



**REVISED**

**Town Council Meeting**  
**December 2024 Work Session**  
**December 17, 2024 | 3:30 PM**  
**Apex Town Hall | 73 Hunter Street, Apex, NC**  
**3rd Floor Training Rooms A and B**

---

- 1. Call to Order | Pledge of Allegiance**  
*Mayor, Jacques K. Gilbert*
- 2. Resident Advisory Boards Discussion and Direction**  
*Allen Coleman, Town Clerk*  
*Ashley Gentry, Deputy Town Clerk*
  - a. Administrative Policies – All**
  - b. Scope and Responsibilities – Current**
  - c. Scope and Responsibilities – Proposed Options**
  - d. Next Steps**
- 3. Downtown Apex Social District**  
*Joanna Helms, Director, Economic Development Department*
- 4. Adjournment**

**ANNOUNCEMENTS**

Members of the public can access and view the meeting on the Town's YouTube Channel <https://www.youtube.com/c/TownofApexGov> or attend in-person.

**Accommodation Statement:** Anyone needing special accommodations to attend this meeting and/or if this information is needed in an alternative format, please contact the Town Clerk's Office. The Town Clerk is located at 73 Hunter Street in Apex Town Hall on the 2nd Floor, (email) [allen.coleman@apexnc.org](mailto:allen.coleman@apexnc.org) or (phone) 919-249-1260.





December 17, 2024  
**Town Council Work Session**  
*Office of the Town Clerk*  
Resident Advisory Boards  
Discussion and Direction



## AGENDA

### Resident Advisory Boards

- Who, What, When, and Why
- Administrative Policies and Governance
- Scope and Responsibilities – Current
- Scope and Responsibilities – Proposed Options
- Next Steps





# Who, What, When . . .

- The purpose of Town appointed boards is to provide expert advice, guidance, and recommendations to the elected body within the organization and community on a specific focus area or Town priority.
- Serving as an advisory board member is an opportunity to collaborate with local government officials and to help shape decisions and policies that impact our Town to ultimately make a difference.
- **Statutorily Required** vs. Town Established



- Nine (9) Advisory Boards
  - Bee City Committee (2020)
  - **Board of Adjustment**
  - Environmental Advisory Board (2019)
  - Housing Advisory Board (2021)
  - Parks & Recreation Advisory Commission (1987)
  - **Planning Board**
  - Public Art Committee (2017)
  - Transit Advisory Committee (2017 and 2019)
  - Tree CAP (2016)



# Why?



- The School of Government (SOG) at The University of North Carolina at Chapel Hill (UNC-CH) recommends that municipal appointed boards, commissions, and committees be reviewed on a regular basis for applicability and effectiveness.
- Purpose to understand how advisory boards are currently operating and identify opportunities for improvement.

***Just the beginning . . .***

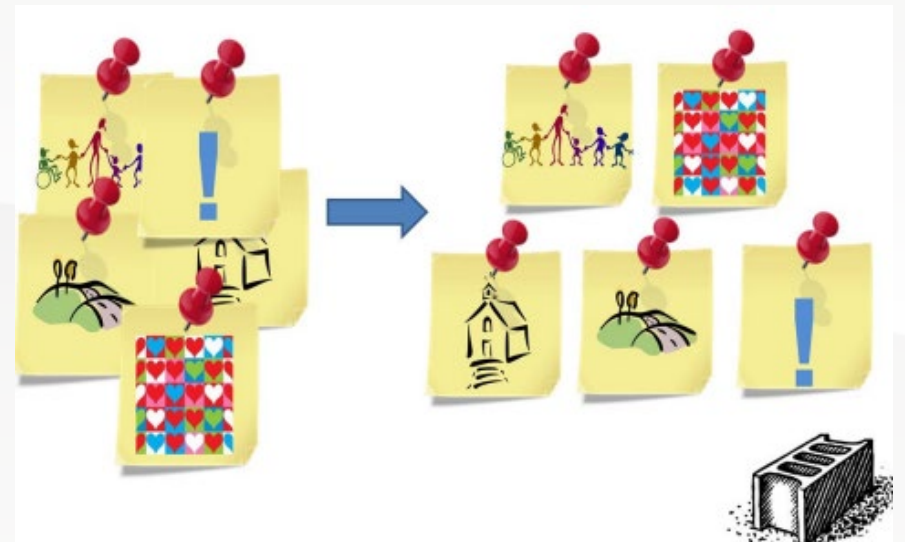


# Research and Discovery Process

- Surveyed neighboring municipalities and counties
- Staff Liaison and Department Director Meetings
- Chair and Vice-Chair Meetings
- Advisory Member Handbook

## Themes

- Unclear roles and responsibilities
- Measurements of Success and Reporting
- Inconsistent Practices





# Resident Advisory Board Administrative Policy Recommendations

# Resident Advisory - Administrative Policy Recommendations



- Attendance Guidance
- Stipend Clarification
- Membership
  - Corporate Limits
  - Non-Voting
  - Ex-Officio
  - Youth
  - ETJ and County Representation
- Term Lengths
- Meeting Minutes Format
- Resignations
- Required Trainings



# Resident Advisory - Administrative Policy Recommendations

## ATTENDANCE

- Missing three (3) consecutive meetings; or b) Missing twenty-five percent (25%) of meetings within any twelve (12) month period.
- Quarterly Reporting to the elected body

## STIPEND

- All resident advisory board members are eligible.
- \$50 per meeting held and attended
- Quarterly Payment (Contingent upon Attendance Report)

## TERM LENGTHS

- 2-year terms or 3-year terms
- Maximum term length (6 consecutive years)

## DIVERSITY

- Endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community.

## ELIGIBILITY

- All members must be 18-years of age or older with the exception of the "youth" representative
- Current on Town of Apex and Wake County Taxes
- Youth Representative (High School)

## RESIGNATIONS

- Written Statement with effective date to the Town Clerk

## MEETING MINUTES

- Town Clerk or their designee
- Minutes Format:
  - Summary of Action Items; or
  - Thorough Meeting Minutes (similar to Town Council)

## REQUIRED TRAININGS

- Ethics and Conflicts of Interest Training Required Each Term

# Resident Advisory - Administrative Policy Recommendations

## ANNUAL REPORT REQUIREMENT

- All resident advisory boards/committees/commissions
- Include:
  - What was done to make a difference;
  - Clear alignment with Town's Strategic Goal Areas
  - The proposed plans and objectives for the upcoming 12-month period;
  - What type of resources (if any) may be needed to pursue upcoming plans
  - Annual Attendance Report
- Presented by the Chair

## MEMBERSHIP

- Clarify Corporate Limits Requirement, unless otherwise specified or required.
- Youth Representative on Each Resident Advisory Board/Commission/Committee
- All positions voting
- No Town Staff shall serve as ex-officio

### ANNUAL REPORT SAMPLE

ANNUAL REPORT GUIDE
Board or Commission Name Annual Report - Fiscal Year
SUMMARY OF REPORT
Give a brief description of the report. This can include the type of overall guidance and direction that the board gave the city in decision making. Restate the purpose of the report, you may also choose to briefly highlight the major points of the report as part of the summary, or create a different section for highlights.
MISSION STATEMENT
Although not necessary, restating the board or commissions mission statement is a good reminder to council and readers about the board or commission's purpose.
HIGHLIGHTS
<ul style="list-style-type: none"><li>• Include your top highlight in this section</li><li>• Describe each highlight broadly, by including the problem and solution</li><li>• Use bullets to help the reader anticipate what will be covered in the report</li><li>• Be brief, highlights don't have to be detailed since they will be described in depth in the report</li></ul>
PROJECTS/ACCOMPLISHMENTS
<p><b>Project/Accompliment A Name</b> Detailed description of project or accomplishment. This should include, but is not limited to, dates, location, data collected, department support, challenges, impacts and resolutions.</p> <p><b>Project/Accompliment B Name</b> Make sure to include a description for all your different projects and accomplishments. Remember that your highlights should be reflected in this section in much more detail.</p>
EDUCATION AND OUTREACH
<p>Use this section to highlight any education programs or outreach strategies that your board or commission participated in, or implemented during that fiscal year. This is a great opportunity to talk about any community engagement initiatives, or impacts that your board or commission had in the community.</p> <p>You may use tables, bullets, or titles to showcase the different activities, outreach events, or educational programs that were done that year.</p>





# Resident Advisory Board Scope and Responsibilities

# Bee City Committee – Scope of Responsibilities

## MISSION

The Bee City Committee is a group of Apex residents who raise awareness of the role native pollinators play in our community and what each of us can do to provide them with healthy habitat. They provide feedback to the Environmental Committee and Town Staff, meeting Bee City USA standards. The Bee City Advocates help plan and guide Pollinator Day/Week and other bee awareness, education, and healthy habitat protection.



## DEPARTMENT ALIGNMENT

- Parks, Recreation, and Cultural Resources

## DETAILS

- Advisory Format
- Established July 2020
- 6 members appointed for one-year terms
- Currently No Active Members
- Achievements:
  - Launched Pollinator Program
  - Refreshed Pollinator Garden
  - Actively Engaged the Apex Youth Council (AYC)

## RECOMMENDATION(S)

Dissolve and responsibility consumed by the Town's Environmental Advisory Board.



# Board of Adjustment – Scope of Responsibilities

## PURPOSE

The Board of Adjustment shall:

1) Review and approve, approve with conditions, or deny. To review, hear, consider and approve, approve with conditions, or deny:

- a) Applications for Variance Permits.
- b) Applications for Special Use Permits.

2) Appeals. To review, hear, consider, and reverse or affirm, in whole or in part, or modify:

- a) 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.
- b) Master Subdivision Plans.
- c) Construction Plans.
- d) Master Subdivision Final Plats.
- e) Soil Erosion and Sedimentation Control Plans.

3) 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.

## DEPARTMENT ALIGNMENT


- Planning / Legal

## DETAILS

- Quasi-Judicial Format- Statutorily Required
- The Board of Adjustment consists of 5 regular members and 3 alternates who are residents appointed by, and serving as a board to, the Apex Town Council on planning, zoning, and subdivision issue.
- Monthly Meetings (As needed)

## RECOMMENDATION(S)

- A) Two (2) year terms  
*(term length consistent with Planning Board)*
- A) Maximum of three (3) consecutive years



# Environmental Advisory Board (EAB) – Scope of Responsibilities

## PURPOSE

The Environmental Advisory Board shall have the following powers and duties:

- A) Advise the Planning Committee of the Apex Town Council regarding suggested changes to the Unified Development Ordinance related to the impacts of development upon the natural environment.
- B) Review, with applicants, during the staff review phase of a proposal, certain requests for conditional rezoning and recommend zoning conditions to the applicant and Town Council that will mitigate anticipated impact to the natural environment as a result of the project under consideration. The following conditional rezoning requests shall be exempt from review by this Board:
  - A) Rezoning to amend zoning conditions which have no environmental impact on a site including but not limited to revisions to architectural standards, building height, setbacks, and uses;
  - B) Rezoning to resolve nonconformities;
  - C) Rezoning of one (1) acre or less; and
  - D) Rezoning within the Small Town Character Overlay District.

## DEPARTMENT ALIGNMENT

- Planning (new Environmental Programs Coordinator)

## DETAILS

- Advisory Format and Established July 2019
- 9 members appointed for three-year terms
- Achievements:
  - Environmental Zoning Conditions
  - Lighting Ordinance Recommendations

## RECOMMENDATION(S)

- A) Increase number of positions to 11 seats to add one (1) Voting member from Tree CAP/Bee City and one (1) Voting Youth Rep.
- B) Revise Development Review Process
- C) 2-year terms (three term max)



# Housing Advisory Board (HAB) – Scope of Responsibilities

## PURPOSE

The Housing Advisory Board shall have the following powers and duties:

- A) Recommend Policies and Funding Recommendations related to Affordable Housing to the Elected Body
- B) Provide Housing Advocacy Efforts Advice to Elected Body and Planning Board
- C) Assist with Annual Housing Report creation



## DEPARTMENT ALIGNMENT

- Community Development and Neighborhood Connections (CDNC)

## DETAILS

- Advisory Format and Established July 2021
- 7 members appointed for three-year terms, plus 2 non-voting members from Council and Planning Board
- Quarterly Meetings
- Achievements:
  - Affordable Housing Incentive Zoning Policy
  - Affordable Housing Report
  - Housing Fair

## RECOMMENDATION(S)

With dedicated Housing Staff, provide clarity on scope of responsibilities.

# Parks, Recreation, and Cultural Resources Advisory Commission (PRCR)

## Scope of Responsibilities

### PURPOSE

The Parks, Recreation, and Cultural Resources Advisory Committee serves in an advisory capacity to department staff and the Town Council, providing recommendations on parks and recreation priorities in the Apex community. The commission also reviews and makes recommendations on public recreation requirements for proposed residential developments and provides input on long range plans related to parks and recreation.



### DEPARTMENT ALIGNMENT

- Parks, Recreation, and Cultural Res. Dept.

### DETAILS

- Advisory Format and Established 1987
- 9 members appointed for three-year terms
- Public Art is a Sub-Committee (see future slide)
- Meet Monthly

### RECOMMENDATION(S)

- A) Establish Term Limits – maximum of three two (2) year terms
- B) Shift Cultural Arts Component to Public Art Committee

# Planning Board – Scope of Responsibilities

## PURPOSE

The Planning Board shall have the following powers and duties: 1) Review and make recommendations to approve or disapprove. To review, hear, consider, and make recommendations to the Town Council to approve or disapprove:

- a) The adoption of an ordinance to amend the Official Zoning District Map (Rezoning).
- b) The adoption of an ordinance to amend the text of this Ordinance (Text amendment).

2) 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:

- a) The adoption of an ordinance to amend the Official Zoning District Map.
- b) The adoption of an ordinance approving a PUD-CZ, SD-CZ, TND-CZ, or MEC-CZ zoning district designation.

3) Long range plans. To consider and/or make recommendations to the Town Council to adopt or amend long range plans.

4) 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.

5) 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.

6) 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. .

## DEPARTMENT ALIGNMENT

- Planning

## DETAILS

- Statutorily Required
- Nine (9) voting members, one (1) non-voting member (Historical Society)
- Meet Monthly

## RECOMMENDATION(S)

- A) Limit term lengths to three (2) year terms
- B) Add Voting Youth Representative
- C) Historical Rep – Voting



# Apex Public Art Committee (APAC)- Scope of Responsibilities

## PURPOSE

The Apex Public Art Committee (APAC) will be responsible for gathering public input through surveys, focus groups, meeting with civic groups, neighborhood groups etc., and liaising with Town Departments and other Town Committees as needed. They shall recommend projects, programs, and potential artists. They shall also evaluate submissions and advise the PRCR Advisory Commission and the Town Council on matters related to Public Art. The APAC's primary mission will be to increase community awareness and appreciation of public art.



## DEPARTMENT ALIGNMENT

- Parks, Recreation, and Cultural Res. Dept.

## DETAILS

- Advisory Format and Established 2017
- 7 members appointed for three-year terms
- Achievements
  - Apex Sculpture Walk
  - Wall Murals (Various Locations)
  - Bus Stop Public Art (Various Locations)

## RECOMMENDATION(S)

- A) Stand-Alone "Arts and Culture Advisory Board"
- B) Discuss Broadening the Scope of Responsibilities
- C) Add Voting Youth Representative



# Transit Advisory Committee (TAC)- Scope of Responsibilities

## PURPOSE

The Transit Advisory Committee shall have the following powers and duties

- 1) Review transit plans and services. Review proposed local transit plans, policies, capital improvements, and service changes, and provide recommendations regarding revisions and/or approval. Review regional transit plans, policies, capital improvements, and proposed services changes relevant to the Town of Apex and provide recommendations regarding revisions and/or approval.
- 2) Recommendations to Mayor and Town Council. Recommend to the Mayor and Town Council local transit plans, policies, capital improvements, and service changes.
- 3) Provide information to the Mayor and Town Council. Provide information to the Mayor and Town Council regarding transit customer experience and stakeholder opinions and needs.

## DEPARTMENT ALIGNMENT

- Planning

## DETAILS

- Advisory Format and Established 2019
- 6 members appointed for three-year terms
- 3 members Ex-Officio (Staff)

## RECOMMENDATION(S)

- A) Incorporate Bicycle and Pedestrian – titled “Multimodal Transportation Advisory Board”
- B) Discuss Broadening the Scope of Responsibilities
- C) Add Voting Youth Representative and increase membership to 9 total voting members, excluding staff.

# Tree Citizen Advisory Panel (Tree CAP)- Scope of Responsibilities

## PURPOSE/MISSION

The Tree Citizen Advisory Panel (TreeCAP) is a group of appointed citizens who represent the voice of the citizen as it relates to tree programs, management and regulations. They provide guidance and feedback to the Environmental Committee (Tree Board), meeting Tree City USA standards, and help plan and guide Arbor Day and other tree planting events.



## DEPARTMENT ALIGNMENT

- Electric

## DETAILS

- Advisory Format and Established 2016
- 5 members appointed for one-year terms
- Currently 2 active members
- Achievements/Projects
  - Plant the Peak
  - Heritage Tree Proposal
  - Tree Archive and
  - Tree Education/Outreach

## RECOMMENDATION(S)

Dissolve and responsibility consumed by the Town's Environmental Advisory Board.



# Resident Advisory – Summary of Recommendations

## **BEE CITY COMMITTEE**

- Dissolve and responsibilities consumed by Apex Environmental Advisory Board

## **BOARD OF ADJUSTMENT (BOA)**

- Reduce Terms to two (2) year terms
- Reduce Term Max to 3 consecutive (6 total)

## **ENVIRONMENTAL ADVISORY BOARD**

- Reduce Terms to two (2) year terms
- Reduce Term Max to 3 consecutive (6 total)
- Add Voting Youth Representative
- Add one (1) seat for Tree CAP/Bee City Representation

## **HOUSING ADVISORY BOARD (HAB)**

- Clarify roles and responsibilities

## **PARKS AND RECREATION ADVISORY**

- Establish Term Limits
- Shift Cultural Arts and Public Art to new Committee
- Add Voting Youth Representative

## **PLANNING BOARD**

- Reduce Terms to two (2) year terms
- Reduce Term Max to 3 consecutive (6 total)
- Add Voting Youth Representative
- Switch Non-Voting Historical Society Seat to Voting

## **ARTS AND CULTURE ADV. BOARD**

- Clarify roles and responsibilities
- Add Voting Youth Representative
- Stand-alone separate from Parks and Rec.

## **MULTIMODAL TRANSPORTATION ADVISORY BOARD**

- Clarify roles and responsibilities to include Bicycle and Pedestrian modes of transportation
- Add Voting Youth Representative
- Add 2 additional voting positions, remove ex-officio members

## **TREE CITIZEN ADVISORY PANEL (CAP)**

- Dissolve and responsibilities consumed by Apex Environmental Advisory Board



## Next Steps

- Initiate Unified Development Ordinance (UDO) Changes and Town Code of Ordinance Changes – **March 1, 2025**
    - Current Advisory Board Terms will not be effected. Changes will take effect at the end of their current appointment.
  - Meet with Staff Liaisons, Department Directors, and Applicable Chair and Vice-Chairs – **January 2025**
  - Resident Advisory Board Administrative Policy – **February 2025**
  - Recruiting for vacant positions – **February/March 2025**
  - Quarterly Attendance Reports – **Beginning April 2025**
  - Annual Report Requirement – **Due December 2025**
- 



Questions?





# **Downtown Apex Social District**

Town Council Work Session  
December 17, 2024








# Background on a Proposed Social District in Downtown Apex

## Overview

- Purpose: Allows open consumption of alcoholic beverages within a designated area and during specific hours, potentially enhancing vibrancy and economic growth.
  - History: The concept of a social district in downtown Apex has been under consideration since September 2021, involving multiple stages of research, public input, and legislative updates.
  - Scope: May include privately owned properties (ABC-permittee and non-permittee businesses), multi-tenant establishments, and public spaces (streets, crosswalks, parking areas).
- 




# Social District Timeline & Key Developments

- **September 2021:**

- NC ratified Session Law 2021-150, allowing municipalities to create Social Districts for alcohol consumption in designated areas.
- Council members initiated discussions on establishing a Social District in downtown Apex.

- **February - August 2022**


- Research on Social District implementation in Apex.
  - Special Project Team formed.
  - Special Project Team met with NC ABC staff.
  - NC House Bill 211 passed, revising Social District rules.
  - Special Project Team presented findings and recommendations to Town Administration.
- 






# Social District Timeline & Key Developments

- **May – July 2023:**

- Planning Committee revisited findings and recommendations.
  - Downtown businesses canvassed to gauge interest in participating in a Social District.
  - Downtown Stakeholder Meeting presented survey results (54% in favor, 37% opposed, 9% unsure).
  - Feedback and survey results submitted to Town Administration for review.
- 



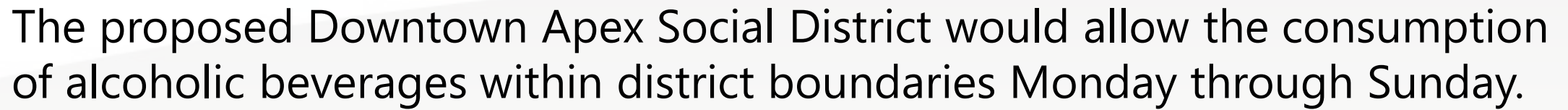
# Objectives for Establishing a Downtown Social District

- Enhance social and community engagement in downtown Apex.
  - Provide economic benefits that support local businesses and increase foot traffic in the area.
  - Improve the welcoming atmosphere of downtown, creating a vibrant space for residents and visitors.
  - Supplement existing promotional events and special activities, making downtown more appealing to a wide range of patrons.
- 

# Proposed Social District Boundaries

- **Salem Street** (Salem Heritage Plaza to Williams Street)
- **Chatham Street** (Elm Street to 202 W. Chatham Street)
- **Elm Street** (E Chatham Street to Olive Street)
- **Saunders Street** (N Salem Street to 215 Saunders Street)



[illegible]






# ABC-Permitted & Non-Permitted Businesses in Social District


**Opt-In/Opt-Out:** Businesses within Social District boundaries can choose to "opt in" or "opt out" of participation. No action is required to "opt out."

## **ABC-Permitted Businesses (Opt-In):**

- **Selling & Serving:** Can sell and serve alcoholic beverages only on licensed premises.
  - **Designated Container Criteria:**
    - Must clearly identify the permittee from which the beverage was purchased.
    - Must display a logo or mark indicating it's part of the Social District.
    - Must be made of non-glass material.
    - Must include the statement "Drink Responsibly – Be 21" in at least 12-point font.
    - Must not exceed 16 fluid ounces.
- 




## Non-Permitted Businesses (Opt-In)

- **Alcohol Consumption:** May allow alcoholic beverages purchased from an ABC-permittee within the Social District to be consumed on their premises.
  - **Alcoholic Beverage Requirements:**
    - Must be in designated Social District containers.
    - Must be consumed within designated hours (11:00 a.m. to 10:00 p.m. daily).
  - **Signage:** Must display signs at exits which do not open to the social district indicating alcohol cannot be taken beyond that point.
  - **Law Enforcement Access:** Must grant law enforcement access to customer-accessible areas during Social District operating hours.
- 



# Patron Responsibilities

## **General Rules for Patrons:**

- Alcoholic beverages consumed within the Social District must be purchased from an ABC-permitted business located within the district.
  - Alcoholic beverages must:
    - Be in designated Social District containers.
    - Be consumed during the specified hours (11:00 a.m. to 10:00 p.m. daily).
  - A patron may not be sold or delivered more than:
    - Maximum of 2 alcoholic beverages (beer or wine) at one time.
    - Maximum of 1 alcoholic beverage (liquor) at a time.
  - Patrons must dispose of any alcoholic beverages before exiting the Social District, unless entering a participating business within the district.
- 

# Social District Designated Containers

For Discussion:

- Who will provide/purchase the social district designated container that meets the requirement of NC law?
- In Cary, the Town provides/purchases the cups. The businesses reimburse the Town for the cost of a standard 16oz. plastic cup. The Town subsidizes the remaining expense.








# Town Responsibilities

## **Enforcement & Oversight:**

- The Town of Apex Police Department will be responsible for enforcing the rules of the Social District.
  - The Town reserves the right to prohibit an ABC permittee from participating in the district if they violate the Social District management plan.
- 


# Signage & Communication

The Town will:

- Create a logo for the Social District
- Install boundary markers to clearly define the area.
- Design, order, and distribute the designated cups.
- Design, print, and distribute signage and window clings to businesses within the district.

Required signage to indicate a status:

- **SOLD HERE** – Social District drinks available for purchase.
- **YES!** – Social District drinks allowed on premises.
- **NO!** – No Social District drinks allowed for purchase or consumption. ("No" sign is optional, but recommended)



## *Downtown Social District*

**SOCIAL DISTRICT HOURS**

Monday - Saturday  
11AM - 10PM

Sunday  
1PM - 9PM



ALCOHOLIC BEVERAGES IN THE SOCIAL DISTRICT MUST BE CONSUMED  
OR DISPOSED OF BEFORE LEAVING THE SOCIAL DISTRICT.

For more information please  
visit the website by scanning  
the QR code:



Concerns? Contact:  
NC ALE Division at (919) 779-8188 or  
Wendell Police Department (919) 365-4444



# Special Events in the Social District

- The ABC Commission can issue permits for one-time special events within or partially within the Social District boundaries.
- If the event occurs during Social District operating hours:
  - The event permittee must notify the ABC Commission and law enforcement.
  - The event must comply with Social District regulations.





Questions?