, and family-friendly, whether for children walking or biking to school, commuters on local roads, or seniors needing reliable transit.

Strategic Planning and Partnership Building – As CEO, I routinely collaborate with public agencies, utilities, and private partners to deliver complex projects. I can use those skills to help Apex strengthen its transportation planning, foster partnerships, and ensure decisions are made with both immediate needs and long-term growth in mind.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Improve Safety and Accessibility – Advocate for safer walking and biking routes, especially around schools and neighborhoods, to ensure children and families can move safely throughout Apex.

Support Balanced Growth – Help plan transportation options that keep pace with the Town's growth, ensuring roadways, sidewalks, and transit are designed to reduce congestion and improve connectivity.

Promote Multimodal Solutions – Encourage a mix of transportation choices, including pedestrian, bicycle, public transit, and vehicle options, to make Apex more connected, sustainable, and resilient for the future.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I currently volunteer at my local church and as a company we contribute to communities in North Carolina routinely.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I do not have experience on other governmental boards. I think I would bring a fresh, truly representative point of view to the board with a vested interest in the progression of Apex as a town/community.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

46 to 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 761 **Status:** Submitted **Submitted:** 8/22/2025 5:24 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Ewan Pritchard

Pronouns
He/Him/His

Preferred First Name
Ewan

Spouse/Partner Name (If applicable)
Crystal Pritchard

Phyiscal Address
323 N Salem St, Apex, North Carolina 27502

Mailing Address
323 N Salem St, Apex, North Carolina 27502

Email
egpritch@gmail.com

Mobile Phone
(919) 819-0098

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

CLEAResult Energetics

Current Job Title

Chief Subject Matter Expert, Electric Transportation

Employer Main Work Telephone Number

1(410)290-0370

Employer Onsite Office Location

Columbia, Maryland 21046

Please briefly describe your job function and core duties,

I am a Mechanical Engineer with a PhD. I consult with organizations internationally on vehicle electrification and evaluation of vehicle electrification plans. I work closely with the Department of Energy, National Labs, Electric Utility and major municipalities to develop plans and evaluate the environmental, societal, and financial performance of these systems.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I live on Salem Street and am verry active in the community and have lived in downtown since 1999 and in Apex ETJ since 1985 as a youth with my parents when we moved from Cary. I have served on the Public Art Committee for years, but felt it was time to switch things up and get some new energy on the committee so I stepped down. I am very interested in our greenways and how they interact with each other along with roadway designs and our relationship with the state DOT both with traffic flow and with pedestrian crossings. I have strong interest in the rail line running through town and believe it can play a strong role in our sustainable growth.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I have expertise in all modes of transportation as well as a practical knowledge of how to accomplish realistic goals.
2. I have significant networking abilities on a regional, state, and federal scale and can likely help the town achieve realistic non-partisan goals through networking.
3. I am volunteering my time because as a resident, I care about Apex. I have both tenure and expertise to play a role in finding creative solutions to difficult challenges.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Prioritize working with NC DOT to integrate pedestrian throughways under/over major roadway projects (55, US64, US1).
2. Work with the town to evaluate and assemble various data streams to help prioritize and inform stakeholders of the challenges and opportunities of various approaches.
3. Ensure Apex has a multimodal pathway to allow all citizens to easily travel to and from desired destinations for productive means rather than just for recreation. As an example, downtown has a perceived parking problem, but it is equally likely that citizens only feel they can get to downtown in a personal vehicle. I would like to observe the various means people can get into and out of downtown - especially focusing on a tunnel under 55 during the upcoming expansion between the Town Municipal Services Center and Apex Jaycee Park.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I served on the Apex Public Art Committee for nearly six years. In that time I played various roles in making the Sculpture walk successful, including managing all of the community input. I have served in numerous volunteer leadership positions in my 25+ year professional tenure and in all of those positions I have served collaboratively, thoughtfully, and practically. I believe I will be a valuable asset to the board.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I have served on the board of NC GreenPower for nearly 10 years and as the Vice Chair for nearly three - this is a position appointed by the NC Utilities Commission. I have served on the Apex Public Art Committee for nearly six.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

46 to 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 759 **Status:** Submitted **Submitted:** 8/22/2025 1:04 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Martha L Rodgers

Pronouns
She/Her/Hers

Preferred First Name
Molly

Spouse/Partner Name (If applicable)

Phyiscal Address
1009 Oakgate Ct, Apex, North Carolina 27502

Mailing Address
Same, Apex, North Carolina 27502

Email
mollync@gmail.com

Mobile Phone
(919) 524-4004

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

Retired

Current Job Title

Retired

Employer Main Work Telephone Number

Na

Employer Onsite Office Location

NA, North Carolina 27502

Please briefly describe your job function and core duties,

I was the Director of Human Resources and Administration for the NC Housing Finance Agency.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am a strong advocate for my community. Apex is a great place to live and I want it to keep being a great place. Traffic is getting worse every day, so whatever we can do to help ease it and to help people get around town easier, would be wonderful.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I walk around town frequently. We need to make sure we stay walkable.
2. Biking is a great means of transportation so we need to encourage it with safe ways to bike.
3. I enjoy riding the Apex bus and hope to increase its use through the community.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Whatever we can do to get some cars off the road, to encourage walkable Apex, to increase bus ridership, and to safely encourage biking.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I was on the Town of Apex Affordable Housing Advisory Board and prior to that was on the Affordable Housing development group. I think together we made some great strides and now have Town employees dedicated to advancing affordable housing.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

In addition to the above, I was twice elected to Fredonia, NY School Board.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Over 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 758 **Status:** Submitted **Submitted:** 8/22/2025 12:43 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Priya Singh

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
400 Old Mill Village Dr, Apex, North Carolina 27502

Mailing Address
400 Old Mill Village Dr, Apex, North Carolina 27502

Email
priya.is.singh@gmail.com

Mobile Phone
(856) 503-5368

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Student@Wake Tech

Current Job Title

Student@Wake Tech

Employer Main Work Telephone Number

Student@Wake Tech

Employer Onsite Office Location

Student@Wake Tech, North Carolina 27502

Please briefly describe your job function and core duties,

After a 15year career in software development, software architecture and technical sales, I am now in the middle of a career change and taking pre-requisite courses at Wake Tech Community College. I am an incumbent for Masters in Accounting at NCSU starting Jan 2026. While working at my last job, my core duties included leading technical sales calls, building proposals and solutions, building technical proof of concepts and closing sales deals for my quarterly quota. I was working to support corporate customers in retail and consumer goods industry and helping them streamline data integration and synchronization.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am and have been an active consumer of public transit within the Town of Apex, as well as the triangle region for the past 8 years and seen it evolve extensively. I do not and have never owned a car and prefer to support more environment-friendly transport options such as biking, walking, and riding the buses in the area. When working and living in Morrisville/Cary, my daily commute was on several RTP routes including 300, 800, 805 etc. I used GoCary routes for my personal chores and continued that when we moved to Apex 5 years ago. I am also a weekly user of our GoApex 1 route.
Since we live close to downtown Apex, we also use our biking infrastructure on a daily basis.
I have always been a vocal participant of any transport planning and discussions in the area for the past 8 years and have been very active in talking to local officials around the issues and solutions that could go a long way in helping our growing needs.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. As a daily user of GoApex 1 route, I would contribute with valuable inputs and feedback around what is working and what could be better, e.g. shaded stops, lighting etc.
2. As a daily bike rider around town, I have a vested interest in supporting the Town with its improvement in the area and I could give valuable inputs.
3. Since I do not own a car, I prefer to walk places as much as I can on a daily basis and will be able to help the Town in prioritizing sidewalk needs, including needs for tree canopies, leveling of pavements, lighting etc.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Improve GoApex route 1 for efficiency and help the Town plan transit options around library, post office and upcoming wake tech campus.
2. Help with sidewalk needs prioritization project to overlap with safe route to school
3. Plan to add tree canopies to most-used bus stops where no shade exists and plan tree canopies in high-traffic pedestrian areas.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I was an active participant and recent graduate of Peak Academy and enjoyed every single session. I asked a lot of questions and gave a lot of feedback to the Town, especially around transit planning. I also shared unique immigrant experiences that Town officials may not be aware of to incorporate into their activities, for e.g. APD approaching and interacting with immigrants, language barriers, cultural differences.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

Briefly served on Town of Morrisville Smart City Steering Committee but had to drop out due to health issues.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

Yes

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

2024

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my townhome

My age range is (please select one):

30 to 45

I have been an Apex resident for

4-6 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

N/A

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

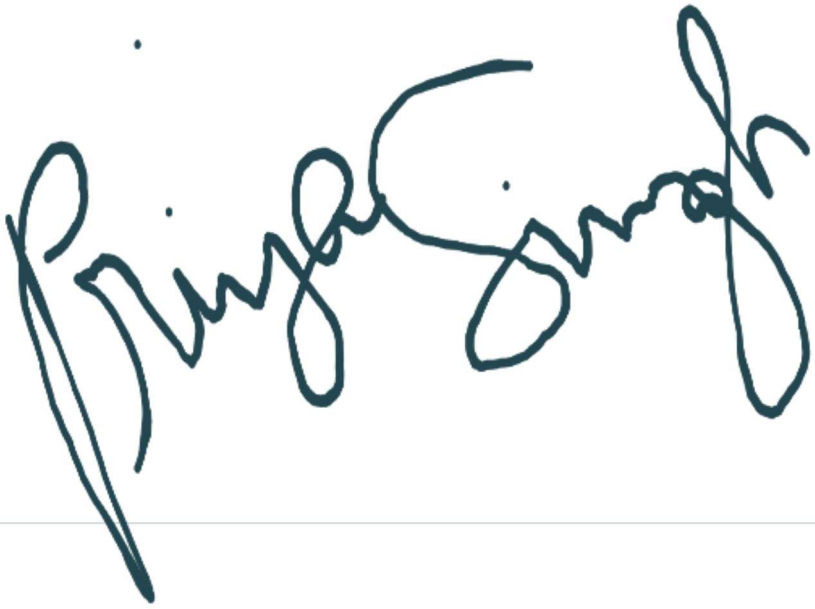
N/A

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 773 **Status:** Submitted **Submitted:** 9/3/2025 9:51 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Ritika Tadishetti

Pronouns
She/Her/Hers

Preferred First Name
Ritika

Spouse/Partner Name (If applicable)

Phyiscal Address
2507 Silas Peak Ln, Apex, North Carolina 27523

Mailing Address
2507 Silas Peak Ln, Apex, North Carolina 27523

Email
devunuri@gmail.com

Mobile Phone
(919) 434-3900

Alternate Phone (work/home)
(919) 757-2988

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?
Apex Youth Council

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
N/A

Current Job Title
none

Employer Main Work Telephone Number
N/A

Employer Onsite Office Location
Apex, North Carolina 27523

Please briefly describe your job function and core duties,
N/A

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I am eager to serve because I believe youth voices are essential in shaping Apex's future — especially in areas like growth, sustainability, and transportation, where today's decisions will affect my generation for decades to come. As a student, I experience the impact of town planning every day: how safe crosswalks are, whether biking routes are accessible, and how green spaces create gathering places for friends and families. I want to take those lived experiences and translate them into actionable input that helps Apex grow responsibly and inclusively.

My qualifications combine civic engagement, leadership, and research-driven problem solving:

Civic Engagement & Community Representation: As a member of the Apex Youth Council (2025–Present), I help plan and execute community projects, volunteer events, and local outreach initiatives. I collaborate with town staff and peers to ensure that programs reflect the community's needs, including logistics for volunteer cleanups, cultural events, and public forums.

Leadership & Project Management: I founded and led an Odyssey of the Mind team that reached the World Finals three years in a row, managing sponsorships, budgets over $11,000, and coordinating travel and event planning. This experience taught me how to lead complex projects, resolve conflicts, and make strategic decisions — skills directly transferable to serving on a board that reviews development and policy proposals.

Research & Analytical Skills: Through Duke Pre-College Neuroscience and STEM research projects — including a Python-based project monitoring structural health of bridges — I have developed skills in analyzing data, designing experiments, and presenting actionable insights. These experiences give me [illegible] approach town planning, sustainability, and

transportation proposals with evidence-based reasoning.

Volunteerism & Local Impact: I have contributed over 100 volunteer hours to Apex and the surrounding community, including Adopt-A-Highway cleanups, Durham Food Bank service, and large-scale cultural events such as Holi, Dhoom Dham Dhawat, and Bathukamma (2,000+ attendees). I also mentored middle school students in STEM, tutored peers in math, and helped coordinate community service projects — all of which strengthened local engagement and helped make Apex a cleaner, safer, and more connected community.

Civic Leadership Beyond the Board: As an active member of Rhizome, I worked on youth civic campaigns and initiatives to encourage participation in local governance, helping residents understand how their voices can shape town decisions. These experiences have given me perspective on bringing together diverse viewpoints and building programs that have tangible impact for Apex.

Together, these experiences give me the communication skills, problem-solving mindset, and long-term perspective needed to represent youth voices and help shape Apex's future in a thoughtful and balanced way.

As a student who thrives on listening, learning, and leading, I believe the voices of youth hold the power to inspire real, meaningful change — especially in shaping the community we will inherit. Serving on these boards would allow me to be that bridge between students and town leadership.

In Apex, our student population is incredibly diverse in culture, language, and experience — yet many of those perspectives are missing when development proposals are reviewed, environmental policies are discussed, or transportation plans are created. Some of the most important voices are not the loudest — they are the ones we don't hear because they don't yet feel invited to the table. Whether it's a student who feels unsafe biking to school, someone who wishes their neighborhood had more green space, or a classmate who cares deeply about sustainability but doesn't know how to act, their ideas matter.

I know what it feels like to be quiet and hesitant to share opinions — I used to be that student. Over time, I learned that change starts with speaking up, leading projects, and creating space for others to be heard. If selected, I will make it my mission to amplify these unheard voices and bring them into the conversation.

If selected for the Planning Board, I will advocate for youth-friendly, walkable neighborhoods and spaces where students can feel safe and connected.

If selected for the Environmental Advisory Board, I will champion sustainability education, green initiatives, and programs that empower students to take action on climate issues that affect their future.

If selected for the Multimodal Transportation Advisory Board, I will bring forward real student concerns about crossing safety, bike access, and equitable transportation options so youth can get around Apex independently and safely.

Below is a link to my resume:
https://docs.google.com/document/d/1jcRHmgWFbFHG4uLA7qbkTjliAMwH07c7bbBb2aeSm14/edit?usp=sharing

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I bring a forward-looking youth perspective that is rooted in real experience.
As someone who walks Apex's streets, uses its parks, and depends on safe transportation routes every day, I can offer insight into how current and future developments affect students and families. Whether we are reviewing a rezoning proposal, discussing bike path improvements, or considering sustainability initiatives, I can speak to how these decisions will shape the lives of my generation — the people who will inherit this community.

2. I focus on solutions that are practical, inclusive, and future-ready.
My goal is not just to participate in discussions but to help shape recommendations that work for everyone — students, families, and long-term residents alike. I believe the best ideas come from considering multiple perspectives and balancing creativity with feasibility. I will approach every proposal by asking: Will this make Apex safer, more connected, and more sustainable 5, 10, and 20 years from now? This mindset helps ensure that decisions we make today benefit the entire community well into the future.

3. I offer a problem-solving mindset and a collaborative approach.
From leading teams to tackling complex challenges, I have learned to find common ground and work toward shared goals. I approach every challenge by asking, "How can we make this better for everyone?" and am committed to helping the board reach decisions that balance innovation, practicality, and community well-being.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Walkable & Accessible Development Checklist
Create a checklist for the board to consider during rezoning and development reviews — including safe crossings, lighting, green space, and public gathering areas — so every resident benefits from thoughtful planning.

2. "Future Apex" Vision Map
Design a collaborative map where residents can indicate where parks, bike lanes, or other community improvements are needed. Present these findings to help guide long-term planning decisions.

3. Interactive Community Input Nights
Host engaging planning events with visual boards, model-building stations, or virtual simulations of proposed developments, allowing residents to visualize changes and provide informed feedback.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Apex Youth Council (2025–Present): Contributed to planning and outreach for community service projects and civic engagement efforts. This work increased youth turnout at volunteer events and created direct lines of communication between students and town staff. My participation helped shape youth programming that reflected student availability and interests.

Adopt-A-Highway (Davis Drive) & Durham Food Bank: Participated in cleanups and food distribution that directly improved local cleanliness and food security resources accessible to Apex residents.

Large cultural event support (Holi, Dhoom Dham, Bathukamma) — 2,000+ attendees: Helped coordinate and participated volunteer teams so cultural celebrations ran smoothly and safely, strengthening community cohesion and representing Apex's diverse population.

Math tutoring & STEM mentoring: Provided one-on-one help and mentorship to students, improving academic confidence and building a volunteer pipeline of motivated youth who then participated in Apex activities.

Collectively, these efforts increased volunteer engagement, supported local service delivery, and helped build trust between young residents and town staff.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

Apex Youth Council — Member (2025–Present).
This board experience gives me direct familiarity with municipal processes, meeting cadence, community outreach expectations, and the practicalities of turning community feedback into board recommendations. (If asked to list other boards, I have not served on additional municipal boards beyond the Apex Youth Council.)

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
No

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?
I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for
less than 1 year

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



| 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) voting corporate limit residents, over the age of eighteen (18), to serve on the Planning Board for the Town of Apex, to fill a partial term through December 31, 2024.

B) Possible motion to appoint one (1) non-voting youth position, who resides in the Corporate Limits for the Town of Apex, to serve on the Planning Board for the Town of Apex.

Approval Recommended?

Yes

Item Details

During the June 24, 2025 Town Council meeting, the Mayor and Town Council unanimously approved appointments to the Planning Board. At that time, the Town Clerk's Office did not receive any applications for the voting youth position. The Town Clerk has received notification of former Planning Board member Tina Sherman's resignation and there is a partial term to be filled on the Planning Board in addition to the non-voting youth position.

A total of seven (7) applications were received for appointment consideration and they are (in alphabetical order by last name):

- **Angel, Casey** – Corporate Limits Resident - Eligible for Voting Over 18 Representative Position
- **Bang, Elizabeth –** Corporate Limits Resident - NOT ELIGIBLE – Individual is under age 16.
- **Hatcher, Diane** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Stanley, Renita** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Tadishetti, Ritika** – Corporate Limits Resident - NOT ELIGIBLE – Individual is under age 16.
- **Thapaliya, Janak** – 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 Planning Board is charged with discussing matters related to land use and development. More specifically, the Planning Board is responsible for the following as stated in Section 2.1.2 of the Town's Unified Development Ordinance (UDO):

(a) Review and make recommendations to approve or disapprove. To review, hear, consider, and make recommendations to the Town Council to approve or disapprove:
    - The adoption of an ordinance to amend the Official Zoning District Map (Rezoning).
    - The adoption of an ordinance to amend the text of this Ordinance (Text amendment).

(b) Review and make recommendations to approve, approve with conditions, or disapprove. To hear, review, consider, and make recommendations to the Town Council to approve, approve with conditions, or disapprove:
    - The adoption of an ordinance to amend the Official Zoning District Map.
    - The adoption of an ordinance approving a PUD-CZ, SD-CZ, TND-CZ, or MEC-CZ zoning district designation.

(c) Long range plans. To consider and/or make recommendations to the Town Council to adopt or amend long range plans.

(d) Make special knowledge and expertise available. To make its special knowledge and expertise available upon written request and authorization of the Town Council to any official, department, board, commission or agency of the Town.

(e) Studies. To make studies of the resources, possibilities and needs of the Town upon the authorization of the Town Council, and report its findings and recommendations, with reference thereto, to the Town Council.

(f) Recommendations of recognition of Appearance Awards. To consider and make recommendations on nominees for Residential, Non-Residential, and Tree Appearance Awards to the Town Council.

The Planning Board consist of ten (10) voting members and one non-voting Youth Representative as defined in the Resident Advisory Board Administrative Policy.

Attachments

- NB6-A1: Summary of Applicants – ALL Boards
- NB6-A2: Applicants for Planning Board

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Regular or Youth	Last Name	First Name	Address	Telephone	Email	Interested Advisory Board
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Board of Adjustment (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Board of Adjustment (and others)**
R	**Carmac**	Robert	1020 N. Salem Street Apex, NC 27502	(919) 796-7499 (919) 781-8582	rcarmac@smithsinnett.com	**Board of Adjustment**
R	**Taylor**	Tracy	2004 Baysdale Lane Apex, NC 27523	(919) 749-1374	tracyta1968@gmail.com	**Board of Adjustment**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Board of Adjustment (and others)**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Culture and Arts Advisory Board (and others)**
R	**Barnes**	Aaron	578 Chessie Station Apex, NC 27502	(503) 320-2231	aaronbarnes263@gmail.com	**Culture and Arts Advisory Board**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Culture and Arts Advisory Board (and others)**
Not Eligible	**Andrady**	Alana	1824 Grande Chateau Lane Apex, NC 27502	(919) 453-7032	ahnabee124@gmail.com	**Environmental Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Environmental Advisory Board (and others)**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Environmental Advisory Board (and others)**
Y	**Joshi**	Dhvani	246 Great Bynum Drive Apex, NC 27523	(984) 268-1797	dhvani.joshi.mail@gmail.com	**Environmental Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Environmental Advisory Board (and others)**
Y	**Strobl**	Graham	2338 Manzoni Drive Apex, NC 27502	(919) 533-8112	gmstrobl@gmail.com	**Environmental Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Environmental Advisory Board (and others)**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Not Eligible	**Velmurugan**	Sivaprasad	2435 Fillmore Hall Lane Apex, NC 27523	(984) 356-4821	prasad.velm@gmail.com	**Environmental Advisory Board**
R	**Villasenor**	Sandra	704 Brickstone Drive Apex, NC 27502	(919) 924-5910	villasenor.sandra@gmail.com	**Environmental Advisory Board**
R	**Ahler**	Jennifer	116 Sanair Court Apex, NC 27502	(919) 630-6303	jahler496@yahoo.com	**Multimodal Transportation Advisory Board**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Bacola**	Robert	4004 New Yarmouth Way Apex, NC 27502	(919) 802-1235	rbacola@nc.rr.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Brunner**	Elizabeth	306 Hinton Street Apex, NC 27502	(919) 363-5222	elizabethapex@gmail.com	**Multimodal Transportation Advisory Board**
R	**Jain**	Saket	1979 Custom Lane Apex, NC 27502	(703) 380-2020	jainsaket@me.com	**Multimodal Transportation Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Lawrence**	Kevin	1628 Salem Village Drive Apex, NC 27502	(919) 999-0390	lkevin@pixelmaestro.com	**Multimodal Transportation Advisory Board**
R	**Meadows**	John	1105 Elbury Drive Apex, NC 27502	(304) 629-7073	john.meadows@salomon.com	**Multimodal Transportation Advisory Board**
R	**Poythress**	Michael	2705 Richardson Road Apex, NC 27502	(919) 427-1681	brandon.poythress@halliam.com	**Multimodal Transportation Advisory Board**
R	**Pritchard**	Ewan	323 North Salem Street Apex, NC 27502	(919) 819-0098	egpritch@gmail.com	**Multimodal Transportation Advisory Board**
R	**Rodgers**	Martha	1009 Oakgate Court Apex, NC 27502	(919) 524-4004	mollync@gmail.com	**Multimodal Transportation Advisory Board**
R	**Singh**	Priya	400 Old Mill Village Drive Apex, NC 27502	(856) 503-5368	priya.is.singh@gmail.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Multimodal Transportation Advisory Board (and others)**
	NONE	**NONE**	**NONE**	**NONE**	**NONE**	**Parks and Recreation Advisory Board**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Planning Board (and others)**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Planning Board (and others)**
Y	**Stanley**	Renita	238 Great Bynum Drive Apex, NC 27523	(978) 427-5657	renitastanley08@gmail.com	**Planning Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Planning Board (and others)**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Planning Board (and others)**

Entry #: 755 **Status:** Submitted **Submitted:** 8/22/2025 11:12 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Casey Angel

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1014 Tribayne Court, Apex, North Carolina 27502

Mailing Address
1014 Tribayne Court, Apex, North Carolina 27502

Email
caseyangel.24@gmail.com

Mobile Phone
(619) 400-7990

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Housing Board

How did you hear about this opportunity to serve?

Town Website

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

T-Mobile | Lumos

Current Job Title

Head of Corporate Communications

Employer Main Work Telephone Number

(336) 886-3600

Employer Onsite Office Location

High Point, North Carolina 27260

Please briefly describe your job function and core duties,

I serve as head of corporate communications at Lumos, now part of the T-Mobile Family, where I lead brand storytelling across every channel including public relations, media, social platforms, and internal engagement to drive unified messaging that resonates both inside and outside the organization. My role centers on elevating the brand's reputation, building stakeholder trust, developing wholistic community building messaging, and aligning storytelling with business growth.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I would be honored to serve on a board for the Town of Apex because this community is where my wife and I chose to build our lives and raise our young son, and I am deeply invested in helping shape its future. As a father, I want Apex to continue to be a place where families thrive, with thoughtful growth and opportunities that reflect the values of our residents. Professionally, I bring extensive experience in government, public policy, and municipal decision-making, giving me the tools to thoughtfully evaluate complex issues and advocate for balanced, equitable outcomes. Serving on a board would allow me to give back to the town that has given my family so much while using my expertise to ensure Apex remains a vibrant, welcoming place for generations to come.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Policy and Government Expertise
My deep background in public policy, housing, development, and local government provides the ability to evaluate complex proposals through a well-informed, practical lens. This ensures Apex can make forward-looking decisions that balance growth, community needs, and long-term sustainability.

2. Community-Centered Perspective
With extensive experience in nonprofits and stakeholder engagement, I will bring an understanding of how to build inclusive policies that reflect the needs of diverse residents. My perspective as a resident and professional would help the Town of Apex strengthen its connection to the community and ensure decisions are equitable and broadly supported.

3. Strategic Communication and Leadership
As a seasoned communications professional, my primary professional background is to translate complex issues into clear, transparent messaging that builds trust between the town and its residents. I have a proven track record of doing this across federal, state, and local government entities. Additionally, my leadership in media relations and public affairs would help Apex enhance civic engagement and strengthen public confidence in town governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Advance Equitable and Inclusive Development
Work to ensure that planning and zoning decisions promote fairness, accessibility, and opportunity for all residents, especially historically underserved communities while still respecting the spirit of what makes Apex unique. This includes advocating for housing diversity, walkable neighborhoods, and infrastructure that supports economic mobility and livability for a wide range of people.

2. Champion Data-Driven, Policy-Informed Decision-Making
I would leverage my expertise in public policy and development to ground board decisions in research, community data, and best practices from other municipalities. This goal ensures the board's recommendations balance long-term growth with sustainability, resilience, and fiscal responsibility.

3. Strengthen Community Trust and Engagement
Commit to transparent communication and authentic community involvement in the planning process. By translating complex planning and development issues into clear, accessible language, you can help residents feel heard and engaged in shaping the future of their town.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

At the beginning of this calendar year, I rolled off the Executive Committee for the Board of Directors with CASA NC, one of the largest affordable housing developers in the region. During my time there I served in a number of volunteer leadership positions, including Vice Chair of the Board of Directors, Chair of their Fundraising Committee, and more. My deep expertise and knowledge of the North Carolina landscape for planning, transportation, and housing is not only incredibly rewarding, it's impactful for our towns and municipalities. Working with the Town of Apex would be a fantastic next step to give back to our community after my time with CASA.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

My time working with governmental boards is extensive during my time with the private sector, however, I have not served directly on any government boards.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

N/A

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

30 to 45

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

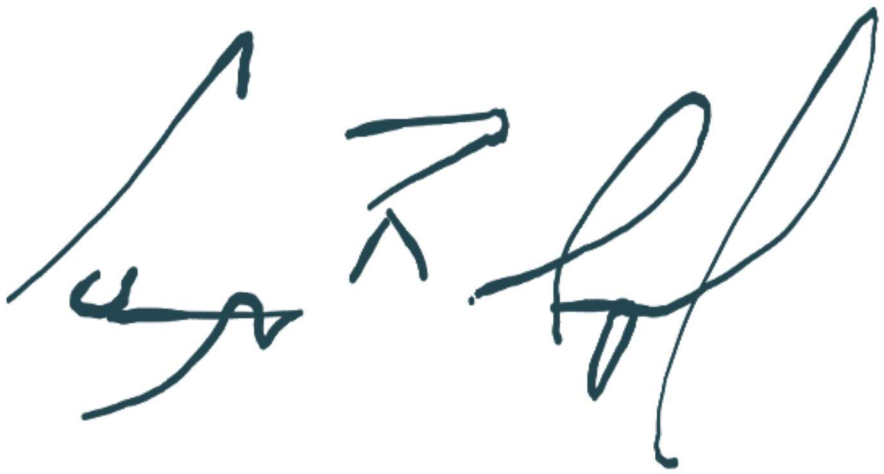
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 768 **Status:** Submitted **Submitted:** 9/1/2025 6:25 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Elizabeth Y Bang

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3133 Beechcroft Lane, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
elizabethbang1004@gmail.com

Mobile Phone
(919) 721-6556

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Youth Representative (Currently in High School)

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

Youth Rep, North Carolina 27502

Please briefly describe your job function and core duties,

Youth Rep

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am interested in serving on this board because I know that Apex is continuously growing and I want to help contribute by representing ideas of the youth living in our community. As a student who is living in Apex for middle and high school, I have noticed how the town is developing, and I believe it is important for students to have an opinion in shaping our town's growth. Moreover, my experiences as a Key Club sophomore representative and a shift leader for the Apex Youth Council have helped me learn how to collaborate and advocate for others. These positions taught me how important it is to listen and understand others when working as a group while showing leadership. I have also gained experience in NJHS, Student Council, altar server, and as a teacher, helping to teach new students.

Being a student leader, my ideas will distinguish me from others on the board, representing many different perspectives of youth in my age. However, I also know that if voted as a board member, I have to listen to and amplify the ideas of others. My responsibility would be to collaborate, respect different opinions, and work toward solutions that reflect the needs of the entire community, not just my own.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Through my roles as a Key Club sophomore representative and a shift leader for the Apex Youth Council, I can bring leadership and service experience that directly benefits Apex. I've helped lead donation drives, volunteers, and town-related events. These experiences prepared me to contribute youth ideas while also being able to listen in many different environments. If chosen as a board member, I would be able to incorporate the town's decisions with our school and community's ideas.
2. Volunteering since middle school, I have had a consistent record of community service. I have participated in many volunteer clubs such as NJHS and Student Council in middle school, while being a member in Key Club and Apex Youth Council in high school. Furthermore, I have been in many organizations such as English Conversation Club and club soccer, so I know that communication and commitment are one of the most important skills while working together.
3. As a student, I have been recognized many times for academic and character achievement. I have received all A-Honor Roll since middle school, Outstanding Achievement Awards in multiple subjects, and Vision Awards both inside and outside of school. These qualities reflect on my character and confidently show that I can contribute thoughtfully and seriously to the board's discussions.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. As someone who has served in student organizations, I know many students often have ideas but aren't sure how to share them. I would work to create ways for youth to provide feedback to the board whether through surveys, focus groups, or collaboration with school clubs. This would also help to increase participation in more events and input from the town.
2. Being active in athletics, orchestra, and school events, I have seen and know how important safe spaces are for student growth. I would work to support planning and transportation projects that help make Apex more accessible for young people, and offer a safe environment for doing activities that both students and community members can enjoy.
3. As a Korean School teaching assistant and member of English Conversation Club, I've seen how sharing culture and language brings people together. The town already has amazing events that promote this, and I would further support and raise awareness for cultural events, performances, or awareness projects that would make Apex more inclusive and culturally diverse.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My most impactful recent volunteer work has been through Key Club and the Apex Youth Council. Through these organizations, I have been able to participate in many different events and activities, such as moving firewood in Warmth for Wake, or volunteering at food banks.
In the Apex Youth Council, where I serve as a shift leader, I've taken on responsibility for helping volunteers and assisting with service events that support the town. This has allowed me to contribute to Apex in a positive setting while learning how youth input matters in community planning.
In addition, I serve regularly as a church altar server, volunteer weekly as a Korean School teaching assistant, and have contributed to school events such as recycling and spirit weeks. Together, these experiences reflect my commitment to service and my dedication to helping Apex.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

preparing events connected to the town. I also serve as the sophomore representative for Key Club, where I assist in coordinating projects that support the community since freshmen year. Previously, I have been in NJHS in middle school as well as the Student Council for 3 years.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for

4-6 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 720 - Planning Board **Status:** Submitted **Submitted:** 4/21/2025 12:17 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Diane Hatcher

Pronouns
She/Her/Hers

Preferred First Name
Diane

Spouse/Partner Name (If applicable)
Greg

Phyiscal Address
319 N. Mason St., Apex, North Carolina 27502

Mailing Address
SAME, Apex, North Carolina 27502

Email

Mobile Phone

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Planning Board

How did you hear about this opportunity to serve?

Facebook, Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

Retired

Current Job Title

Retired

Employer Main Work Telephone Number

9194106203

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

My recently retired from Accenture, where I was Principal Director for Analytics Modernization globally. I worked with clients to design modern AI solutions in the cloud and develop plans on how to migrate and upskill the workforce.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

Interested in helping the town to grow and become the #1 place to live in NC. I just moved to downtown Apex from Cary, where I've seen strong development. I'd like to help Apex also develop the attractiveness to business and residents.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I bring an open yet analytical mind to understand the underlying conditions and constraints of the situation to determine options for resolution.
I am extremely resourceful and successful in thinking "outside the box" to develop win-win solutions.
I care deeply about people in general and want to help everyone be successful, regardless of their backgrounds or beliefs.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

- Support the upgrade of downtown Apex
- Improve traffic safety, particularly in residential areas and areas of high growth
- Help to bring more businesses to Apex, particularly in the technology industry

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Attending Peak Academy now
Volunteer for non-profit events

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

None yet.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Over 55

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 765 **Status:** Complete **Submitted:** 8/28/2025 8:09 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Kristy B Yule

Pronouns
She/Her/Hers

Preferred First Name
Kristy

Spouse/Partner Name (If applicable)

Phyiscal Address
411 Olive Street, Apex, North Carolina 27502

Mailing Address
411 Olive Street, Apex, North Carolina 27502

Email
kristy@yulegrp.com

Mobile Phone
(919) 928-6453

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Yule Group Consulting

Current Job Title

Owner

Employer Main Work Telephone Number

9199286453

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

I am the Founder and Lead Strategist of Yule Consulting Group, where I guide developers, builders, and landowners in the Carolinas through feasibility studies, market analysis, and strategic planning. My work focuses on aligning growth with community needs by analyzing demographic and economic trends, recommending product and pricing strategies, and supporting responsible land use decisions. I also provide marketing and communications leadership to ensure projects are well-positioned, transparent, and connected to the communities they serve.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am interested in serving on the Planning Board to share my professional knowledge of real estate and development while ensuring that Apex continues to grow responsibly. With my background in feasibility studies, market analysis, and strategic planning, I bring a deep understanding of how projects align with community needs and long-term goals. I want to contribute to the fair and consistent application of our UDO and planning principles, and I see this as an opportunity to serve my fellow Apex residents by supporting decisions that balance growth, quality of life, and the character of our town.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Real Estate & Market Expertise – With extensive experience in real estate consulting, feasibility studies, and market analysis, I can provide data-driven insight to ensure development decisions are aligned with community needs and market realities.

Commitment to Responsible Growth – I am dedicated to ensuring that the Town's Unified Development Ordinance (UDO) and planning principles are applied fairly and consistently, helping Apex grow in a way that protects quality of life while encouraging thoughtful investment.

Community Service & Resident Perspective – As an Apex resident, I want to serve my neighbors by contributing my skills to the planning process, helping balance growth, infrastructure, and livability so our town remains a place where families and businesses can thrive.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Support Balanced Growth While Preserving Apex's Character – Ensure that future development meets community needs and supports economic vitality while maintaining the small-town charm and quality of life that make Apex unique.

Promote Fair and Consistent Application of Rules – Uphold the Town's UDO and planning guidelines with integrity, ensuring that decisions are applied consistently and transparently for residents, developers, and landowners alike.

Provide Constructive Guidance to Applicants – Offer thoughtful, data-informed feedback to developers and land users so that proposals are aligned with community priorities, infrastructure capacity, and long-term planning goals.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Since moving to Apex a year ago, my husband and I have made our home in the historic district and become actively involved in the community. I am a member of Apex United Methodist Church, where I also sing in the choir, and I recently completed Stephen Ministry training to support individuals in times of need. These experiences have deepened my connection to Apex and strengthened my commitment to serving others. While my volunteer work so far has been faith-based, I am eager to expand my service into a civic role by contributing my professional expertise and community-minded perspective through the Planning Board.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

Yes, I have attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

46 to 55

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 773 **Status:** Submitted **Submitted:** 9/3/2025 9:51 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

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Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Ritika Tadishetti

Pronouns
She/Her/Hers

Preferred First Name
Ritika

Spouse/Partner Name (If applicable)

Phyiscal Address
2507 Silas Peak Ln, Apex, North Carolina 27523

Mailing Address
2507 Silas Peak Ln, Apex, North Carolina 27523

Email
devunuri@gmail.com

Mobile Phone
(919) 434-3900

Alternate Phone (work/home)
(919) 757-2988

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?
Apex Youth Council

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
N/A

Current Job Title
none

Employer Main Work Telephone Number
N/A

Employer Onsite Office Location
Apex, North Carolina 27523

Please briefly describe your job function and core duties,
N/A

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I am eager to serve because I believe youth voices are essential in shaping Apex's future — especially in areas like growth, sustainability, and transportation, where today's decisions will affect my generation for decades to come. As a student, I experience the impact of town planning every day: how safe crosswalks are, whether biking routes are accessible, and how green spaces create gathering places for friends and families. I want to take those lived experiences and translate them into actionable input that helps Apex grow responsibly and inclusively.

My qualifications combine civic engagement, leadership, and research-driven problem solving:

Civic Engagement & Community Representation: As a member of the Apex Youth Council (2025–Present), I help plan and execute community projects, volunteer events, and local outreach initiatives. I collaborate with town staff and peers to ensure that programs reflect the community's needs, including logistics for volunteer cleanups, cultural events, and public forums.

Leadership & Project Management: I founded and led an Odyssey of the Mind team that reached the World Finals three years in a row, managing sponsorships, budgets over $11,000, and coordinating travel and event planning. This experience taught me how to lead complex projects, resolve conflicts, and make strategic decisions — skills directly transferable to serving on a board that reviews development and policy proposals.

Research & Analytical Skills: Through Duke Pre-College Neuroscience and STEM research projects — including a Python-based project monitoring structural health of bridges — I have developed skills in analyzing data, designing experiments, and presenting actionable insights. These experiences give me [illegible] approach town planning, sustainability, and

transportation proposals with evidence-based reasoning.

Volunteerism & Local Impact: I have contributed over 100 volunteer hours to Apex and the surrounding community, including Adopt-A-Highway cleanups, Durham Food Bank service, and large-scale cultural events such as Holi, Dhoom Dham Dhawat, and Bathukamma (2,000+ attendees). I also mentored middle school students in STEM, tutored peers in math, and helped coordinate community service projects — all of which strengthened local engagement and helped make Apex a cleaner, safer, and more connected community.

Civic Leadership Beyond the Board: As an active member of Rhizome, I worked on youth civic campaigns and initiatives to encourage participation in local governance, helping residents understand how their voices can shape town decisions. These experiences have given me perspective on bringing together diverse viewpoints and building programs that have tangible impact for Apex.

Together, these experiences give me the communication skills, problem-solving mindset, and long-term perspective needed to represent youth voices and help shape Apex's future in a thoughtful and balanced way.

As a student who thrives on listening, learning, and leading, I believe the voices of youth hold the power to inspire real, meaningful change — especially in shaping the community we will inherit. Serving on these boards would allow me to be that bridge between students and town leadership.

In Apex, our student population is incredibly diverse in culture, language, and experience — yet many of those perspectives are missing when development proposals are reviewed, environmental policies are discussed, or transportation plans are created. Some of the most important voices are not the loudest — they are the ones we don't hear because they don't yet feel invited to the table. Whether it's a student who feels unsafe biking to school, someone who wishes their neighborhood had more green space, or a classmate who cares deeply about sustainability but doesn't know how to act, their ideas matter.

I know what it feels like to be quiet and hesitant to share opinions — I used to be that student. Over time, I learned that change starts with speaking up, leading projects, and creating space for others to be heard. If selected, I will make it my mission to amplify these unheard voices and bring them into the conversation.

If selected for the Planning Board, I will advocate for youth-friendly, walkable neighborhoods and spaces where students can feel safe and connected.

If selected for the Environmental Advisory Board, I will champion sustainability education, green initiatives, and programs that empower students to take action on climate issues that affect their future.

If selected for the Multimodal Transportation Advisory Board, I will bring forward real student concerns about crossing safety, bike access, and equitable transportation options so youth can get around Apex independently and safely.

Below is a link to my resume:
https://docs.google.com/document/d/1jcRHmgWFbFHG4uLA7qbkTjliAMwH07c7bbBb2aeSm14/edit?usp=sharing

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I bring a forward-looking youth perspective that is rooted in real experience.
As someone who walks Apex's streets, uses its parks, and depends on safe transportation routes every day, I can offer insight into how current and future developments affect students and families. Whether we are reviewing a rezoning proposal, discussing bike path improvements, or considering sustainability initiatives, I can speak to how these decisions will shape the lives of my generation — the people who will inherit this community.

2. I focus on solutions that are practical, inclusive, and future-ready.
My goal is not just to participate in discussions but to help shape recommendations that work for everyone — students, families, and long-term residents alike. I believe the best ideas come from considering multiple perspectives and balancing creativity with feasibility. I will approach every proposal by asking: Will this make Apex safer, more connected, and more sustainable 5, 10, and 20 years from now? This mindset helps ensure that decisions we make today benefit the entire community well into the future.

3. I offer a problem-solving mindset and a collaborative approach.
From leading teams to tackling complex challenges, I have learned to find common ground and work toward shared goals. I approach every challenge by asking, "How can we make this better for everyone?" and am committed to helping the board reach decisions that balance innovation, practicality, and community well-being.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Walkable & Accessible Development Checklist
Create a checklist for the board to consider during rezoning and development reviews — including safe crossings, lighting, green space, and public gathering areas — so every resident benefits from thoughtful planning.

2. "Future Apex" Vision Map
Design a collaborative map where residents can indicate where parks, bike lanes, or other community improvements are needed. Present these findings to help guide long-term planning decisions.

3. Interactive Community Input Nights
Host engaging planning events with visual boards, model-building stations, or virtual simulations of proposed developments, allowing residents to visualize changes and provide informed feedback.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Apex Youth Council (2025–Present): Contributed to planning and outreach for community service projects and civic engagement efforts. This work increased youth turnout at volunteer events and created direct lines of communication between students and town staff. My participation helped shape youth programming that reflected student availability and interests.

Adopt-A-Highway (Davis Drive) & Durham Food Bank: Participated in cleanups and food distribution that directly improved local cleanliness and food security resources accessible to Apex residents.

Large cultural event support (Holi, Dhoom Dham, Bathukamma) — 2,000+ attendees: Helped coordinate and participated volunteer teams so cultural celebrations ran smoothly and safely, strengthening community cohesion and representing Apex's diverse population.

Math tutoring & STEM mentoring: Provided one-on-one help and mentorship to students, improving academic confidence and building a volunteer pipeline of motivated youth who then participated in Apex activities.

Collectively, these efforts increased volunteer engagement, supported local service delivery, and helped build trust between young residents and town staff.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

Apex Youth Council — Member (2025–Present).
This board experience gives me direct familiarity with municipal processes, meeting cadence, community outreach expectations, and the practicalities of turning community feedback into board recommendations. (If asked to list other boards, I have not served on additional municipal boards beyond the Apex Youth Council.)

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
No

Gender

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?
I own my single family home

My age range is (please select one):

Under 16

I have been an Apex resident for
less than 1 year

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 775 **Status:** Submitted **Submitted:** 9/3/2025 11:13 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Renita Stanley

Pronouns
She/Her/Hers

Preferred First Name
Renita

Spouse/Partner Name (If applicable)

Phyiscal Address
238 Great Bynum Dr, Apex, North Carolina 27523

Mailing Address
238 Great Bynum Dr, Apex, North Carolina 27523

Email
renitastanley08@gmail.com

Mobile Phone
(978) 427-5657

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Planning Board (PB)

How did you hear about this opportunity to serve?
Town Email

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education
Youth Representative (Currently in High School)

Current Employer
Ileana

Current Job Title
Front Desk

Employer Main Work Telephone Number
(919) 363-9333

Employer Onsite Office Location
Cary, North Carolina 27519

Please briefly describe your job function and core duties,
I assist customers with painting and glazing pottery, explain techniques and studio procedures, and help maintain a clean and organized workspace. I also answer questions, provide guidance on projects, and support the studio with supplies and events as needed.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.
I am interested in serving on the Planning Committee because I want to learn more about how communities are shaped and contribute my perspective as a student and young resident. As someone who has grown up in town, I've seen how new developments, road changes, and public spaces directly affect families, students, and neighborhoods. I believe having a youth voice on the committee can add valuable insight into how planning decisions impact the next generation.

Through my experiences in Apex Youth Council, I have learned how to collaborate, listen carefully to different opinions, and communicate ideas clearly. I am organized, dependable, and able to review information thoroughly before making decisions. I also bring creativity and curiosity, which help me think about both current needs and future opportunities for our community.

What distinguishes me from other candidates is that I represent the perspective of younger residents who will be most affected by today's planning choices. I want to contribute to a safe, welcoming, and sustainable community that works for all ages. Serving on this committee would allow me to grow my skills while giving back to the town that has shaped me.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

My service on the Planning Board could benefit the Town of Apex because I bring strong organization, creativity, and communication skills. I am dependable and well-organized, which allows me to review information carefully and stay prepared for meetings. I also bring creativity that helps me think of new ideas and solutions to planning challenges, especially when balancing the needs of growth with preserving community character. In addition, my communication skills—built through school, youth leadership, and volunteer work—allow me to listen respectfully, share ideas clearly, and work well with others. Together, these qualities would help me contribute positively to the Town's planning efforts.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

If I'm appointed to the Planning Board, my top three goals would be to bring a youth perspective to planning decisions so the needs of younger residents and future generations are considered, support growth that keeps Apex safe, welcoming, and sustainable while preserving the town's unique character, and improve communication by listening to residents' concerns and helping make planning topics easier for everyone to understand. By focusing on these goals, I hope to contribute a fresh perspective, help the board make thoughtful decisions, and ensure the community feels informed and included in the planning process.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Through volunteering with the Apex Youth Council, I have helped at community events by interacting with residents, answering questions, and assisting wherever needed. While I was not responsible for organizing the events, being part of the team allowed me to contribute to the town by helping events run smoothly and making attendees feel welcomed and included. This experience positively impacted the Town of Apex by supporting programs that bring people together, strengthen community connections, and create a sense of belonging for residents of all ages. Volunteering also helped me develop important skills such as communication, teamwork, and attentiveness, while giving me a deeper understanding of the needs, interests, and perspectives of the community. Overall, my time with the Apex Youth Council allowed me to give back to my town in meaningful ways while learning how local events and civic engagement shape the community.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I currently serve as the Social Media Manager for PaintFluence, a role I have held for one year. In this position, I manage communications, share important updates, and help engage the community with our programs. While this is not a governmental board, my experience coordinating information, promoting events, and communicating effectively with the public has helped me develop skills that would be valuable on a governmental board, including organization, outreach, and clear communication.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

N/A

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?
Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?
Yes

Gender
Female

Ethnicity
Asian or Pacific Islander

Do you rent or own your home?
I own my single family home

My age range is (please select one):
16 to 18

I have been an Apex resident for
4-6 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
No

If you selected yes, please provide additional details below. If not, please indicate NA.
N/A

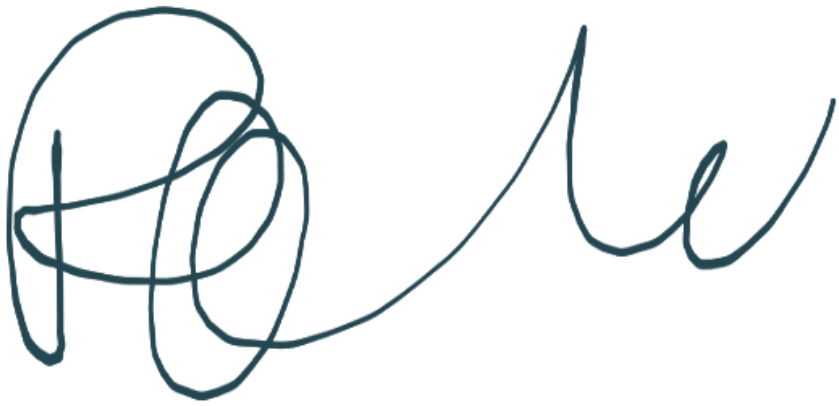
Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.
N/A

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?
Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



| 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 a Chair for the Planning Board for calendar year 2025, expiring December 31, 2025.

B) Possible motion to appoint a Vice-Chair for the Planning Board for calendar year 2025, expiring December 31, 2025.

Approval Recommended?

Yes

Item Details

The Town of Apex has two statutorily required resident advisory boards which are the Board of Adjustment (BOA) and the Planning Board. The Planning Board is charged with discussing matters related to land use and development.

The Chair for the Town's Planning Board submitted her resignation effective August 2025. As such, Mayor Gilbert recommends the current Vice-Chair, Mr. Tim Royal, be appointed as Chair for the remainder of calendar year 2025. Mr. Tim Royal serves as the Extraterritorial Jurisdiction (ETJ) representative on the Planning Board and has served the last two years as Vice-Chair.

In addition, Mayor Gilbert recommends the appointment of Keith Braswell as Vice-Chair for the Apex Planning Board for the remainder of calendar year 2025.

Attachments

- N/A

| 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)

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Regular or Youth	Last Name	First Name	Address	Telephone	Email	Interested Advisory Board
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Board of Adjustment (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Board of Adjustment (and others)**
R	**Carmac**	Robert	1020 N. Salem Street Apex, NC 27502	(919) 796-7499 (919) 781-8582	rcarmac@smithsinnett.com	**Board of Adjustment**
R	**Taylor**	Tracy	2004 Baysdale Lane Apex, NC 27523	(919) 749-1374	tracyta1968@gmail.com	**Board of Adjustment**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Board of Adjustment (and others)**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Culture and Arts Advisory Board (and others)**
R	**Barnes**	Aaron	578 Chessie Station Apex, NC 27502	(503) 320-2231	aaronbarnes263@gmail.com	**Culture and Arts Advisory Board**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Culture and Arts Advisory Board (and others)**
Not Eligible	**Andrady**	Alana	1824 Grande Chateau Lane Apex, NC 27502	(919) 453-7032	ahnabee124@gmail.com	**Environmental Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Environmental Advisory Board (and others)**
Not Eligible	**Chappidi**	Sathvika	2409 Fillmore Hall Lane Apex, NC 27523	(919) 737-0568 (919) 780-2182	sathvika.chappidi@gmail.com	**Environmental Advisory Board (and others)**
Y	**Joshi**	Dhvani	246 Great Bynum Drive Apex, NC 27523	(984) 268-1797	dhvani.joshi.mail@gmail.com	**Environmental Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Environmental Advisory Board (and others)**
Y	**Strobl**	Graham	2338 Manzoni Drive Apex, NC 27502	(919) 533-8112	gmstrobl@gmail.com	**Environmental Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Environmental Advisory Board (and others)**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

Not Eligible	**Velmurugan**	Sivaprasad	2435 Fillmore Hall Lane Apex, NC 27523	(984) 356-4821	prasad.velm@gmail.com	**Environmental Advisory Board**
R	**Villasenor**	Sandra	704 Brickstone Drive Apex, NC 27502	(919) 924-5910	villasenor.sandra@gmail.com	**Environmental Advisory Board**
R	**Ahler**	Jennifer	116 Sanair Court Apex, NC 27502	(919) 630-6303	jahler496@yahoo.com	**Multimodal Transportation Advisory Board**
R	**Ambrose**	Perry	2525 Umbria Court Apex, NC 27502	(760) 622-7254	aspenlucky@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Bacola**	Robert	4004 New Yarmouth Way Apex, NC 27502	(919) 802-1235	rbacola@nc.rr.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Brunner**	Elizabeth	306 Hinton Street Apex, NC 27502	(919) 363-5222	elizabethapex@gmail.com	**Multimodal Transportation Advisory Board**
R	**Jain**	Saket	1979 Custom Lane Apex, NC 27502	(703) 380-2020	jainsaket@me.com	**Multimodal Transportation Advisory Board**
Y	**Kadari**	Samiksha	2569 Hutch Lane Apex, NC 27523	(984) 319-9056	skadari2401@gmail.com	**Multimodal Transportation Advisory Board (and others)**
R	**Lawrence**	Kevin	1628 Salem Village Drive Apex, NC 27502	(919) 999-0390	lkevin@pixelmaestro.com	**Multimodal Transportation Advisory Board**
R	**Meadows**	John	1105 Elbury Drive Apex, NC 27502	(304) 629-7073	john.meadows@salomon.com	**Multimodal Transportation Advisory Board**
R	**Poythress**	Michael	2705 Richardson Road Apex, NC 27502	(919) 427-1681	brandon.poythress@halliam.com	**Multimodal Transportation Advisory Board**
R	**Pritchard**	Ewan	323 North Salem Street Apex, NC 27502	(919) 819-0098	egpritch@gmail.com	**Multimodal Transportation Advisory Board**
R	**Rodgers**	Martha	1009 Oakgate Court Apex, NC 27502	(919) 524-4004	mollync@gmail.com	**Multimodal Transportation Advisory Board**
R	**Singh**	Priya	400 Old Mill Village Drive Apex, NC 27502	(856) 503-5368	priya.is.singh@gmail.com	**Multimodal Transportation Advisory Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Multimodal Transportation Advisory Board (and others)**
	NONE	**NONE**	**NONE**	**NONE**	**NONE**	**Parks and Recreation Advisory Board**

TOWN OF APEX
RESIDENT ADVISORY BOARD APPLICANTS

R	**Angel**	Casey	1014 Tribayne Court Apex, NC 27502	(619) 400-7990	caseyangel.24@gmail.com	**Planning Board (and others)**
Not Eligible	**Bang**	Elizabeth	3133 Beechcroft Lane Apex, NC 27502	(919) 721-6556	elizabethbang1004@gmail.com	**Planning Board (and others)**
Y	**Stanley**	Renita	238 Great Bynum Drive Apex, NC 27523	(978) 427-5657	renitastanley08@gmail.com	**Planning Board**
Not Eligible	**Tadishetti**	Ritika	2507 Silas Peak Lane Apex, NC 27523	(919) 434-3900	devunuri@gmail.com	**Planning Board (and others)**
R	**Yule**	Kristy	411 Olive Street Apex, NC 27502	(919) 928-6453	kristy@yulegrp.com	**Planning Board (and others)**

Entry #: 753 **Status:** Submitted **Submitted:** 8/11/2025 11:27 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Perry A Ambrose

Pronouns
She/Her/Hers

Preferred First Name
Aspen

Spouse/Partner Name (If applicable)
Robert Ambrose

Phyiscal Address
2525 Umbria Ct, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
aspenlucky@gmail.com

Mobile Phone
(760) 622-7254

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Multimodal Transportation Advisory Board (MTAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Masters Degree

Current Employer

First Citizens Bank

Current Job Title

Senior Data Analyst

Employer Main Work Telephone Number

(919) 716-7212

Employer Onsite Office Location

Raleigh, North Carolina 27609

Please briefly describe your job function and core duties,

Developing and implementing data analytics strategies for internal audit functions. Supporting audit teams by extracting, transforming, and analyzing data from various systems. Identifying risks and inefficiencies by analyzing large datasets for trends, patterns, and anomalies. Designing and leading the development of new data analytic tools and solutions to improve efficiency and provide insights particularly with the use of Alteryx ETL workflows and Tableau visualizations. Developing and executing automated audit routines and tests using computer-assisted audit techniques.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

With a background in political science I am very aware of how important local politics and volunteerism is to a community. I have always been heavily involved in my local administration and try to give back to my community as much as possible so have always been interested in serving on resident advisory boards. The multimodal transportation is one of deep interest to me personally as I grew up with very limited options for traveling without a car in California which put a burden on my family and limited my opportunities for extra curriculars and seeing friends. For instance, my high school was less than 1 mile away but I couldn't walk due to the busy road not having a sidewalk and the bike lane being less than 12 inches wide. This was in addition to the fact that school buses are not provided at not cost to students thus my dad had to work night shifts to accommodate getting me to and from school on time. My family also spends 80% of our free time enjoying our town and tend to walk most places on greenways or sidewalks when able but often find that we can't get somewhere because we can't take the stroller off roading when the sidewalk or trail ends.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I am younger than most individuals that are looking to join boards and believe this gives me a unique insight that benefits from experience as a homeowner and working adult that the youth representatives can not contribute.
2. I have lived in 5 states and owned a home in 2 states 4 cities so I have experience in the ways that other cities/towns are improving their areas that could potentially apply to our own community.
3.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My preferred board would be the Multimodal Transportation Advisory Board. My goals would include the following 1 - work on expanding existing bike lanes where large shoulders currently exist and bike lanes do not (example being apex BBQ rd) 2 - in the same vein continue existing sidewalks to connect to other existing sidewalks where only small amounts are needed and future development is already planned. Example being Apex bbq rd and chapel olive sidewalk connection. 3 - Additional signage of what is walkable/how far off the greenways to bolster local business especially around retail centers/downtown.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have been a volunteer and now a board member/secretary for the Apex Public School Foundation that raises money and gives grant opportunities to local public school teachers to increase the experience of the student above what is provided in government funding.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I currently serve as secretary on the board for the Apex Public School Foundation as of July of 2025. Prior I was a non voting grant committee member for 1 year.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

18 to 29

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

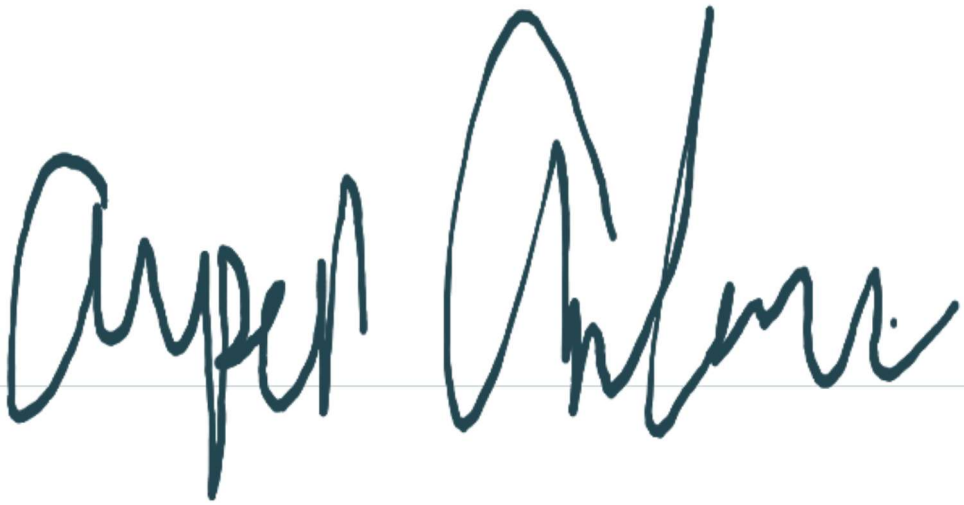
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 755 **Status:** Submitted **Submitted:** 8/22/2025 11:12 AM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Casey Angel

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1014 Tribayne Court, Apex, North Carolina 27502

Mailing Address
1014 Tribayne Court, Apex, North Carolina 27502

Email
caseyangel.24@gmail.com

Mobile Phone
(619) 400-7990

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Housing Board

How did you hear about this opportunity to serve?

Town Website

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

T-Mobile | Lumos

Current Job Title

Head of Corporate Communications

Employer Main Work Telephone Number

(336) 886-3600

Employer Onsite Office Location

High Point, North Carolina 27260

Please briefly describe your job function and core duties,

I serve as head of corporate communications at Lumos, now part of the T-Mobile Family, where I lead brand storytelling across every channel including public relations, media, social platforms, and internal engagement to drive unified messaging that resonates both inside and outside the organization. My role centers on elevating the brand's reputation, building stakeholder trust, developing wholistic community building messaging, and aligning storytelling with business growth.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I would be honored to serve on a board for the Town of Apex because this community is where my wife and I chose to build our lives and raise our young son, and I am deeply invested in helping shape its future. As a father, I want Apex to continue to be a place where families thrive, with thoughtful growth and opportunities that reflect the values of our residents. Professionally, I bring extensive experience in government, public policy, and municipal decision-making, giving me the tools to thoughtfully evaluate complex issues and advocate for balanced, equitable outcomes. Serving on a board would allow me to give back to the town that has given my family so much while using my expertise to ensure Apex remains a vibrant, welcoming place for generations to come.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Policy and Government Expertise
My deep background in public policy, housing, development, and local government provides the ability to evaluate complex proposals through a well-informed, practical lens. This ensures Apex can make forward-looking decisions that balance growth, community needs, and long-term sustainability.

2. Community-Centered Perspective
With extensive experience in nonprofits and stakeholder engagement, I will bring an understanding of how to build inclusive policies that reflect the needs of diverse residents. My perspective as a resident and professional would help the Town of Apex strengthen its connection to the community and ensure decisions are equitable and broadly supported.

3. Strategic Communication and Leadership
As a seasoned communications professional, my primary professional background is to translate complex issues into clear, transparent messaging that builds trust between the town and its residents. I have a proven track record of doing this across federal, state, and local government entities. Additionally, my leadership in media relations and public affairs would help Apex enhance civic engagement and strengthen public confidence in town governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Advance Equitable and Inclusive Development
Work to ensure that planning and zoning decisions promote fairness, accessibility, and opportunity for all residents, especially historically underserved communities while still respecting the spirit of what makes Apex unique. This includes advocating for housing diversity, walkable neighborhoods, and infrastructure that supports economic mobility and livability for a wide range of people.

2. Champion Data-Driven, Policy-Informed Decision-Making
I would leverage my expertise in public policy and development to ground board decisions in research, community data, and best practices from other municipalities. This goal ensures the board's recommendations balance long-term growth with sustainability, resilience, and fiscal responsibility.

3. Strengthen Community Trust and Engagement
Commit to transparent communication and authentic community involvement in the planning process. By translating complex planning and development issues into clear, accessible language, you can help residents feel heard and engaged in shaping the future of their town.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

At the beginning of this calendar year, I rolled off the Executive Committee for the Board of Directors with CASA NC, one of the largest affordable housing developers in the region. During my time there I served in a number of volunteer leadership positions, including Vice Chair of the Board of Directors, Chair of their Fundraising Committee, and more. My deep expertise and knowledge of the North Carolina landscape for planning, transportation, and housing is not only incredibly rewarding, it's impactful for our towns and municipalities. Working with the Town of Apex would be a fantastic next step to give back to our community after my time with CASA.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

My time working with governmental boards is extensive during my time with the private sector, however, I have not served directly on any government boards.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

N/A

Have you attended two (2) or more advisory board meetings within the last 12 months?

No, I have not attended meetings in-person, but have rewatched the livestream recordings of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Male

Ethnicity

Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

30 to 45

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

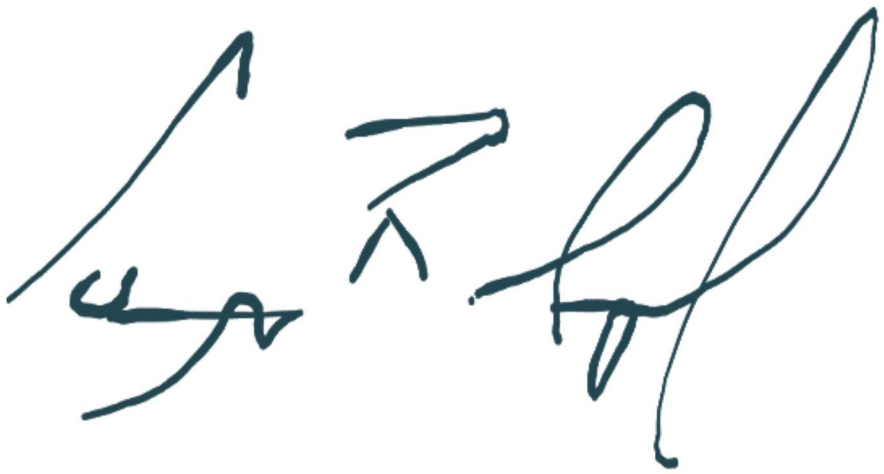
NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 719 - Board of Adjustment **Status:** Submitted **Submitted:** 4/20/2025 9:13 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Robert J Carmac

Pronouns
He/Him/His

Preferred First Name
Robert

Spouse/Partner Name (If applicable)
Elizabeth Carmac

Phyiscal Address
1020 N Salem St., Apex, North Carolina 27502

Mailing Address
1020 N Salem St., Apex, North Carolina 27502

Email
rcarmac@smithsinnett.com

Mobile Phone
(919) 796-7499

Alternate Phone (work/home)
(919) 781-8582

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Board of Adjustment

How did you hear about this opportunity to serve?

Currently serve on the Board

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Smith Sinnett Architecture

Current Job Title

Principal Architect

Employer Main Work Telephone Number

919-781-8582

Employer Onsite Office Location

Raleigh, North Carolina 27607

Please briefly describe your job function and core duties,

As Principal Architect I run a business of 25 individuals. I manage the day-to-day operations of the business as well as serve as the Lead Architect for many projects. This includes client relations, budgeting, code review, dealing with regulatory agencies, and provided architectural design expertise.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I started my first project, as an Architect, in 2004 when we were hired to design the Community Center Expansion. Since that point, I have taken an active interest in watching how the Town has grown and expanded. In 2007, I purchased my first home in Apex and currently reside in the ETJ. I am a member of the Apex Rotary Club and enjoy serving this community every chance I get. I would value taking another step in serving my local community by being a member of this committee. I understand the importance and value of the Board of Adjustment. I had the honor to serve on the Board of Adjustment this last term. As a business owner, I have the flexibility in my schedule to ensure I can make every meeting. To date, I have not missed a single meeting, training session, or any other meeting with the Board of Adjustment. I think it is critically important and a priority to attend and serve. I want to be an active part of the committee and will continue to demonstrate that by my effort, input, and attendance at every meeting. I also understand that it is critical to understand the issues and topics being brought forward for consideration to the committee. So spending time to review the provided information is critical in making the most informed decision possible. I intent to dedicate the time and effort necessary to understand each item brought before the committee. As an Architect, I am very experienced in reading and understanding site plans, building plans, codes, construction issue, etc. This experience will help me to discern the information quicker and provide better responses and enhance the decision-making process. My experience in working within the Town of Apex, and working with my other Municipal clients, gives me a critical insight into the process and will help me make sound decisions that continue to benefit and enhance our community. I feel my experience and passion for this community will help me be a valuable member for this committee.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. As an Architect, I understand construction and building codes. I have completed numerous projects that were submitted to planning departments, ensure compliance with zoning codes, and have presented at zoning, planning and council meetings. Additionally, I am very familiar with Town of Apex Planning Department's UDO. I have worked on (10) projects as the Architect for the Town of Apex. They include the Community Center Expansion, Senior Center Addition, Parks Maintenance Building at the Nature Park, and Restroom facilities at Seagrove Farms Park, Hunter Street Park, Kelly Road Park, and Nature Park. In each of these projects, I actively engaged with the Planning Department for submittals and approvals. So I am very familiar with the process. Being an Architect with experience on successfully completing projects in the Town of Apex gives me a unique prospective that I feel will bring value to this Committee and to the Town.
2. I have been associated with the Town of Apex since 2004 and have resided in Apex since 2008. So I am very familiar with the community. I am active in the Apex Rotary Club and serve as Chair for the Annual Apex Christmas Parade.
3. I have served on the Board of Adjustment for 3 years 4 months. I have served as the Chair for the Board for the last 2 years. I feel that experience, training, and knowledge on the Board is essential and brings the greatest benefit to the Town.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Be fair and objective in the review of all cases.
2. Ensure the citizens of Apex have a process that is fair, a process where they are heard, and the Board does its due diligence in every hearing to listen and understand the evidence and make the best and most informed decision possible.
3. To make sure the Board of Adjustment is a fair, respected, and impartial part of the Town of Apex.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have served on the Board of Adjustment for the last 3 year 4 months. I have been the chair of that board for the last 2 years. In that rule, I have always strived to be fair, impartial, and make the best decisions possible. I am active in the Apex Rotary Club and have served as the chair for the Apex Christmas Parade for the last 2 years and served on the parade committed for the last 5 years. I love seeing all the people and smiling faces that come out each year for the parade. I think it is a highlight event for the Town, and I am honored to be able to lead putting that event together.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

I have served on the Board of Adjustment for the last 3 year 4 months. I have been the chair of that board for the last 2 years. As the Architect for the new Senior Center for the Town of Apex, I was a member and manager of the Steering Committee that helped develop the building program. This Steering Committee started and completed its work in 2016.

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

N/A

Have you attended two (2) or more advisory board meetings within the last 12 months?

Yes, I have attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

No

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

46 to 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

N/A

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

N/A

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below

Robert Carmac

Entry #: 738 - Board of Adjustment **Status:** Submitted **Submitted:** 5/8/2025 8:45 PM

Advisory Boards have been established to increase community input and participation in Town government. Some advisory boards exist to advise and make recommendations on important policy matters to the Apex Mayor and Town Council, while others have regulatory responsibilities that are established by law.

Members of advisory boards provide an invaluable service to our Town, and the Town of Apex Mayor and Town Councilmembers appreciate the interest of all residents willing to serve their community through participation on Town advisory boards.

The Apex Mayor and Town Councilmembers are committed to appoint diverse, qualified, and dedicated people to these advisory boards to achieve board membership with people of all ages, interests, and backgrounds. All appointments are taken with great care by the governing body for the Town of Apex. Factors considered in appointments and reappointments include eligibility, civic and political participation, equitable geographic and diversity representation, skill sets, and board attendance.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Tracy S Taylor

Pronouns

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
2004 Baysdale Lane, Apex, North Carolina 27523

Mailing Address
2004 Baysdale Lane, Apex, North Carolina 27523

Email
tracyta1968@gmail.com

Mobile Phone
(919) 749-1374

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)
Board of Adjustment

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Prefer not to say

Current Employer

Granville Health System

Current Job Title

Doctor of Physical Therapy

Employer Main Work Telephone Number

9196903000

Employer Onsite Office Location

1010 College Ave, North Carolina 27565

Please briefly describe your job function and core duties,

I manage a clinic for rehabilitation services including physical therapy and speech therapy. My core duties include evaluating, treating, and advocating for patients to ensure they receive quality services and care to address impairments and functional mobility limitations to maximize their function and improve their quality of life.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

Town of Apex citizens occasionally are required to submit a variance or SUP when making changes to their existing property. Board of Adjustment members are required to review evidence submitted to the record when Town of Apex citizens request a variance or SUP in a quasi-judicial decision involving the application of ordinance policies to individual situations. My knowledge and experience includes having served on the Board of Adjustment previously, with a thorough knowledge of Board of Adjustment Rules of Procedure. I would like to continue serving on the Board of Adjustment to ensure that Town of Apex citizens can be confident in the unbiased decisions and rulings of the Board of Adjustment based on factual evidence.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. My service on the board would include complete review of all information submitted to the record to Board of Adjustment members, with acute attention to detail to ensure decisions are meeting the level of evidence required to approve or deny a variance or SUP.
2. My service on the Board of Adjustment would benefit the Town of Apex by fostering an inclusive atmosphere, where all voting Board of Adjustment members can participate fully during Board of Adjustment meetings, including asking questions of parties directly involved in the variance or SUP cases, to ensure decisions are meeting the level of evidence required to approve or deny a variance or SUP.
3. My service on the Board of Adjustment would benefit the Town of Apex by ensuring the applicants and opposed parties who have standing are encouraged to present their evidence in a welcoming environment while rendering decisions that meet the level of evidence required to approve or deny a variance or SUP.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Attention to detail with evidence for each variance or SUP
2. Unbiased decision-making based on evidence presented to the record
3. Adhering to rules of procedure required in quasi-judicial settings

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My past volunteer experience includes Board of Adjustment, Board Advisory Council, School Health Advisory Council, and PTA Board Member. I have served fellow Apex citizens in each of these roles from elementary aged children through senior citizens. My goal in each of these roles is to serve all and to serve well, to positively impact those whom I serve.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

Town of Apex Board of Adjustment alternate member (I don't recall the number of years but I believe my appointment began January, 2016)
Town of Apex Board of Adjustment member (I don't recall the number of years but my term expired December, 2024)

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

Yes, I have attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

5 or more hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

No

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

Over 55

I have been an Apex resident for

More than 10 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



Entry #: 765 **Status:** Complete **Submitted:** 8/28/2025 8:09 PM

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Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

Completed applications are retained in the Office of the Town Clerk until such time that a vacancy occurs or for up to one-year from the application submission date. Please note, your completed application is subject to public inspection upon request.

Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Kristy B Yule

Pronouns
She/Her/Hers

Preferred First Name
Kristy

Spouse/Partner Name (If applicable)

Phyiscal Address
411 Olive Street, Apex, North Carolina 27502

Mailing Address
411 Olive Street, Apex, North Carolina 27502

Email
kristy@yulegrp.com

Mobile Phone
(919) 928-6453

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
Yes

I'm interested in serving on... (please select all boards you are interested in being considered for appointment)

Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

Bachelors Degree

Current Employer

Yule Group Consulting

Current Job Title

Owner

Employer Main Work Telephone Number

9199286453

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

I am the Founder and Lead Strategist of Yule Consulting Group, where I guide developers, builders, and landowners in the Carolinas through feasibility studies, market analysis, and strategic planning. My work focuses on aligning growth with community needs by analyzing demographic and economic trends, recommending product and pricing strategies, and supporting responsible land use decisions. I also provide marketing and communications leadership to ensure projects are well-positioned, transparent, and connected to the communities they serve.

Interest and Civic / Volunteer Experience

Please explain the reasoning for your interest in serving on this board. Your response may include lived experiences, qualifications, skills, and attributes and any other information that might distinguish your application from other candidates.

I am interested in serving on the Planning Board to share my professional knowledge of real estate and development while ensuring that Apex continues to grow responsibly. With my background in feasibility studies, market analysis, and strategic planning, I bring a deep understanding of how projects align with community needs and long-term goals. I want to contribute to the fair and consistent application of our UDO and planning principles, and I see this as an opportunity to serve my fellow Apex residents by supporting decisions that balance growth, quality of life, and the character of our town.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Real Estate & Market Expertise – With extensive experience in real estate consulting, feasibility studies, and market analysis, I can provide data-driven insight to ensure development decisions are aligned with community needs and market realities.

Commitment to Responsible Growth – I am dedicated to ensuring that the Town's Unified Development Ordinance (UDO) and planning principles are applied fairly and consistently, helping Apex grow in a way that protects quality of life while encouraging thoughtful investment.

Community Service & Resident Perspective – As an Apex resident, I want to serve my neighbors by contributing my skills to the planning process, helping balance growth, infrastructure, and livability so our town remains a place where families and businesses can thrive.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Support Balanced Growth While Preserving Apex's Character – Ensure that future development meets community needs and supports economic vitality while maintaining the small-town charm and quality of life that make Apex unique.

Promote Fair and Consistent Application of Rules – Uphold the Town's UDO and planning guidelines with integrity, ensuring that decisions are applied consistently and transparently for residents, developers, and landowners alike.

Provide Constructive Guidance to Applicants – Offer thoughtful, data-informed feedback to developers and land users so that proposals are aligned with community priorities, infrastructure capacity, and long-term planning goals.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Since moving to Apex a year ago, my husband and I have made our home in the historic district and become actively involved in the community. I am a member of Apex United Methodist Church, where I also sing in the choir, and I recently completed Stephen Ministry training to support individuals in times of need. These experiences have deepened my connection to Apex and strengthened my commitment to serving others. While my volunteer work so far has been faith-based, I am eager to expand my service into a civic role by contributing my professional expertise and community-minded perspective through the Planning Board.

Please list any governmental board (noting the length of time) on which you are currently or have previously served that might distinguish your application from other candidates.

N/A

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

Yes, I read and understand the current scope and responsibilities assigned to the board.

Are you a Peak Academy Graduate?

No

If you are a recent graduate of Peak Academy, please indicate the year you attended. If you are not a Peak Academy Graduate, please put NA.

NA

Have you attended two (2) or more advisory board meetings within the last 12 months?

Yes, I have attended meetings in-person of the advisory board for which I am applying for.

How many hours per month are you available to serve in-person, if selected.

3-5 hours per month

Demographic Information

Do you live within the Apex town limits?

Yes

Do you live within the town's extra-territorial jurisdiction (ETJ)?

Yes

Gender

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my single family home

My age range is (please select one):

46 to 55

I have been an Apex resident for

1-3 years

Conflict of Interest Declarations and Disclosures

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

NA

Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?

No

If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

NA

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

Yes

I, hereby, authorize Town of Apex to verify all information included in this application. I certify that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for immediate removal from any appointed advisory board. By submitting this application, I agree to adhere to all Town policies pertaining to advisory boards, including attendance. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

Please signing below



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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 a Chair for the Board of Adjustment (BOA) for calendar year 2025, expiring December 31, 2025.

B) Possible motion to appoint a Vice-Chair for the Board of Adjustment (BOA) for calendar year 2025, expiring December 31, 2025.

Approval Recommended?

Yes

Item Details

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 is charged with considering particular kinds of development issues that require special use permits or variances from the Town's Unified Development Ordinance (UDO).

The Chair for the Town's Board of Adjustment has been Mr. Robert Carmac for the last two years. Mr. Carmac serves as the Extraterritorial Jurisdiction (ETJ) representative on the Board of Adjustment (BOA). Dr. Tracy Taylor serves as the Vice-Chair on the Board of Adjustment (BOA).

Attachments

- N/A

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for consideration by the Apex Town Council

Item Type: CLOSED SESSION

Meeting Date: September 9, 2025

Item Details

Presenter(s): Laurie Hohe, Town Attorney

Department(s): Legal Services

Requested Motion

Possible motion to enter into closed session pursuant to NCGS § 143-318.11(a)(3) to consult with the Town Attorney in order to preserve attorney-client privilege.

Approval Recommended?

N/A

Item Details

NCGS § 143-318.11(a)(3)

"To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body"

Attachments

- N/A