AGENDA | REGULAR TOWN COUNCIL MEETING

Tuesday, June 23, 2026 at 6:00 PM
Council Chambers - Apex Town Hall, 73 Hunter Street
The meeting will adjourn when all business is concluded or 11:00 PM, whichever comes first

Governing Body and Town Senior Executive Leadership

Mayor: Jacques K. Gilbert | Mayor Pro Tempore: Terry Mahaffey
Council Members: Edward Gray, Arno Zegerman, Shane Reese, Sue Mu
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

English	Spanish	Chinese (Simplified)
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. The meeting date, start time, and location details are included at the top of this agenda document.	**ANUNCIOS** Las personas interesadas pueden acceder y ver la reunión a través del canal de YouTube de la Ciudad en https://www.youtube.com/c/TownofApexGov o asistir en persona. En la parte superior de este documento de agenda se indican la fecha, la hora de inicio y la ubicación de la reunión.	**公告** 公众可通过镇政府的YouTube频道 https://www.youtube.com/c/TownofApexGov 在线旁听会议，或选择现场参与。会议日期、开始时间及地点详情见本议程文件顶部。
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 or (phone) 919-249-1260.	**Aviso sobre adaptaciones:** Si necesita adaptaciones especiales para asistir a esta reunión o requiere esta información en un formato alternativo, comuníquese con la Oficina del Secretario Municipal, ubicada en el segundo piso del Ayuntamiento de Apex, en 73 Hunter Street, por correo electrónico a través de allen.coleman@apexnc.org o llamando al 919-249-1260.	**便利服务声明：** 如需特殊便利服务以参加本次会议，或需要将本信息提供为其他格式，请联系镇书记官办公室。 办公地址：Apex镇政务厅二楼（Hunter街73号） 邮箱：allen.coleman@apexnc.org 电话：919-249-1260

COMMENCEMENT, INVOCATION, AND PLEDGE OF ALLEGIANCE

The Town of Apex values and celebrates diversity and inclusion. We see diversity as a strength that binds our community together – inviting members from different faith communities to deliver the invocation at the beginning of our Council meetings, supports this unity. Recognizing that not everyone practices the same traditions, we welcome you to have a private moment of silence.
Please stand as you are able for the Pledge of Allegiance

ANNOUNCEMENTS AND PETITIONS BY THE GOVERNING BODY

Members of the governing body may use this time to share updates on a variety of different topics or submit petitions for future consideration with the entire board and the community.

ADOPTION OF THE MEETING AGENDA

The Mayor will call for additional Agenda items from Council or Staff and set the Regular Meeting Agenda prior to Council actions. Items to be pulled or added should be submitted to the Town Clerk in advance of the meeting.

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 Multi-Year - Lambert's Cable Splicing Company LLC - On-Call/Requested Services - June 30, 2029

Kathy Moyer, Director, Electric Utilities Department

CN2 Agreement Multi-Year - MasTec North America Inc. - On-Call/Requested Services - June 30, 2029

Kathy Moyer, Director, Electric Utilities Department

CN3 Agreement Multi-Year – Rarestep Inc. dba Fleetio – Fleet Management Information System (FMIS) – through June 30, 2028

Bill Spare, Fleet Services Manager, Public Works Department

CN4 Agreement Multi-Year Ratification - Faro Technologies Inc. dba AMETEK Inc. - Digital Reconstruction of Vehicle Accidents to Support Investigations - through April 30, 2027

Trevor Materasso, Deputy Chief of Police, Apex Police Department (APD)

CN5 Agreement Ratification - Carolina Recording Systems LLC - Annual 911 Service and Maintenance Agreement – Calendar Year 2026

Trevor Materasso, Deputy Chief of Police, Apex Police Department (APD)

CN6 Annexation No. 828 - 2913 Evans Road (Associated Rezoning Case No. 26CZ04) – 0.570 acres

Allen Coleman, Town Clerk

CN7 Annexation No. 831 – 2412 Olive Chapel Road – 1.481 acres

Allen Coleman, Town Clerk

CN8 Appointment of Interim Town Attorney – Effective July 1, 2026

Mayor Jacques K. Gilbert and Mayor Pro-Tempore Terry Mahaffey

CN9 Budget Ordinance Amendment No. 11 - Utility Debt Write Off (Prior to 2020) and Consolidation of Law Enforcement Special Separation Allowance Fund to General Fund

Jessica Hoffman, Director, Budget and Performance Management Department

CN10 Capital Project Ordinance Amendments No. 2026-18, No. 2026-19, No. 2026-20 - Hunter Street Park Renovation Design, Middle Creek Greenway Crosswalk Improvements, Cybersecurity Grant Award, and Safe Routes to School Projects

Jessica Hoffman, Director, Budget and Performance Management Department

CN11 Contract - Cherry Bekaert, LLP - Annual Financial Audit and Compliance Review - Fiscal Year Ending June 30, 2026

Jon Griffin, Director, Finance Department

CN12 Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project

Jonathan Jacobs, Director, Water Resources Department

CN13 Contract Multi-Year – JustFOIA – Public Records Software Program – through June 30, 2029

Allen Coleman, Town Clerk

CN14 Contract Award - Worrie Free Cleaning Services LLC - Janitorial Services Contract - July 1, 2026 - June 30, 2031

John Mullis, Director, Public Works Department

CN15 Council Meeting Minutes – Various

Allen Coleman, Town Clerk

CN16 Deed of Permanent Access Road Easement to Duke Energy on East Williams Substation Property – Enhance Access Options

Steve Adams, Real Estate and Utilities Acquisition Specialist, Trans. and Infra. Dev. Dept.

CN17 Memorandum of Understanding (MOU) Multi-Year - Wake Technical Community College (WTCC) and the Town of Apex - Authorization to Use Town Vehicles, Apparatus, Tools, and Related Equipment for Delivery of Fire and Emergency Services Training – January 1, 2026 through December 31, 2030

Timothy Herman, Chief, Apex Fire Department (AFD)

CN18 Ordinance Amendment - Chapter 15 - Parks and Recreation, Section 15.7 - Rules and Regulations; Illegal Acts - Expand Nonprofit Definition Consistent with Parks, Recreation, and Cultural Resources Program and Rental Pricing Policy

Craig Setzer, Director, Parks, Recreation, and Cultural Resources Department

CN19 Pay and Classification Plan – Fiscal Year 2026-27

Karmen McGee, Director, Human Resources Department

CN20 Position Authorization List – Fiscal Year 2026-27

Karmen McGee, Director, Human Resources Department

CN21 Resolution - Abandon Portion of Existing Public Utility (Water, Sewer, and Access) Easements and Dedication - 1210 Laura Village Drive - Hendrick Toyota of Apex

Steve Adams, Real Estate and Utilities Acquisition Specialist, Trans. and Infra. Dev. Dept.

CN22 Resolution – Approving Conveyance of Property to Another Governmental Unit - Central Carolina Community College – Eight (8) Vehicles

Ricardo Hayes, Captain, Apex Police Department (APD)

CN23 Resident Advisory Board Administrative Policy Amendments

Allen Coleman, Town Clerk

CN24 Temporary Adjustment to Purchasing Policy through October 31st, 2026

Jon Griffin, Director, Finance Department

CN25 Temporary Adjustment to Town Customer Service Policy through October 31st ,2026

Jon Griffin, Director, Finance Department

CN26 Town Council Rules of Procedure Amendments – Resident Advisory Board Appointment Process

Allen Coleman, Town Clerk

TOWN COUNCIL COMMITTEE REPORTS – *None Anticipated*

TOWN MANAGER'S REPORT

TOWN CLERK'S REPORT

TC1 Appointments – Board of Adjustment (BOA)

Allen Coleman, Town Clerk

TC2 Appointments – Board of Adjustment (BOA) – Vice-Chair

Allen Coleman, Town Clerk

TC3 Appointments – Culture and Arts Advisory Board (CAAB)

Allen Coleman, Town Clerk

TC4 Appointments – Culture and Arts Advisory Board (CAAB) – Chair and Vice-Chair

Allen Coleman, Town Clerk

TC5 Appointments – Environmental Advisory Board (EAB)

Allen Coleman, Town Clerk

TC6 Appointments – Multimodal Transportation Advisory Board (MTAB)

Allen Coleman, Town Clerk

TC7 Appointments – Parks and Recreation Advisory Board (PRAB)

Allen Coleman, Town Clerk

TC8 Appointments – Planning Board

Allen Coleman, Town Clerk

PUBLIC ART MOMENT QUARTERLY

The quarterly public art moment spotlights local creativity, reflects community voices, and supports informed decisions that strengthen a vibrant and growing cultural landscape. The purpose of this item is to bring awareness and appreciation of local artist.

PA1 Culture and Arts Moment – 2nd Quarter Calendar Year 2026

Taylor Wray, Cultural Arts Center Manager, Parks, Recreation, and Cult. Res. Department

PROCLAMATIONS / SPECIAL PRESENTATIONS

PR1 Proclamation – Parks and Recreation Appreciation Month 2026 – July

Mayor Jacques K. Gilbert

PR2 Asset Inventory and Assessment Grant Update – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection

Matthew Reker, Utilities Engineer Intern, Water Resources Department

PUBLIC FORUM

Public Forum allows the public an opportunity to address the Mayor and Town Council. The speaker is requested not to address items that appear as Public Hearings. 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.
Members of the public are encouraged to view the Public Forum and Public Hearing Participation Guidelines.

PUBLIC HEARINGS

PH1 Rezoning Case No. 25CZ23 – Horton Park PUD Amendment

Joshua Killian, Planner III, Planning Department

REGULAR MEETING AGENDA – *None Anticipated*

INFORMATIONAL ITEMS

Information items focus on educating and bringing awareness to matters or topics that do not require immediate decision or action. Information items are for informational purposes only and may not be discussed as part of the business meeting.

CLOSED SESSION

Council will enter into closed session pursuant to:

CS1 Jacques K. Gilbert, Mayor

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".

CS2 Edward Gray, Town Council Member

NCGS §143-318.11(a)(6):

"To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee."

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

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Kathy Moyer, Director

Department(s): Electric Utilities

Requested Motion

Motion to approve a multi-year Master Services Agreement (MSA) between Lambert's Cable Splicing Company, LLC and Town of Apex, to provide electric utility installation services related to underground cables from July 1, 2026 through June 30, 2029, and to authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

Lambert's Cable Splicing Company provides electrical utility installations, testing, inspections, upgrades, maintenance, and repair services to assist Apex's electric crews as the town expands. This agreement supports the installation of distribution infrastructure amid sustained growth in Apex.

Attachments

- CN1-A1: Agreement Multi-Year - Lambert's Cable Splicing Company LLC - On-Call/Requested Services - June 30, 2029

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

THIS MASTER SERVICES AGREEMENT (hereinafter "Agreement") is entered into this , by and between, Lambert's Cable Splicing Company, LLC , a North Carolina limited liability company with its principal business offices located at 2521 South Wesleyan Blvd., Rocky Mount, NC 27803 (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:

WHEREAS, Town, is engaged in the planning and operation of town facilities and infrastructure, including the operation of an electric utility, which from time to time requires construction, renovation, reconfiguration, installation, evaluation, maintenance, repair, removal, inspection, site work, testing, and other related projects; ; and

WHEREAS, the professional services of outside firms or consultants and/or others will from time to time in the future be needed by the Town for the services as described above; and

WHEREAS, Contractor 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, the Parties contemplate that the services of the Contractor will be performed in various stages in accordance with separate authorizations to be issued by the Town, and the Parties desire to set forth the basic terms of their agreement in this Master Services Agreement rather than in the separate authorizations issued by the Town; and

WHEREAS, the Parties acknowledge and agree that this Agreement shall act as a base agreement under which the Parties can enter into multiple specific transactions by executing a Purchase Order and written confirmation to proceed pursuant to a Scope of Services, quote, and/or rate sheet; and

WHEREAS, the Parties agree that this Agreement is non-exclusive and does not require or commit the Contractor to being available to perform services until a Scope of Services and quote is submitted, and does not preclude the Town from hiring other vendors or contractors to perform the same or similar work.

NOW THEREFORE, in consideration of the foregoing recitals, and the premises and mutual covenants herein contained, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, hereto do contract and agree as follows:

1. SCOPE OF SERVICES.

The Contractor agrees to perform for the Town the following general services when requested by

the Town: perform underground and pole electric service installations, connections, excavations, and terminations, as well as repairs, maintenance, inspection, boring, and other general electric services described on the attached 'Town of Apex NC Unit Sheet FY27-29 rate sheet (Attachment A). Attachment A is hereby incorporated by reference into this Agreement. .

When service is requested by the Town, Contractor shall provide a detailed Scope of Services and quote that shall be governed by the terms of this Agreement. If a rate sheet is provided and attached to this Agreement then the quote shall be consistent with the rate sheet. The quote and Scope of Services shall reference this Agreement and this Agreement shall be incorporated into and made a part of the Scope of Services and quote whether or not expressly incorporated by reference in the Scope of Services and quote.

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

2. SPECIFICATIONS.

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 the provided plans and specifications and this Agreement, this Agreement shall control.

3. TIME OF COMMENCEMENT AND COMPLETION.

This Agreement shall terminate on June 30th, 2029 unless terminated sooner in accordance with the terms of this Agreement. Contractor shall commence and complete the work required by this Agreement in accordance with the dates provided in the Scope of Services as agreed upon by the Parties. Contractor shall immediately notify the Town of any event or circumstance that may, immediately or in the future, impede the proper and timely execution of any work so that remedial action may be taken. Contractor shall not begin any work pursuant to this Agreement or a Scope of Services until written confirmation has been provided by the Town. The Parties hereby agree that written confirmation may be provided through electronic communication from the Town's representative identified in Section 13 of this Agreement. 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 Scope of Services 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 amount authorized by the issued Purchase Order corresponding to the agreed upon Scope of Services and quote. After services are agreed upon pursuant to this Agreement and the associated Scopes of Service, Contractor will invoice the Town for work performed. 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 within thirty (30) days of receipt 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 contract 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. 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. Contractor shall provide services in accordance with all federal, state and local law and 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 the Town as is ordinarily provided by a similar professional under the same or similar circumstances at the time in North Carolina.

9. 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 insurance within the statutory limits, 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.

10. PRE-PROJECT SAFETY REVIEW MEETING.

If requested by the Town, 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.

11. CONTRACTOR'S WARRANTIES.

The Contractor, in executing this Contract, unconditionally guarantees materials and workmanship against defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work by the Town and shall replace all such defective materials or workmanship without cost to the Town. In the cases where materials or equipment carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that specific equipment or material. During the manufacturer's warranty period the Contractor shall be responsible for the replacement of such defective equipment or materials.

Nothing in this section shall preclude the Town from bringing an action for latent defects caused by the negligence of the Contractor which is concealed, hidden, or not readily apparent to the Town at the time of final acceptance, in accordance with applicable law. Guarantees that are stipulated in the specifications or drawings shall govern those particular materials or equipment.

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:	TO TOWN: Town of Apex
Attn: Billy Butts Contractor: Lambert's Cable Splicing Company, LLC Address: 2521 South Wesleyan Blvd. Rocky Mount, NC, 27803 Email: billy.butts@lambertcable.com	Attn: Caitlin Skotnicki Electric Utilities PO Box 250 Apex NC 27502 Caitlin.Skotnicki@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. 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.

28. 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.

29. 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 .

Lambert's Cable Splicing Company, LLC	Town of Apex
X	X
[empty member name] Email: billy.butts@lambertcable.com Timestamp: [empty signing timestamp]	Randal E. Vosburg, Town Manager Email: [empty member email] Timestamp: [empty signing timestamp]
	This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.
	X
	[empty member name] , Finance Director Email: jon.griffin@apexnc.org Timestamp: [empty signing timestamp]

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Kathy Moyer, Director

Department(s): Electric Utilities

Requested Motion

Motion to approve a multi-year Master Services Agreement (MSA) between MasTec North America, Inc and Town of Apex, to provide electric utility installation services related to underground cables, effective July 1, 2026 through June 30, 2029, and to authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

MasTec North America provides electrical utility installations, testing, inspections, upgrades, maintenance, and repair services to assist Apex's electric crews as the town expands. This agreement supports the installation of distribution infrastructure amid sustained growth in Apex.

Attachments

- CN2-A1: Agreement Multi-Year - MasTec North America Inc. - On-Call/Requested Services - June 30, 2029

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

THIS MASTER SERVICES AGREEMENT (hereinafter "Agreement") is entered into this , by and between, MasTec North America, Inc. , a Florida corporation with its principal business offices located at 800 S. Douglass Rd., Suite 1200, Coral Gables, FL 33134 (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:

WHEREAS, Town, is engaged in the operation of planning and operation of town facilities and infrastructure, including the operation of an electric utility, which from time to time requires construction, renovation, reconfiguration, installation, evaluation, maintenance, repair, removal, inspection, site work, testing, and other related projects ; and

WHEREAS, the professional services of outside firms or consultants and/or others will from time to time in the future be needed by the Town for the services as described above; and

WHEREAS, Contractor 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, the Parties contemplate that the services of the Contractor will be performed in various stages in accordance with separate authorizations to be issued by the Town, and the Parties desire to set forth the basic terms of their agreement in this Master Services Agreement rather than in the separate authorizations issued by the Town; and

WHEREAS, the Parties acknowledge and agree that this Agreement shall act as a base agreement under which the Parties can enter into multiple specific transactions by executing a Purchase Order and written confirmation to proceed pursuant to a Scope of Services, quote, and/or rate sheet; and

WHEREAS, the Parties agree that this Agreement is non-exclusive and does not require or commit the Contractor to being available to perform services until a Scope of Services and quote is submitted, and does not preclude the Town from hiring other vendors or contractors to perform the same or similar work.

NOW THEREFORE, in consideration of the foregoing recitals, and the premises and mutual covenants herein contained, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, hereto do contract and agree as follows:

1. SCOPE OF SERVICES.

The Contractor agrees to perform for the Town the following general services when requested by the Town: Perform underground and pole electric service installations, connections, excavations, and terminations, as well as repairs, maintenance, boring, inspection, and other general electric utility services described on the attached rate sheets (Attachment A_Mastec Pricing FY27_29). Attachment A is hereby incorporated by reference into this Agreement. .

When service is requested by the Town, Contractor shall provide a detailed Scope of Services and quote that shall be governed by the terms of this Agreement. If a rate sheet is provided and attached to this Agreement then the quote shall be consistent with the rate sheet. The quote and

Scope of Services shall reference this Agreement and this Agreement shall be incorporated into and made a part of the Scope of Services and quote whether or not expressly incorporated by reference in the Scope of Services and quote.

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

2. SPECIFICATIONS.

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 the provided plans and specifications and this Agreement, this Agreement shall control.

3. TIME OF COMMENCEMENT AND COMPLETION.

This Agreement shall terminate on June 30th, 2029 unless terminated sooner in accordance with the terms of this Agreement. Contractor shall commence and complete the work required by this Agreement in accordance with the dates provided in the Scope of Services as agreed upon by the Parties. Contractor shall immediately notify the Town of any event or circumstance that may, immediately or in the future, impede the proper and timely execution of any work so that remedial action may be taken. Contractor shall not begin any work pursuant to this Agreement or a Scope of Services until written confirmation has been provided by the Town. The Parties hereby agree that written confirmation may be provided through electronic communication from the Town's representative identified in Section 13 of this Agreement. 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 Scope of Services 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 amount authorized by the issued Purchase Order corresponding to the agreed upon Scope of Services and quote. After services are agreed upon pursuant to this Agreement and the associated Scopes of Service, Contractor will invoice the Town for work performed. 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 within thirty (30) days of receipt 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 contract and any attached s[illegible]s.

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. 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. Contractor shall provide services in accordance with all federal, state and local law and 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 the Town as is ordinarily provided by a similar professional under the same or similar circumstances at the time in North Carolina.

9. 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 insurance within the statutory limits, 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.

10. PRE-PROJECT SAFETY REVIEW MEETING.

If requested by the Town, 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.

11. 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.

12. TERMINATION FOR CONVENIE

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.

13. 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:	TO TOWN: Town of Apex
Attn: Chris Johnson Contractor: MasTec North America, Inc. Address: 2320 Ten Ten Road Apex, NC, 27539 Email: Chris.johnson3@mastec.com	Attn: Caitlin Skotnicki Electric Utilities PO Box 250 Apex NC 27502 Caitlin.Skotnicki@apexnc.org Invoices: Apex.Invoices@apexnc.org

14. 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.

15. 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.

16. CONSTRUCTION.

Should any portion of this Agreement require judicial interpretation, it is agreed that the Court or Tribunal construing the same shall not ap[illegible]mption that the terms hereof shall be more strictly construed against any one party by [illegible]e rule of construction that a document is to

be more strictly construed against the party who prepared the documents.

17. 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.

18. 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.

19. 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.

20. 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.

21. BINDING EFFECT.

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

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

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 .

MasTec North America, Inc.	**Town of Apex**
X	X
[empty member name] Email: chris.johnson3@mastec.com Timestamp: [empty signing timestamp]	Randal E. Vosburg, Town Manager Email: [empty member email] Timestamp: [empty signing timestamp]

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

X

[empty member name] , Finance Director
Email: jon.griffin@apexnc.org
Timestamp: [empty signing timestamp]

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Bill Spare, Fleet Services Manager

Department(s): Public Works

Requested Motion

Motion to approve an Addendum to Renew a Master Subscription Agreement (MSA) between Rarestep, Inc. dba Fleetio and Town of Apex, for the Town's Fleet Management Information System (FMIS), an Assets Tracking Services, including an increase in fleet asset capacity from 700 to 800 assets and asset tracking capacity for up to 500 Police Department assets, effective for a two-year term beginning July 1, 2026 through June 30, 2028, at an annual cost of $62,850, and to authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

Fleet Services is requesting approval to renew its contract with Fleetio, the Town's Fleet Management Information System (FMIS), for an additional two-year term. Fleetio serves as the Town's centralized fleet management platform, housing vehicle and equipment maintenance records, operating costs, fuel expenditures, lifecycle data, and all Fleet Services work orders.

To support the Town's growing fleet, Fleet Services is requesting an increase from 700 to 800 fleet assets, providing capacity for approximately 100 additional assets and minimizing the need for future subscription increases. Additionally, the Police Department has requested the ability to track up to 500 departmental assets, including cameras, protective equipment, and other operational assets, requiring an increase in the software's asset tracking subscription level.

The proposed two-year agreement will cost $62,850 annually and provides a 37.5% discount compared to annual pricing. This investment ensures continued access to a critical operational system while improving accountability, asset management, operational efficiency, and long-term lifecycle planning. Fleet Services intends to pursue future multi-year agreements if similar cost-saving opportunities remain available.

Attachments

- CN3-A1: Fleetio Order Form and Multi-Year Master Subscription Agreement (MSA) – Fleet Management Information System (FMIS) through June 30, 2028

Fleetio

Rarestep, Inc., dba Fleetio

Order Form

Customer Information

Customer: Town of Apex

Account ID:

Account Executive: Adam Jacquez

Contact:

Billing Email: john.mullis@apexnc.org

Billing Address: 105 Upchurch Street, Apex, North Carolina 27502, United States

Order Information

Quote Expiration Date: June 30, 2026

Initial Term Start Date: July 1, 2026

Initial Term End Date: June 30, 2028

Initial Term: 24 months

Reference: 006QQ000009qypJYAQ

Subscriptions

Product	Quantity	Price	Discount	Per Payment Amount
Premium	800	$120.00	37.5%	$60,000.00
Tools	500	$5.70	%	$2,850.00

Any discount listed in the table above shall be applicable only to the Initial Term. Thereafter, such discount(s) shall revert to zero for any renewal terms.

Fleetio is required to charge sales tax on your order pursuant to certain state and local tax laws where it is registered to collect tax. Any applicable tax charges will appear separately on your invoice.

Payments

Upon execution of this Order Form and for each Renewal Term, if applicable, Customer shall pay the fees as described above. All monetary amounts are in United States dollars unless otherwise expressly stated.

*Credit card or bank account (ACH) must be added to automatically process payments ("AutoPay"). Instructions will be sent upon agreement completion. The following types of customers are required to pay via AutoPay, with first payment to be made on the Initial Term Start Date and on the first day of each payment period thereafter (as indicated under "Payment Frequency" above, "**Payment Period**"): those on the Essential Plan, and those on any other Plan having an annual (or annualized) payment of less than $5,000.*

Payment is due in full within 15 Days days of receipt for all invoices not paid via AutoPay as specified below. If Customer is paying by remittance (as specified below), then an invoice shall be issued on the Initial Term Start Date and on the first day of each Payment Period thereafter, if any.

Product	Payment Frequency	Payment Type
Premium	Annual	Remittance
Tools	Annual	Remittance

Tax Exemption Information

Tax Exempt Customer: No

Onboarding Services

All onboarding services must be used within the 90-day period following the Initial Term Start Date. Customer and Fleetio agree to begin onboarding services within 30 days of the Initial Term Start Date.

Subscription Terms and Conditions

Upon renewal of the subscription, the parties agree to be legally bound by the Fleetio Master Subscription Agreement found at https://www.fleetio.com/terms/msa ("MSA"), as modified by the attached Addendum, and this Order Form. In the case of any conflict among the preceding documents, the MSA shall govern. The MSA and this Order Form constitute the entire agreement between the parties for the services above and cannot be modified (including by any purchase order not explicitly referenced and incorporated herein) without the prior written consent of both parties. THERE SHALL BE NO FORCE OR EFFECT TO ANY DIFFERENT TERMS OF ANY RELATED PURCHASE ORDER OR SIMILAR FORM EVEN IF SIGNED BY THE PARTIES AFTER THE DATE HEREOF.

Rarestep, Inc., dba Fleetio		Town of Apex	
Signature	Title	Signature	Title
Name	Date	Name	Date

Fleetio Support

Schedule: Fleetio Support Services

During the Term of this Order Form, Fleetio shall provide assistance to Customer via email, telephone, and online chat during normal Fleetio business hours as set forth on Fleetio's website (https://www.fleetio.com/contact). Further, Customer shall have access to support documentation via Fleetio products at any time.

Fleetio shall use reasonable commercial efforts to correct, at no additional charge, any reproducible errors reported by Customer within the timeframes described in the table below:

Category	Severity	Definition	Acknowledgement SLA	Resolution SLA

Critical Production Incidents	P1	Service Down/Unusable: An essential customer business service is critically impacted and there is no workaround available.	Within 1 business hour of the incident being logged by Customer via the Fleetio support portal. Status updates may also be available at status.fleetio.com.	ASAP.
Non-Critical Production Incidents	P2	Service Severely Impaired: An essential business service is impacted.	Within 8 business hours of the incident being logged by Customer via the Fleetio support portal.	Will be scheduled ASAP to be addressed as the product development schedule permits.
Non-Critical Production Incidents	All other Requests	Service Usable: There is very little to no impact to the business. There may or may not be a workaround available. May reflect an area or possible service enhancement	Within 3 business days of the incident being logged by Customer via the Fleetio support portal.	Will be scheduled when there are enough similar cases accumulated to be addressed in an update.

Fleetio shall review all requests for improvements and new functionality, but Fleetio shall have no obligation to provide any modifications to the Services.

Fleetio reserves the right, from time to time, to make modifications to support services (or particular components thereof), provided that such modifications do not materially reduce the support services in effect as of the Effective Date of this Order Form. Fleetio shall notify Customer of any such changes to support services.

Deal Desk Initials:

AE Initials:

Town of Apex Addendum to Fleetio Master Subscription Agreement

This Addendum to the Master Subscription Agreement (the or this "Addendum") is made and entered into this _____day of _____, 2026 by and between the Town of Apex, a municipal corporation of the State of North Carolina (hereinafter "Customer") and Rarestep, Inc., d/b/a Fleetio, an Alabama company with its principal business offices located at 1900 2nd Avenue North, Suite 300, Birmingham, AL 35203 (hereinafter "Fleetio"). Customer and Company are sometimes hereinafter referred to collectively as the "Parties."

WITNESSETH

WHEREAS, the Parties desire to modify certain provisions of the Fleetio Master Subscription Agreement (the "Agreement") linked in the Order Form Reference # 006QQ000009qypJYAQ attached hereto; and

NOW, THEREFORE, in consideration of the foregoing, the Parties do hereby agree to amend the Agreement as follows:

1. **Term and Termination.** Section 3(B) is hereby deleted and replaced with the following:
    a. Following the Initial Term, the parties may renew the Agreement in a writing signed by both parties.
2. **Taxes**. The fourth sentence of Section 4(C), "Customer shall indemnify, defend, and hold harmless Fleetio and its officers, directors, employees, shareholders, agents, partners, successors, and permitted assigns against any and all actual or threatened claims, actions, or proceedings of any taxing authority arising from or related to the failure to pay taxes owed by Customer, except to the extent that any such claims, action, or proceeding is directly caused by a failure of Fleetio to remit amounts collected for such purpose from Customer." is hereby deleted.
3.
4. **Indemnification by Customer**. Section 9(B) is hereby deleted.
5. **Governing Law**. In Section 11(A), the term "Delaware" shall be deleted and replaced with "North Carolina."
6. **Jurisdiction and Venue**. Section 11(B) is hereby deleted and replaced with the following:
    a. The parties (a) hereby irrevocably and unconditionally submit to the exclusive jurisdiction of the state courts of North Carolina and the United States District Court for the Eastern District of North Carolina for the purpose of any suit, action or other proceeding based upon arising out of or relating to this Agreement, (b) agree not to commence any suit, action or other proceeding based upon, arising out of or relating to this Agreement except in the state courts of North Carolina or the United States District Court for the Eastern District of North Carolina, and (c) hereby waive, and agree not to assert, by way of motion, as a defense, or otherwise, in any such suit, action or proceeding, any claim that it is not subject personally to the jurisdiction of the above-named courts, that its property is exempt or immune from attachment or execution, that the suit, action or proceeding is brought in an inconvenient forum, that the venue of the suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such court.
7. **Marketing**. Section 12(A) is hereby deleted.
8. **E-Verify**. A new Section 12(G) is added as follows:
    a. E-Verify. Fleetio shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).

11. **Anti-Human Trafficking**. A new Section 12(H) is added as follows:
    a. Fleetio warrants and agrees that no labor supplied by Fleetio or its 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.
12. **Nondiscrimination**. A new Section 12(I) is added as follows:
    a. Pursuant to Section 3-2 of the Town of Apex Code of Ordinances, Fleetio hereby warrants and agrees that Fleetio 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.
13. **Nonappropriation**. A new Section 12(J) is added as follows:
    b. Notwithstanding any other provisions of this Agreement, the parties agree that payments due hereunder from the Customer are from appropriations and monies from the Town of Apex Town Council and any other governmental entities. In the event sufficient appropriations or monies are not made available to the Customer to pay the terms of this Agreement for any fiscal year, Customer shall provide Fleetio written notice specifying the date of termination and this Agreement shall terminate. Customer shall pay for all work properly performed up to the effective date of the notice of termination.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals this _____day of _____, 2026.

Fleetio

Name:_____

By:_____

Title:_____

Attest:_____

Customer

_____
Randal E. Vosburg, Town Manager

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

_____
Jon Griffin, Finance Director

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Trevor Materasso, Deputy Chief of Police

Department(s): Police

Requested Motion

Motion to ratify an oral Multi-Year Agreement between FARO Technologies, Inc and the Town of Apex, for technology to create precise, measurable digital reconstructions of car crashes that support investigations, not to exceed $2,932, effective through April 30, 2027, and authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

Through its Police Department, the Town is seeking to establish an End-User agreement with FARO Technologies to provide software used to create precise, measurable digital reconstructions of car crashes that support investigations, improve reporting accuracy, and enhance courtroom presentations. The projected cost of the contract for the year is $2,932. Council approval is needed to ratify the oral agreement to begin services and to approve the written contract for continuing services throughout this fiscal year.

Attachments

- CN4-A1: Agreement Multi-Year Ratification - Faro Technologies Inc. dba AMETEK Inc. - Digital Reconstruction of Vehicle Accidents to Support Investigations - through April 30, 2027

FARO Technologies, Inc., a business of AMETEK, Inc.
125 Technology Park, Lake Mary FL
32746-6204
Phone No: 407-333-9911

Account Manager:	Joi Haner
Email:	joi.haner@ametek.com
Sales Support:	Ainel Grana
Contact Person:	Christopher Myers

Quotation No:	06701357
Quotation Date:	04/27/2026
Expiration Date:	05/23/2026
Lead Times:	2-6 weeks Tracker: 8-12 weeks
Ship:	Standard/Ground
Payment Terms:	30 Days net
Delivery Terms:	Ex Works Origin

Bill To:

Apex Police Department
PO Box 250
Apex,NC,27502-0250
US

Ship To:

Apex Police Department
Apex,United States
205 Saunders St
Apex,NC,27502-1447
US

Notes:

UNIT COSTS					
ITEM NO.	**DESCRIPTION**	**QTY**	**UNIT PRICE**	**DISCOUNT**	**TOTAL AMOUNT**
SML0900-1M SCENE	**SCENE MAINT RECOVERY 1M** SCENE. Fee allows the reactivation of maintenance contract on monthly basis. Mandatory maintenance contract renewal sold separately. Entitles to any version released since expiration.	3	$ 137	$ 21	**$ 390**
SMAR0900-1Y SCENE	**SCENE MAINT - 1Y RNWL** Contract Date: 05/01/2026 - 04/30/2027 930757338085423229	1	$ 1,476	$ 74	**$ 1,402**

SMAR51007-1Y	**FARO Zone 3D Expert Maintenance Rnwl 1Y** Zone 3D Expert annual maintenance renewal includes product updates and upgrades (as available), including top tier technical support for one (1) year. Customer must be on the most current software release to purchase this plan. Contract Date: 05/01/2026 - 04/30/2027 1976842723	1	$ 1,200	$ 60	**$ 1,140**

Total Unit Price:	**$ 3,087.00**
Total Discount:	-($ 155.00)
Sub Total:	$ 2,932.00
Shipping & Handling:	$ 0.00
Total Excluding Tax:	$ 2,932.00
Total Taxes:	$ 0.00
Total Due: (USD)	**$ 2,932.00**

OPTIONAL ITEMS

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	DISCOUNT	TOTAL AMOUNT

Continued

Quotation No: 06701357

**Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.
Quote, including FARO Standard Delivery Terms and Conditions, accepted

Accounts Payable Name: Town of Apex Accounts Payable	Email: Apex.Invoices@apexnc.org

Do you require a PO number to be referenced on the invoice ( ) No (X) Yes - PO #: See PO

Continued

Quotation No: 06701357

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser): https://www.faro.com/terms/

You can also obtain the terms from your FARO sales representative or please email Contracts.AMER@faro.com for a copy.

The following article contains all our calibration information under their respective product headings
https://knowledge.faro.com/Essentials/Hardware/Compensation_Calibration_and_Certification_Standards_for_FARO_Devices

STANDARD TERMS AND CONDITIONS OF SALE

These standard terms and conditions of sale are the only terms and conditions, oral or written, applying to the sale of equipment, Software, other products or services ("Product") to Purchaser from FARO Technologies, Inc. ("FARO"), its affiliates, subsidiaries and related companies except for additional terms consistent with these standard terms and conditions on prices, quantities, delivery schedules, and the description of the Products as set forth in an order or quotation issued by FARO or approved by FARO (each, an "Order"). FARO hereby objects to and rejects any other terms or conditions appearing on, incorporated by reference in or attached to any purchase order, acceptance, acknowledgement, invoice, transmittal or other document and FARO's acceptance of any Order is expressly made conditional on Purchaser's acceptance of these standard terms and conditions. FARO's failure to object to any provision contained in a document or communication from Purchaser shall not be a waiver of these standard terms and conditions. If any conflict exists between local law and any section of these terms and conditions, the local law shall apply and replace only that section. Only Federal Acquisition Regulation ("FAR") supplement clauses expressly accepted in writing by FARO shall be included or incorporated by reference herein. FARO shall not be bound by and makes no representation of compliance with any FAR or FAR supplement clauses that FARO shall not have expressly accepted in writing.

ACCEPTANCE OF THESE STANDARD TERMS AND CONDITIONS AND ANY ORDER, BOTH OF EITHER OF WHICH MAY BE DELIVERED TO PURCHASER IN ELECTRONIC FORM BY FARO, SHALL BE DEEMED TO HAVE OCCURRED UPON THE EARLIER OF EXECUTING OR ACCEPTING THESE STANDARD TERMS AND CONDITIONS OR TAKING DELIVERY OF ANY

PRODUCTS. ANY DEVIATION FROM, OR EXCEPTIONS TO, THESE TERMS AND CONDITIONS MUST BE IN WRITING AND SIGNED BY A DULY AUTHORIZED REPRESENTATIVE OF FARO.

All capitalized terms used but not defined in the body of this document are defined in Section 10.00 (Definitions).

1.0 Payment of Purchase Price

1.01 Subject to credit approval by FARO and except as otherwise expressly set forth in an Order, the Purchase Price for Product shall be paid to FARO within thirty (30) days from the date of FARO's invoice.If FARO determines not to extend credit to Purchaser, FARO reserves the right to require Purchaser to pay for Product by wire transfer prior to shipment.FARO shall be entitled to issue an invoice upon shipment of Product.FARO has the right to charge interest on late Purchase Price payments at a rate of 1.5% per month (18% per annum).

1.02 Purchaser shall also pay FARO for any and all governmental taxes, charges or duties of every kind (excluding any tax based upon FARO’s income) that FARO may be required to pay with respect to the production, transportation, export, import, storage, delivery, purchase, sale, or use of Product.Purchaser shall provide FARO, on request, with properly completed exemption certificates for any tax or duty from which Purchaser claims an exemption.

1.03 Purchaser grants to FARO a security interest in all Product sold pursuant to the Order, which FARO may perfect by filing a UCC Financing Statement or by other filings, registrations, or notices as may be required. Any such security interest will remain in effect until FARO has received payment in full of the Purchase Price together with interest on any late Purchase Price payments.

1.04 If Purchaser fails to make full payment of the Purchase Price in accordance with the terms set forth in the Order, FARO shall, at its sole option, have the right to the following remedies, which shall be cumulative and not alternative and which are not exclusive:

a. **the right to cancel the Order and enter Purchaser’s premises to re-take possession of Product, in which event Purchaser agrees that any down payment or deposit for Product shall be forfeited to FARO as liquidated damages and not as a penalty, and**

all costs incurred by FARO in connection with the removal and subsequent transportation of Product shall be payable by Purchaser upon written demand;

b. **the right to enter Purchaser's premises and remove any Software, components of Product or other items necessary to render Product inoperative;**

c. **the right to withhold all services which would otherwise be required to be provided by FARO pursuant to the Warranties set out in Section 4.00 (Warranties and Exclusions; Exclusive Remedies and Disclaimers) hereof;**

d. **the right to terminate any existing Software license agreement with Purchaser; and**

e. **the right to pursue any other available remedy, including without limitation suing to collect any remaining balance of the Purchase Price (i.e., accelerate the payment of the Purchase Price, causing the entire balance to immediately become due and payable in full).**

1.05 Except as expressly set forth in Section 4.06 (Factory Repairs), FARO does not permit returns on any Products shipped. In addition, FARO does not permit returns of Software delivered digitally, including Software downloaded by Purchaser or Software activated by a product key received by Purchaser via electronic mail, flash drive, memory card, or similar type of electronic delivery system.

1.06 No waiver by FARO of its rights under these terms and conditions shall be deemed to constitute a waiver of subsequent breaches or defaults by Purchaser. In the event more than one Product is being purchased pursuant to the Order, unless otherwise set forth herein, each payment received by FARO from Purchaser shall be applied pro rata against the cost of each Product rather than being applied to the Purchase Price of any Product.

1.07 Purchaser shall pay FARO all costs and expenses of collection, suit, or other legal action to enforce the Order, including, but not limited to, all actual attorneys' and paralegal fees and collection costs. FARO may assign any cause of action that it has against Purchaser without Purchaser's consent.

1.08 Given the increased risk of invoice fraud, Purchaser should treat any notification to change details of Seller's bank account with suspicion. FARO will not inform or instruct Purchaser to

make remittance or money transfers to any other beneficiary, address or bank account via email. Always verify a request to update records or change bank account information BEFORE implementing a change or completing the payment. Verify any requested changes by speaking to a known FARO representative

2.0 Delivery and Transportation

2.01 Delivery dates set forth in the Order are estimates and not guarantees and are based upon conditions at the time such estimate is given.

2.02 FARO shall not be liable for any loss or damage, whether direct, indirect or consequential, resulting from delivery of Product past the estimated delivery date. If Product is not delivered within 90 days of the estimated delivery date, Purchaser's sole remedy shall be to cancel the Order and to recover from FARO, without interest or penalty, the amount of the down payment or deposit and any other part of the Purchase Price which has been paid by Purchaser. Notwithstanding the foregoing, such right of cancellation shall not extend to situations where delayed delivery is due to a Force Majeure Event (as defined in Section 9.01 (Force Majeure/ Entire Agreement / Governing Law / Miscellaneous)). Any delays resulting from a Force Majeure Event shall extend estimated delivery dates by the length of such delay.

2.03 If there is a shortage of Product, excessive demand for Product, or any other reason for which FARO is unable to supply the full amount of Product specified in Purchaser's Order, FARO reserves the right to allocate its available supply of Product among its customers and distributors. The allocation of Product shall be in such a manner and in such amounts as FARO determines in its sole discretion.

2.04 Responsibility for all costs and risks in any way connected with the storage, transportation, and installation of Product shall be borne entirely by Purchaser. If any disagreement arises as to whether or not damage to Product was in fact caused in storage, in transit, or on installation, the opinion of FARO's technical advisors, acting reasonably, shall be conclusive.

2.05 Unless otherwise agreed to by FARO in an Order, Product shall be delivered by FARO at FARO's premises EXW (Ex Works) as defined in Incoterms 2010.

2.06 FARO does not assume any risk for (i) late deliveries of goods, (i) customers' inability or impracticability to receive or use our devices or software, and for (iii) delivery disruptions, that are due to the COVID-19 pandemic and ensuing government measures (shut downs, lock-downs, quarantines)

3.0 Installation, Operator Training and Maintenance

3.01 Purchaser shall be responsible for installation of Product, including, without limitation, the preparation of its premises, the uncrating of Product, and setting up of Product for operation.

3.02 Subject to Section 4.00 (Warranties and Exclusions; Exclusive Remedies and Disclaimers), Purchaser shall be responsible for all maintenance of Product.

3.03 FARO shall invoice training with other Products set forth in the Order, if applicable. Purchaser shall have six (6) months from the date of invoice ("Training Period") to complete training. If training is not completed within the Training Period, FARO may refuse to conduct training at its discretion. Any training not completed within the Training Period is forfeited by the Purchaser.

3.04 Understanding that training is invoiced upon ordering the training and paid in advance, there may be additional penalties for changing training dates in some circumstances. Purchaser may freely cancel or reschedule a confirmed training class with more than ten (10) working days' notice prior to the date of the scheduled training class at no additional cost. If the Purchaser cancels or reschedules a confirmed training class with less than ten working days' notice prior to the date of the scheduled training class, but prior to the date of training, Purchaser may be charged up to an additional fifty percent (50%) of the cost of training to reschedule. Rescheduling training on the date of training is not allowed. Any training that is not attended by Purchaser on the confirmed date of the training must be repurchased by Purchaser to be rescheduled.

4.0 Warranties and Exclusions; Exclusive Remedies and Disclaimers

4.01 Subject to Section 4.05, FARO warrants that any Product (but excluding Software and services) shall be free from material defects in workmanship or material under normal conditions of use, service and maintenance. FARO makes no warranty that any Product will be secure from cyber-threats or operate in an uninterrupted or error free manner.

4.02 Subject to Section 4.05, FARO warrants that any Software shall operate substantially according to written user documentation provided by FARO. FARO makes no warranty that any Software will operate in an uninterrupted or error free manner.

4.03 Purchaser understands and agrees that Products sold hereunder are not intended for application in, and shall not be used by Purchaser in the construction or operation of a nuclear installation, a nuclear facility or a nuclear reactor or in connection with use or handling of nuclear material or for any hazardous activity or critical application, where failure of a single component could cause substantial harm to persons or property, unless Products have been specifically approved by FARO for such activity or application. FARO disclaims all liability for loss or damage resulting from such unauthorized use and Purchaser shall defend, hold harmless and indemnify FARO against any such liability, whether arising under breach of contract, warranty, tort (regardless of the degree of fault or negligence), strict liability or otherwise. Where FARO approves the application of the Products in a nuclear facility, the Purchaser shall, before the use or provision of such Products, execute a Nuclear Defense and Indemnification Agreement in a form acceptable to FARO.

4.04 The warranties set out in paragraphs 4.01 and 4.02 above (together, the “Warranties”) shall expire one (1) year after the day that the Product is shipped from FARO (the “Warranty Period”), at the end of the month during which the Product is shipped.

4.05 To properly make a claim under the Warranties, Purchaser must deliver written notice of the claim to FARO during the Warranty Period, at FARO’s contact information set forth on the Order, together with a description of such claim in reasonable detail. Within a reasonable time following receipt of such proper notice, FARO shall have Product diagnosed by its service personnel. Nothing herein contained shall be construed as obligating FARO to make service, parts, or repairs available for any claim reported after the expiration of the Warranty Period. If Product is determined by FARO, in its reasonable opinion, to be covered by and in breach of the Warranties, FARO will, as Purchaser’s sole and exclusive remedy, repair or adjust Product to the extent determined by FARO to be necessary or, at the option of FARO, will replace Product with replacement Product, of equal or greater performance, or parts therefor at no cost to Purchaser, other than the cost of shipping Product to FARO pursuant to Section 4.06. If Product is

determined by FARO, in its reasonable opinion, not to be covered by or not to be in breach of the Warranties, Purchaser shall pay the amount that FARO would otherwise charge for an evaluation under a non-warranty service evaluation. As for such additional needed repairs, FARO shall quote Purchaser for such, which Purchaser can choose or reject such service at its discretion, and return shipping to Purchaser will be at Purchaser's cost and expense.

4.06 The Warranties shall not apply to or cover:

a. **Any defects in any component of a Product if, in the reasonable opinion of FARO, (i) Product has been improperly stored, installed, operated, or maintained; (ii) the defect was caused by or relates to misuse or extraordinary use of Product, or to use of Product outside the abilities for which Product was designed and manufactured; (iii) Purchaser has permitted unauthorized modifications, additions, deletions, adjustments and/or repair to any Software, hard drive structure, or content, or any other part of Product, or which might otherwise affect Product; or (iv) the defect was caused by, or repairs are required as a result of, causes external to FARO workmanship or the materials used by FARO. As used herein, "unauthorized" means that which has not been approved and authorized by FARO in writing.**
b. **Minor preventive and corrective maintenance, including, but not limited to, replacement of fuses, fan filter cleaning and system clock battery replacement.**
c. **Any Product or component which was sold or transferred to any party other than the original Purchaser unless transferred in accordance with Section 4.11 or FARO's prior express written consent is obtained.**
d. **Any defect in or related to Product which FARO cannot duplicate with reasonable effort.**
e. **Any defect in or related to Product caused by materials, including hardware, software, or data not supplied by FARO.**
f. **Any defect caused or resulting from accident; physical, electrical or magnetic stress; failure of electric power, air condition or environmental controls; or use in or with defective or non-compatible equipment, hardware, software or data.**

g. **Any defect or problem caused by changes in the operating characteristics of computer systems, hardware, or software developed after Product is delivered.**

h. **Any Product exported by Purchaser outside of the country of purchase.**

i. **Any demonstration or used Product.**

j. **Any services of FARO. ALL SERVICES OF FARO ARE PROVIDED TO PURCHASER "AS IS" WITHOUT WARRANTY OF ANY KIND.**

k. **Any Third-Party Product sold or included with the Products. Such Third-Party Products are provided with the manufacturer's warranties, if any, which FARO is permitted to pass on to Purchaser. OTHERWISE, SUCH THIRD-PARTY PRODUCTS ARE PROVIDED TO PURCHASER "AS IS" WITHOUT WARRANTY OF ANY KIND.**

4.07 Factory Repairs

a. **Purchaser agrees to ship Product to FARO in the original packing container.**

b. **Shipping charges due by Purchaser exclude brokerage fees, duties, taxes and VAT.**

c. **IF PRODUCT IS UNDER STANDARD WARRANTY: Purchaser agrees to ship Product to FARO at Purchaser's sole cost and expense. FARO will return the repaired or replacement Product to Purchaser at FARO's sole cost and expense.**

d. **IF PRODUCT IS UNDER A SEPARATE PREMIUM SERVICE PLAN: When practical, as determined by FARO in its sole discretion, and subject to availability, FARO will make available to Purchaser substitute component parts or substitute Product, of equal or better performance ("Temporary Replacements"), as appropriate, while Purchaser's Product is undergoing repair. Shipping charges for these Temporary Replacements will be the responsibility of FARO.**

e. **IF PRODUCT IS NOT UNDER ANY WARRANTY: Purchaser shall be responsible for the cost of any repair or replacement of any part, Software or Product, together with all shipping charges related to such repair or replacement. All charges shall be estimated and prepaid by Purchaser to FARO prior to commencement of repairs.**

4.08 FARO may utilize new or refurbished components of Product to perform any Warranty service.

4.09 Purchaser's sole and exclusive remedy, and FARO's sole and exclusive liability hereunder, with respect to breach of warranty relating to any Product, consists of the obligation to repair, adjust, or replace Product, with a similar or newer product, as provided in Section 4.04.

4.10 DISCLAIMER OF WARRANTIES. THE WARRANTIES SPECIFIED IN THIS SECTION 4.00 ARE THE COMPLETE WARRANTIES BETWEEN FARO AND PURCHASER. THEY SUPERSEDE ALL PROPOSALS, PROMOTIONS, ADVERTISEMENTS, REPRESENTATIONS, OR PRIOR WARRANTIES, VERBAL OR WRITTEN, AND ANY COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THESE WARRANTIES. EXCEPT FOR THE EXPRESS WARRANTIES SPECIFIED IN THIS SECTION 4.00, FARO EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO IMPLIED CONDITIONS AND WARRANTIES OF MERCHANTABILITY, QUALITY, FITNESS FOR A PATICULAR PURPOSE, CORRESPONDENCE WITH DESCRIPTION OR QUALITY, AND NON-INFRINGEMENT.

4.11 FARO does not authorize any person (whether natural or corporate) to assume for FARO any liability in connection with or with respect to Product. No agent or employee of FARO has any authority to make any representation or promise on behalf of FARO, except as expressly set forth herein or in the Order, or to modify the terms or limitations of the Warranties. No verbal statements shall be binding upon FARO.

4.12 The Warranties extend only to Purchaser and are transferable by Purchaser only under the following conditions:

a. **Product is currently within the Warranty Period;**
b. **The new owner is, or becomes, a Certified User; and**
c. **FARO Customer Service is informed of and approves of the transfer.**

4.13 All claims under the Warranties must originate with Purchaser, or any subsequent owner that becomes a Certified User approved by FARO Customer Service, and Purchaser will indemnify, defend and hold FARO harmless from any and all claims, liabilities, damages, costs and expenses for breach of warranty asserted against FARO by any third-party.

4.14 PURCHASER ACKNOWLEDGES THAT IT HAS PURCHASED PRODUCT BASED UPON ITS OWN KNOWLEDGE OF THE USES TO WHICH PRODUCT WILL BE PUT. FARO SPECIFICALLY DISCLAIMS ANY WARRANTY OR LIABILITY RELATED TO THE FITNESS OF PRODUCT FOR ANY PARTICULAR PURPOSE OR ARISING FROM THE INABILITY OF PURCHASER TO USE PRODUCT FOR ANY PARTICULAR PURPOSE.

4.15 FARO warrants and agrees that no labor supplied by FARO or 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. FARO also warrants and agrees that FARO 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.

5.0 Limitations of Liability

5.01 In no case shall FARO be liable for any indirect, special, incidental, punitive or consequential damages arising from any cause whatsoever, whether based in contract, tort (including without limitation negligence), strict product liability or any other theory of law (including without limitation theories of equitable relief), including, but not limited to, injury to or death of any operator or other person, damage or loss resulting from the Product or inability to use Product, increased operating costs, loss of production, loss of profits or revenues, loss of software or data, losses arising from virus, ransomware, or

cyber-attacks, any cost or expense of providing substitute product or software during periods of, or resulting from, malfunction, non-use or maintenance or repair (except as when Temporary Replacements are provided per Section 4.06(d)), or damage to property. The disclaimer of liability for indirect, special, incidental, punitive, and consequential damages extends to any damages which may be suffered by third parties, including without limitation, caused directly or indirectly resulting from the Product, or test results or data produced by Product or any component thereof, and Purchaser agrees to indemnify and save FARO harmless from any such claims made by third parties.

5.02 FARO's maximum aggregate liability arising out of or relating to any Product from any cause whatsoever, whether based in contract, tort (including without limitation negligence), strict product liability or any other theory of law shall not exceed the Purchase Price received by FARO for the Product to which such liability relates. In all cases, FARO's maximum aggregate liability arising out of or relating to an Order shall not exceed the aggregate amounts paid by Purchaser to FARO under such Order.

5.03 The limitations of liability in this Section apply even if FARO had notice of the possibility of damages and even if any exclusive remedies fail of their essential purpose. Purchaser acknowledges that FARO has set its pricing in reliance upon the limitations of liability and the disclaimers of warranties and damages set forth in these terms and conditions and that the same form an essential basis of the bargain between the parties.

5.04 ANY LIABILITY LIMITATION DOES NOT APPLY TO CLAIMS ARISING OUT OF GROSS NEGLIGENCE OR INTENTIONAL ACTS.

6.0 Design Changes

6.01 Product is subject to changes in design, manufacture and programming between the date of the Order and the actual delivery date. FARO reserves the right to substitute similar products of the same value without prior notification to the Customer.

6.02 FARO reserves the right to implement such changes without Purchaser's consent. Notwithstanding the foregoing, nothing contained herein shall be construed as obligating FARO to include such changes in Product provided to Purchaser.

7.0 Intellectual Property

7.01 As between FARO and Purchaser, FARO owns all ownership in all FARO Intellectual Property, and Purchaser shall not own or acquire any right, title or interest in any FARO Intellectual Property. FARO grants Purchaser only a limited, non-exclusive, non-transferable license to use any Software in object code form only and, unless otherwise set forth in an Order or approved in writing by FARO, only with Product in which such Software is installed or embedded.

7.02 Purchaser acknowledges and agrees that the Products (including Software) contains trade secrets, confidential, and proprietary information of FARO and shall maintain all Products (including Software) as confidential and proprietary information of FARO. Purchaser shall use no less than the same degree of care to avoid misuse or improper disclosure of the trade secrets, confidential, and proprietary information of FARO than Purchaser uses with respect to its own similar information, which shall be no less than a reasonable degree of care. Purchaser shall not, in whole or in part, reproduce or duplicate (other than that which is necessary and incidental to the ordinary use of the Software in compliance with these terms and conditions or for purpose of making one (1) archival or back-up copy of the Software) alter, modify, disassemble, reverse assemble, decompile, reverse compile, reverse engineer, sell, transfer, assign, sublicense, lease, rent or use in connection with a service bureau or to provide services to others, in any manner the Products (and Software), in whole or in part, or permit access to or use thereof by any third-party.

7.03 Purchaser acknowledges that any unauthorized use of the Products (and Software), or any right therein, will result in irreparable harm to FARO, and that FARO shall be entitled to damages, lost profits, attorneys' fees, costs, expenses, and injunctive relief, including without limitation temporary restraining orders, preliminary injunctions, and permanent injunctions from any such unauthorized use.

7.04 Purchaser shall forthwith execute any further assurances in the form of non-disclosure or licensing agreements which may reasonably be required by FARO in connection with the Software.

7.05 Notwithstanding anything to the contrary in this Agreement, Chapter 132 of the North Carolina General Statutes governs the release of any information determined to be a public record and shall

control in this Agreement without penalty or liability to any party, provided parties receives prompt notice of the request and Agency works in good faith to minimize disclosure permitted by the statute. Release, retention or copying of any document or information consistent with North Carolina law shall not be a breach of this Agreement.

8.0 Indemnification

8.01 In accordance with North Carolina state law, the Parties agree that the Purchaser is unable to indemnify other parties to this agreement.

9.0 Force Majeure/ Entire Agreement / Governing Law / Miscellaneous

9.01 FARO shall not be liable for any loss, damage, detention, or delay due directly or indirectly to any cause beyond FARO's control (a “Force Majeure Event”), including, without limitation, compliance with any rules, regulations, orders or instructions of any federal, state, county, municipal or other government or any department or agency thereof, acts of god, acts or omissions of Purchaser, acts of civil or military authorities, fires, floods, embargoes, war or insurrection, labor interruption through strike or walkout, transportation delays, or inability or difficulties in obtaining necessary labor, manufacturing facilities, materials or transportation from its usual sources.

9.02 These terms and conditions and the Order into which they are incorporated by reference constitute the entire agreement between FARO and Purchaser in respect to Product subject to such Order. There are no representations or warranties by FARO, express or implied, except for those contained herein, and these terms and conditions supersede and replace any proposals, quotations, or agreements, whether oral or written, between FARO and Purchaser with respect to such Order.

9.03 No representative of FARO has any authority to modify, alter, delete, or add to any of the terms or conditions hereof. Any such modifications shall be void and of no force and effect.

9.04 For Orders in the United States, the terms and conditions hereof shall be governed by and construed in accordance with the laws of the State of North Carolina, United States of America, regardless of the laws that might otherwise govern under applicable principles of conflicts of laws thereof. Purchaser and FARO agree that the sole and exclusive jurisdiction and venue for

purposes of any and all lawsuits, disputes, causes of action, arbitrations or mediations in the United States of America shall be in the General Courts of Justice of Wake County, North Carolina or the United States District Court for the Eastern District of North Carolina, Raleigh Division.

9.05 For Orders in the Europe Union, these terms shall be subject to the laws of the Federal Republic of Germany to the exclusion of the UN Convention on Contracts for the International Sale of Goods, and the exclusive place of jurisdiction for all disputes between FARO and Purchaser shall be the city of FARO's registered office within the country.

9.06 For Orders outside of the United States of America and the European Union, these terms shall be governed by local law, and the exclusive place of jurisdiction for all disputes between FARO and Purchaser shall be the city of FARO's registered office in country or, if no registered office exists, the city of the agent of FARO within the country.

9.07 These conditions shall not be construed more strictly against one party than another as a result of one party having drafted said instrument.

9.08 If any provision of these terms and conditions or the Order is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of these terms and conditions and the Order shall remain in full force and effect. Any provision of these terms and conditions or the Order held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

9.09 FARO AND PURCHASER HEREBY IRREVOCABLY WAIVE THE RIGHT TO A TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM (WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE) ARISING OUT OF, UNDER, OR IN CONNECTION WITH THE ORDER OR THESE TERMS AND CONDITIONS OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENT, OR ACTION RELATED THERETO OR HERETO.

9.10 Any claim, action, suit or other proceeding initiated by Purchaser in connection with any Product must be brought within one year after delivery of services to Purchaser of the applicable Product to which such claim, action, suit, or other proceeding relates.

9.11 Purchaser agrees to comply with all applicable law. Purchaser shall not export or re-export any Product in violation of applicable export control law, rules or regulations. Deliveries of these goods, products, Software, technologies or know-how-transfer to countries outside the country of sale or to third parties are subject to authorization by FARO or may be prohibited. U.S.-origin goods, products, software, technologies or know-how-transfer which are of at least ten percent (10%) U.S.-origin are liable to U.S. Export Administration Regulations and export outside the country of sale may be prohibited. All export control obligations associated with a resale shall be borne by the exporter.

10.0 Definitions

10.01 "Certified User" means any person who has completed at least one full session of product-specific training for Product.

10.02 "FARO" and "FARO Customer Service" means FARO Technologies, Inc.

10.03 "FARO Intellectual Property" means all intellectual property rights relating to any Product, including without limitation, patents, copyrights, trademarks, trade secrets, and know-how, and any derivative works, improvements, modifications, repairs, maintenance, enhancements, and updates of any Product.

10.04 "Purchaser" means the party buying Product and who is legally obligated under the Order.

10.05 "Software" means all computer programs, disk drive directory organization and content, including without limitation the devices containing such computer programs, disk drive directory organization, and content, sold pursuant to the Order.

10.06 "Purchase Price" means the agreed-upon price of Product set forth in the Order.

10.07 "Third-Party Product" shall mean any equipment, products, Software, or services of a third-party that FARO sells or makes available to Purchaser under an Order.

11 Local Government Addendum

11.01 NON-APPROPRIATION. Notwithstanding any other provisions of the Agreement, the parties agree that payments due hereunder from the Customer/Client are from appropriations and monies from the Apex Town Council and any other governmental entities. In the event sufficient appropriations or monies are not

made available to the Customer/Client to pay the terms of this Agreement for any fiscal year, this Agreement shall terminate immediately without further obligation of the Customer. Customer/Client will pay Contractor for all services rendered up to the date of termination.

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

11.03 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.

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Trevor Materasso, Deputy Chief of Police

Department(s): Police

Requested Motion

Motion to ratify an oral Agreement between Carolina Recoding Systems, LLC and Town of Apex, for software used to securely capture and manage critical communications, including 911 calls, radio traffic, and interview recordings, effective for 12 months commencing on January 5, 2026 through January 4, 2027, and to authorize the Town Manager, or their designee to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

Through its Police Department's Public Safety Communications Unit, the Town is seeking to establish an End-User agreement with Carolina Recording Systems, LLC to provide software used to securely capture and manage critical communications. The projected cost of the contract for the year is $13,449.15. Council approval is needed to ratify the oral agreement to begin services and to approve the written contract for continuing services throughout this fiscal year.

Attachments

- CN5-A1: Agreement Ratification - Carolina Recording Systems LLC - Annual 911 Service and Maintenance Agreement – Calendar Year 2026

Carolina Recording Systems, LLC
PO Box 11311
Charlotte, NC 28220
(704) 799-1070 accounting@crsnc.com www.crsnc.com

INVOICE

BILL TO		
Apex Police Department Attn: James Neuhaus 205 Saunders St. Apex, NC 27502	INVOICE DATE TERMS DUE DATE	292935 01/05/2026 Net 30 02/04/2026

MAINTENANCE CYCLE

FEB 1 2026 thru JAN 31 2027

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Maintenance	Annual Maintenance	1	12,540.00	12,540.00T

NexLog 740DX Recording System
(S/N: 745103631)
NAS

	SUBTOTAL	12,540.00
	TAX	909.15
	TOTAL	13,449.15
	BALANCE DUE	**$13,449.15**

Service and Maintenance Plan Agreement

SERVICES PROVIDED:

- No charge will be made for necessary service repair due to manufacturer defect or normal wear and tear. Exceptions include when a malfunction is caused by water, fire, flood or other casualty, accident, misuse, abuse, cyber-attacks or viruses, extreme temperatures, power line fluctuations, lightning, or other acts of nature or if the necessary replacement parts are not available. In no event will Carolina Recording Systems, LLC be responsible for consequential or incidental damages beyond our sole obligation to repair or replace the defective unit.
- Agreement provides 24/7 telephone support and on-site response. Toll-free telephone support available at (888) 661-0202.
- Agreement allows for free service loan equipment in the case of full system failures (except in circumstances beyond our control), parts, labor, and mileage during the contract period.
- Agreement will be for agreed 12 months, commencing on January 5, 2026 , unless canceled sooner by either party. Customer's failure to pay invoice within 60 days will result in cancellation of coverage. Customer will receive invoice at the beginning of agreement term.
- The Service agreement amount may be subject to an annual increase to adjust for inflationary costs.
- Customer should provide an onsite contact person(s) designated to perform routine maintenance and be responsible for the overall operation of the recording system.
- While it is our policy to check and respond to system alerts, there are circumstances such as loss of communication, internet connectivity, or other factors that could interfere with our ability to identify an issue. We require that center personnel contact us immediately if they are notified by the recording system of a problem.
- Customers with Systems covered under a Service Agreement are eligible to receive system training as needed for site personnel at no additional cost.
- Our recording system specialists will perform periodic system inspections and provide scheduled preventative maintenance measures to help provide a higher level of system reliability in a mission critical environment. CRS recording systems specialists will discuss these measures with customer site personnel.
- Most software revisions and updates designed to maintain system features or repair software flaws will be provided on recording systems under contract at no additional charge. Third party license costs and system relocations/cut-overs due to changes, updates or installation of new CPE equipment including ESInet as well as radio equipment upgrades such as ASTRO P25 version upgrade licenses will be charged an agreed upon rate.
- Customer agrees that Carolina Recording Systems, LLC's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, indemnification, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of the equipment and software provided, or services with respect to which losses or damages are claimed. ALTHOUGH CAROLINA RECORDING SYSTEMS, LLC AND CUSTOMER ACKNOWLEDGE THE POSSIBILITY OF

SUCH LOSSES OR DAMAGES, THEY AGREE THAT CAROLINA RECORDING SYSTEMS, LLC WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOODWILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT, THE SALE OR USE OF THE EQUIPMENT OR SOFTWARE, OR THE PERFORMANCE OF SERVICES BY CAROLINA RECORDING SYSTEMS, LLC PURSUANT TO ANY AGREEMENT OR STATEMENT OF WORK. This limitation of liability provision survives the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

- NON-APPROPRIATION. Notwithstanding any other provisions of the Agreement, the parties agree that payments due hereunder from the Customer/Client are from appropriations and monies from the Apex Town Council and any other governmental entities. In the event sufficient appropriations or monies are not made available to the Customer/Client to pay the terms of this Agreement for any fiscal year, this Agreement shall terminate immediately without further obligation of the Customer. Customer/Client will pay Contractor for all services rendered up to the date of termination.

- The following terms and conditions are hereby added to the Agreement:

  - Processor and Seller shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Processor and Seller shall require all subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).

  - Notwithstanding anything to the contrary in this Agreement, Chapter 132 of the North Carolina General Statutes governs the release of any information determined to be a public record and shall control in this Agreement without penalty or liability to any party, provided parties receives prompt notice of the request and Agency works in good faith to minimize disclosure permitted by the statute. Release, retention or copying of any document or information consistent with North Carolina law shall not be a breach of this Agreement.

  - Seller and Processor warrants and agrees that no labor supplied by Seller, Processor, or 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. Seller and Processor also warrant and agree that Seller and Processor 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.

  - In accordance with North Carolina State Law, [illegible]gree that the Agency is unable to indemnify Carolina Recording Systems, LLC or other parties to this agreement.

- In the event of a conflict between the terms and conditions of the Agreement and this Addendum, this Addendum shall control. By signing this Addendum, the Parties acknowledge the above changes to the Agreement and authorize such changes. In all other respects, the terms and conditions of the Agreement remain in full force and effect.

 Byron Burns - Carolina Recording Systems	1-1-2026 Date
Carolina Recording Systems, LLC X [empty member name] , President Email: gary.loflin@crsnc.com Timestamp: [empty signing timestamp]	
Town of Apex X Randal E. Vosburg, Town Manager Email: [empty member email] Timestamp: [empty signing timestamp]	

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

X _____

[empty member name] , Finance Director
Email: jon.griffin@apexnc.org
Timestamp: [empty signing timestamp]

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

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 Tuesday, August 11, 2026, on the Question of Annexation - Apex Town Council's intent to annex 0.570 +/- acres, located at 2913 Evans Road (PIN No. 0721-82-0001), Annexation No. 828, 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.

This annexation is associated with an upcoming Rezoning Case No. 26CZ04, submitted on March 31, 2026. The applicant requests the parcel to be rezoned from Rural Agricultural (RA) to Medium Density (MD) for this single parcel.

Attachments

- CN6-A1: Resolution Directing the Town Clerk to Investigate Petition
  - Certificate of Sufficiency by the Town Clerk
  - Resolution Setting Date of Public Hearing
- CN6-A2: Legal Description – Annexation No. 2913 Evans Road – 0.570 acres
- CN6-A3: Aerial Map – Annexation No. 2913 Evans Road – 0.570 acres
- CN6-A4: Plat Map – Annexation No. 2913 Evans Road – 0.570 acres
- CN6-A5: Annexation Petition – Annexation No. 2913 Evans Road – 0.570 acres

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

Annexation Petition No. 828
2913 Evans Road – 0.570 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 23rd day of June, 2026.

_____
Jacques K. Gilbert
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk

CERTIFICATE OF SUFFICIENCY BY THE TOWN CLERK

Annexation Petition No. 828
2913 Evans Road – 0.570 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 23rd day of June, 2026.

_____
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. 828
2913 Evans Road – 0.570 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 11th day of August, 2026.

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 23rd day of June, 2026.

_____
Jacques K. Gilbert,
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk
Attachment: Legal Description

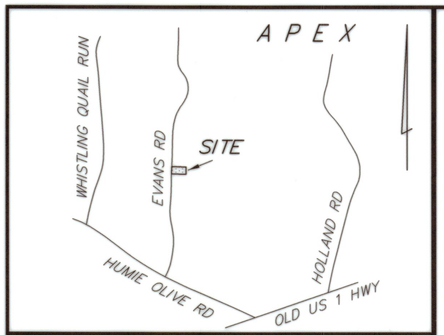
Smith & Smith Surveyors, P.A.
P.O. Box 457
Apex, N.C. 27502
(919) 362-7111
Firm License No. C-0155

Lying and being in Town of Apex ETJ, Buckhorn Township, Wake County, North Carolina and being described more fully as follows to wit:

BEGINNING at an existing iron pipe being a western corner of Bella Casa Homeowners Association in the southern property line of Jo Ella Harris; thence the following two (2) property lines with Bella Casa Homeowners Association, South 01º 47' 05" West, 101.45 feet to an existing iron pipe and North 87º 54' 47" West, 200.58 feet to an existing 1 inch square tube; thence North 02º 03' 12" East, 22.82 feet to a point; thence North 88º 05' 18" West, 60.07 feet to a point; thence North 02º 06' 12" East, 77.20 feet to a point; thence South 88º 16' 05" East, 260.12 feet to the point and place of BEGINNING, containing 0.570 acre more or less. The above-described tract of land is all of Wake County PIN 0721-82-0001 and also included is that portion within the right-of-way of Evans Road (NCSR 1147).

This description was prepared for the sole purpose of annexation of a municipal boundary and for no other use.


Annexation #828
Evans Rd
Amalfi Pl
Terrmini Dr
Manors at
Bella Casa
June 2026
February 2026 Aerial
Photography Prepared by: Town of Apex Planning Department
0
100
200
Feet



VICINITY MAP (NOT TO SCALE)

SURVEYOR NOTES:

1. THE PROPERTY SHOWN HEREON MAY BE SUBJECT TO COVENANTS, CONDITIONS, RESTRICTIONS, RIGHTS OF WAY, AND EASEMENTS OF RECORD.
2. NO TITLE SEARCH HAS BEEN PERFORMED BY THIS FIRM DURING THE COURSE OF THIS SURVEY.
3. THIS SURVEYOR DOES NOT CERTIFY TO THE EXISTENCE OR NON-EXISTENCE OF ANY UNDERGROUND UTILITIES, BURIAL GROUNDS, OR ANY SUBSURFACE FEATURES THAT MAY OR MAY NOT BE PRESENT ON THIS SITE.
4. ALL DISTANCES ARE HORIZONTAL U.S. SURVEY FOOT UNIT GROUND MEASUREMENTS.
5. AREA DETERMINED USING THE COORDINATE GEOMETRY METHOD.
6. CURRENT PROPERTY ZONING: RR (RURAL RESIDENTIAL)
7. SUBJECT PROPERTY ADDRESS: 2913 EVANS RD
   APEX, NC 27502

I, STALEY C. SMITH , CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION AS RECORDED IN:

D.B. 18899, PG. 1608

THIS MAP OR PLAT IS EXEMPT FROM THE REQUIREMENTS OF G.S. 47-30 PURSUANT TO G.S. 47-30(j).

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 10TH DAY OF JUNE, A.D., 2026.

NORTH CAROLINA PROFESSIONAL SEAL L-3766 LAND SURVEYOR STALEY C. SMITH

Staley C Smith
Professional Land Surveyor

L-3766
License Number

ANNEXATION # _____

I, ALLEN COLEMAN, CMC, NCCCC, TOWN CLERK , Apex, North Carolina certify this is a true and exact map of annexation adopted the _____ day of _____ , 2026, by the Town Council. I set my hand and seal of the Town of Apex, _____ , 2026.

ALLEN COLEMAN, CMC, NCCCC, TOWN CLERK

PINE INVESTMENTS LLC
D.B. 19885, PG. 492
PIN 0721-72-6004
ANNEXATION # 494 ~ B.M. 2013, PG. 1250

JO ELLA HARRIS
D.B. 13465, PG. 1658
PIN 0721-82-0104
ANNEXATION # 540 ~ B.M. 2015, PG. 1018

MAP NORTH
B.M. 2014, PG. 1509

NAIL FOUND AT BASE OF DISTURBED EIP

TOWN OF APEX CORPORATE LIMITS ~ B.M. 2015, PG. 1018

60.00'

260.12' TOTAL
S 88°16'05" E
200.12'

(IN)
(OUT)

EIP

TOWN OF APEX CORPORATE LIMITS B.M. 2013, PG. 1250

(IN)
N 02°06'12" E
77.20'
(OUT)

ANNEXATION AREA "B"
= 0.106 ACRE
(4,640 SQ. FT.)

77.39'
N 02°03'12" E
100.21' TOTAL

2913

ANNEXATION AREA "A"
= 0.464 ACRE
(20,200 SQ. FT.)
(IMPROVEMENTS NOT SHOWN)

TOWN OF APEX CORPORATE LIMITS ~ B.M. 2014, PG. 1509
101.45'
S 01°47'05" W
BEARING BASIS

10' TYPE "B" LANDSCAPE BUFFER & RCA
B.M. 2018, PG. 1777

BELLA CASA HOMEOWNERS ASSOCIATION
D.B. 17917, PG. 286
B.M. 2018, PG. 1777
PIN 0721-82-1045
ANNEXATION # 520 ~ B.M. 2014, PG. 1509

(IN)
(OUT)
60.07'
N 88°05'18" W

LARRY HARRIS, SR.
HARRIS FAMILY TRUST
D.B. 19156, PG. 553
PIN 0721-71-6804

22.82'

EVANS ROAD
60' PUBLIC R/W ~ NCSR 1147
NCDOT PROJECT # 6.4020481
D.B. 3042, PG. 910 (1982)

EXISTING 1" SQUARE TUBE

TOWN OF APEX CORPORATE LIMITS ~ B.M. 2016, PG. 231

200.58'
N 87°54'47" W

(OUT)
(IN)

10' TYPE "B" LANDSCAPE BUFFER & RCA
B.M. 2018, PG. 1777

EIP

TOWN OF APEX CORPORATE LIMITS
(OUT)
(IN)

COMMON AREA #1
B.M. 2018, PG. 1777

AMALFI PLACE
50' PUBLIC R/W
B.M. 2018, PG. 1777

10' TYPE "D" LANDSCAPE BUFFER & RCA
B.M. 2018, PG. 1777

(OUT)
(IN)

SEAN CORDOVA
KIMBERLY C. CORDOVA
D.B. 18367, PG. 2500
B.M. 2018, PG. 1777
PIN 0721-71-9835

DUANE R. HENNION
MELIA K. HENNION
D.B. 17615, PG. 2240
B.M. 2018, PG. 1777
PIN 0721-81-0824

LEGEND

EIP - ● - Existing Iron Pipe
- X - Monument Not Found or Set
RCA - Resource Conservation Area
R/W - Right Of Way (Approximate)
PIN - Parcel Identification Number
NCSR - North Carolina Secondary Road
ETJ - Extraterritorial Jurisdiction
NCDOT - North Carolina Department of Transportation
1209 - Street Address (Typical)

Property Line (not surveyed)
Property Line (not surveyed)
Approximate Right Of Way Line (not surveyed)
Buffer / RCA Line (not surveyed)
Existing Town of Apex Corporate Limits (not surveyed)

0.570 ACRE TOTAL ANNEXED
NOT A PHYSICAL SURVEY

THIS MAP WAS PREPARED FOR THE SOLE PURPOSE OF ANNEXATION OF A MUNICIPAL BOUNDARY.
THIS MAP SHOULD NOT BE USED TO TRANSFER PROPERTY SHOWN HEREON.

20 0 10 20 40 80
U.S. SURVEY FEET
1 inch = 20 ft.

ANNEXATION MAP FOR THE TOWN OF APEX

ZION LAND MANAGEMENT, LLC

TOWN OF APEX ETJ, BUCKHORN TOWNSHIP, WAKE COUNTY, NORTH CAROLINA

LISTED OWNER
(NOT A TITLE VERIFICATION)
ZION LAND MANAGEMENT, LLC
200 FRANCONIA WAY
APEX, NC 27502

PIN 0721-82-0001

Smith & Smith, Surveyors, P.A.
P.O. BOX 457
APEX, N.C. 27502
(919) 362-7111
FIRM LICENSE No. C-0155

DATE MARCH 26, 2026
SCALE 1" = 20'
DRAWN BY WBH
PROJECT NO. 2022-20AN

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 #: 828 Submittal Date: 3-17-2026

Fee Paid $ 200.00 Check # 1063

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

Zion Land Management
Owner Name (Please Print)

0721820001
Property PIN or Deed Book & Page #

~~Phone~~

~~E-mail Address~~

Noah Holmes
Owner Name (Please Print)

~~Property PIN or Deed Book & Page #~~

919-592-3512
Phone

nh7@firmfaith.net
E-mail Address

Cynthia Holmes
Owner Name (Please Print)

~~Property PIN or Deed Book & Page #~~

Anthony Holmes
~~Phone~~

~~E-mail Address~~

SURVEYOR INFORMATION

Surveyor: Smith and Smith Surveyors

Phone: 919-362-7111 Fax:

E-mail Address: ben@smithandsmithsurveyors.net

ANNEXATION SUMMARY CHART

Property Information		Reason(s) for annexation (select all that apply)	
Total Acreage to be annexed:	.570 ~~.4637~~	Need water service due to well failure	☐
Population of acreage to be annexed:	1	Need sewer service due to septic system failure	☐
Existing # of housing units:	1	Water service (new construction)	☒
Proposed # of housing units:	2	Sewer service (new construction)	☒
Zoning District*:	RR	Receive Town Services	☒

*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 #: 828 Submittal Date: 3-17-2026

COMPLETE IF IN A LIMITED LIABILITY COMPANY

In witness whereof, Zion Land Management a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the 17 day of March, 2026.

Name of Limited Liability Company Zion Land Management

By: Noah Holmes
Signature of Member/Manager

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, Tonya W. Proctor, a Notary Public for the above State and County, this the 17 day of March, 2026.

Tonya W. Proctor
Notary Public

SEAL

TONYA W PROCTOR NOTARY PUBLIC WAKE COUNTY, NC

My Commission Expires: 1-13-2029

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: _____

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

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 Tuesday, August 11, 2026, on the Question of Annexation - Apex Town Council's intent to annex 1.481 +/- acres, located at 2412 Olive Chapel Road (PIN No. 0722-50-9118), Annexation No. 831, 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.

This annexation is not associated with a rezoning case at this time. The parcel is zoned as Rural Residential and currently in the Town's ETJ area. According to the Annexation Petition submitted, the applicant seeks the annexation primarily to obtain sewer services.

Attachments

- CN7-A1: Resolution Directing the Town Clerk to Investigate Petition
  - Certificate of Sufficiency by the Town Clerk
  - Resolution Setting Date of Public Hearing
- CN7-A2: Legal Description – Annexation No. 2412 Olive Chapel Road – 1.481 acres
- CN7-A3: Aerial Map – Annexation No. 2412 Olive Chapel Road – 1.481 acres
- CN7-A4: Plat Map – Annexation No. 2412 Olive Chapel Road – 1.481 acres
- CN7-A5: Annexation Petition – Annexation No. 2412 Olive Chapel Road – 1.481 acres

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

Annexation Petition No. 831
2412 Olive Chapel Road – 1.481 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 23rd day of June, 2026.

_____
Jacques K. Gilbert
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk

CERTIFICATE OF SUFFICIENCY BY THE TOWN CLERK

Annexation Petition No. 831
2412 Olive Chapel Road – 1.481 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 23rd day of June, 2026.

_____
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. 831
2412 Olive Chapel Road – 1.481 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 11th day of August, 2026.

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 23rd day of June, 2026.

_____
Jacques K. Gilbert,
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk
Attachment: Legal Description

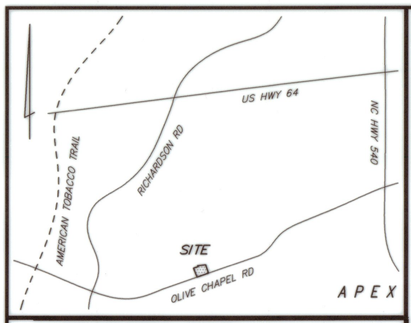
Smith & Smith Surveyors, P.A.
P.O. Box 457
Apex, N.C. 27502
(919) 362-7111
Firm License No. C-0155

Lying and being in Town of Apex ETJ, White Oak Township, Wake County, North Carolina and being described more fully as follows to wit:

BEGINNING at a point, the northeast corner of a 3.03 acre tract (B.M. 1980, Pg. 151), the southeast corner of a 4.39 acre tract (B.M. 1982, Pg. 24); thence a curve to the left South 14º 54' 26" East, 45.17 feet (chord), 324.66 feet (radius) to a point; thence South 19º 02' 40" East, 251.73 feet to a point; thence South 71º 00' 01" West, 399.49 feet to a point; thence North 21º 22' 18" West, 324.65 feet to a point; thence North 72º 41' 11" East, 155.49 feet to a point; thence North 17º 59' 08" West, 35.64 feet to a point; thence North 83º 42' 57" East, 266.43 feet to a point and place of BEGINNING, containing 3.03 acres more or less. The above-described tract of land includes that portion within the right of way of Olive Chapel Road (NCSR 1160).

This description was prepared for the sole purpose of annexation of a municipal boundary and for no other use.


Annexation #831
Linden Lot 22
Linden Grove Ln
Olive Chapel Rd
Bergen Ave
0
200
400
Feet
June 2026
February 2026 Aerial
Photography Prepared by: Town of Apex Planning Department



VICINITY MAP (NOT TO SCALE)

I, STALEY C. SMITH , CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION ~~FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION~~ AS RECORDED IN:

D.B. 19389, PG. 588
B.M. 1982, PG. 24
B.M. 1980, PG. 151

THIS MAP OR PLAT IS EXEMPT FROM THE REQUIREMENTS OF G.S. 47-30 PURSUANT TO G.S. 47-30(j).

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 16TH DAY OF JUNE, A.D., 2026.

NORTH CAROLINA PROFESSIONAL SEAL L-3766 LAND SURVEYOR STALEY C. SMITH

Staley C. Smith
Professional Land Surveyor
L-3766
License Number

SURVEYOR NOTES:

1. THE PROPERTY SHOWN HEREON MAY BE SUBJECT TO COVENANTS, CONDITIONS, RESTRICTIONS, RIGHTS OF WAY, AND EASEMENTS OF RECORD.
2. NO TITLE SEARCH HAS BEEN PERFORMED BY THIS FIRM DURING THE COURSE OF THIS SURVEY.
3. THIS SURVEYOR DOES NOT CERTIFY TO THE EXISTENCE OR NON-EXISTENCE OF ANY UNDERGROUND UTILITIES, BURIAL GROUNDS, OR ANY SUBSURFACE FEATURES THAT MAY OR MAY NOT BE PRESENT ON THIS SITE.
4. ALL DISTANCES ARE HORIZONTAL U.S. SURVEY FOOT UNIT GROUND MEASUREMENTS.
5. AREA DETERMINED USING THE COORDINATE GEOMETRY METHOD.
6. CURRENT PROPERTY ZONING: RR (RURAL RESIDENTIAL)
7. SUBJECT PROPERTY ADDRESS: 2412 OLIVE CHAPEL RD APEX, NC 27502

(5) B.M. 2019, PG. 1362
(4) B.M. 2019, PG. 1362
(1) B.M. 2019, PG. 1362
(3) KELLY HUNTER DRISCOLL, ET VIR D.B. 18537, PG. 2452 B.M. 1982, PG. 24
(2) PITTSBORO HOME RENTALS, LLC D.B. 19486, PG. 2220 B.M. 1982, PG. 24
ZION LAND MANAGEMENT, LLC D.B. 19389, PG. 588 ~ TRACT TWO B.M. 1982, PG. 24
ZION LAND MANAGEMENT, LLC D.B. 19389, PG. 588 ~ TRACT ONE B.M. 1980, PG. 151
FRANK A. FOSTER REBECCA COPELAND D.B. 17659, PG. 494 B.M. 1993, PG. 481
RR CAPITAL GROUP LLC D.B. 19470, PG. 665
DORTCH, ET UX D.B. 17304, PG. 2622 ANNEXATION # 214 B.M. 1997, PG. 877
SEARS D.B. 2984, PG. 137

RESOURCE CONSERVATION EASEMENT B.M. 2019, PG. 1362
50' INTERMITTENT STREAM BUFFER B.M. 2019, PG. 1362
20' TYPE "B" PERIMETER BUFFER B.M. 2019, PG. 1362

LINDEN GROVE LANE 60' PUBLIC R/W B.M. 2019, PG. 1362
ASTER COURT 50' PUBLIC R/W B.M. 2022, PG. 18
(204) B.M. 2022, PG. 18
(203) B.M. 2022, PG. 18
(202) B.M. 2022, PG. 18
(201) B.M. 2022, PG. 18
OPEN SPACE 2 B.M. 2019, PG. 1362
OPEN SPACE 3 B.M. 2022, PG. 18
OPEN SPACE 1 B.M. 2019, PG. 1362
MAP NORTH B.M. 1982, PG. 24

LINDEN HOMEOWNERS ASSOCIATION, INC. D.B. 19360, PG. 946 ~ TRACT ONE B.M. 2019, PG. 1362 ANNEXATION # 620 B.M. 2018, PG. 231
LINDEN HOMEOWNERS ASSOCIATION, INC. D.B. 19360, PG. 946 ~ TRACT ONE B.M. 2018, PG. 231 ANNEXATION # 620

50' INTERMITTENT STREAM BUFFER B.M. 2019, PG. 1362
VARIABLE WIDTH PUBLIC STORM DRAINAGE EASEMENT B.M. 2019, PG. 1362
10' X 70' SIGHT DISTANCE TRIANGLE B.M. 2019, PG. 1362
20' TOWN OF APEX UTILITY EASEMENT B.M. 2019, PG. 1362
TOWN OF APEX CORPORATE LIMITS B.M. 2018, PG. 231
IN OUT

ANNEXATION # _____

I, ALLEN COLEMAN, CMC, NCCCC, TOWN CLERK , Apex, North Carolina certify this is a true and exact map of annexation adopted the _____ day of _____ , 2026, by the Town Council. I set my hand and seal of the Town of Apex, _____ , 2026.

ALLEN COLEMAN, CMC, NCCCC, TOWN CLERK

50 0 25 50 100
U.S. SURVEY FEET
1 inch = 50 ft.

N 17°59'08" W 35.64'
N 72°41'11" E 155.49'
266.43' N 83°42'57" E
S 14°54'26" E CH=45.17' R=324.66'
S 19°02'40" E 251.73'
N 21°22'18" W 324.65' BEARING BASIS
S 71°00'01" W 399.49'
2412

3.03 ACRES TOTAL ANNEXED
NOT A PHYSICAL SURVEY

THIS MAP WAS PREPARED FOR THE SOLE PURPOSE OF ANNEXATION OF A MUNICIPAL BOUNDARY. THIS MAP SHOULD NOT BE USED TO TRANSFER PROPERTY SHOWN HEREON.

Legend
R/W – Right Of Way (Approximate)
PIN – Parcel Identification Number
ETJ – Extraterritorial Jurisdiction
NCSR – North Carolina Secondary Road
2412 – Street Address (Typical)
Property Line / Annexation Line (not surveyed)
Property Line (not surveyed)
Approximate Right Of Way Line (not surveyed)
Existing Town of Apex Corporate Limits (not surveyed)

OLIVE CHAPEL ROAD PUBLIC R/W ~ NCSR 1160

ANNEXATION MAP for the TOWN OF APEX
ZION LAND MANAGEMENT, LLC
TOWN APEX ETJ, WHITE OAK TOWNSHIP, WAKE COUNTY, NC

LISTED OWNER (NOT A TITLE VERIFICATION)
ZION LAND MANAGEMENT, LLC
200 FRANCONIA WAY
APEX, NC 27502
PIN 0722-50-9118

Smith & Smith, Surveyors, P.A.
P.O. BOX 457
APEX, N.C. 27502
(919) 362-7111
FIRM LICENSE No. C-0155

PLAN DATE JUNE 8, 2026
SCALE 1" = 50'
DRAWN BY WBH
PROJECT NO. 2023-88

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 #: 831 Submittal Date: 5-6-2026

Fee Paid $ 300.00 Check # CC

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

ZION LAND MANAGEMENT, LLC — Owner Name (Please Print)

0722509118 — Property PIN or Deed Book & Page #

919-602-0147 — Phone

admin@zionlm.com — E-mail Address

Owner Name (Please Print) — Property PIN or Deed Book & Page #

Phone — E-mail Address

Owner Name (Please Print) — Property PIN or Deed Book & Page #

Phone — E-mail Address

Surveyor Information

Surveyor: SMITH & SMITH SURVEYORS P.A.

Phone: 919-362-7111 Fax: —

E-mail Address: bene@smithandsmithsurveyors.net

Annexation Summary Chart

Property Information		Reason(s) for annexation (select all that apply)	
Total Acreage to be annexed:	3.03	Need water service due to well failure	☐
Population of acreage to be annexed:	6	Need sewer service due to septic system failure	☐
Existing # of housing units:	1	Water service (new construction)	☐
Proposed # of housing units:	1	Sewer service (new construction)	☑
Zoning District*:	RR	Receive Town Services	☐

*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.)

Please Print	Signature
Please Print	Signature
Please Print	Signature
Please Print	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: _____

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, ZION LAND MANAGEMENT a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the 5TH day of MAY, 2026.

Name of Limited Liability Company ZION LAND MANAGEMENT, LLC

By: _____
Signature of Member/Manager

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, BENJAMIN S. SMITH, a Notary Public for the above State and County, this the 5TH day of MAY, 2026.

_____
Notary Public

SEAL

BENJAMIN S SMITH NOTARY PUBLIC WAKE COUNTY, NC

My Commission Expires: 10/6/30

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: _____

FOR APPLICANT USE ONLY
PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

COMMON ACRONYMS/DEFINITIONS			
GeoCivix (IDT)	Electronic Plan Review	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Dept. of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual

CONTACT INFORMATION			
Planning Department	(919) 249-3426	Water Resources (Utilities)	(919) 372-7478
Development Services	(919) 249-3394	Clerk's Office	(919) 249-1260

#	REQUIRED PLAT ITEMS
1	The exact boundary lines of the area to be annexed fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits.
2	Show and label any utility easements with metes and bounds.
3	Accurate locations and descriptions of all monuments, markers, and control points.
4	Ultimate right-of-way widths on all streets.
5	Entitle "ANNEXATION MAP for the TOWN OF APEX" or "SATELLITE ANNEXATION MAP for the TOWN OF APEX", as appropriate.
6	Name of property owner.
7	Name, seal, and registration of Professionally Licensed Surveyor (PLS).
8	Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 of NAD 27) or deed; graphic scale; and declination.
9	Names of the township, county, and state.
10	A detailed vicinity map.
11	Include address of property if assigned.
12	Show all contiguous or non-contiguous town limits.
13	The following certification must be placed on the map near a border to allow the map to be sealed: Annexation # _____ I, Allen Coleman, CMC, NCCCC, Town Clerk, Apex, North Carolina certify this 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, NCCCC, Town Clerk -Seal-
14	Leave 2 inch by 2 inch space for the Wake County or Chatham County Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Mayor Jacques K. Gilbert, and,
Mayor Pro-Tempore Terry Mahaffey

Department(s): Governing Body

Requested Motion

Motion to appoint Brian Meyer as Interim Town Attorney effective July 1, 2026 and until such date a permanent Town Attorney is appointed.

Approval Recommended?

Yes

Item Details

Following over twenty years (20) of service to the Town of Apex, Town Attorney Laurie Hohe has announced her retirement effective August 1, 2026. The current Deputy Town Attorney, Brian Meyer, has been selected to serve as the interim Town Attorney until the permanent Town Attorney is appointed. The Mayor and Town Council initiated the recruitment process for selecting the Town's next Town Attorney and the position closed on May 31, 2026.

Attachments

- N/A

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Jessica Hoffman, Director

Department(s): Budget and Performance Management

Requested Motion

Motion to approve Budget Ordinance Amendment No. 11 appropriating funds for utility debt write off (prior to 2020) and for the consolidation of the Law Enforcement Officer Special Separation Allowance Fund into the General Fund.

Approval Recommended?

Yes

Item Details

The Town's financial records as of 7/1/25 included balances for past-due utility balances that had been maintained in the Town's billing files for a period longer than 6 years. To increase data integrity during the software transition, the decision was made to not import $401,714 in customer balances for customers who were both Inactive (ex; business closed, resident moved out of Apex) and had made no payments through 2020. Budget Ordinance Amendment No. 11 allocates $118,300 to the Water Sewer Fund, $249,380 to the Electric Fund, $9,400 to the Stormwater Fund, and $24,650 to the General Fund to recognize and write off uncollectible utility account balances that are no longer considered collectible. Writing off aged bad debt ensures utility fund balances and accounts receivable are accurately stated and reflects sound financial management practices. The write-off has been allocated among the utility funds based on the proportionate share attributable to each fund.

Budget Ordinance Amendment No. 11 closes the Law Enforcement Officer Special Separation Allowance Fund and allocates its remaining balance to the General Fund. The funds will remain restricted for Law Enforcement Officer Special Separation Allowance purposes; however, consolidating these resources within the General Fund will streamline financial reporting and fund administration.

Attachments

- CN9-A1: Budget Ordinance Amendment No. 11- Utility Debt Write Off (Prior to 2020) and Consolidation of Law Enforcement Special Separation Allowance Fund to General Fund

Town of Apex

Budget Ordinance Amendment No. 11

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:

Water Sewer Fund

Section 1. Revenues:

48020	Fund Balance - Amended	118,300
Total Revenues		**$118,300**

Section 2. Expenditures:

8130	Water Bad Debt Write Off	50,475
8230	Sewer Bad Debt Write Off	67,825
Total Expenditures		**$118,300**

Electric Fund

Section 1. Revenues:

48020	Fund Balance - Amended	249,380
Total Revenues		**$249,380**

Section 2. Expenditures:

8300	Bad Debt Write Off	249,380
Total Expenditures		**$249,380**

Stormwater Fund

Section 1. Revenues:

48020	Fund Balance - Amended	9,400
Total Revenues		**$9,400**

Section 2. Expenditures:

8020	Bad Debt Write Off	9,400
Total Expenditures		**$9,400**

General Fund

Section 1. Revenues:

49730	Transfer from LEOSSA	467,537
48020	Fund Balance - Amended	24,650
Total Revenues		**$492,187**

Section 2. Expenditures:

5105	Special Seperation Allowance	467,537
5700	Bad Debt Write Off	24,650
Total Expenditures		**$492,187**

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

Adopted this the 23rd day of June 2026.

Attest:

Jacques K. Gilbert, Mayor

Allen L. Coleman, CMC, NCCCC, Town Clerk

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Jessica Hoffman, Director

Department(s): Budget and Performance Management

Requested Motion

Motion to approve Capital Project Ordinance (CPO) Amendment No. 2026-18, No. 2026-19, and No. 2026-20, allocating funding for the Hunter Street Park Renovation and Middle Creek Greenway crosswalk improvements (CPO-2026-19), the State and Local Cybersecurity Grant Program projects (CPO-2026-19), and Safe Routes to School projects (CPO-2026-20).

Approval Recommended?

Yes

Item Details

Capital Project Ordinance No. 2026-18 allocates $625,000 for design of the Hunter Street Park Renovation and $100,000 for crosswalk improvements on Middle Creek Greenway.

Capital Project Ordinance No. 2026-19 allocates $197,600 for North Carolina's State and Local Cybersecurity Grant Program (SLCGP) which provides federal funding to help municipalities strengthen cybersecurity and protect critical infrastructure. The Town of Apex IT Department has secured over six figures in cumulative cybersecurity grants, supporting projects such as modern identity security, enhanced network protection, cybersecurity monitoring, and staff training.

Capital Project Ordinance No. 2026-20 allocates $1,020,950 for Safe Routes to School projects which improve and expand the Town's existing infrastructure for pedestrian and bicycle traffic to and/from schools.

These projects are funded using available General Fund resources resulting from salary savings and other budgetary savings throughout the fiscal year.

Attachments

- CN10:A1: Capital Project Ordinance Amendment No. 2026-18 – Recreation Capital Project Fund – Hunter Street Park Renovation and Middle Creek Greenway Crosswalk Improvements
- CN10:A2: Capital Project Ordinance Amendment No. 2026-19 – General Fund – Cybersecurity Grant Program
- CN10:A3: Capital Project Ordinance Amendment No. 2026-20 – Transportation Capital Project Fund – Safe Routes to Schools Projects

Town of Apex

CAPITAL PROJECT ORDINANCE AMENDMENT 2026-18

220 - Recreation Capital Project Fund

BE IT ORDAINED, by the Council of the Town of Apex that the Capital Project Ordinance previously entitled "Recreation Capital Project Fund" be amended as follows:

SECTION 1: The project authorized by this ordinance consists of parks and recreation capital projects.

SECTION 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION 3: The following revenues are anticipated to be available to complete these projects:

Type	Increase/(Decrease)	Amended Fund Totals
Grants (County/State/Federal)	-	9,432,629
Transfer from Recreation Reserve	-	16,796,744
Transfer from General Fund	725,000	8,106,500
Bond Proceeds/Premium	-	51,550,342
Miscellaneous Revenue	-	134,000
Subdivision Recreation Fees	-	445,634
Donations & Sponsorship	-	345,000
Interest Earned - Debt Proceeds	-	1,018,500
Interest Earned	-	1,190,500
Total Revenues		**$89,019,849**

SECTION 4: The following amounts are appropriated for the project funds:

Type	Increase/(Decrease)	Amended Fund Totals
Recreation Capital Project Expenditures	725,000	89,019,849
Total Expenditures		**$89,019,849**

SECTION 5: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION 6: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION 7: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION 8: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project within five (5) days after adoption.

SECTION 9: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

Adopted this the 23rd day of June 2026.

Attest:

Jacques K. Gilbert, Mayor

Allen L. Coleman, CMC, NCCCC Town Clerk

Town of Apex

CAPITAL PROJECT ORDINANCE AMENDMENT 2026-19

200 - General Capital Project Fund

BE IT ORDAINED, by the Council of the Town of Apex that the Capital Project Ordinance previously entitled "General Capital Project Fund" be amended as follows:

SECTION 1: The project authorized by this ordinance consists of general capital projects.

SECTION 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION 3: The following revenues are anticipated to be available to complete these projects:

Type	Increase/(Decrease)	Amended Fund Totals
Grants (State/Federal/County)	79,040.00	1,184,716.00
Interest Earned	-	701,570.00
Interest Earned - Debt Proceeds	-	42,400.00
Bond Proceeds	-	36,030,000.00
Bond Premium	-	88,700.00
Installment Purchase Agreement	-	8,700,000.00
Transfer from Affordable Housing Fund	-	2,050,000.00
Transfer from General Fund	118,560.00	23,630,294.00
Transfer from Electric Fund	-	1,174,400.00
Transfer from W/S Fund	-	1,361,310.00
Transfer from Cemetery Fund	-	1,121,000.00
Total Revenues		**$76,084,390**

SECTION 4: The following amounts are appropriated for the project funds:

Type	Increase/(Decrease)	Amended Fund Totals
General Capital Project Expenditures	197,600.00	76,084,390
Total Expenditures		**$76,084,390**

SECTION 5: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION 6: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION 7: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION 8: Copies of this capital project ordinance shall be furnished to the Town Clerk, Budget Officer and the Finance Officer for direction in carrying out this project within five (5) days after adoption.

SECTION 9: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

Adopted this the 23rd day of June, 2026.

Attest:

Jacques K. Gilbert, Mayor

Allen L. Coleman, CMC, NCCCC, Town Clerk

Town of Apex

CAPITAL PROJECT ORDINANCE AMENDMENT 2026-20

210 - Transportation Capital Project Fund

BE IT ORDAINED, by the Council of the Town of Apex that the Capital Project Ordinance previously entitled "Transportation Capital Project Fund" be amended as follows:

SECTION 1: The project authorized by this ordinance consists of transportation capital projects.

SECTION 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION 3: The following revenues are anticipated to be available to complete these projects:

Type	Increase/(Decrease)	Amended Fund Totals
Grants (State/Federal)	-	21,640,989
Interest Earned	-	1,347,600
Interest Earned - Debt Proceeds	-	335,650
Developer Reimbursement	-	150,250
Payments in Lieu of Streets	-	65,000
Town of Cary Reimbursement	-	750,412
Bond Proceeds/Premium	-	60,906,265
Transfer from General Fund	1,020,950	22,963,328
Transfer from Transportation Capital Reserve	-	8,239,373
Total Revenues		**$116,398,867**

SECTION 4: The following amounts are appropriated for the project funds:

Type	Increase/(Decrease)	Amended Fund Totals
Transportation Capital Project Expenditures	1,020,950	116,398,867
Total Expenditures		**$116,398,867**

SECTION 5: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION 6: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION 7: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION 8: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project within five (5) days after adoption.

SECTION 9: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

Adopted this the 23rd day of June, 2026.

Attest:

Jacques K. Gilbert, Mayor

Allen L. Coleman, CMC, NCCCC, Town Clerk

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Jonathan Griffin, Director

Department(s): Finance

Requested Motion

Motion to approve a Contract to Audit Accounts between the Town of Apex and Cherry Bekaert, LLP for the fiscal year ending June 30, 2026, in an amount not to exceed $79,275, and authorize the Mayor to execute the contract and associated documents on behalf of the Town.

Approval Recommended?

Yes

Item Details

Pursuant to North Carolina General Statutes (NCGS) 159-34(a), **"The auditor shall be selected by and shall report directly to the governing board. The audit contract or agreement shall (i) be in writing, (ii) include the entire entity in the scope of the audit, except that an audit for purposes other than the annual audit required by this section should include an accurate description of the scope of the audit, (iii) require that a typewritten or printed report on the audit be prepared as set forth herein, (iv) include all of its terms and conditions, and (v) be submitted to the secretary for his approval as to form, terms, conditions, and compliance with the rules of the Commission."**

The Finance Department presents a contract to audit accounts for the year ended June 30th, 2026, with the firm Cherry Bekaert, LLP.

The Finance Department evaluated alternatives to acquire audit services for Town Council, but given delays in completion and filing of the Town's audited financial statements with the Secretary of the Local Government Commission, it was unrealistic to be able to issue a request for proposals and solicit contract proposals from multiple accounting firms and provide sufficient time for Town Council to evaluate, consider and test proposals from new accounting firms and still be able to award a contract in a timely manner.

The proposed fee, inclusive of financial statement audit and 2 compliance reviews for major programs is $72,450, lower than the final amended price of the 2025 audit. Finalizing a contract at the 6/23/26 meeting will provide 128 work days between 6/23/26 and due date of 12/31/26 to complete the preparation of financial statements and their audit.

Staff have prepared a full request for proposals (RFP) to solicit contract proposals from additional accounting firms to provide Town Council with the flexibility to select a new public accounting firm to provide audit services and plan to release that RFP in November 2026 to cover the FY 2027 year.

Attachments

- CN11-A1: Contract - Cherry Bekaert, LLP - Annual Financial Audit and Compliance Review - Fiscal Year Ending June 30, 2026

CONTRACT TO AUDIT ACCOUNTS

The Governing Board: Town Council

of Primary Government Unit: Town of Apex, North Carolina

and Discretely Presented Component Unit (DPCU) (if applicable): NA

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and Auditor Name: Cherry Bekaert LLP

Auditor Address: 3800 Glenwood Avenue, Suite 200, Raleigh, NC 27612

Hereinafter referred to as Auditor

for

Fiscal Year Ending	Date Audit Will Be Submitted to LGC
6/30/2026	12/31/2026

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by "U.S. Auditing Standards – AICPA (Clarified)," referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended $100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is $1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit’s (Units’) audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management’s Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor’s opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.

20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;

b) the status of the prior year audit findings;

c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and

d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

NA

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards,2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☐ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	***Title and Unit / Company:***	***Email Address:***

OR Not Applicable ☐ *(Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)*

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	Town of Apex, North Carolina
Audit Fee (financial and compliance if applicable)	**$** 72,450.00 (includes 2 major programs)
Fee per Major Program (if not included above)	**$** 6,750.00
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	**$** NA
All Other Non-Attest Services	**$** NA
TOTAL AMOUNT NOT TO EXCEED	**$** 79275.00

Discretely Presented Component Unit	NA
Audit Fee (financial and compliance if applicable)	**$** NA
Fee per Major Program (if not included above)	**$** NA
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	**$** NA
All Other Non-Attest Services	**$** NA
TOTAL AMOUNT NOT TO EXCEED	**$**

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Cherry Bekaert LLP	
Authorized Firm Representative (typed or printed)* Lee Ann Watters	Signature* Lee Ann Watters
Date* 6/16/2026	Email Address* leeann.watters@cbh.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Apex, North Carolina	
Date Governing Board Approved Audit Contract* **(Enter date in box to right)**	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	$ 79275.00
Primary Governmental Unit Finance Officer* (typed or printed) Jon Griffin	Signature*
Date of Preaudit Certificate*	Email Address* Jon.Griffin@apexnc.org

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* NA	
Date DPCU Governing Board Approved Audit Contract* **(Enter date in box to right)**	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by this Transaction:	$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Preaudit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Matthew Reker, Utility Engineering Intern

Department(s): Water Resources

Requested Motion

Motion to award the construction contract between Busco Contractors, Inc. and Town of Apex, for the Western Transmission Main Phase 2 project in the amount not to exceed $906,450, and to authorize Town Manager, or their designee, to execute the contract on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Western Transmission Main Phase 2 Project is a Town Capital Project that comprises of two sections of utility construction along Old US 1. The utility work includes installing approximately 1,450 linear feet of new 20-inch water transmission main that connects the existing transmission main along Kelly Road to the new Pleasant Park Water Tank, and ties into the new 20-inch Peakway transmission main at the Apex Barbecue Road intersection.

On Tuesday June 9, 2026, the Town of Apex received eight bids for the Western Transmission Main Phase 2 Project. The low bidder was determined to be Busco Contractors, Inc. who submitted a bid of $906,450.00.

Attachments

- CN12-A1: Recommendation of Award - Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project
- CN12-A2: Certified Bid Tabulation - Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project
- CN12-A3: Busco Bid Package - Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project
- CN12-A4: Notice of Award (Not to be signed) - Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project

- CN12-A5: Contract Agreement (Not to be signed) - Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project
- CN12-A6: Notice to Proceed (Not to be signed) - Construction Contract Award – Busco Contractors Inc. – Western Transmission Main Phase 2 Project

APEX 1873 NORTH CAROLINA

BLACK & VEATCH

BLACK & VEATCH INTERNATIONAL CO.
175 REGENCY WOODS PL. STE 200, CARY, NC 27518
919-462-7423 | CAMPBELLDL@BV.COM

June 10, 2026

Town of Apex
Western Transmission Main – Phase 2
Recommendation of Award

B&V Project 413095
B&V File 80.0100

Attn: Matthew Reker
Project Manager
105-B Upchurch Street
Apex, NC 27502

Dear Mr. Reker:

Enclosed are the Bid Tabulation and Bid Summary for bids received on June 9, 2026 for the Western Transmission Main – Phase 2 project. A total of eight (8) bids were received for the project. The Low Bidder was Busco Contractors, Inc. with a bid amount of $906,450.00

The low bidder is properly licensed to perform the project based on license information from the NC Licensing Board for General Contractors' website, and they have satisfactorily completed other projects of similar nature.

Based upon our review of the bids received, Black & Veatch recommends that the Town of Apex compare the low bid against the project budget and award the project to the low bidder Busco Contractors, Inc. if funds are sufficient. Please note that the contract must be awarded by August 9 without requesting an extension of the bid holding period from the low bidder.

Upon receipt of your Notice of Award, we will prepare and submit conforming copies of the contract documents to Busco Contractors, Inc. for execution. The Notice of Award is attached to this letter. If you have any questions, please contact us.

Very truly yours,

BLACK & VEATCH INTERNATIONAL COMPANY



D. Lee Campbell, Jr., PE - Project Manager

Enclosure(s): As stated.

BLACK & VEATCH

BID SUMMARY
TOWN OF APEX
WESTERN TRANSMISSION MAIN PHASE II

BID DATE/ TIME: June 9, 2026 at 2:00 PM

BIDDER	NC LIC. NO.	CLASS	LIMITATION	BID BOND	ADD. 1	TOTAL BASE BID	REMARKS
Busco Contractors, Inc 1690 Massengill Pond Road Angier, NC 27501	L-101731	PU	UL	5%	Yes	$ 906,450.00	Apparent Low Bidder
Carolina CivilWorks, Inc. PO Box 80337 Raleigh, NC 27623	74658	UC	UL	5%	Yes	$ 1,220,305.00	
J. F. Wilkerson Contracting Company, Inc. PO Box 183 Morrisville, NC 27560	L-04499	UC	UL	5%	Yes	$ 1,199,000.00	
Moffat Pipe, Inc. 701 Finger Lakes Dr. Wake Forest, NC 27587	L-54906	UC	UL	5%	Yes	$ 1,952,610.00	Did not include contingency line in total shown in bid package
Pipeline Utilties, Inc. 2204-F Associate Drive Raleigh, NC 27603	L-00425	UC	UL	5%	Yes	$ 1,551,269.00	
Rifenburg North Carolina, LLC 440 W. Barbee Street Zebulon, NC 27597	L-87468	H	UL	5%	Yes	$ 1,072,550.00	
Sanford Contractors 629 Rocky Fork Church Rd. Sanford, NC 27332	L-06301	UC	UL	5%	Yes	$ 1,088,185.00	
Teraflex Group, LLC 1015 58th Street Williston, ND 58801	L-78525	H; PU	UL	5%	Yes	$ 1,592,100.00	

This is to certify that the bids tabulated herein were publically opened and read aloud at 2:00 pm EST on the 9th day of June 2026, at Apex Public Works (105-B Upchurch Street, Apex, NC 27502).



Digitally signed by Donald Lee Campbell
Date: 2026.06.10 08:33:40-04

D. Lee Campbell, Jr., PE
Black & Veatch International Company
Business License No. F-0794
175 Regency Woods Place, Suite 200
Cary, North Carolina 27518

BLACK & VEATCH

BID TABULATION
TOWN OF FUQUAY-VARINA
DONNY BROOK AND LAKE WHEELER TO US-401
WATER LINE EXTENSION

BID DATE/ TIME: June 9, 2026 at 2:00 PM

Bid Form				Busco Contractors, Inc 1690 Massengill Pond Road Angier, NC 27501		Carolina CivilWorks, Inc. PO Box 80337 Raleigh, NC 27623		J. F. Wilkerson Contracting Company, Inc. PO Box 183 Morrisville, NC 27560		Moffat Pipe, Inc. 701 Finger Lakes Dr. Wake Forest, NC 27587		Pipeline Utilties, Inc. 2204-F Associate Drive Raleigh, NC 27603		Rifenburg North Carolina, LLC 440 W. Barbee Street Zebulon, NC 27597		Sanford Contractors 629 Rocky Fork Church Rd. Sanford, NC 27332		Teraflex Group, LLC 1015 58th Street Williston, ND 58801	
				Low Bidder															
Item	**Description**	**Unit**	**Quantity**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**	**Bid Unit Price**	**Bid Price**
1	Mobilization (3% maximum)	LS	1	$ 20,000.00	$ 20,000.00	$ 34,905.00	$ 34,905.00	$ 27,150.00	$ 27,150.00	$ 51,000.00	$ 51,000.00	$ 45,000.00	$ 45,000.00	$ 30,000.00	$ 30,000.00	$ 31,615.00	$ 31,615.00	$ 45,000.00	$ 45,000.00
2	20-inch Water Main, Restrained	LF	1450	$ 312.00	$ 452,400.00	$ 350.58	$ 508,341.00	$ 393.00	$ 569,850.00	$ 714.00	$ 1,035,300.00	$ 619.20	$ 897,840.00	$ 345.00	$ 500,250.00	$ 350.00	$ 507,500.00	$ 568.00	$ 823,600.00
3	36" (0.5" THK) Steel Casing w/ Restrained DIP Water Main	LF	50	$ 845.00	$ 42,250.00	$ 972.00	$ 48,600.00	$ 455.00	$ 22,750.00	$ 1,780.00	$ 89,000.00	$ 1,484.00	$ 74,200.00	$ 950.00	$ 47,500.00	$ 975.00	$ 48,750.00	$ 1,260.00	$ 63,000.00
4	Restrained Joint DI Fittings	LB	4500	$ 13.00	$ 58,500.00	$ 11.31	$ 50,895.00	$ 11.00	$ 49,500.00	$ 41.00	$ 184,500.00	$ 7.50	$ 33,750.00	$ 30.00	$ 135,000.00	$ 14.50	$ 65,250.00	$ 30.00	$ 135,000.00
5	Connect to Exisiting Water Main	EA	4	$ 8,750.00	$ 35,000.00	$ 18,341.00	$ 73,364.00	$ 24,000.00	$ 96,000.00	$ 13,800.00	$ 55,200.00	$ 21,001.25	$ 84,005.00	$ 9,300.00	$ 37,200.00	$ 9,950.00	$ 39,800.00	$ 31,000.00	$ 124,000.00
6	20" Gate Valve w/ Valve Box	EA	2	$ 28,000.00	$ 56,000.00	$ 37,108.00	$ 74,216.00	$ 33,000.00	$ 66,000.00	$ 68,000.00	$ 136,000.00	$ 34,818.00	$ 69,636.00	$ 28,000.00	$ 56,000.00	$ 41,850.00	$ 83,700.00	$ 39,600.00	$ 79,200.00
7	Air Release Valve in Manhole	EA	2	$ 11,500.00	$ 23,000.00	$ 23,714.00	$ 47,428.00	$ 17,000.00	$ 34,000.00	$ 21,000.00	$ 42,000.00	$ 19,570.00	$ 39,140.00	$ 13,000.00	$ 26,000.00	$ 10,450.00	$ 20,900.00	$ 24,600.00	$ 49,200.00
8	Fire Hydrant Assembly	EA	2	$ 10,000.00	$ 20,000.00	$ 15,760.00	$ 31,520.00	$ 14,000.00	$ 28,000.00	$ 40,000.00	$ 80,000.00	$ 25,900.50	$ 51,801.00	$ 18,000.00	$ 36,000.00	$ 24,500.00	$ 49,000.00	$ 24,900.00	$ 49,800.00
9	Cleanup and Seeding Along Utility Pipelines	LF	1500	$ 4.00	$ 6,000.00	$ 5.99	$ 8,985.00	$ 44.00	$ 66,000.00	$ 17.00	$ 25,500.00	$ 35.00	$ 52,500.00	$ 15.00	$ 22,500.00	$ 4.00	$ 6,000.00	$ 10.00	$ 15,000.00
10	Rock Excavation by Mechanical Methods (min. $100/CY)	CY	100	$ 115.00	$ 11,500.00	$ 431.00	$ 43,100.00	$ 250.00	$ 25,000.00	$ 250.00	$ 25,000.00	$ 265.05	$ 26,505.00	$ 100.00	$ 10,000.00	$ 195.00	$ 19,500.00	$ 100.00	$ 10,000.00
11	Undercut Unstable Pipe Foundation (min. $25/CY)	CY	100	$ 25.00	$ 2,500.00	$ 187.00	$ 18,700.00	$ 75.00	$ 7,500.00	$ 181.00	$ 18,100.00	$ 83.72	$ 8,372.00	$ 25.00	$ 2,500.00	$ 70.00	$ 7,000.00	$ 25.00	$ 2,500.00
12	Asphalt Pavement Repair	SY	150	$ 280.00	$ 42,000.00	$ 145.00	$ 21,750.00	$ 125.00	$ 18,750.00	$ 177.00	$ 26,550.00	$ 149.22	$ 22,383.00	$ 140.00	$ 21,000.00	$ 230.00	$ 34,500.00	$ 220.00	$ 33,000.00
13	Asphalt Pavement Repair (NCDOT Roads)	SY	40	$ 325.00	$ 13,000.00	$ 470.00	$ 18,800.00	$ 400.00	$ 16,000.00	$ 287.00	$ 11,480.00	$ 344.00	$ 13,760.00	$ 220.00	$ 8,800.00	$ 820.00	$ 32,800.00	$ 270.00	$ 10,800.00
14	Greenway Pavement Repair	SY	40	$ 240.00	$ 9,600.00	$ 234.00	$ 9,360.00	$ 175.00	$ 7,000.00	$ 67.00	$ 2,680.00	$ 182.00	$ 7,280.00	$ 140.00	$ 5,600.00	$ 100.00	$ 4,000.00	$ 280.00	$ 11,200.00
15	Concrete Curb and Gutter	LF	40	$ 100.00	$ 4,000.00	$ 66.00	$ 2,640.00	$ 100.00	$ 4,000.00	$ 90.00	$ 3,600.00	$ 110.00	$ 4,400.00	$ 60.00	$ 2,400.00	$ 48.00	$ 1,920.00	$ 110.00	$ 4,400.00
16	Concrete Sidewalk	SY	20	$ 110.00	$ 2,200.00	$ 433.00	$ 8,660.00	$ 125.00	$ 2,500.00	$ 135.00	$ 2,700.00	$ 246.95	$ 4,939.00	$ 90.00	$ 1,800.00	$ 140.00	$ 2,800.00	$ 150.00	$ 3,000.00
17	Erosion Control	LS	1	$ 8,500.00	$ 8,500.00	$ 119,041.00	$ 119,041.00	$ 59,000.00	$ 59,000.00	$ 64,000.00	$ 64,000.00	$ 15,758.00	$ 15,758.00	$ 30,000.00	$ 30,000.00	$ 33,150.00	$ 33,150.00	$ 33,400.00	$ 33,400.00
18	Owner Approved Contingency Allowance	LS	1	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00
	Total Base Bid Price (Sum of Items 1-23)				**$ 906,450.00**		**$ 1,220,305.00**		**$ 1,199,000.00**		**$ 1,952,610.00**		**$ 1,551,269.00**		**$ 1,072,550.00**		**$ 1,088,185.00**		**$ 1,592,100.00**

BIDDER'S CHECKLIST

This checklist shall be included as the first page of the submitted bidding documents. As outlined in article 7 of the Bid Form the following items shall be included with the submitted bidding documents:

✓	-	Properly Executed Bid Form (Including the acknowledgement of all Addenda)
✓	A.	Required Bid security in the form of a Bid Bond (EJCDC No. C-430) or Certified Check (circle type of security provided); Bid Bond shall be include an executed Power of Attorney.
✓	B1.	Identification of Minority Business Participation
✓	B2.	Affidavit A, Listing of Good Faith Efforts; or Affidavit B, Intent to Perform Contract with Own Workforce
X	C.	E-Verify Affidavit
X	D.	Iran Divestment Act Certification

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____

Busco Contractors, Inc. as principal, and Travelers Casualty and Surety Company of America, as surety, who is duly licensed to act as surety in North Carolina, are held and firmly bound unto Town of Apex as obligee, in the penal sum of Five Percent of Amount Bid 5% DOLLARS, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 9th day of June, 2026

WHEREAS, the said principal is herewith submitting proposal for

Western Transmission Main - Phase 2

and the principal desires to file this bid bond in lieu of making the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give bond for the faithful performance thereof within ten days after the award of same to the principal, then this obligation shall be null and void; but if the principal fails to so execute such contract and give performance bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S. 143-129.1

Busco Contractors, Inc. (SEAL)

By: _____ (SEAL)

_____ (SEAL) Witness

Travelers Casualty and Surety Company of America (SEAL)

By: _____ (SEAL)

Heather Segrist, Attorney-in-Fact

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA SEAL

FORM OF BID BOND

TRAVELERS	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Heather Segrist of Durham, NC , their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **4th** day of **March, 2024.**

SEAL SEAL SEAL SEAL

State of Connecticut

City of Hartford ss.

By: Bryce Grissom, Senior Vice President

On this the **4th** day of **March, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

ANNA P NOWIK NOTARY PUBLIC CONNECTICUT

Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this June 9, 2026

SEAL SEAL SEAL SEAL

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

Town of Apex
105-B Upchurch Street
Apex, NC 27502

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum, Date
1	6/9/26

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information,

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5.02 Bid Schedule

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization (3% Max)	LS	1	20,000	20,000
2	20-inch Water Main, Restrained	LF	1450	312	452,400
3	36" (0.5" THK) Steel Casing w/Restrained DIP Water Main	LF	50	845	42,250
4	Restrained Joint DI Fittings	LB	4500	13	58,500
5	Connect to Existing Water Main	EA	4	8,750	35,000
6	20" Gate Valve w/Valve Box	EA	2	28,000	56,000
7	Air Release Valve in Manhole	EA	2	11,500	23,000
8	Fire Hydrant Assembly	EA	2	10,000	20,000
9	Cleanup and Seeding Along Utility Pipelines	LF	1500	4	6,000
10	Rock Excavation by Mechanical Methods (min. $100/CY)	CY	100	115	11,500
11	Undercut Unstable Pipe Foundation (min. $25/CY)	CY	100	25	2,500
12	Asphalt Pavement Repair	SY	150	280	42,000
13	Asphalt Pavement Repair (NCDOT Roads)	SY	40	325	13,000
14	Greenway Pavement Repair	SY	40	240	9,600
15	Concrete Curb & Gutter	LF	40	100	4,000
16	Concrete Sidewalk	SY	20	110	2,200
17	Erosion Control	LS	1	8,500	8,500
18	Contingency Allowance	LS	1	$100,000.00	$100,000.00

TOTAL BID PRICE $ 906,450.00

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

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Time of Completion

5.03 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

5.04 Bidder accepts the provisions of the Agreement as to liquidated damages in the amount of $1,000.00 per day.

5.05 Milestone Dates

A. The following principal events shall be completed and ready for final payment in accordance with paragraph 15.06 of the General Conditions within days indicated below after the date when the Contract Time commences to run. In accordance with paragraph 5.03 above as liquidated damages for delay (but not as penalty) Contractor shall pay Owner the amounts indicated below for each day that expires after the time specified below for completion and readiness for final payment.

Milestone event	Calendar Days	Liquidated Damages
Contractor shall complete all work including, but not limited to installation, testing, activation of the transmission main, and ground stabilization/restoration shown on sheets C-04 & C-05 prior to performing any work on sheet C-06.	N/A	N/A

ARTICLE 6 – ATTACHMENTS TO THIS BID

6.01 The following documents are submitted with and made a condition of this Bid. Failure to provide the documentation with the bid may be grounds for rejection of the bid.:

A. Required Bid security in the form of a Bid Bond (EJCDC No. C-430) or Certified Check (circle type of security provided).

B. In accordance with GS 143-128.2(c), Bidder shall identify on its bid the minority businesses that it will use on the project and the total dollar value of the bid that will be performed by the minority businesses and list the good faith efforts (Affidavit A) made to solicit participation. A Bidder that will perform all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of the affidavit (A) required above.

1. Identification of Minority Business Participation.

2. Affidavit A, Listing of Good Faith Efforts; or Affidavit B, Intent to Perform Contract with Own Workforce.

C. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

D. Contractor's License No.: 101731 **[or]** Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;

E. Required Bidder Qualification Statement with supporting data; and

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6.02 After the bid opening the Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low Bidder, the Bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

A. An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the goal established by the Owner and indicated in the Instruction to Bidders, paragraph Minority Participation Goals. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort; **or**

B. Affidavit (D) of its good faith effort to meet the goal. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

6.03 Bidder understands that if this Bid is accepted by the Owner, Bidder shall not substitute for the subcontractors named in the Bid Documents except as allowed in the Supplementary Conditions.

ARTICLE 7 – DEFINED TERMS

7.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 8 – BID SUBMITTAL

Contractor's License

A. Number: 101731

B. Classification: PUBLIC UTILITIES

C. Limitation: UNLIMITED

Employer's Tax ID No.: 85-1067189

BIDDER: *[Indicate correct name of bidding entity]*

Busco Contractors Inc.

Telephone Number: 919-897-3152

Fax Number: _____

Contact Name and e-mail address: Matt Bustamante

matt@buscocontractors.com

This Bid Submitted by:

An Individual

Name: _____
(Type or print)

By: _____

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(Individual's Signature)

Doing Business As: _____
(Type or print)

A Partnership

Partnership Name: _____

The Organization and Internal Affairs of the Partnership are governed by the laws of the State of: _____

By: _____
(Signature of general partner, attach evidence of authority to sign)

Name: _____
(Type or print)

Title: _____
(Type or print)

Attest: _____
(Signature of Corporate Secretary)

A Corporation

Corporation Name: Busco Contractors INC.

State of Incorporation: NC

Type (General Business, Profession, (Service), Limited Liability):

_____

By: _____
(Signature, attach evidence of authority to sign)

Name: Matt Bustamante
(Type or print)

Title: president
(Type or print)

Attest: _____ Corporate Seal
(Signature of Corporate Secretary)

Date of Qualification to do business in North Carolina is May 2020.

Limited Liability Company – LLC

Name of LLC: _____

Name of State under whose Laws the Limited Liability Company

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was formed: _____

By: _____
(Signature of Manager)

Name: _____
(Type or print)

Title: _____
(Type or print)

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Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

State of North Carolina - AFFIDAVIT B - Intent to Perform Contract with Own Workforce.

County of JOHNSTON

Affidavit of Busco Contractors inc.
(Name of Bidder)

In lieu of compliance with the Owner's Minority Business Participation Goals, I hereby certify that it is our intent to perform 100% of the work required for the

Western Transmission Main-phase 2 contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: 6-9-2026 Name of Authorized Officer: Matt Bustamante

Signature:

Title: President

CAROLYN P. STUART NOTARY SEAL PUBLIC JOHNSTON COUNTY, NC

State of North Carolina, County of Johnston
Subscribed and sworn to before me this 9th day of June 2026
Notary Public Carolyn P Stuart
My commission expires 3-24-2031

MBForms

Identification of Minority Business Participation

I, Busco Contractors INC .
(Name of Bidder)

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work type	*Minority Category
0		

Attach to Bid Attach to Bid **Bidders must provide *either* Affidavit A or Affidavit B (not both)** Attach to Bid Attach to Bid

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of JOHNSTON

(Name of Bidder)

Affidavit of Busco Contractors inc.

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

☑ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.

☑ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.

☑ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.

☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.

☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.

☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.

☑ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.

☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.

☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.

☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 6-9-2026

Name of Authorized Officer: Matt Bustamante

Signature: [signature]

Title: President

CAROLYN P. STUART NOTARY SEAL PUBLIC JOHNSTON COUNTY, NC

State of North Carolina, County of Johnston

Subscribed and sworn to before me this 9th day of June 2026

Notary Public Carolyn P Stuart

My commission expires 3-24-2031

MBForms

NOTICE OF AWARD

Date of Issuance:

Owner:	Town of Apex	Owner's Contract No.:	N/A
Engineer:	Black & Veatch International Company	Engineer's Project No.:	413095
Project:	Western Transmission Main – Phase 2	Contract Name:	N/A

Bidder:

Bidder's Address:

TO BIDDER:

You are notified that Owner has accepted your Bid dated _____ for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Western Transmission Main – Phase 2 project.
The Contract Price of the awarded Contract is:

[4] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically. *[revise if multiple copies accompany the Notice of Award]*

☒ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [4] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Town of Apex
Authorized Signature

By: _____

Title: _____

Copy: Engineer

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____

this the _____ day of _____, 20_____

By:_____ Title:_____

AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between Town of Apex ("Owner") and

("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

A. Furnish and install 1,500 LF of 20-inch water transmission main (totaling approximately along S. Salem Street and Old US Highway 1 in Wake County to connect to existing 20-inch and 18-inch water transmission mains. The project generally includes, but is not limited to, all clearing, grading, pipe, structures, air release valves, erosion control, cleaning, testing, and all other work necessary to furnish, install, test, and place into service the water transmission main.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: Western Transmission Main – Phase 2.

ARTICLE 3 – ENGINEER

3.01 The part of the Project that pertains to the Work has been designed by Black & Veatch International Company.

3.02 Indicate the applicable provision:

[ ] Owner has designated the individual or department identified in Paragraph 3.01 of this Agreement as the Engineer ("Engineer") on the Project. Contractor acknowledges that the Engineer identified in this Article is an internal employee, or department comprised of staff of the Owner, and accepts that arrangement and the decision-making and interpretive authority of the Engineer as detailed in the Contract Documents.

[X] The Owner has retained Black & Veatch International Company ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

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4.02 *Contract Times: Days*

A. The Work will be substantially completed within 120 days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 150 days after the date when the Contract Times commence to run.

B. Parts of the Work shall be substantially completed on or before the following Milestone(s):

1. N/A

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. Substantial Completion: Contractor shall pay Owner $1,000.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.

2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner $1,000.00 for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

4. Milestones: Contractor shall pay Owner $750 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for achievement of Milestone 1, until Milestone 1 is achieved.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

A. All specific cash allowances are included in the above price in accordance with Paragraph 13.02 of the General Conditions.

B. Total of Unit Price Work $_____.

C. All Work, at the prices stated in Contractor's Bid, is attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 25th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract

a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

7.01 Interest on final payments due to prime contracts shall accrue in accordance with North Carolina General Statute 143-134.1.

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ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

A. The Contract Documents consist of the following:

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1. This Agreement (pages 1 to ___, inclusive).
2. Performance bond (pages ___ to ___, inclusive).
3. Payment bond (pages ___ to ___, inclusive).
4. Power of Attorney (pages ___ to ___, inclusive).
5. Certificate of Insurance (pages ___ to ___, inclusive).
6. General Conditions (pages ___ to ___, inclusive).
7. Supplementary Conditions (pages ___ to ___, inclusive).
8. Specifications as listed in the table of contents of the Project Manual.
9. Drawings (not attached but incorporated by reference) consisting of ___ sheets with each sheet bearing the following general title: ___ **[or]** the Drawings listed on the attached sheet index.
10. Addenda (numbers ___ to ___, inclusive).
11. Exhibits to this Agreement (enumerated as follows):
    a. Contractor's Bid (pages ___ to ___, inclusive).
    b. Notice of Award (pages ___ to ___, inclusive).
    c. Documentation submitted by Contractor prior to Notice of Award.
    d. Affidavits.
12. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.

B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited

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by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 E-Verify

A. Contractor hereby acknowledges that "E-Verify" is the federal E-Verify program operated by the US Department of Homeland Security and other federal agencies which is used to verify the work authorization of newly hired employees pursuant to federal law and in accordance with Article 2, Chapter 64 of the North Carolina General Statutes. Contractor further acknowledges that all employers, as defined by Article 2, Chapter 64 of the North Carolina General Statutes, must use E-Verify and after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a). Contractor hereby pledges, attests and warrants through execution of this Agreement that Contractor complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes and further pledges, attests and warrants that any subcontractors currently employed by or subsequently hired by Contractor shall comply with any and

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all E-Verify requirements. Failure to comply with the above requirements shall be considered a breach of this Agreement.

10.07 Iran Divestment Act Certification

A. 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 Contractor hereby certifies that it is not listed on the Final Divestment List created by the North Carolina State Treasurer and that Contractor will not utilize any subcontractors found on the Final Divestment List.

10.08 Anti-Human Trafficking

A. 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.

10.09 Non-discrimination

A. Pursuant to Section 3-2 of the Town of Apex Code of Ordinances, Contractor hereby warrants and agrees that it 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.

10.10 Electronic Signature

A. 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 of Apex'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.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER: Town of Apex	CONTRACTOR:_____
By: Randal E. Vosburg	By:
Signature:	Signature:
Title: Town Manager	Title:
	(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)
	Attest:
	Title:
Address for giving notices:	Address for giving notices:
P.O. Box 250	
Apex, NC 27502-0250	
	License No.: *(where applicable)*

If Contractor is a corporation, partnership, or joint venture, attach evidence of authority to sign.

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

_____
Jon Griffin, Finance Director

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EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE TO PROCEED

Owner:	Town of Apex	Owner's Contract No.:	
Contractor:		Contractor's Project No.:	
Engineer:	Black & Veatch International Company	Engineer's Project No.:	413095
Project:	Western Transmission Main – Phase 2	Contract Name:	N/A
		Effective Date of Contract:	

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on _____. *[see Paragraph 4.01 of the General Conditions]*

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the number of days to achieve Substantial Completion is 120, and the number of days to achieve readiness for final payment is 150.

Owner**:** Town of Apex

Authorized Signature

By: _____

Title: _____

Date Issued: _____

Copy: Engineer

Acceptance of Notice

Receipt of the Notice of Proceed is hereby acknowledged by _____

this the _____ day of _____, 2023.

By:_____

Title:_____

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to approve a multi-year Master Services Agreement between MCCi, LLC dba JustFOIA for the implementation of and utilization of a public records software program effective July 1, 2026 through June 30, 2027 with the option for two (2) one-year renewals through June 30, 2029, and authorize the Town Clerk to execute the agreement and associated documents on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Office of the Town Clerk administers the Town's public records program and continues to evaluate opportunities to improve efficiency, transparency, and customer service in the management of public records requests.

On January 29, 2026, the Town Council authorized the Town Clerk to reallocate $30,000 in municipal election savings to the Town Clerk's Office budget for the acquisition of public records management software and Council Chamber/Training Room technology upgrades.

Following Council's authorization, the Town Clerk's Office assembled a cross-departmental evaluation team to review public records management software solutions. Approximately 30 employees representing multiple departments participated in software demonstrations and provided feedback regarding functionality, usability, reporting capabilities, workflow management, and overall value.

After a comprehensive evaluation process, staff identified JustFOIA as the preferred vendor. The platform provides a centralized system for managing public records requests, improving communication with requestors, tracking response timelines, maintaining records associated with requests, and generating program performance metrics.

The proposed multi-year agreement with MCCi, LLC dba JustFOIA will provide the Town with a dedicated public records management platform designed to support the Town's growing public records program and enhance operational efficiency. Staff has completed contract negotiations and coordinated legal review of the agreement and recommends approval of the contract with JustFOIA.

Financial Impact

Term Period	Annual Cost
Year 1 – July 1, 2026 – June 30, 2027	$16,000
Year 2 – July 1, 2027 – June 30, 2028	$16,800
Year 3 – July 1, 2028 – June 30, 2029	$17,640

Town staff negotiated a five (5) percentage increase each year over each fiscal year.

As of mid-June, 2026, the number of requests had surpassed the number received in 2025. Below are the data trends for requests received by month:

Period	2023	2024	2025	2026
January	12	21	15	68
February	13	23	17	50
March	8	22	20	43
April	14	12	14	68
May	18	17	40	54
June	15	21	37	34
July	15	18	23	
August	24	20	26	
September	14	11	29	
October	11	20	33	
November	19	14	31	
December	7	18	22	
Totals	**170**	**217**	**307**	**317**

**incomplete month*

Attachments

- CN13-A1: Master Services Agreement No. 20754 – MCCi LLC dba JustFOIA – Public Records Software Program
- CN13-A2: Addendum No. 1 – to Master Service Agreement w-Pricing and Product Descriptions and Services

MASTER SERVICES AGREEMENT NO. 20754

This Master Services Agreement No. 20754 (this "**Agreement**") is effective on date of last signature ("**Effective Date**") and is made by and between MCCi, LLC, a Florida limited liability company, with its principal office located at 3717 Apalachee Parkway, Suite 201, Tallahassee, FL 32311 ("**Company**") and Client (defined herein). Company and Client may each be referred to individually herein as a "**Party**" or collectively as the "**Parties**".

The terms "**Client**" in this Agreement shall also include Client's "**Affiliates**," defined as a legal entity that directly or indirectly controls, is controlled by, or is under common control with the applicable Party. It is agreed that Client's Affiliates who are a party to the applicable Order (defined below) shall enjoy the same rights, benefits and obligations set forth in this Agreement as are applicable to Client.

As used in this Agreement, "Company" means the Company Affiliate providing the Services (defined below) to the Client in the applicable Order.

The Parties hereto intending to be legally bound hereby, agree as follows:

1. Scope of Service

Company and Client may develop and enter into one or more sales orders, attached hereto or incorporated by reference, incorporating a description of the specific goods and/or services requested by Client and agreed to be performed or otherwise provided by Company (and as modified in writing by the Parties, each an "**Order**"). Company will provide to Client those goods and/or services described as its obligation in the Order (collectively, the "**Services**"). If applicable, each Order will also describe items specifically required to be delivered by Company to Client (each a "**Deliverable**"), and the acceptance criteria, if any, for each of the Deliverables. Further, each Order will set forth, among other things, tasks to be performed by the Parties and roles and responsibilities of each Party. Each Order shall specifically identify this Agreement and indicate that it is subject to the terms hereof. Unless provided to the contrary in the applicable Order, to the extent there are any conflicts or inconsistencies between this Agreement and any Order or Client purchase order, except in regard to Sections 2 or 3 herein, the provisions of the applicable Order shall govern and control. Use of pre-printed forms, including, but not limited to email, purchase orders, shrink-wrap or click-wrap agreements, except those that may appear in the appliable Order, acknowledgements or invoices, is for convenience only and all pre-printed terms and conditions stated thereon, except as specifically set forth in this Agreement, are void and of no effect. No amendment or modification to this Agreement will be valid unless set forth in writing and formally approved by authorized representatives of both parties. To the extent that there are any conflicts or inconsistencies between this Agreement and any Client-entered third-party government purchasing agreement ("**Purchasing Vehicle**"), the provisions of the Purchasing Vehicle shall govern and control.

No change order, notice, direction, authorization, notification or request (each a "**Change Order**") will be binding upon Client or Company, nor will such Change Order be the basis for any claim for additional compensation by Company, until Client and Company have agreed in writing to the same.

Each Company Affiliate will only be liable for those obligations expressly set forth in the applicable Order to which it is a party and the applicable Affiliate will invoice client for the same. In no event will a Company Affiliate be liable for any of the obligations or liabilities of any other Company Affiliate pursuant to this Agreement.

2. Fees

Client shall pay to Company the fees and other compensation and or reimbursement set forth in each Order. The Client acknowledges that it may incur expenses as associated with non-refundable items (e.g., airline tickets, training/install charges, hotel reservations, rental cars, and the like), in the event that (i) Client cancels or reschedules performance, after Company has made the applicable arrangements; or (ii) If Client is not prepared upon Company's arrival, which results in cancellation, delays, and/or the need to reperform any Deliverables.

3. Invoicing and Payment

Unless otherwise stated in an Order, Company will invoice Client for all fees, charges and reimbursable expenses on a monthly basis and upon completion of each Order.

Client agrees to pay all undisputed invoices and undisputed portions of a disputed invoice in full within thirty (30) days from the date of each invoice. Failure to pay invoices by the due date, unless Company has been informed by said due date that an invoice is being contested and the reason therefor, may result in the imposition of interest charges to the extent allowable by law as well as any associated legal and collection fees incurred.

In all events, Client shall be liable for full payment for Services and/or Deliverables and reimbursement of Company's expenses incurred through the effective date of termination. If Client cancels or suspends an Order, pursuant to this Agreement and only if allowed hereunder, between completed milestones, Company will invoice Client for a pro-rated share of the completed portion of each milestone(s) for Deliverables performed through the date of such termination or delay. If Services are resumed or Deliverables continued, Company will recommence invoicing per the applicable Order.

To the extent that Client is not exempt and/or has not communicated its tax status to Company, Client further agrees to pay amounts equal to any federal, state or local sales, use, excise, privilege or other taxes or assessments, however designated or levied, relating to any amounts payable by Client to Company under this Agreement or any other Agreement between the Parties, exclusive of taxes based on Company's net income or net worth. Client understands and accepts that any pricing set forth in an Order does not include such taxes.

Payments for recurring software maintenance support, subscriptions and/or other service packages (**"Recurring Services"**) are non-refundable.

4. Term and Termination

This Agreement will commence on the Effective Date and will be effective for the longer of (i) a one (1) year period or (ii) the term of the original Order. This Agreement may be renewed by a writing signed by both Parties. Notwithstanding the foregoing, if at any point an Order, Recurring Services, or similar underlying work document be active, then the terms of this Agreement shall govern the Order or similar underlying work document until termination or expiration of the same. Termination of this Agreement or any Order hereunder may occur upon any of the following:

(a) Thirty (30) days after a Party's receipt of written notice from the other Party that this Agreement or the Services, in whole or in part under an Order, shall be terminated; or

(b) Thirty (30) days after a Party notifies the other in writing that they are in breach or default of this Agreement, unless the breaching Party cures such breach or default within such thirty (30) day period; or

(c) Fifteen (15) days after the filing of a petition in bankruptcy by or against either Party, any insolvency of a Party, any appointment of a receiver for such Party, or any assignment for the benefit of such Party's creditors (a "**Bankruptcy Event"),** unless such Party cures such Bankruptcy Event within the fifteen (15) day period; or

(d) If Client is a city, county, or other government entity the following applies: If Client's governing body fails to appropriate sufficient funds to make payments due and to become due during Client's next fiscal period, Client may, subject to the terms herein, terminate the applicable Order as of the last day of the fiscal period for which appropriations were received (each an "**Event of Non-appropriation**"). Client agrees to deliver notice of an Event of Non-appropriation to Company at least 30 days prior to the end of Client's then-current fiscal period, or if an Event of Non-appropriation has not occurred by that date, promptly upon the occurrence of any such Event of Non-appropriation. If this Agreement is terminated following an Event of Non-appropriation, Client agrees (but only to the extent permitted by applicable law) that, for a period of one (1) year from the effective date of such termination, Client shall not purchase or otherwise acquire any technology performing functions similar to those performed by the Recurring Services from a third party.

Notwithstanding anything to the contrary, despite expiration, non-renewal, or termination of this Agreement, unless the Parties have executed a master agreement that supersedes this Agreement, if at any time there is any active Order, or Company is providing any services to Client, the terms of this Agreement will continue to apply to the applicable Order or services.

5. Working Arrangements

All Services shall be performed remotely, unless otherwise agreed to by the Parties.

Client will ensure that all Client's personnel, vendors, and/or subcontractors who may be necessary or appropriate for the successful performance of the Services and/or delivery of a Deliverable will, on reasonable notice: (i) be available to assist Company Personnel by answering business, technical and operational questions and providing requested documents, guidelines and procedures in a timely manner; (ii) participate in the Services as reasonably necessary for performance under an Order; and (iii) be available to assist Company with any other activities or tasks required to complete the Services in accordance with the Order.

6. Company Personnel

Neither Company nor its Personnel (defined below) are or shall be deemed to be employees of Client but instead are independent contractors to Client. Company shall be responsible for the compensation of its Personnel, in addition to any applicable employment taxes, workmen's compensation and any other taxes, insurance or provisions associated with the engagement of such Personnel.

In addition, Company shall be responsible for all acts or omissions of its Personnel.

Company may utilize independent subcontractors in satisfying its obligations under this Agreement (collectively with Company employees "**Personnel**"). Company remains responsible for all acts and omissions of all Personnel.

Upon receipt of notice from Client that any Company Personnel is not suitable, Company shall remove such person from the performance of Services and will provide a qualified replacement as quickly as reasonably possible.

Unless a particular Company Personnel member has been identified as a key resource to the relevant Order, Company at its sole discretion may reassign, if and as necessary, other appropriately qualified Company Personnel to the relevant Order as long as such assignment will not affect Company's fee for the Services defined or ability to satisfy its Deliverables.

Neither Party is a legal representative of the other nor does a Party have the authority, either express or implied, to bind or obligate the other in any way.

7. Non-Solicitation

To the extent permitted by law, during the term of this Agreement and for a period of twelve (12) months thereafter, neither Party shall knowingly (i) induce or attempt to induce any then-current employee or independent contractor of the other Party to terminate his or her employment or other relationship with the non-soliciting Party or (ii) solicit or hire any former employee or independent contractor that had been employed or engaged by the non-soliciting Party during the previous twelve (12) months. Notwithstanding the foregoing, either Party may solicit for employment, offer employment to, employ, or engage as a consultant or advisor, any of the other Party's personnel who: (i) had no previous direct contact with the soliciting Party's personnel in connection with, and during the performance of, the Services hereunder, or (ii) have responded to a general, publicly-available advertisement for employment by the hiring Party (including its Affiliates), or (iii) make unsolicited approaches or

inquiries to such Party (including its Affiliates) regarding employment opportunities. The current engaging Party, in its sole discretion, may waive this provision in writing for an individual. Except for government entities, In consideration for such waiver, the soliciting Party agrees to pay a placement fee equal to fifty (50) percent of such person's new total annual compensation. This placement fee shall be due immediately upon such person's commencement of services.

8. Data Privacy

In the event that Company, in the course of providing Services to Client, receives, stores, maintains, processes or otherwise has access to "**Personal Information**" (as defined by the State Data Protection Laws (defined below) and/or European Union Directives, and including, but not limited to, an individual's name and social security number, driver's license number or financial number) then Company shall safeguard this information in accordance with these laws. Company may disclose Personal Information and other Client provided information for business purposes only on a need-to-know basis and only to (i) Company Personnel, (ii) any third-party service providers that have agreed to safeguard Personal Information and other Client provided information in a like manner as Company safeguards such information, and (iii) with other entities authorized to have access to such information under applicable law or regulation. Company may disclose Personal Information when necessary to protect its rights and property, to enforce its terms of use and legal agreements, as required or permitted by law, or at the request of law enforcement authorities and the courts, and pursuant to a subpoena. Company shall have no duty to notify Client of such compliance with law. Company takes reasonable and appropriate measures to maintain the confidentiality and security of Personal Information and to prevent its unauthorized use or disclosure. To the extent that Company experiences a Security Breach as defined under the applicable State Data Protection Laws for information generated in connection with this Agreement or any Order hereto, Company shall notify Client in writing within five (5) business days of confirming the same.

9. Confidential Information

The Parties acknowledge that in the course of Company providing Services for Client hereunder, each may receive Confidential Information (as defined below) of the other Party. Any and all Confidential Information in any form or media obtained by a Recipient (defined below) shall be held in confidence and shall not be copied, reproduced, or disclosed to third parties for any purpose whatsoever except as necessary in connection with the performance hereunder. Each Recipient further acknowledges that it shall not use such Confidential Information for any purposes other than in connection with the activities contemplated by this Agreement. All consultants assigned by Company to Client will sign appropriate forms of confidentiality agreements on or prior to their start date.

"**Confidential Information**" means any and all confidential information of a Party disclosed to the other Party, including, but not limited to, research, development, proprietary software, technical information, techniques, know-how, trade secrets, processes, clients, employees, consultants, pricing information and financial and business information, plans and systems. Confidential Information shall not include information which: (i) was known to the Party receiving the information (the "**Recipient**") prior to the time of disclosure by the other Party (the "**Disclosing Party**"); (ii) at the time of disclosure is generally available to the public or after disclosure becomes generally available to the public through no breach of this Agreement or other wrongful act by the Recipient; (iii) was lawfully received by Recipient from a third party without any obligation of confidentiality; or (iv) is required to be disclosed by law or order of a court of competent jurisdiction or regulatory authority.

The obligations set forth in this Section shall survive termination of this Agreement for a period of three (3) years thereafter.

10. Intellectual Property

Unless otherwise specified in any Order, or subject to a third-party license agreement, title to all materials, Services, and/or Deliverables, including, but not limited to, reports, designs, programs, specifications, documentation, manuals, visual aids, and any other materials developed and/or prepared for Client by Company under any Order, to the extent that the same are custom and unique in application to Client, (whether or not such Order is completed) ("**Works**"), and all interest therein shall vest in Client and shall be deemed to be a work made for hire and made in the course of the Services rendered hereunder. Company shall retain a non-exclusive, royalty-free, world-wide, perpetual license to use, sell, modify, distribute, and create derivative works based upon any of the foregoing Works in its information technology professional services business, provided that in so doing Company shall not use or disclose any Client Confidential Information or Deliverables custom and unique to Client. To the extent that title to any such Works may not, by operation of law, vest in Client or such Works may not be considered works made for hire, all rights, title and interest therein are hereby irrevocably assigned to Client. All such Works shall belong exclusively to Client, except as set forth herein, with Client having the right to obtain and to hold in its own name, copyrights, registrations, or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof. Company agrees to give Client and any person designated by Client, reasonable assistance, at Client's expense, required to perfect the rights defined in this Section. Unless otherwise requested by Client, upon the completion of the Services to be performed under each Order or upon the earlier termination of such Order, Company shall promptly turn over to Client all Works and Deliverables developed pursuant to such Order, including, but not limited to, working papers, narrative descriptions, reports, and data.

Notwithstanding the foregoing, the following shall not constitute the property of Client: (i) Company software, including but not limited to any proprietary code (source and object), or that which is subject to third-party license agreements with Company and/or Client; (ii) those portions of the Deliverables which include information in the public domain or which are generic ideas, concepts, know-how and techniques within the computer design, support and consulting business generally; and (iii) those portions of the Deliverables which contain the computer consulting knowledge, techniques, tools, routines and sub-routines, utilities, know-how, methodologies and information which Company had prior to or acquired during the performance of its Services for Client and which do not contain any Confidential Information of Client conveyed to Company. Should Company, in performing any Services hereunder, use any computer program, code, or other materials developed by it independently of the Services provided hereunder ("**Pre-existing Work**"), Company shall retain any and all rights in such Pre-existing Work. Company hereby grants

Client a paid up, royalty free, world-wide, non-exclusive license to use outputs generated by the Company software and Pre-existing Work for its internal business needs for the term of each applicable Order.

Client understands and agrees that Company may perform similar services for third Parties using the same Personnel that Company may use for rendering Services for Client hereunder, subject to Company's obligations respecting Client's Confidential Information.

11. Warranty

(a) General Representation and Warranty.

Client represents and warrants that it shall have all rights and licenses, including, without limitation those related to data, software and the like, of third parties, necessary or appropriate for Company to access or use such data and/or third-party products and agrees to produce evidence of such rights and licenses upon the reasonable request of Company.

(b) Services Warranty.

EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, THE APPLICABLE EXHIBITS AND/OR ORDERS, COMPANY DOES NOT MAKE OR GIVE ANY REPRESENTATION OR WARRANTY, WHETHER SUCH REPRESENTATION OR WARRANTY BE EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE OR ANY REPRESENTATION OR WARRANTY FROM COURSE OF DEALING OR USAGE OF TRADE.

(c) General Warranty.

Company shall perform the Services in compliance with all applicable federal and state laws and regulations and industry codes, including but not limited to (i) federal and state anti-kickback laws and regulations, (ii) federal and state securities laws, meaning that Company agrees that Client may be a publicly traded company and Company shall instruct Company Personnel that federal and state securities laws prohibit the purchase, sale, or pledge of Client stock while in possession of any material, non-public information, (iii) the Foreign Corrupt Practices Act of 1977, (iv) federal and state privacy and data protection laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (collectively, "**State Data Protection Laws**"), and (v) Company also represents that it uses E-Verify to verify the work authorization of all newly hired employees.

12. Indemnification and Limitation of Liability

(a) Indemnification.

To the extent caused by Company, Company shall indemnify, defend, and hold Client harmless against any loss, damage, or costs (including reasonable attorneys' fees) in connection with third party claims, demands, suits, or proceedings ("**Claims**") for bodily injury or tangible property damage arising out of Company's performance within the scope of its responsibilities under this Agreement or by a third-party alleging that the use of any Deliverable (expressly excluding third party software and/or cloud host provider) as provided to Client under this Agreement or any Order hereto and used in accordance with this Agreement and relevant documentation, infringes any third party's intellectual property rights perfected in the United States. Notwithstanding the foregoing, Company shall not be required to indemnify Client to the extent the alleged infringement: (i) is based on information or requirements furnished by Client, (ii) is the result of a modification made by an entity other than Company, or (iii) arises from use of a Deliverable in combination with any other product or service not provided or approved in writing by Company. If Client is enjoined from using the Deliverable or Company reasonably believes that Client will be enjoined, Company shall have the right, at its sole option, to obtain for Client the right to continue use of the Deliverable or to replace or modify the same so that it is no longer infringing. If neither of the foregoing options is reasonably available to Company, then this Agreement may be terminated at either Party's option, and Company's sole liability shall be subject to the limitation of liability provided in this Section.

(b) Indemnification Procedure.

Client shall give Company (i) prompt written notice of the Claim; (ii) sole control of the defense and settlement of the Claim (provided that Company may not settle any Claim unless it unconditionally releases Client of all liability and does not otherwise negatively impact Client's rights, including, without limitation, those in its intellectual property); and (iii) at Company's cost, all reasonable assistance.

(c) Limitation of Liability.

Except for a breach of intellectual property rights, a third party's end user and/or terms of use agreement, gross negligence or willful misconduct, and to the extent caused by the applicable Party:

TO THE EXTENT ALLOWABLE BY STATE LAW APPLICABLE TO CLIENT:

(i) IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR SPECIAL, EXEMPLARY, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST REVENUES, PROFITS, SAVINGS OR BUSINESS) OR LOSS OF RECORDS OR DATA, WHETHER OR NOT THE POSSIBILITY OF SUCH DAMAGES HAS BEEN DISCLOSED TO SUCH PARTY IN ADVANCE OR COULD HAVE BEEN REASONABLY FORESEEN BY SUCH PARTY, AND WHETHER IN AN ACTION BASED ON CONTRACT, WARRANTY, STRICT LIABILITY, TORT (INCLUDING, WITHOUT LIMITATION, ORDINARY NEGLIGENCE), OR OTHERWISE. EXCEPT FOR A PARTY'S PAYMENT OBLIGATIONS; (ii) EACH PARTY'S MAXIMUM AGGREGATE LIABILITY FOR ALL CLAIMS, LOSSES, OR OTHER LIABILITY ARISING OUT OF, OR CONNECTED WITH, THIS AGREEMENT, THE SERVICES, DELIVERABLES AND/OR SOFTWARE PROVIDED HEREUNDER OR CLIENT'S USE OF ANY SUCH SERVICES, DELIVERABLES, AND/OR SOFTWARE, AND WHETHER BASED UPON CONTRACT, WARRANTY, STRICT LIABILITY, TORT (INCLUDING, WITHOUT LIMITATION, ORDINARY NEGLIGENCE), OR OTHERWISE, SHALL IN NO CASE EXCEED THE AGGREGATE AMOUNTS PAID TO COMPANY BY CLIENT UNDER THE APPLICABLE ORDER, GIVING RISE TO SUCH CLAIM DURING THE LAST TWELVE (12) MONTHS. UNLESS PROVIDED OTHERWISE IN AN ORDER, THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL AGREEMENTS BETWEEN THE PARTIES, REGARDLESS OF WHETHER EXECUTED PRIOR TO OR SUBSEQUENT TO THIS AGREEMENT.

FOR AVOIDANCE OF DOUBT, CLAIMS BASED ON ORDINARY NEGLIGENCE, STRICT LIABILITY, CONTRACT, WARRANTY, TORT, OR OTHERWISE REMAIN SUBJECT TO THE LIMITATIONS OF LIABILITY SET FORTH IN THIS SECTION, EXCEPT TO THE EXTENT SUCH LIMITATION IS PROHIBITED BY APPLICABLE LAW.

EACH PARTY'S ENTIRE LIABILITY AND CLIENT'S REMEDIES UNDER THIS AGREEMENT SHALL BE SUBJECT TO THE LIMITATIONS CONTAINED IN THIS SECTION. THE LIMITATIONS ON WARRANTY AND LIABILITY SPECIFIED IN THE WARRANTY AND INDEMNIFICATION AND LIMITATION OF LIABILITY SECTIONS HEREOF WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

The Parties acknowledge that the limitation of warranties and liabilities as set out in this Agreement are an essential basis of this Agreement and that the prices agreed to be paid by Client for Services reflect these limitations.

13. Insurance

During the term of this Agreement, Company shall carry, at its sole expense, insurance coverage to include at a minimum the following:

- Workers Compensation: State statutory limits and $1,000,000 employers' liability
- Comprehensive General Liability: $2,000,000 per occurrence and $4,000,000 in the aggregate
- Professional Liability and Errors & Omissions: $1,000,000 per occurrence and $3,000,000 in the aggregate
- Cyber and Technical Errors and Omissions: $3,000,000 in the aggregate

Company, at Client's request, will name Client as an additional insured under the Comprehensive General Liability policy. Company represents that Client is automatically included as an additional insured under the Errors and Omissions and Cyber and Technical Errors and Omissions policies for vicarious liability, but no modified certificate of insurance will be provided.

14. Notices

All notices, demands, and other communications required or permitted hereunder or in connection herewith shall be in writing and shall be deemed to have been duly given if delivered (including by receipt verified electronic transmission) or five (5) business days after mailed in the Continental United States by first class mail, postage prepaid, to a Party at the following address, or to such other address as such Party may hereafter specify by notice:

If to Company	If to Client:
MCCi, LLC	Town of Apex
3717 Apalachee Parkway	73 Hunter Street, 2nd Floor
Suite 201	Apex, NC, 27502
Tallahassee, FL 32311	Attn: Allen Coleman
Attn: Legal Department	Email: allen.coleman@apexnc.org
Email: legal@mccinnovations.com	

15. Miscellaneous

(a) EULA (End User License Agreement) Provisions.
Client acknowledges that they are responsible for adhering to any third-party End User License Agreements, acceptable use policies, and/or terms and conditions or similar requirements (**"EULA"**). This applies, without limitation, to MCCi affiliate licensed software regardless of the means of provision. Except for a Company Affiliate providing the foregoing, Company shall not be responsible for such products except related services provided directly by Company.

(b) Use of Open-Source Code.
Except as disclosed in the Order, Company does not distribute nor otherwise use any open-source or similar software in a manner that would obligate Company to disclose, license, make available or distribute any of its material proprietary source code as a condition of such use. For purposes of this Agreement, "**Open Source**" shall mean any software or other Intellectual Property that is distributed or made available as "open-source software" or "free software" or is otherwise publicly distributed or made generally available in source code or equivalent form under terms that permit modification and redistribution of such software or Intellectual Property. Open Source includes, but may not be limited to, software that is licensed under the GNU General Public License, GNU Lesser General Public License, Mozilla License, Common Public License, Apache License, or BSD License, as well as all other similar "public" licenses.

(c) Client Software Customizations.
Client may choose to customize their software internally without Company's help. Company is not responsible for any damages caused by Client's customization of the software. Company will not be held responsible for correcting any problems that may occur from these customizations.

(d) Company Software Configuration Services.
Client may elect to contract with Company to configure Client's software. In these situations, Client acknowledges they are responsible for testing all software configurations and as such, waives any and all liability to Company for any damages that could be related to these software configurations.

(e) Compliance with Laws.

To the extent applicable to the Parties each Party shall comply with and give all notices required by all applicable federal, state, and local laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on use of the Services, Deliverables and/or software and the performance of this Agreement.

(f) Equal Opportunity.

To the extent applicable to the Parties each shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a), and the posting requirements of 29 CFR Part 471, appendix A to subpart A, if applicable. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin.

(g) Excluded Parties List.

To the extent required by law and applicable to Client, Company agrees to promptly report to Client if an employee or contractor is listed by a federal agency as debarred, excluded or otherwise ineligible for participation in federally funded health care programs.

(h) Boycotts.

Company is not engaged in and will not engage in a boycott prohibited under United States and/or applicable State laws.

(i) E-Verify

Company uses E-Verify to verify the work authorization of all newly hired employees.

(j) Force Majeure.

If either of the Parties hereto are delayed or prevented from fulfilling any of its obligations under this Agreement by force majeure, said Parties shall not be liable under this Agreement for said delay or failure. "**Force Majeure**" means any cause beyond the reasonable control of a Party including, but not limited to, an act of God, an act or omission of civil or military authorities of a state or nation, epidemic, pandemic, fire, strike, flood, riot, war, delay of transportation, or inability due to the aforementioned causes to obtain necessary labor, materials or facilities.

(k) Audit Rights.

With reasonable notice and at a convenient location, Client will have the right to audit Company's records to verify the accuracy of invoicing to Client.

In addition, should any of Client's regulators legally require access to audit the Services, Company will, to the extent legally required by such regulators, provide access for the same. All results of such audits shall be Company Confidential Information.

Client shall bear all costs associated with audits.

(l) Assignment.

Neither Party may assign or otherwise transfer any of its rights, duties, or obligations under this Agreement without the prior written consent of the other Party. Either Party, however, without any requirement for prior consent by the other, may assign this Agreement and its rights hereunder to any entity who succeeds (by purchase, merger, operation of law or otherwise) to all or substantially all of the capital stock, assets, or business of such Party, if the succeeding entity agrees in writing to assume and be bound by all of the obligations of such Party under this Agreement. This Agreement shall be binding upon and accrue to the benefit of the Parties hereto and their respective successors and permitted assignees.

(m) Modification.

This Agreement may be modified only by a written amendment executed by duly authorized officers or representatives of both Parties.

(n) Provisions Severable.

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, then such provision shall be severed from this Agreement and the remaining provisions will continue in full force.

(o) Dispute Resolution.

Should a dispute arise between Company and Client involving their respective responsibilities, limitations, or the working relations between the Parties under this Agreement or any Order, then the Parties will make reasonable efforts to amicably resolve the dispute. Prior to entering arbitration as set forth below, the Parties agree that any dispute will initially be referred to their senior management for resolution within ten (10) business days of receipt of notice specifying and asking for the intervention of the Parties' superiors. If the dispute is still unresolved after such ten (10) business day period, the Parties agree, at the written request of either Party, to submit the dispute to a single arbitrator for resolution by binding arbitration under the rules of the American Arbitration Association, and that any award of the arbitrator shall be enforceable under any court having jurisdiction thereof. In any such action, the Parties will bear their own costs and will share equally in the costs and fees assessed by the American Arbitration Association for its services.

(p) Interpretation.

The descriptive headings of this Agreement and of any Order under this Agreement are for convenience only and shall not affect the construction or interpretation of this Agreement. As used herein, "include" and its derivatives (including, "e.g.") shall be deemed to mean "including but not limited to." Each Party acknowledges that this Agreement has been the subject of active and complete negotiations, and that this Agreement should not be construed in favor of or against any Party by reason of the extent to which any Party or its professional advisers participated in the preparation of this Agreement.

(q) Publicity.

Company may use the name of Client, the existence of this Agreement and the nature of the associated services provided herein for marketing purposes, except that such use shall not include any Client Confidential Information as defined in this Agreement.

(r) Entire Agreement.

This Agreement and all Order(s) attached hereto constitute the complete and exclusive statement of the agreement between the Parties and supersedes all proposals, oral or written, and all other prior or contemporaneous communications between the Parties relating to the subject matter herein.

(s) Counterparts.

This Agreement may be executed in several counterparts, each of which will be deemed an original, and all of which taken together will constitute one single agreement between the Parties with the same effect as if all the signatures were upon the same instrument. The counterparts of this Agreement may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the Parties and the receiving Party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received.

(t) Governing Law.

This Agreement, any claim dispute or controversy hereunder (a "Dispute") will be governed by (i) the laws of the State of Florida, or (ii) if Client is a city, county, municipality or other governmental entity, the law of state where Client is located, in all cases without regard to its conflicts of law. The UN Convention for the International Sale of Goods and the Uniform Computer Information Transactions Act will not apply. In any Dispute, each Party will bear its own attorneys' fees and costs and expressly waives any statutory right to attorneys' fees.

(u) Survival.

Sections 2 (Fees), 3 (Invoicing and Payment), 6 (Company Personnel), 7 (Non-solicitation), 8 (Data Privacy), 9 (Confidential Information), 10 (Intellectual Property), 11 (Warranty), 12 (Indemnification and Limitation of Liability), 14 (Notices), 15 (Miscellaneous), and all other terms that by their context are intended to survive, whether in or under this Agreement, shall survive termination or expiration of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

MCCi, LLC	**TOWN OF APEX ("Client")**
Signed: _____	Signed: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
	73 HUNTER STREET, 2ND FLOOR APEX, NC, 27502

ADDENDUM NO. 1 TO MASTER SERVICES AGREEMENT NO. 20754

INITIAL JUSTFOIA ORDER

Pursuant to Master Services Agreement No. 20754 ("**Agreement**"):

This Order, designated as Addendum No. 1, is entered into as of _____, ("**Order Effective Date**"), by and between JustFOIA, Inc. ("Company" or "JustFOIA") and Client. This Order is subject to the Agreement and the following terms that are applicable to Company providing Company software (the "Solution") to Client. Company is an affiliate of MCCi and will provide the Solution as set forth hereunder. Company will invoice Client directly for the same. If there is any conflict between a provision of the Agreement and this Order, the Order will control. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Order supersedes any previous quotes or proposals received. Use of pre-printed forms, including, but not limited to, email, purchase orders, shrink-wrap or click-wrap agreements, acknowledgements, or invoices, is for convenience only, and all unilaterally issued and/or pre-printed terms and conditions stated thereon, except as specifically set forth in this Order, are void and of no effect.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum No. 1 to be executed by their respective duly authorized representatives as of the Addendum Effective Date.

JustFOIA, Inc	**TOWN OF APEX ("Client")**
Signed: _____	Signed: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

PRICING

justfoia
an MCCi brand

3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Bill to: Allen Coleman
allen.coleman@apexnc.org
Ship to: Allen Coleman
allen.coleman@apexnc.org
cc AP Contact: apex.invoices@apexnc.org
allen.coleman@apexnc.org

Client Name: Town of Apex
Client Address: PO Box 250, Apex, NC, 27502
Quote Number: 41935
Quote Type: New JustFOIA System
Site Name: Apex, NC
URL: apexnc.justfoia.com

Quote Date: 6/19/2026

Subscription Period Start Date:
Date of Contract Execution
Subscription Period End Date:
12 Months from Date of Contract Execution

Product Description:	*Qty.*	*Unit Cost*	*Total*
JustFOIA ANNUAL RECURRING SERVICES			
☑ **JustFOIA Select Premium - Municipality (Up to 3,000 Requests)**	1	$16,000.00	$16,000.00
☑ **Single Sign-On (SSO)**			Included
☑ **Any & All Document Management**			Included
☑ **MCCi Learning Management System (LMS) for JustFOIA**			Included
☑ **Ideas Portal**			Included
☑ **Payment Portal**			Included
☑ **Security Center**			Included
☑ **Data Storage - 3 TB**			Included
☑ **Premium Forms w/ Year 1 Onboarding** • *Form 1: Public Records Requests (Dynamic)* • *Form 2: Police Department Records Requests (Dynamic)*			
JustFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION			
☑ **JustFOIA Managed Support Services** *Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.*			Included

SUBTOTAL - RECURRING ANNUAL SERVICES	***$16,000.00***

YEAR 1 ORDER COST	***$16,000.00***
YEAR 2 RECURRING ANNUAL SUBSCRIPTION COST	***$16,800.00***
YEAR 3 RECURRING ANNUAL SUBSCRIPTION COST	***$17,640.00***

All Quotes Expire 30 Days from Quote Date

This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "**Solution**").

An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts). The Recurring Services portion of this Order and/or applicable Addendum will renew upon payment of annual renewal invoice or will terminate as set forth below ("Termination" section).

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

TERMINATION

Either party may terminate this Order upon any of the following:

(a) Thirty (30) days after one party notifies the other in writing that they are in breach or default of this Order, unless the breaching party cures such breach or default within such thirty (30) day period; or

(b) Fifteen (15) days after the filing of a petition in bankruptcy by or against either party, any insolvency of a party, any appointment of a receiver for such party, or any assignment for the benefit of such party's creditors (a "**Bankruptcy Event"),** unless such party cures such Bankruptcy Event within the fifteen (15) day period; or

(c) If Client has not paid in full the renewal invoice within 45 days after scheduled renewal date of the Recurring Services, the Order (and/or applicable addendum) will systematically terminate, but may be reinstated if/when the Client pays the renewal invoice in full (including any applicable reinstatement fees); or

(d) If Client is a city, county, or other government entity the following applies: If Client's governing body fails to appropriate sufficient funds to make payments due and to become due during Client's next fiscal period, Client may, subject to the terms herein, terminate the Order as of the last day of the fiscal period for which appropriations were received (each an "**Event of Non-appropriation**"). Client agrees to deliver notice of an Event of Non-appropriation to JustFOIA at least 30 days prior to the end of Client's then-current fiscal period, or if an Event of Non-appropriation has not occurred by that date, promptly upon the occurrence of any such Event of Non-appropriation. If this Order is terminated following an Event of Non-appropriation, Client agrees to compensate JustFOIA for services rendered prior to such Event of Non-appropriation.

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BILLING

JustFOIA will invoice Client as follows:

Product/Service Description	Timing of Billing
Recurring Services	▪ **Initial Sale:** Upon receipt of Order. ▪ **Annual Renewal:** 75 days in advance of expiration date.
One-Time Services	50% upon project kickoff, remaining 50% upon project completion and project acceptance.

JustFOIA shall not send any invoices, nor claim payment, for any fees or expenses incurred by JustFOIA until both parties authorize this Order.

PAYMENT

Client agrees to pay all undisputed invoices and undisputed portions of a disputed invoice in full within thirty (30) days from the date of each invoice. Notwithstanding any payment terms to the contrary, while Company will send a renewal invoice approximately 75 days prior to the expiration of the then current Recurring Services, the payment is not considered delinquent unless it occurs after the expiration date of the Recurring Services. Once payment has been received, no refunds for Recurring Services are available.

TECHNICAL & SUPPLEMENTAL SUPPORT

Feature	What's Included
TECHNICAL SUPPORT	JustFOIA provides Technical Support—including break/fix assistance and version updates—Monday through Friday, 8:00 AM to 5:00 PM (local time within the continental U.S.) via the online support center, email (support@JustFOIA.com), and phone (866-942-0464).

JUSTFOIA MANAGED SUPPORT SERVICES (JMSS)	10 Hours that expire each year on Client's renewal date to use for assistance with consultation, training, and configuration post-implementation, including: ▪ Access to support technicians with enhanced knowledge ▪ Conduct remote training(s) for new/existing users ▪ Perform Annual System Review ▪ Assistance with system configurations and modifications to Users, Forms, Workflows, Email Templates, Reports, Dashboards, and Redaction settings

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Any deviations from the contract will be documented in a Change Order that Client must execute.
- All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.
- For JustFOIA to excel in providing the highest level of service, Client must provide timely access to technical resources. Client must provide adequate technical support for all JustFOIA installation and support services. If Client does not have "in-house" technical support, it is Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that Client may elect not to enable some contracted Deliverables before Go Live. Support Services hours will be required to enable those contracted Deliverables after Go Live.
- All services, unless otherwise noted, will be performed remotely.

PREMIUM IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
    - Completion of the Initial User Configuration Spreadsheet
    - Completion of One Workflow Questionnaire per request form process outlining current records request process(es) and requirements.
    - Provide a list of desired dynamic form field(s), inclusive of deflection keywords and/or external links
    - Provide additional requirements for DirectRoute Workflow(s), if applicable including a detailed outline of the desired trigger field (department checkboxes or department dropdown on the request form and desired submission outcome for the initial routing automation
    - Create General User and Viewer accounts and respective departments
    - Create user-created email templates

    - Provide a list of desired redaction exemption codes and descriptions, if applicable
- Conduct internal staff training (General Staff Users)
- Perform user acceptance testing
- Complete JustFOIA LMS training and certification

JustFOIA TASKS & DELIVERABLES

- Deploy site in in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (Up to 75 minutes) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (Up to 75 minutes) to identify implementation milestones and introduce Client to public-facing JustFOIA site and request form(s)
- Lead up to two 1-hour discovery sessions (2 total hours) to understand, guide, and recommend process improvement
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding
- Configure number of standard and advanced (dynamic) request forms defined in the Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct Remote System Training 1 (Up to 90 minutes); recording made available in JustFOIA LMS
- Conduct Remote System Training 2 (Up to 90 minutes); recording made available in JustFOIA LMS
- Conduct Remote Redaction and Document Management Training (Up to 90 minutes); recording made available in JustFOIA LMS
- Conduct Remote Workflow Training (up to 90 minutes per form); recording made available in JustFOIA LMS
- Lead up to two 1-hour training sessions (2 total hours) covering Client's desired topic(s); recordings made available in JustFOIA LMS
- Configure client-provided Redaction Exemption Codes, if required by Client
- Provide quality assurance testing
- Conduct 30-minute remote introduction to Client Success and Support Teams

JUSTFOIA TERMS OF SOFTWARE SERVICE

THESE **TERMS OF SOFTWARE SERVICE (THESE "TERMS")** APPLY TO ALL ORDERS PLACED FOR THE JUSTFOIA SOFTWARE PROVIDED AS A SERVICE (THE "SOLUTION"). THESE PROVISIONS SHALL SURVIVE AFTER TERMINATION OR EXPIRATION OF ANY AND ALL PORTIONS OF THE ORDER.

WARRANTIES & DISCLAIMERS

JUSTFOIA DOES NOT PROMISE THAT THE SOLUTION WILL BE UNINTERRUPTED OR ERROR-FREE. CLIENT ACKNOWLEDGES THAT THERE ARE RISKS INHERENT IN INTERNET CONNECTIVITY THAT COULD RESULT IN THE LOSS OF CLIENT PRIVACY, CLIENT DATA, CONFIDENTIAL INFORMATION, AND PROPERTY.

JustFOIA Warranties

JustFOIA warrants that (i) the Solution shall perform materially in accordance with any specifications or descriptions set forth herein, (ii) subject to exceptions related to non-JustFOIA software, the functionality of the Solution will not be materially decreased during the term of this Order, (iii) JustFOIA will use industry standard measures to not transmit malicious code and the like ("Malicious Code") to Client, provided that if Client or a user uploads a file containing Malicious Code into the Solution Client shall be liable for the same; and (iv) to JustFOIA's knowledge, Client's use of the Solution in strict compliance with the Order shall not infringe or violate the intellectual property rights of any third-party.

The warranties herein are void to the extent of any Client failure to perform in accordance with the Order and any licensing terms. JustFOIA shall not be responsible for any decrease in functionality or other issues that are the result of (i) the Solution not being used in accordance with the Order, (ii) the Solution being modified or altered by or on behalf of Client without JustFOIA's written permission, or (iii) Internet or network connections, third-party software, streaming services, computers, equipment and/or devices not supplied by JustFOIA.

Client Warranties

Client warrants that JustFOIA's use of Client data and/or any other item provided by Client, in accordance with the Order will not infringe or violate the intellectual property or other rights of any third-party.

Client warrants that it shall have all rights and licenses of third-parties necessary or appropriate for JustFOIA to access or use such third-party products and agrees to produce evidence of such rights and licenses upon the reasonable request of JustFOIA.

CLIENT SOLUTION CUSTOMIZATIONS

JustFOIA is not responsible for any damage caused by the user's customization of the system not performed by JustFOIA. JustFOIA will not be held responsible for correcting any problems that may occur from these customizations.

LICENSED SOFTWARE AND SERVICES

During the term of the Order and any applicable addenda, JustFOIA grants to Client and Client accepts a non-transferable, revocable, non-exclusive, and limited license to use the Solution as defined herein subject to the terms, obligations and restrictions set forth in the Order. All rights to the Solution not granted to Client are reserved by JustFOIA.

CLIENT RESPONSIBILITIES

Files and other content that JustFOIA may provide to Client may be protected by intellectual property rights of others. Client will not copy, upload, download, or share files unless Client has the right to do so. Client, not JustFOIA, will be fully responsible and liable for what is copied, shared, uploaded, downloaded, or otherwise used while using the Solution. Client will not upload malware or any other malicious software to the Solution. Client is also responsible for the timely and accurate fulfillment of records requests, and ensuring that no classified, confidential, or illegal information is provided to or through the Solution.

ACCEPTABLE USE POLICY

Client agrees that it will not misuse or attempt to misuse the Solution, and that the Solution will only be used in a manner consistent with the Order. Client may only store non-confidential data to the Solution. It is understood and agreed that the uploading of confidential data to the Solution shall be allowed for redaction purposes (redaction process not to extend beyond 30 calendar days) and that the Solution is not to be used for long-term storage of unredacted confidential data following closure of the request.

Client acknowledges and agrees that all use of the Solution hosted on the Azure Government Cloud is subject to the Microsoft terms and conditions surrounding the same. JustFOIA's obligations and liability and Client's rights are limited by the same. Further, JustFOIA neither accepts liability for, nor warrants the functionality, utility, availability, reliability, or accuracy of, third-party software or third-party services.

INFORMATION & PRIVACY

By using the Solution, Client will be providing JustFOIA with information. Client retains full ownership of its information, and JustFOIA does not assert ownership. These Terms do not grant JustFOIA any rights to Client's information or intellectual property except for the limited rights that are needed to run the Solution, as explained below.

JustFOIA may need Client's permission to handle its information as directed and required for the functioning of the Solution. An example is hosting files or sharing them. Client hereby grants a license to JustFOIA to use and process such information solely to the extent necessary to fulfill JustFOIA's obligations. This license also extends to trusted third parties JustFOIA works with to do the same.

Client is solely responsible for its conduct, the content of its files, and its communications with others while using the Solution. For example, it is Client's responsibility to ensure that it has the rights or permission needed to comply with these Terms, Terms & Conditions.

INFORMATION SHARING AND DISCLOSURE

JustFOIA may use certain trusted third-party companies and individuals to help JustFOIA provide, analyze, and improve the Solution (including but not limited to data storage, maintenance services, database management, web analytics, payment processing, and improvement of the Solution's features). These third parties may have access to Client's information only for purposes of performing these tasks on JustFOIA's behalf and under obligations similar to those in the Information & Privacy section above.

INTELLECTUAL PROPERTY

The Solution and any services surrounding the same herein are not considered "Works made for Hire" or otherwise a grant of any right, title or interest. Except for the license grant herein, all rights to the Solution and all services surrounding the same are—and remain—with JustFOIA. Client shall retain a non-exclusive, royalty-free, world-wide, perpetual license to use the outputs generated by Solution and stored external to Solution by Client during the Subscription Period.

Except for the license grants hereunder, as between Client and JustFOIA, Client retains all rights to Client data and information.

ACCOUNT SECURITY

Client is responsible for any activity using its account and for safeguarding the passwords used to access the Solution, including not disclosing passwords to any third-party. Client will immediately notify JustFOIA of any unauthorized use of Client's account. Client acknowledges that if it wishes to protect its transmission of data or files to the Solution, it is Client's responsibility to use a secure network to communicate with the Solution.

DATA RETENTION & ACCESS

JustFOIA will retain Client's information (data hosted in the Solution) for as long as its account is active or as needed to provide the Solution. If Client wishes to cancel its account or request that JustFOIA no longer use Client's information

to provide the Solution, Client may request that JustFOIA delete its account. JustFOIA may retain and use Client's information as necessary to comply with legal obligations, resolve disputes, and enforce mutual agreements. Consistent with these requirements, Client may request that JustFOIA delete Client's information. Please note, however, that there might be latency in deleting information from JustFOIA servers and backed-up versions might exist after deletion. In addition, JustFOIA does not delete Client information from its server's files that Client has in common with other users, provided that JustFOIA's confidentiality obligations will persist with regard to such retained confidential information. Client understands and agrees that once the Client instance of the Solution is decommissioned, JustFOIA may not be able to provide Client a copy of the data included therein. Client agrees that it will back up all Client information that it requires. JustFOIA may decommission any environment after 45 days of Client not maintaining an active subscription to the applicable environment, including without limitation, as a result of non-renewal and/or non-payment. For the avoidance of doubt, if Client has an active subscription, Client may download its data at any time.

NON-JUSTFOIA APPLICATIONS AND PROVIDERS

The Solution may contain links to third-party websites or resources. JustFOIA does not endorse and is not responsible or liable for third-party websites, including, without limitation, availability, accuracy, the related content, products, or services. Client is solely responsible for its use of any such websites or resources.

Acquisition of Non-JustFOIA Products and Services

JustFOIA or third parties may from time to time make available to Client third-party products or services, including but not limited to non-JustFOIA applications and implementation, customization, and other consulting services. Such products and services shall be clearly designated as provided by a third-party in the applicable Order. Any acquisition by Client of such non-JustFOIA products or services, and any exchange of data between Client and any non-JustFOIA provider, is solely between Client and the applicable non-JustFOIA provider. JustFOIA does not warrant or support products or services not provided by JustFOIA, whether or not they are designated by JustFOIA as "Certified" (as that term is defined below) or otherwise, except as specified in the Order and/or applicable addenda. No purchase of non-JustFOIA products or services is required to use the Solution except a supported computing device, operating system, web browser and Internet connection, all of which Client is solely responsible for providing in accordance with the specifications that may be provided by JustFOIA from time to time. For purposes of the Order, "Certified" shall describe applications and other products developed and sold by third parties that JustFOIA has verified interoperate with the Solution.

Non-JustFOIA Applications and Client information

If Client installs or enables non-JustFOIA applications for use with the Solution, Client acknowledges that JustFOIA may allow providers of those non-JustFOIA applications to access Client information as required for the interoperation of such non-JustFOIA applications with the Solution. JustFOIA shall not be responsible for any disclosure, modification or deletion of Client information resulting from any such access by non-JustFOIA application and/or providers. The Solution shall allow Client to restrict such access by restricting users from installing or enabling such non-JustFOIA applications for use with the Solution. JustFOIA is not responsible for, and Client agrees to hold JustFOIA harmless from any third-party claims or liability owed to third parties resulting from any unauthorized use or disclosure or any damage or loss of Client information as a result of use of non-JustFOIA applications or access to Client information by non-JustFOIA application and/or providers.

Integration with Non-JustFOIA Services

The Solution may contain features designed to interoperate with non-JustFOIA applications (e.g., Laserfiche, Adobe, Authorize.net, or PayPal applications). To use such features, Client may be required to obtain access to such non-JustFOIA applications from their providers. If the provider of any such non-JustFOIA application ceases to make the non-JustFOIA application available for interoperation with the corresponding Solution features on reasonable terms, JustFOIA may cease providing such features without entitling Client to any refund, credit, or other compensation, unless the provider of such non-JustFOIA application provides for a refund of such fees.

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): John Mullis, Director

Department(s): Public Works

Requested Motion

Motion to approve a multi-year contract between Worrie Free Cleaning Services, LLC and the Town of Apex to provide janitorial services for town owned facilities and authorize the Town Manager or their designee to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Public Works Department on collaboration with the Purchasing Division of the Finance Department issued a request for proposals (RFP) for the Town's Janitorial Services. The RFP was posted on the Town's website and stated the Town was seeking the services of a qualified custodial service company to provide services for properties and areas owned and/or utilized by the Town of Apex and included the following seventeen (17) buildings for the Town of Apex:

1. Water Resources Admin Building
2. Town Hall
3. Purchasing Warehouse
4. Public Works Operations
5. Public Safety Station No. 6
6. Public Safety Station No. 5
7. Public Safety Station No. 4
8. Police Main Station
9. Mason Street Municipal Building
10. John M. Brown Community Center
11. Halle Cultural Arts Center
12. Fire Station No.
13. Fire Station No. 2

14. Fire Station No. 3
15. Electric Operations Center
16. Apex Train Depot
17. Apex Senior Center

A Pre-Proposal Conference was held at 9:00 A.M. Eastern Time, on Tuesday 4/07/2026, located at Town Hall 73 Hunter St, second floor Council Chamber room. Site Visits were conducted immediately following the Pre-Proposal Conference on 4/7/2026 and Wednesday 4/8/2026.

After thorough review and vetting of all applicants, Worrie Free Cleaning Services was chosen as the vendor for janitorial services. Worrie Free Cleaning Services is based out of Raleigh, NC, and is a minority owned and operated business.

Attachments

- CN14-A1: Multi-Year Contract – pending review (to be provided under separate cover)

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

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:

- April 30, 2026 – Town Council Work Session Meeting Minutes
- May 21, 2026 – Town Council Budget Work Session Meeting Minutes
- May 28, 2026 – Regular Town Council 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

- CN15-A1: **DRAFT** Minutes – April 30, 2026 – Town Council Work Session Meeting Minutes
- CN15-A2: **DRAFT** Minutes – May 21, 2026 – Town Council Budget Work Session Meeting Minutes
- CN15-A3: **DRAFT** Minutes – May 28, 2026 – Regular Town Council Meeting Minutes

TOWN OF APEX
TOWN COUNCIL WORK SESSION
THURSDAY, APRIL 30, 2026
3:30 P.M.

The Apex Town Council met for a work session on Thursday, April 30, 2026 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=A-e981iENBc&t=1049s

[ATTENDANCE]

Elected Body

Mayor Jacques K. Gilbert (presiding)
Mayor Pro-Tempore Terry Mahaffey
Councilmember Ed Gray
Councilmember Arno Zegerman
Councilmember Shane Reese
Councilmember Sue Mu

Town Staff

Deputy Town Manager Shawn Purvis
Assistant Town Manager Demetria John
Assistant Town Manager Marty Stone
Town Attorney Laurie Hohe
Town Clerk Allen Coleman

All other staff members will be identified appropriately below.

[CALL TO ORDER & PLEDGE OF ATTENDANCE]

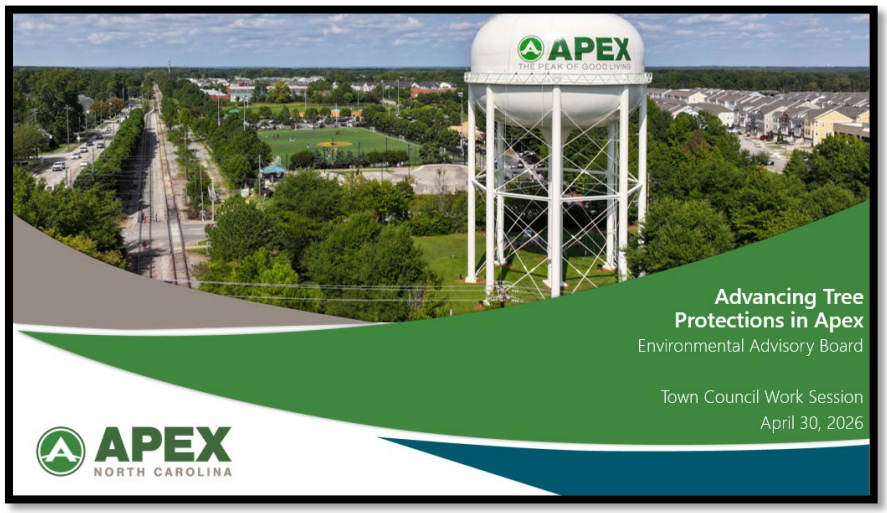
Mayor Gilbert called the meeting to order at 3:30 p.m., welcomed everyone, and led everyone in the pledge of allegiance. He recognized Councilmember Reese's birthday and all members to join in a celebratory song to recognize Councilmember Reese.

[ADVANCING TREE PROTECTION IN APEX]

Planner III, Bruce Venable, said that the purpose of this presentation was to give recommendations for Apex's tree protection and to get further direction from the Town Council.

Environmental Advisory Board (EAB) Board Liaison, Nora Skinner, presented the following presentation on Advancing Tree Protection in Apex:

[SLIDE NO. 1]



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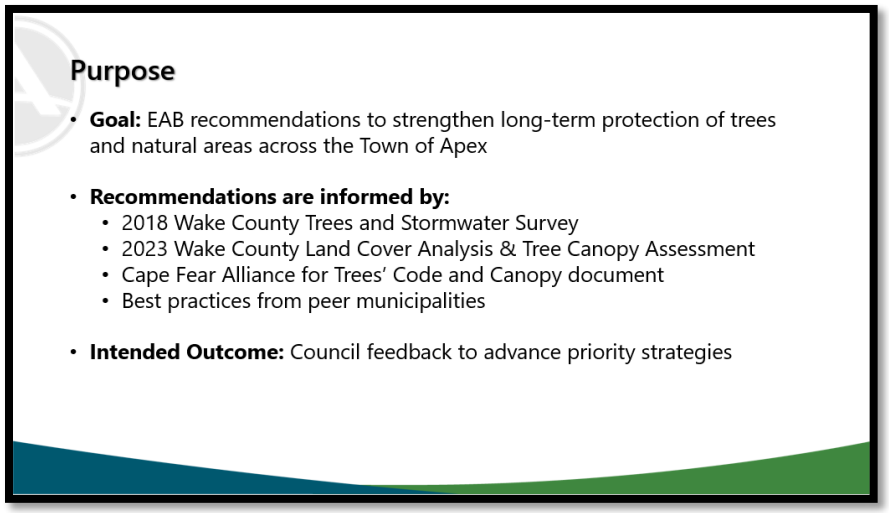
[SLIDE NO. 3]



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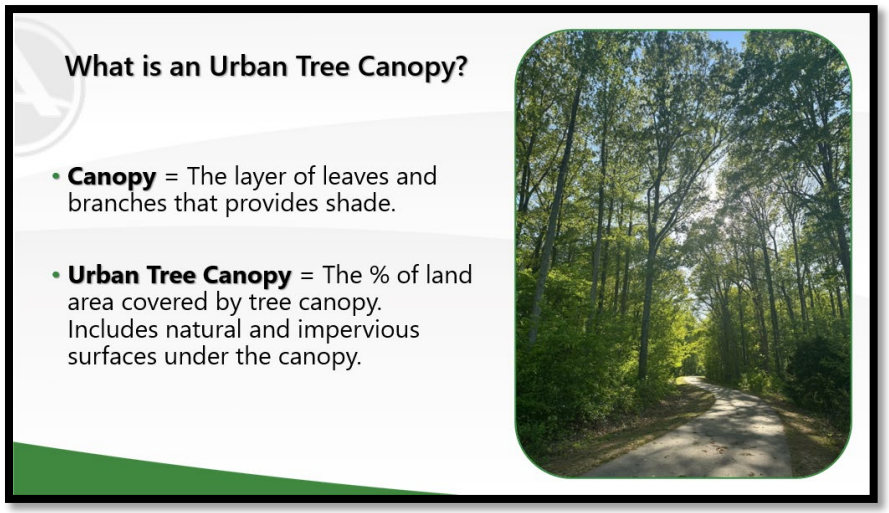

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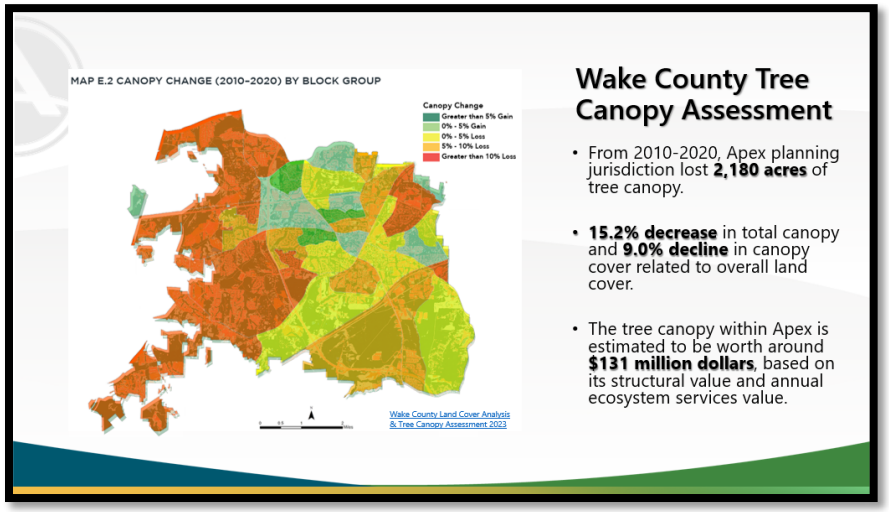

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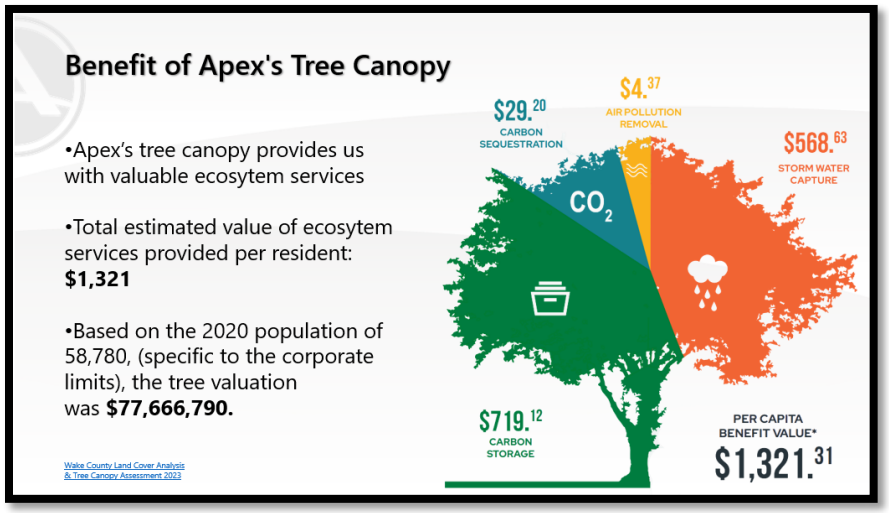

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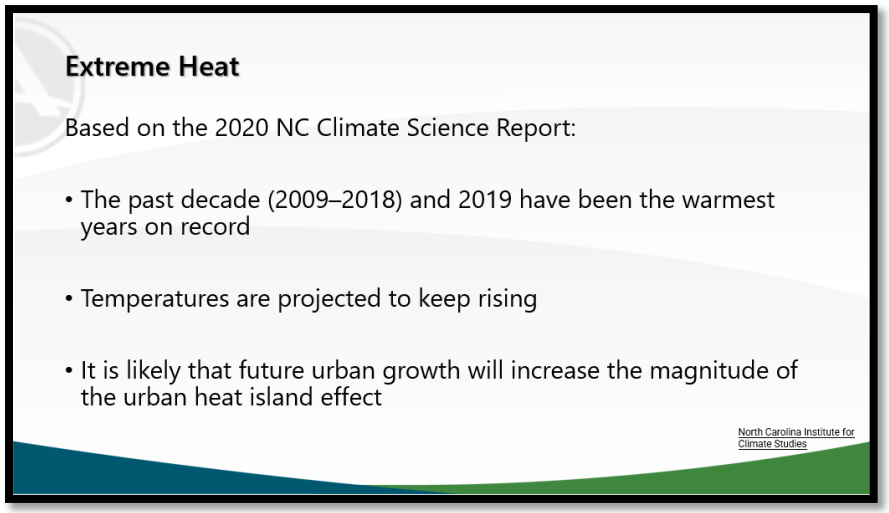

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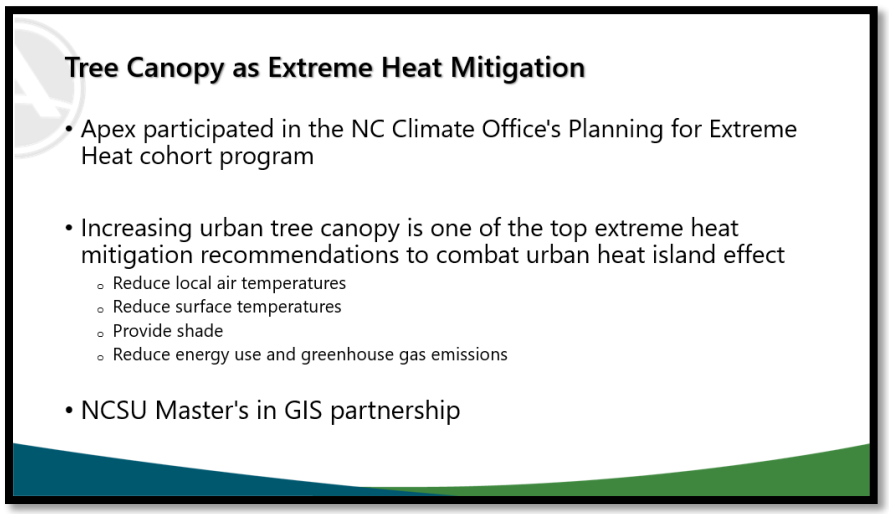

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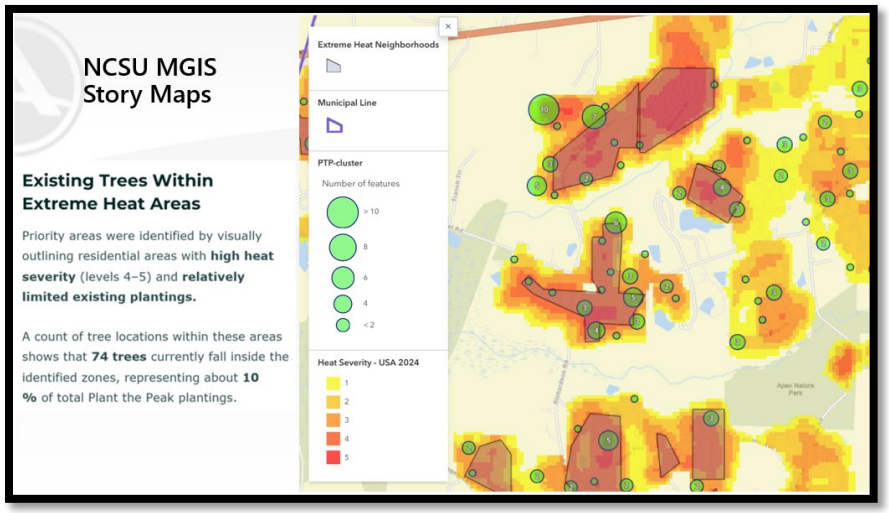

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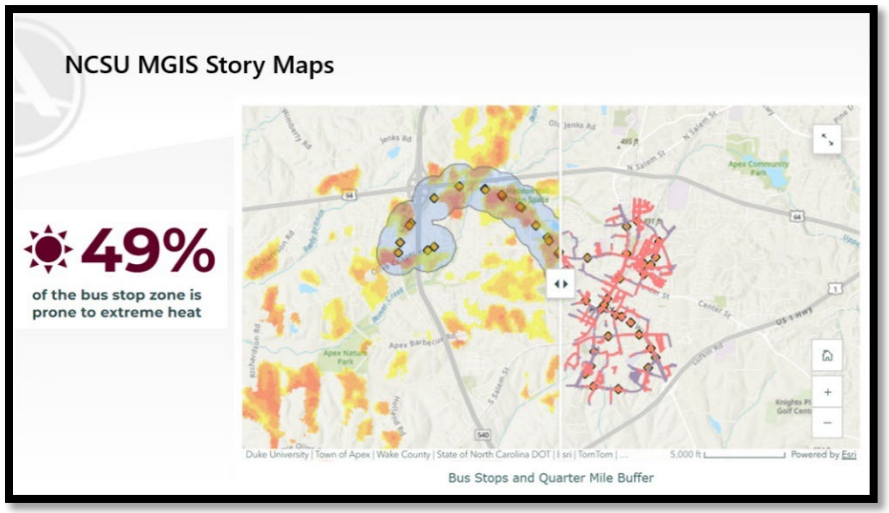

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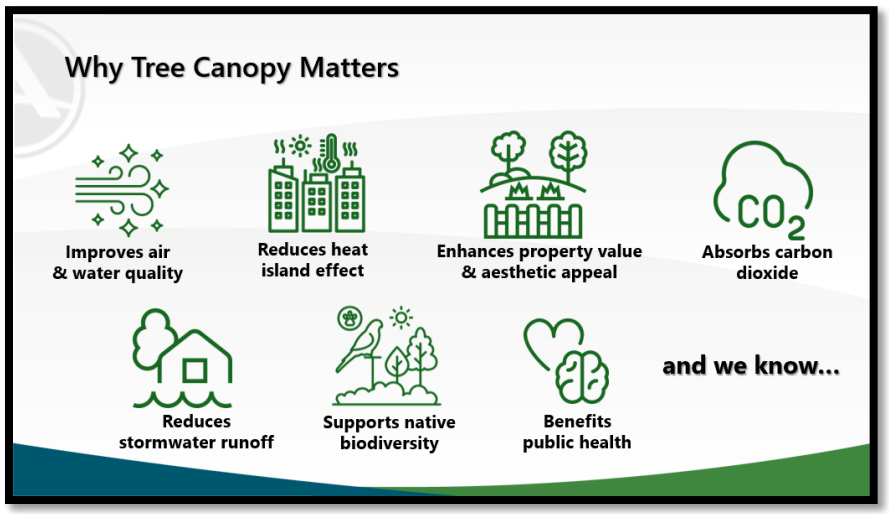

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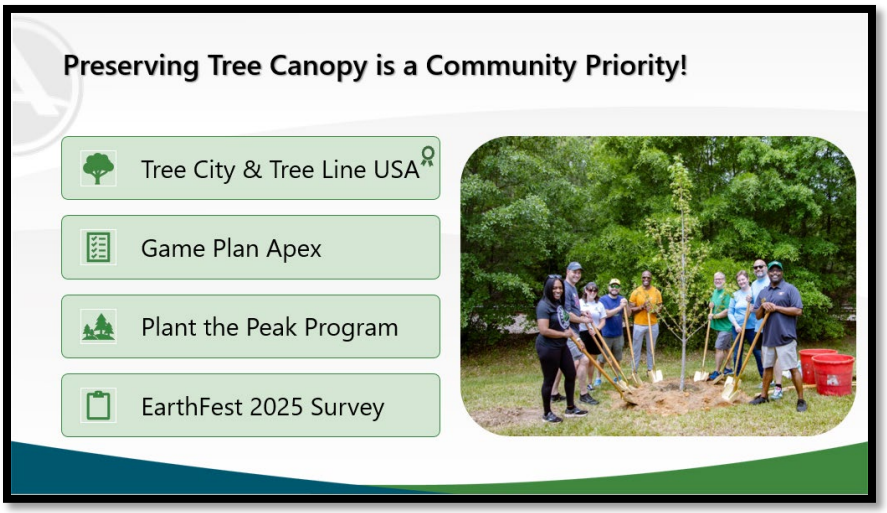
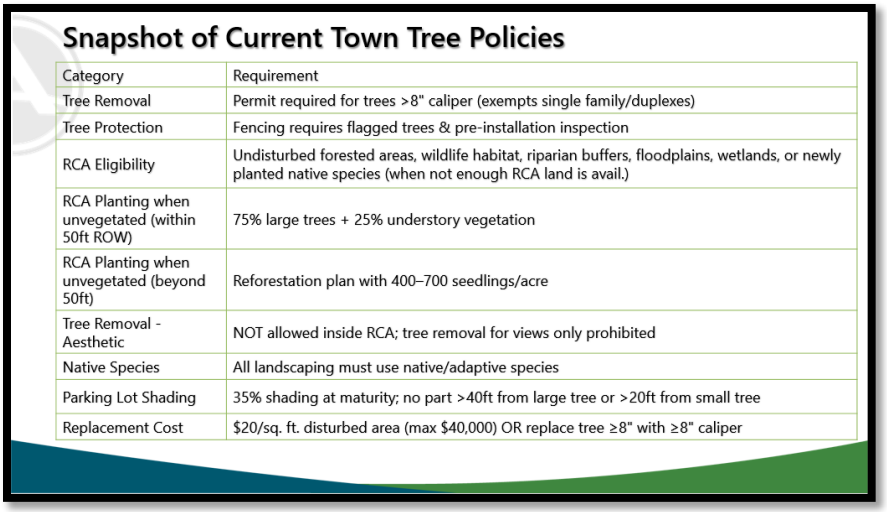


Mr. Venable presented the recommendations from the Environmental Advisory Board (EAB).

[SLIDE NO. 13]



Snapshot of Current Town Tree Policies

Category	Requirement
Tree Removal	Permit required for trees >8" caliper (exempts single family/duplexes)
Tree Protection	Fencing requires flagged trees & pre-installation inspection
RCA Eligibility	Undisturbed forested areas, wildlife habitat, riparian buffers, floodplains, wetlands, or newly planted native species (when not enough RCA land is avail.)
RCA Planting when unvegetated (within 50ft ROW)	75% large trees + 25% understory vegetation
RCA Planting when unvegetated (beyond 50ft)	Reforestation plan with 400–700 seedlings/acre
Tree Removal - Aesthetic	NOT allowed inside RCA; tree removal for views only prohibited
Native Species	All landscaping must use native/adaptive species
Parking Lot Shading	35% shading at maturity; no part >40ft from large tree or >20ft from small tree
Replacement Cost	$20/sq. ft. disturbed area (max $40,000) OR replace tree ≥8" with ≥8" caliper

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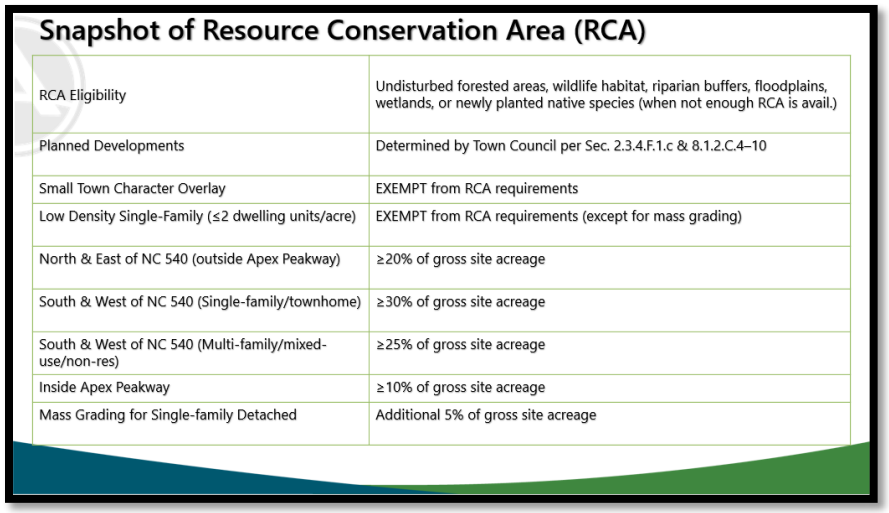

Snapshot of Resource Conservation Area (RCA)

RCA Eligibility	Undisturbed forested areas, wildlife habitat, riparian buffers, floodplains, wetlands, or newly planted native species (when not enough RCA is avail.)
Planned Developments	Determined by Town Council per Sec. 2.3.4.F.1.c & 8.1.2.C.4–10
Small Town Character Overlay	EXEMPT from RCA requirements
Low Density Single-Family (≤2 dwelling units/acre)	EXEMPT from RCA requirements (except for mass grading)
North & East of NC 540 (outside Apex Peakway)	≥20% of gross site acreage
South & West of NC 540 (Single-family/townhome)	≥30% of gross site acreage
South & West of NC 540 (Multi-family/mixed-use/non-res)	≥25% of gross site acreage
Inside Apex Peakway	≥10% of gross site acreage
Mass Grading for Single-family Detached	Additional 5% of gross site acreage

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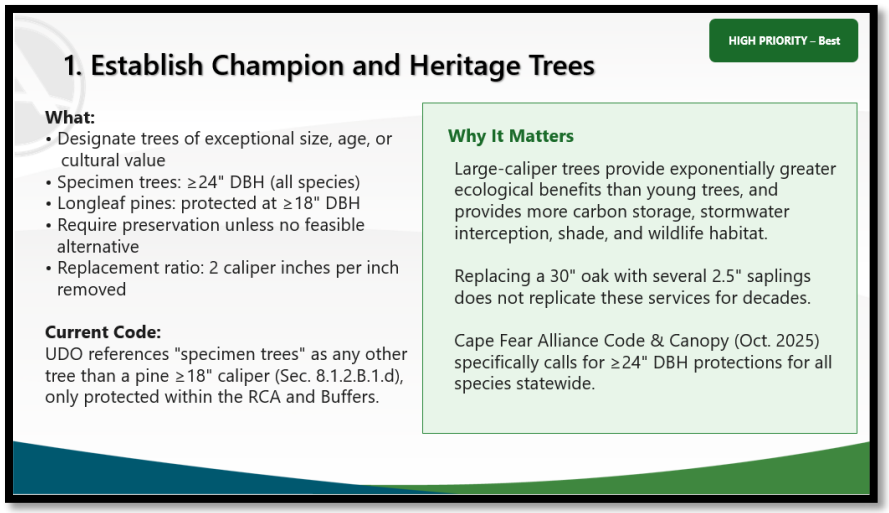

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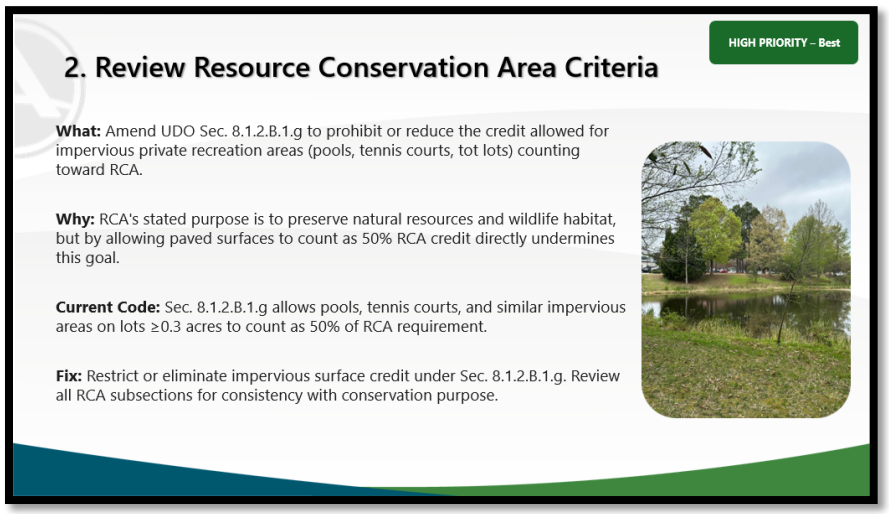

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HIGH PRIORITY – Best

3. Hire Dedicated Urban Forester & Create Apex Urban Forestry Master Plan

What: Create a dedicated Town position solely focused on tree canopy initiatives. Develop an Urban Forestry Master Plan to guide long-term canopy management.

Why: Cary, Charlotte, Durham, Morrisville, Raleigh, & Wake Forest all have dedicated urban forestry staff. Without unified leadership, tree regulations are spread across multiple departments with no single accountable point.

Code Gap: No dedicated position currently exists. Reviews are performed by Planners/ZCOs as part of broader duties (UDO Sec. 2.1.6.A.1.i).

Fix: Amend UDO to formally establish a Chief Urban Forester role with defined authority over Secs. 8.1 & 8.2, tree inventory, and an Apex Tree Manual.



[SLIDE NO. 21]

3. Example Chief Urban Forester Job Duties

1. To administer and enforce the provisions of Sections 8.1.2 *Resource Conservation*, and 8.2.1 *Landscaping, Buffering, and Screening.*
2. To lead and supervise tree regulation review, enforcement, and compliance.
3. To lead Town-wide and department urban forestry goals and initiatives.
4. To interpret and translate information to the public on regulatory processes, planning initiatives, and land use policies related to urban forestry and tree canopy.
5. Prepare and make available to the public an Apex Tree Manual which includes guidelines for compliance with the UDO.
6. To conduct a town-wide tree inventory to document tree health, size, species, and canopy spread to inform preservation decisions.
7. To designate appropriate other person(s) who shall carry out the powers and duties of the Chief Urban Forester.

[SLIDE NO. 22]

HIGH PRIORITY – Best

4. Protect Critical Root Zone

Recommendation: Update the Critical Root Zone (CRZ) definition to include all trees, including those under 8 inches Diameter at Breast Height (DBH) and standalone trees outside of save areas.

Why?

1. **Protects Tree Health and Longevity**
   The CRZ contains the majority of a tree's fine roots, which absorb water and nutrients. Disturbance, such as grading, compaction, or trenching, within this area can significantly stress or kill the tree.
2. **Prevents Soil Compaction**
   Construction activities (equipment, stockpiling, foot traffic) compact soil within the CRZ, reducing oxygen availability to roots. This can lead to root suffocation and decline over time, even if damage isn't immediately visible.
3. **Maintains Structural Stability**
   Roots within the CRZ anchor the tree. Disturbing them can increase the risk of tree failure, especially during storms, creating safety hazards for people and property.

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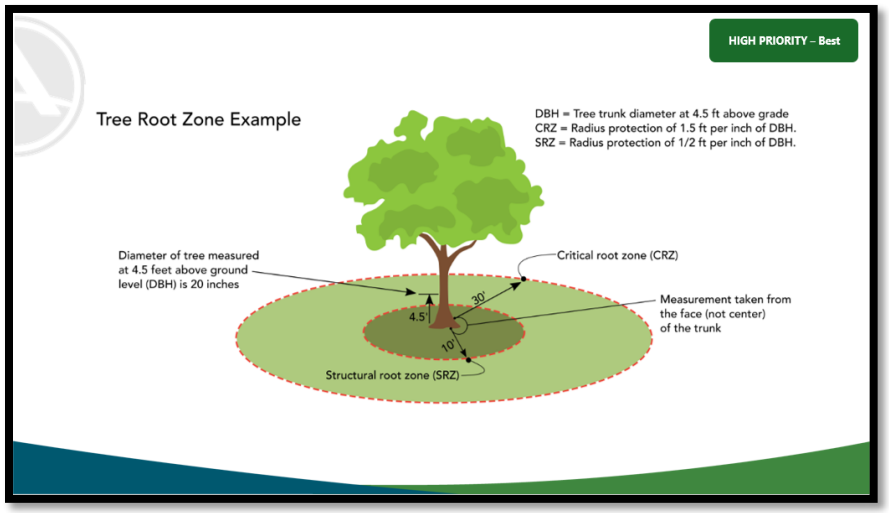

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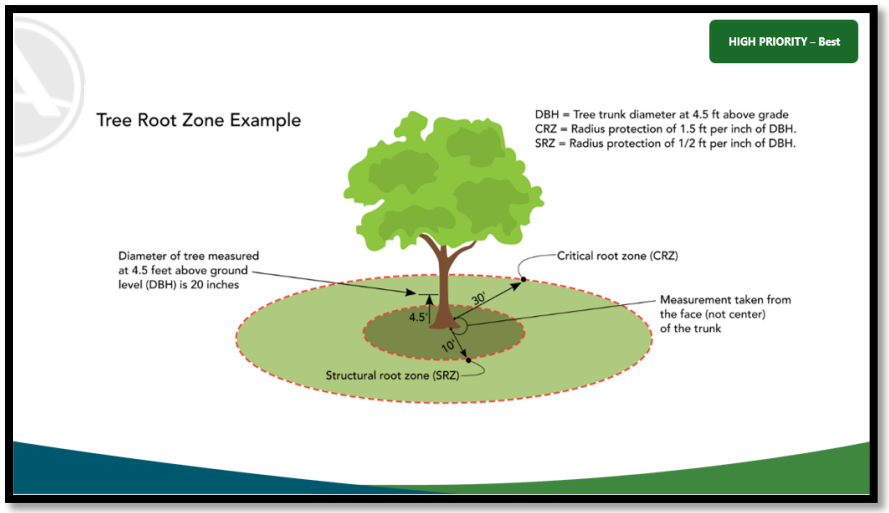

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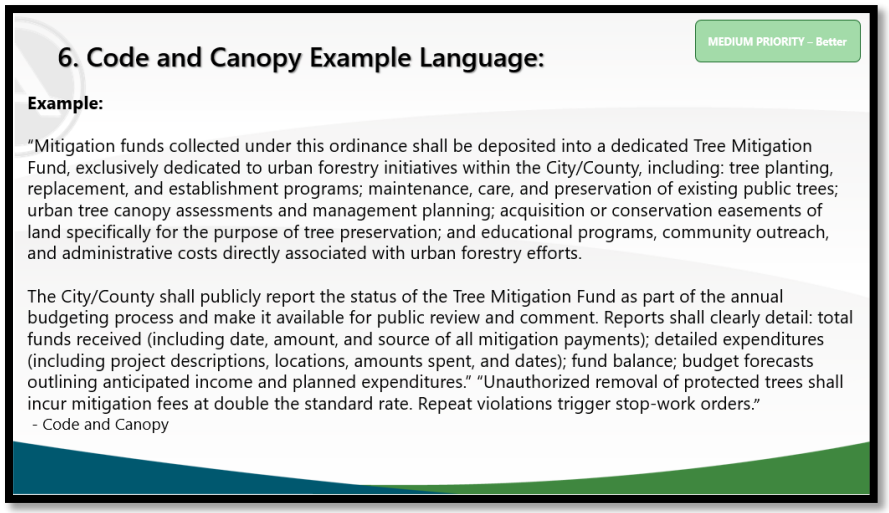

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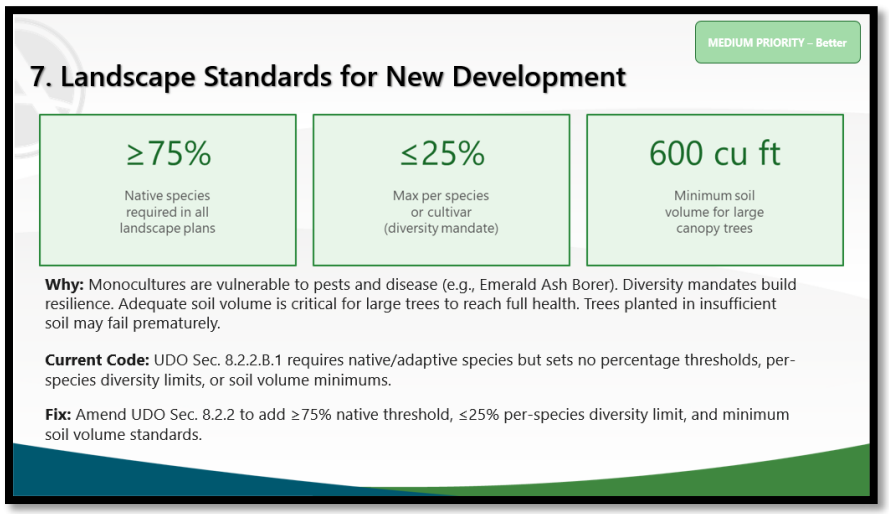

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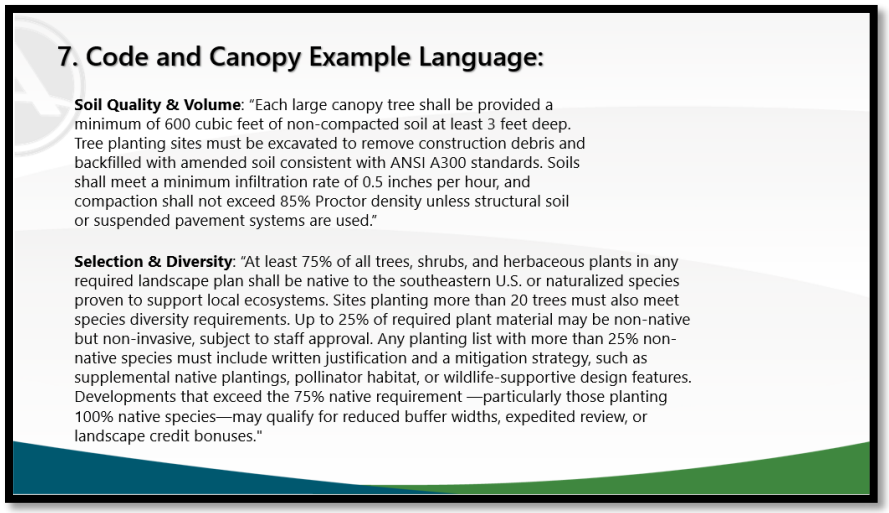

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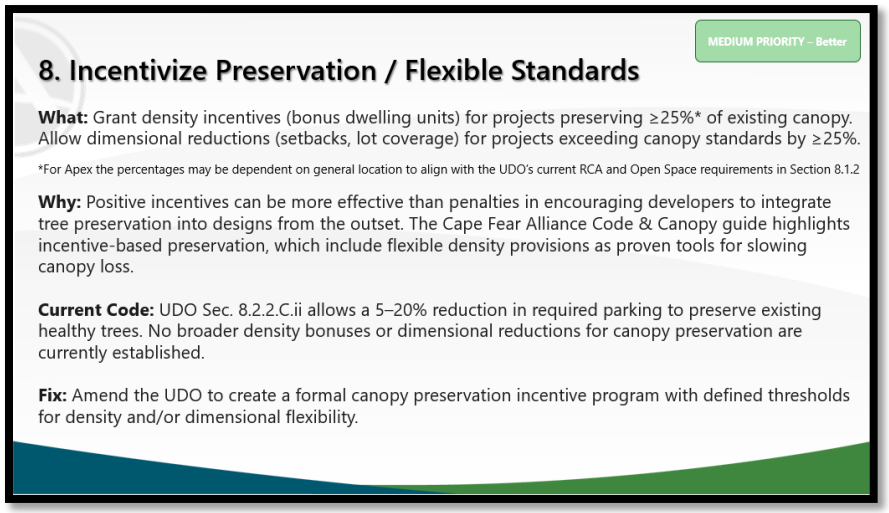

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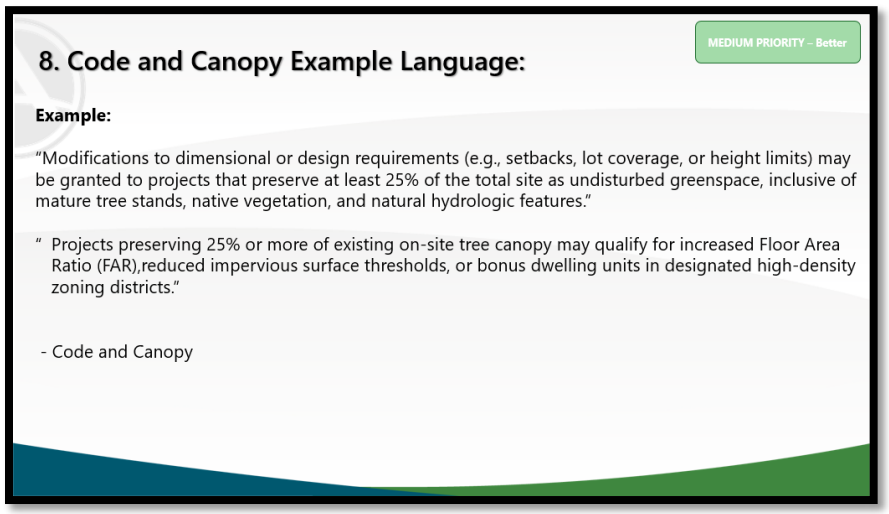

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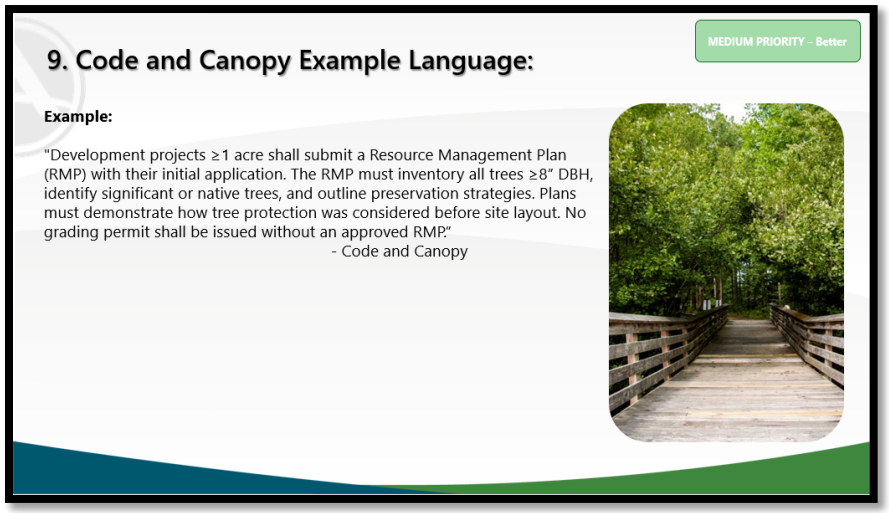

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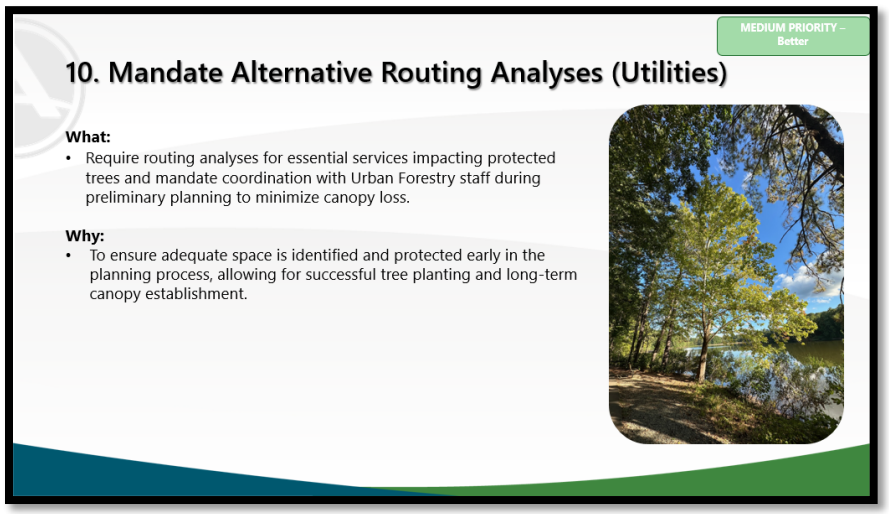

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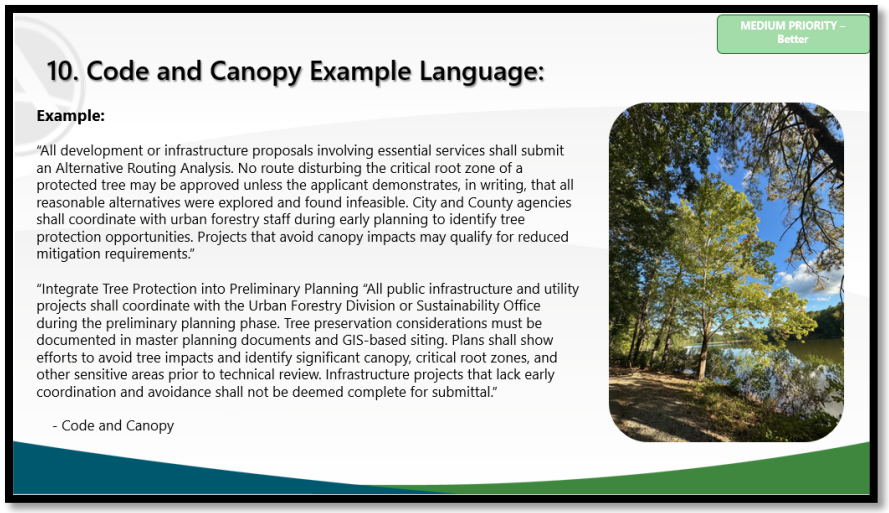

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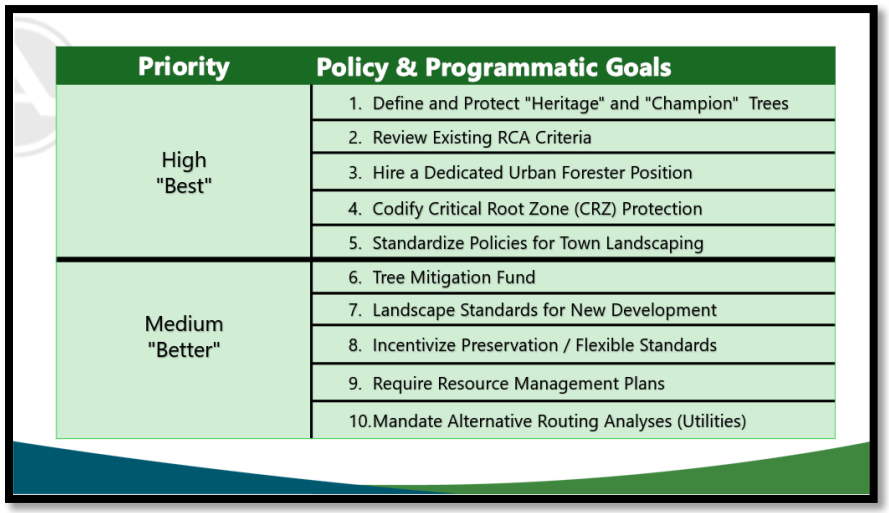

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Councilmember Zegerman asked about the implications for a property owner if a heritage or champion tree is located on private property.

Mr. Venable said that when a heritage or champion tree is located on a single-family residential property, there is generally little the Town can do to require its preservation. He explained that, for example, if a property owner requests that a tree be recognized as a heritage or champion tree and subsequently sells the property, the new owner could remove the tree without Town intervention. He noted that, based on his experience in another jurisdiction, a significant cultural tree was protected through a zoning condition, and suggested that there may be situations where zoning conditions are a more appropriate tool than amendments to the Unified Development Ordinance (UDO).

Mayor Pro-Tempore Mahaffey said that the presentation referenced incentives for preserving trees but did not include stronger preservation requirements or goals. He asked whether mandatory tree preservation measures had been evaluated or whether such requirements were not legally feasible.

Mr. Venable said this topic was part of the feedback received from Council and that staff could work with the Environmental Advisory Board (EAB) to develop recommendations regarding preservation percentages or varying levels of tree canopy protection. He noted that the EAB could also provide best practices and comparisons from other jurisdictions.

Ms. Bunce said it would be helpful for staff to better understand what Council means by "barry" and encouraged Council to keep in mind that Resource Conservation Areas (RCAs) are generally undisturbed areas that already contain tree canopy. She noted that the EAB had provided recommendations regarding what should not qualify toward RCA canopy requirements and stated that staff would appreciate general guidance from Council unless Council preferred that staff first seek input from stakeholders.

Mayor Pro-Tempore Mahaffey asked whether staff had identified other municipalities with regulations specifically addressing tree canopy preservation.

Mr. Venable said that examples do exist and could be provided to Council, citing the City of Durham as one example.

Councilmember Zegerman stated that bringing examples from other jurisdictions back to Council would be beneficial for further discussion.

Councilmember Gray said it would be helpful to understand the feasibility of tree preservation requirements in situations where developments are located closer to roadways. He also asked whether compensation or fees related to the value of timber removed during development projects, particularly where extensive clear-cutting occurs, could be explored.

Mr. Venable stated that staff would need to consult with legal counsel regarding those considerations.

Councilmember Zegerman said that the Town does not currently appear to have the legal authority to impose an additional development fee related to tree removal but suggested that the issue could be further investigated.

Mayor Pro-Tempore Mahaffey said that a fee could potentially apply in situations where required tree canopy preservation standards cannot be met.

Councilmember Gray stated that additional development-related fees may be worth exploring, particularly given declining cost recovery over time, and expressed interest in identifying opportunities where fees could be increased for developments with significant tree removal impacts.

Councilmember Reese said that not all trees provide the same value and asked whether native species replanting requirements should include more specific standards regarding the types and diversity of trees to be planted.

Mr. Venable explained that the Design and Development Manual is currently being updated and includes a list of native tree species. He noted that additional detail could be incorporated to identify specific tree species that may warrant greater preservation effort.

Councilmember Reese stated that he would support that approach and asked staff to explore whether Utilities could coordinate with the Urban Forestry initiative to identify tree-planting opportunities within established neighborhoods in the town core.

Mr. Venable said that the proposed Urban Forestry staff position would be responsible for analyzing areas within the town core that would benefit from additional tree planting to help reduce the urban heat island effect. He added that the position would also coordinate implementation of the Town's tree policies across departments and ensure consistent application of those policies by staff.

Councilmember Zegerman said that, in principle, the proposed ideas were positive and expressed interest in reviewing rough percentages of existing development conditions to help determine appropriate and potentially more aggressive tree preservation requirements. He also asked whether it would be feasible to establish a small municipal nursery to expand the Town's tree program by growing its own trees rather than purchasing them, potentially reducing costs. In addition, he suggested exploring opportunities within existing rights-of-way to require developers to plant additional streetscape trees to increase shade and improve walkability, particularly in areas identified as heat zones.

Mr. Venable said those concepts had been discussed but noted there can be challenges related to utility infrastructure and roadway restrictions. He summarized Council's priorities as including more aggressive tree canopy preservation standards, evaluation of approaches related to significant tree clearing during development, research into the feasibility of fees or other funding sources tied to tree loss or preservation, exploration of a potential municipal tree nursery program, identification of opportunities to expand street tree planting and urban forestry efforts throughout the community, and continued discussions with stakeholders to assess implementation options and challenges.

Councilmember Mu suggested researching whether allowing developers to build larger homes on fewer lots could preserve more trees by reducing the overall number of homes constructed.

Mr. Venable said that such concepts could fall under incentive-based flexibility standards, such as allowing increased building height or reduced minimum lot sizes, and could continue to be explored if Council wished to pursue those types of incentives.

Mayor Pro-Tempore Mahaffey asked how many applications had been received for the Plan the Peak program this year and how many trees were available for distribution.

Ms. Skinner stated that approximately 234 applications had been received and that about 210 trees were distributed through the program.

Councilmember Reese recommended researching appropriate native tree species based on root structure and site conditions and suggested coordinating with NC State University or other universities to identify suitable fast-growing tree species and their availability. He also asked about the level of coordination among volunteer organizations and nonprofit partners and whether those efforts could be streamlined.

Ms. Skinner stated that coordination among partner organizations could be strengthened in the future. She noted that the Environmental Advisory Board has been serving as the Town's Tree City Board and that a Tree City Subcommittee consisting of three members had recently been established to help coordinate organizational efforts and events such as Arbor Day.

Mayor Gilbert thanked staff for the comprehensive presentation.

Mr. Venable stated that discussions with stakeholders would continue as the proposed initiatives move forward.

[ARTIFICIAL INTELLIGENCE IN THE TOWN OF APEX]

Innovations Consultant I, Connor McKinnis provided an overview of the Town's Information Technology Security and Innovations Division and discussed artificial intelligence (AI), including how it works and its potential applications, as part of the presentation.

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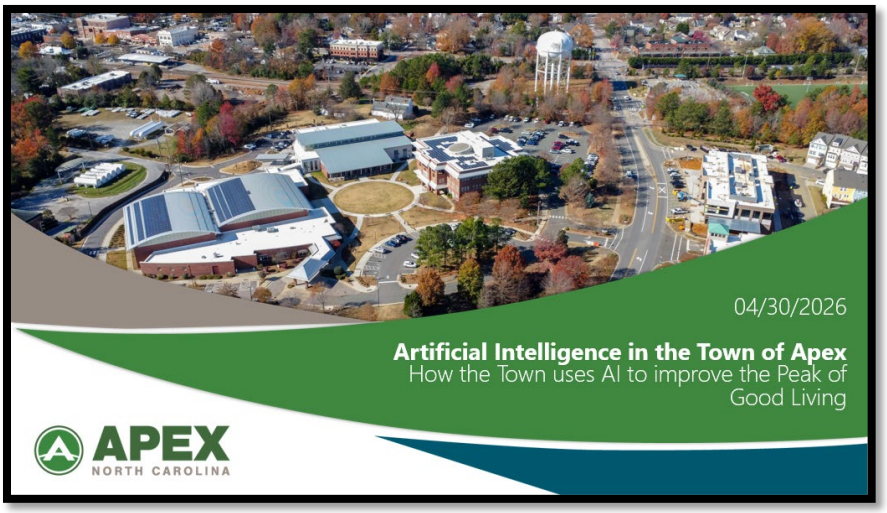

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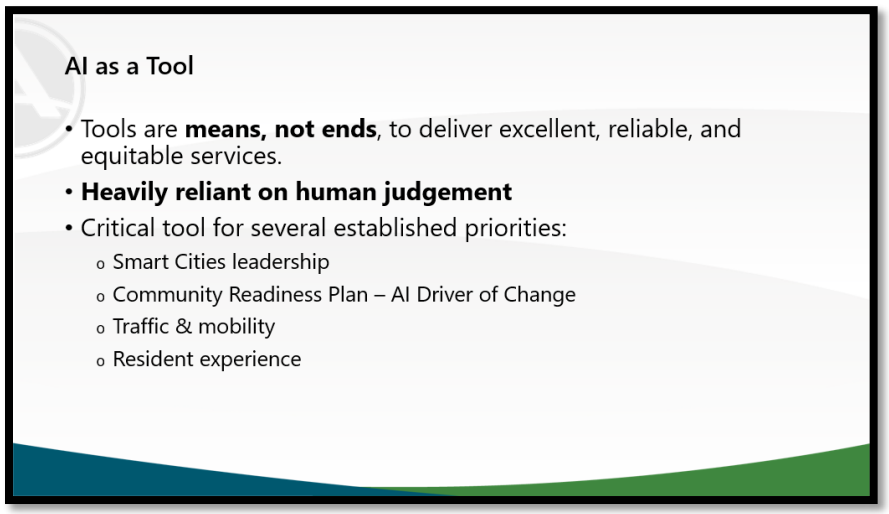

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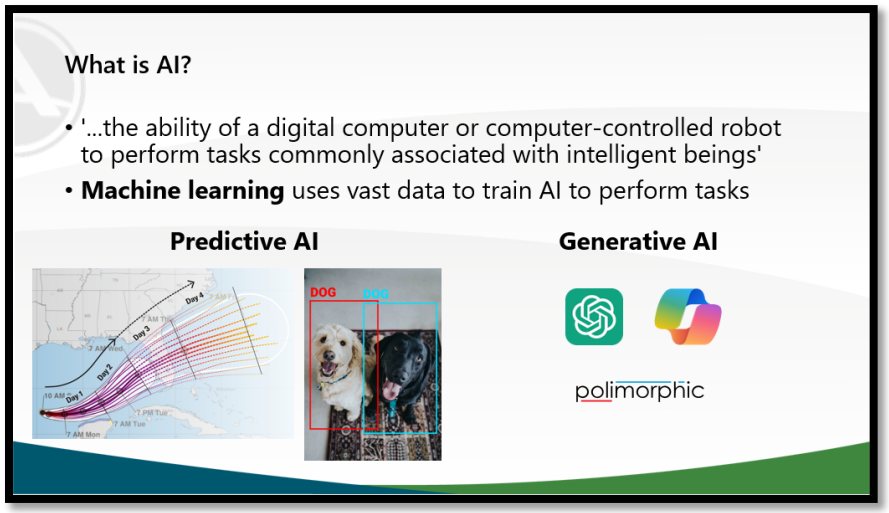

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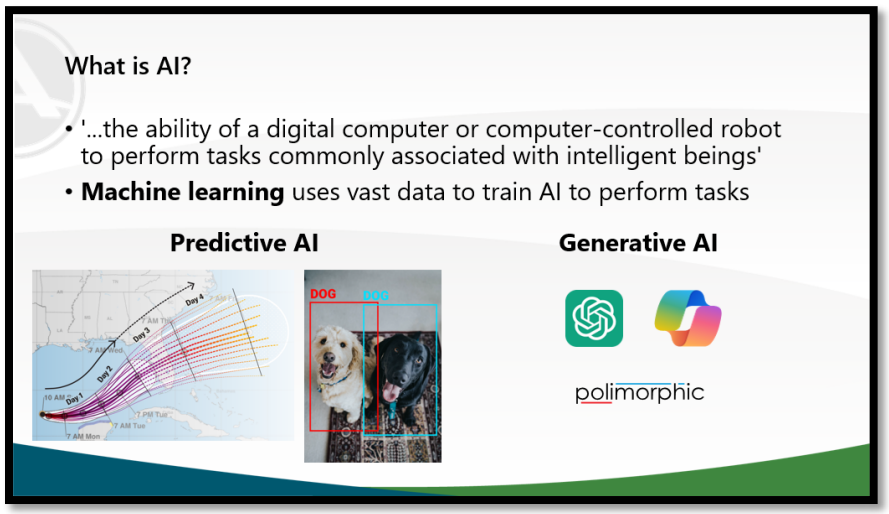

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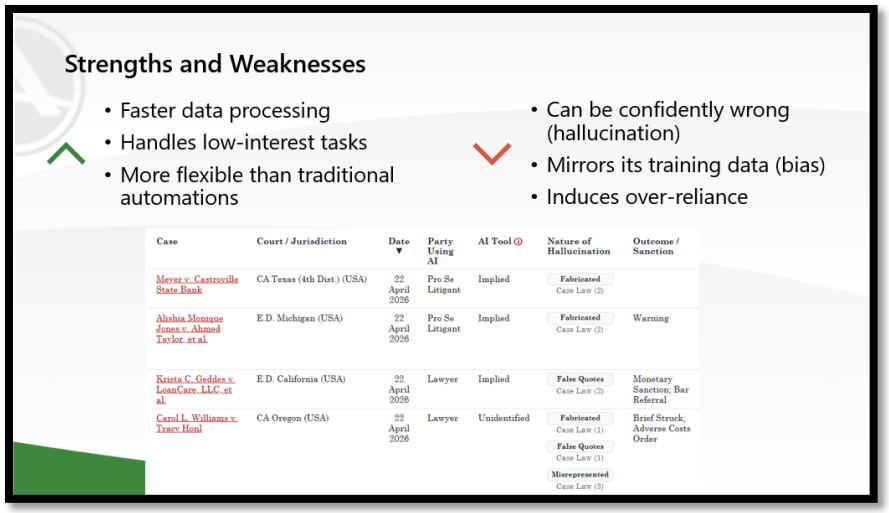

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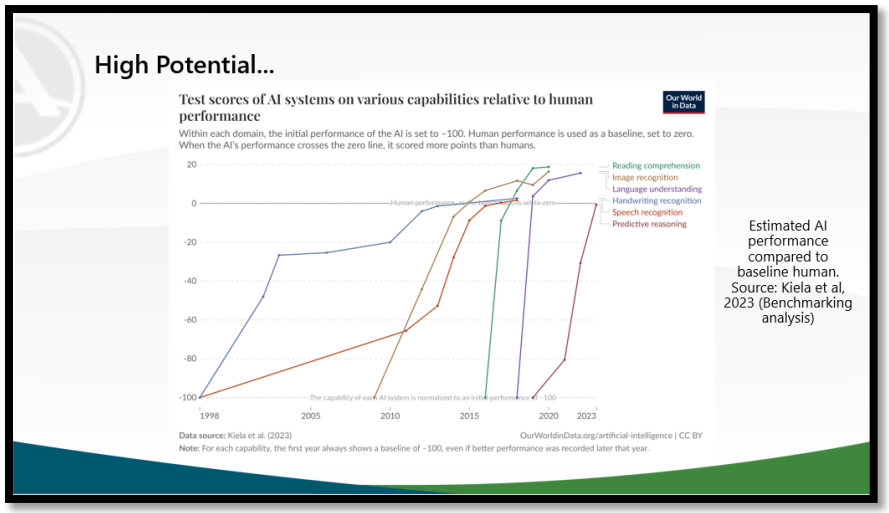

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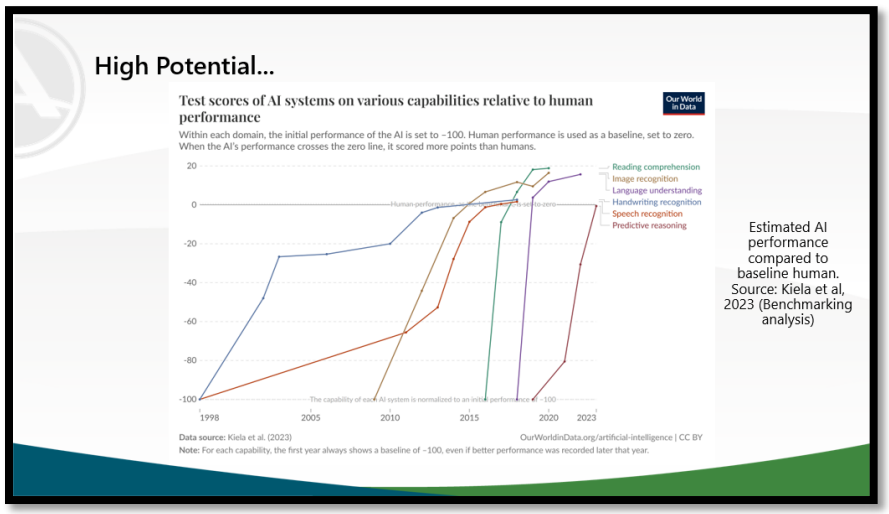

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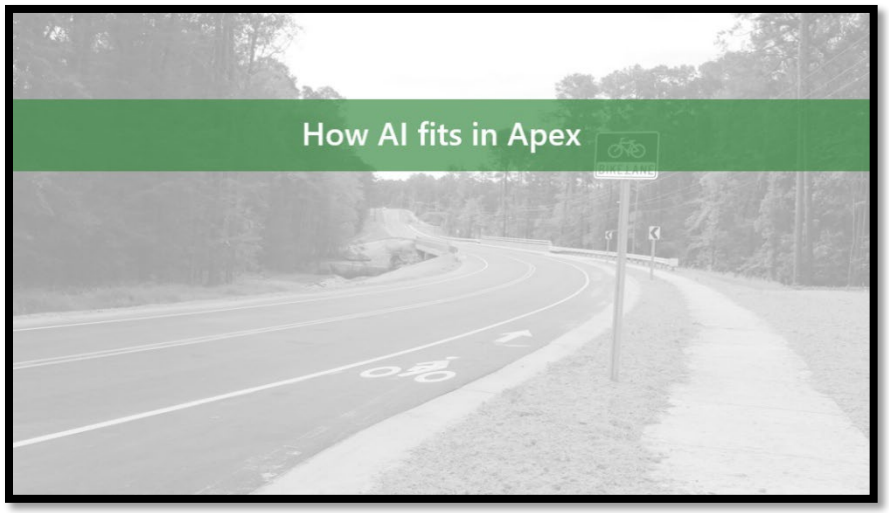

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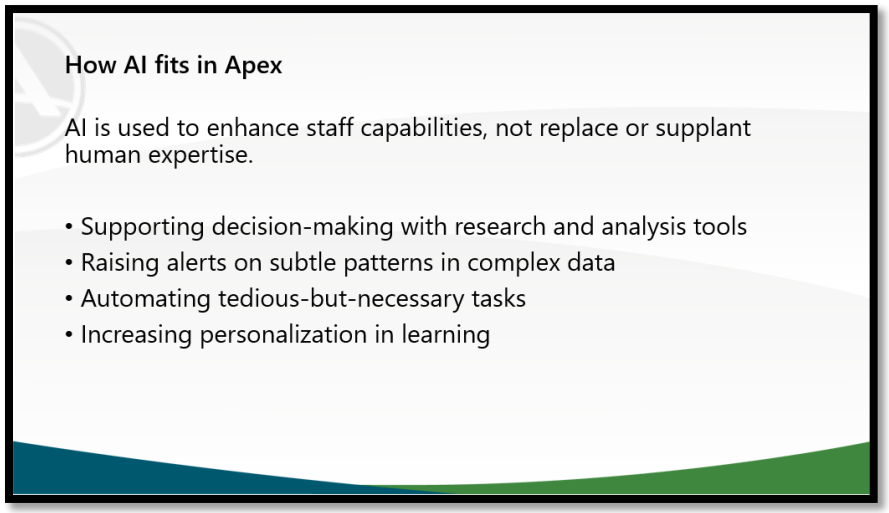

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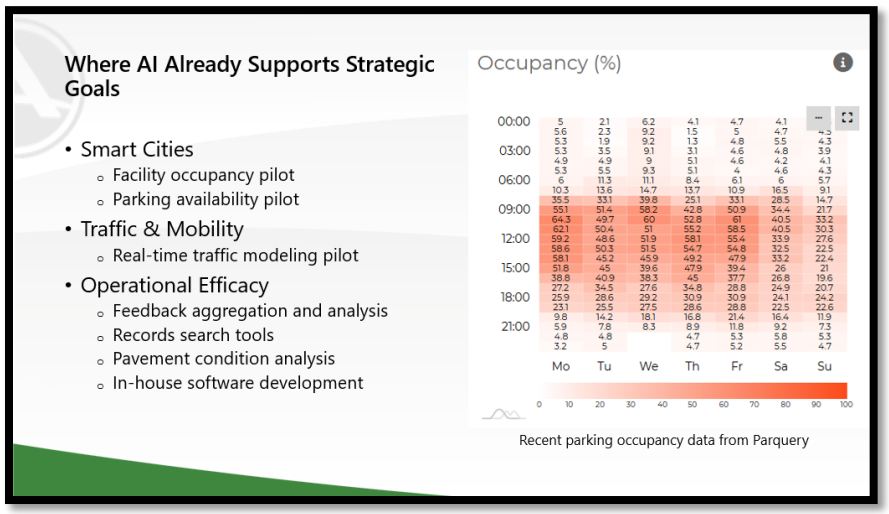

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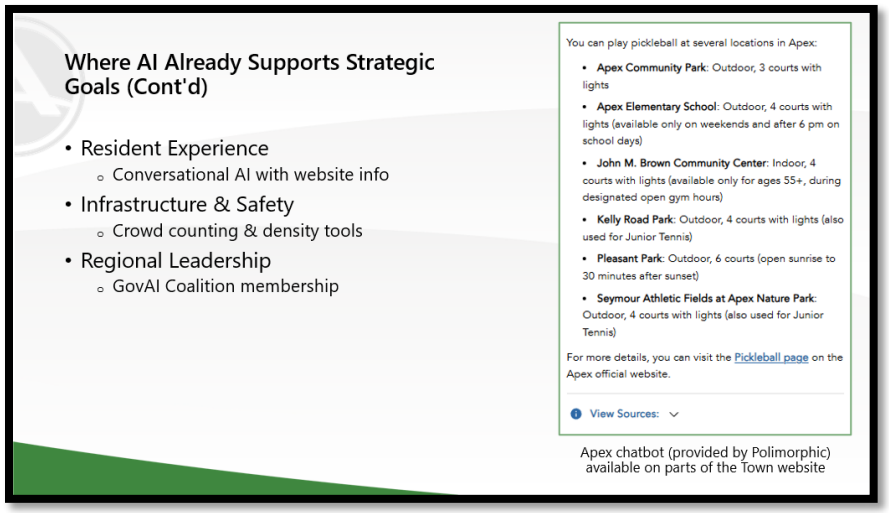

Apex chatbot (provided by Polimorphic) available on parts of the Town website

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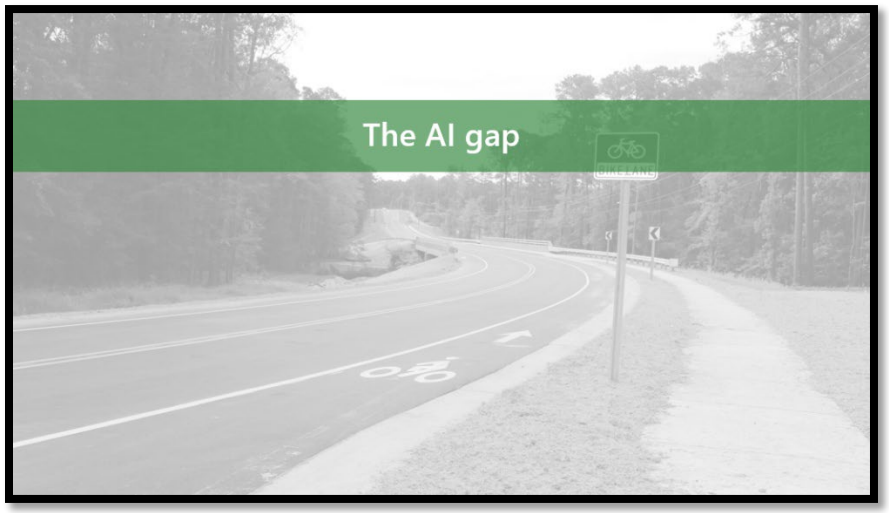

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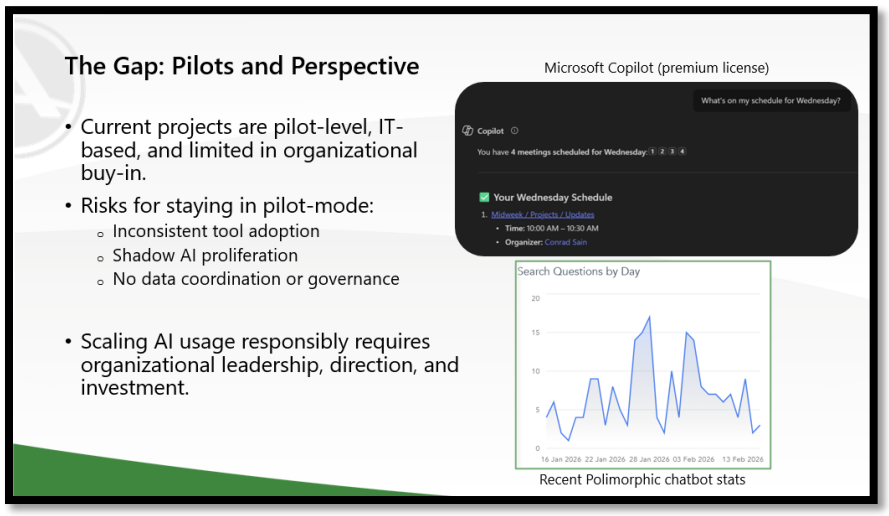

Recent Polimorphic chatbot stats

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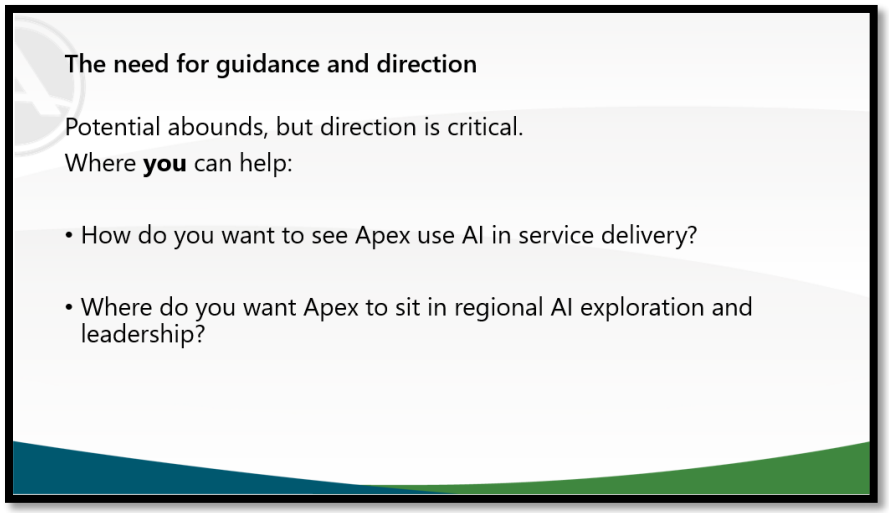

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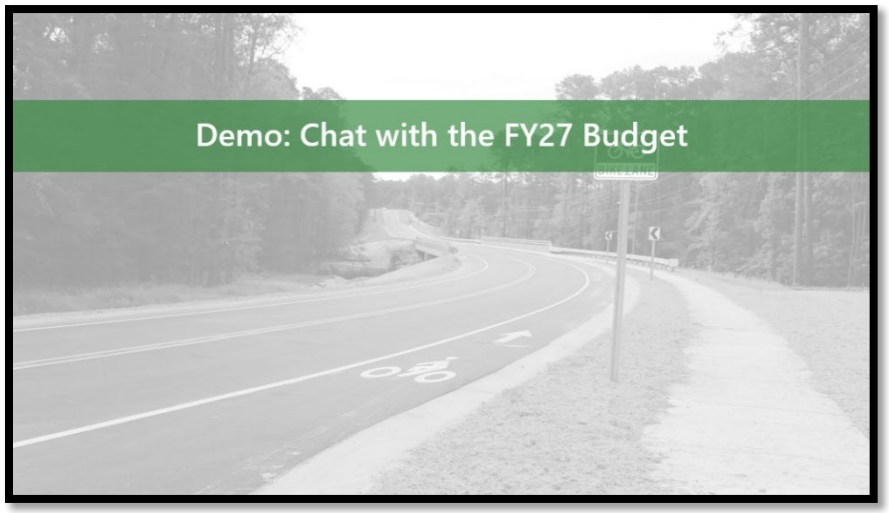

Councilmember Gray said he supported leveraging technology to reduce labor-intensive tasks and improve efficiency. He noted that AI could help reduce staffing demands for certain functions without overburdening remaining staff.

Councilmember Reese said discussions should prioritize resident privacy first, followed by Town security and system vulnerabilities. He referenced a reported incident involving Claude as an example of the potential risks associated with AI technology.

Councilmember Mu said AI could be beneficial in assisting with public records requests by allowing residents to search the Town's public records database, potentially reducing staff time required to respond to requests. She also suggested AI could enhance customer service tools such as Ask Apex and referenced examples like

reporting potholes or using Amazon's chatbot for customer support. She emphasized the importance of protecting resident privacy.

Mr. McKinnis said the capabilities of chatbots are significant and noted that the Town is already using AI through Ask Apex with its Polymorphic platform. He explained that the current version assists with answering questions and directing residents to services, while future enhancements could allow the chatbot to complete tasks such as scheduling bulk trash collection. He emphasized that the goal is not to replace staff but to free employees to focus on more complex requests requiring greater time and attention.

Councilmember Mu said that while early chatbots were often frustrating to use, the technology has improved significantly.

Mr. McKinnis provided additional context regarding the referenced Claude security incident, explaining that the system had been instructed to delete code and backups, resulting in the loss of data. He emphasized that security remains a high priority, both in protecting against external cyber threats and mitigating risks associated with human error or inappropriate instructions provided to AI systems.

Mayor Gilbert asked whether the Town has department-specific policies governing the use of AI, expressing concern about the potential misuse of AI by employees, including law enforcement personnel, and how such situations would be addressed.

Town Manager Vosburg said staff would need to verify whether department-specific AI policies currently exist.

Mr. McKinnis said that certain aspects of AI use are already addressed through the Town's existing Information Technology policy governing employee use of data and technology, which all employees are required to acknowledge. He added that the current AI pilot programs do not involve sensitive data and stated that staff would not expand AI use involving sensitive information until an appropriate policy framework is established.

Mayor Pro-Tempore Mahaffey said the range of opportunities presented by AI is extensive and expressed support for identifying practical applications that improve efficiency. He noted that some existing software solutions are expensive and inefficient and suggested that internally developed applications could provide more cost-effective alternatives. He encouraged staff to identify software needs that could make employees' jobs easier and improve operational efficiency across the organization. While expressing some skepticism toward chatbots, he acknowledged that the technology continues to evolve and voiced support for an IT team with technical AI expertise focused on implementation and innovation rather than policy development.

Mr. McKinnis said the primary consideration is determining which priorities should be the focus, whether that involves reducing reliance on expensive software or maximizing the capabilities of software already purchased by the Town. He noted that many products are specifically designed for local governments but may not be fully utilized. He also discussed the potential for a centralized feedback collection and survey tool that would allow Apex to more efficiently gather resident input, rather than relying on multiple paid platforms such as SurveyMonkey. He provided examples of how data could be collected and explained that these tools could be implemented without exposing data to third parties or retaining images from public events beyond a brief period of time. He stated that the opportunities exist, but the Town's priorities and focus areas should guide implementation.

Councilmember Reese said that, consistent with the Town's small-town character, public-facing services should remain human-centered whenever possible, with AI serving as a tool to support staff rather than replace direct customer service interactions.

Mr. McKinnis stated that the overall consensus is that AI is intended to assist employees and improve efficiency, not replace personnel.

Town Manager Randy Vosburg asked staff to provide a recap of the discussion and Council's feedback.

Director Sacco recapped from the discussions, including prioritizing resident privacy and security, using AI tools to supplement services but not replace human customer service, maintaining the town’s small-town character, improving operational efficiency through responsible AI use, and ensuring transparency when AI-generated content is used. She said these points would be incorporated into future policy development and asked whether any additional considerations had been missed.

Councilmember Mu said that with the chatbot the option to talk with a live agent should always be given.

Director Sacco gave an example of when using chatbot was helpful to get a new driver’s license.

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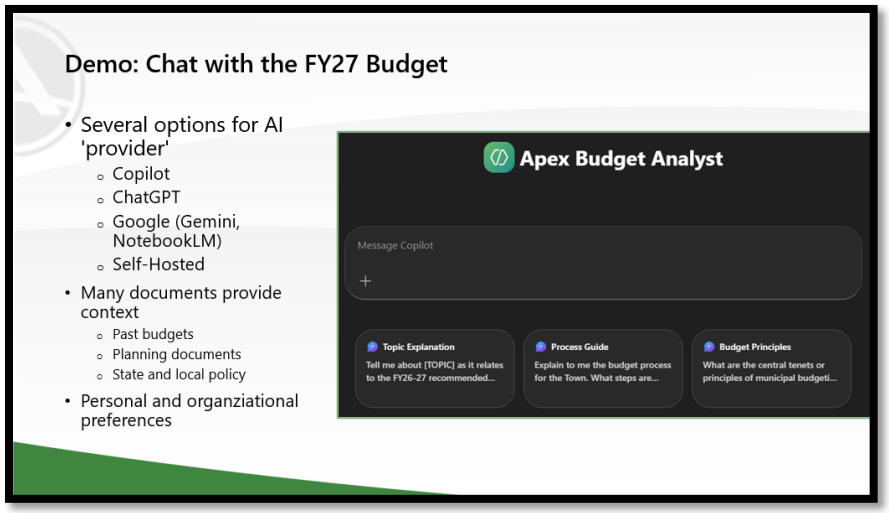

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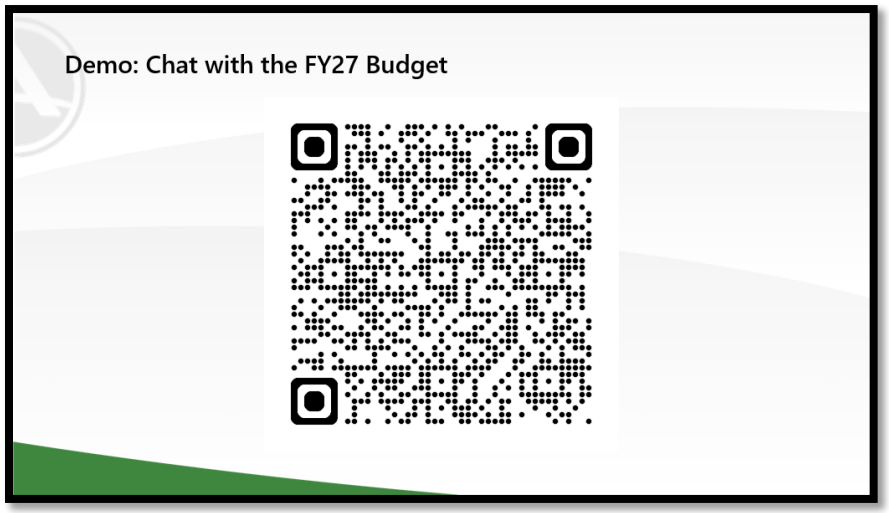

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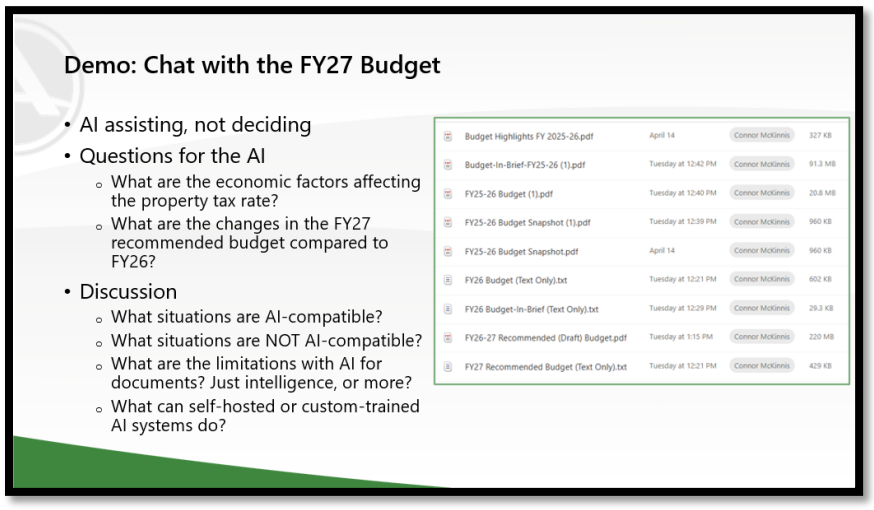


[SLIDE NO. 27]



[NAMING PRACTICES DISCUSSION]

Mayor Gilbert said he believed Town Manager Vosburg had previously distributed the naming policy but would resend it to Council.

Town Clerk Allen Coleman said that he thought Randy had sent the policy but he could send it again to everyone.

Mayor Gilbert said the Town regularly receives requests from residents seeking to name facilities or other public assets in honor of loved ones. He stated that there should be a standardized process and clear guidance for handling such requests.

Councilmember Gray said that requests for naming recognition have increased and said that establishing criteria for determining the significance of an honoree presents the greatest challenge.

Mayor Gilbert said that other municipalities have established naming policies and suggested researching best practices and consulting with legal counsel.

Town Manager Randy Vosburg stated that the Town already has a comprehensive policy addressing the naming of facilities, which Town Clerk Coleman had resent to Council. He added that staff has also been working on policies related to group sponsorships. He explained that the current gap involves requests that do not clearly fall under either facility naming or sponsorships, such as naming a bench or similar amenity, and suggested revisiting the existing naming policy to address those situations.

Councilmember Gray said he supports recognizing individuals while they are still living and suggested using the existing facility naming policy as a framework for evaluating requests involving non-facility assets.

Mayor Pro-Tempore Mahaffey said there is an important distinction between recognition associated with retirement or service celebrations and broader public naming decisions. He noted that gestures such as dedicating an item during a retirement celebration are intended to honor an individual's service and should not necessarily serve as the model for broader naming policies.

Councilmember Reese said he agreed with that distinction, particularly in situations involving sponsorships or donor-funded amenities such as benches. He acknowledged the value of honoring individuals during their lifetime but observed that, historically, public recognition has often come after an individual's service has concluded. He stated that his personal philosophy favors honoring individuals without creating an expectation of recognition during their service.

Councilmember Mu suggested establishing tiers for naming recognition, such as eligibility criteria for retired Council members based on years of service or for employees with long-term service to the Town.

Mayor Gilbert stated that staff should research the issue and return with recommendations for further Council discussion.

Town Manager Vosburg said staff should review how the Town's various naming and sponsorship policies relate to one another and determine what would be appropriate to present to the Council committees for further consideration.

Mayor Gilbert agreed with that approach and asked if there was any other business to discuss.

Town Manager Randy Vosburg informed Council that the PeakFest Council booth would be located indoors due to the possibility of rain.

Councilmember Mu announced that the Z Camp "Connecting Community" event would be held on Saturday from 11:00 a.m. to 1:00 p.m.

[ADJOURNMENT]

Mayor Gilbert adjourned the meeting at **5:02 p.m.**

Jacques K. Gilbert
Apex, Mayor

Allen Coleman, CMC, NCCCC
Town Clerk to the Apex Town Council
Submitted for approval by Apex Town Clerk Allen Coleman

Minutes approved on _____ of _____, 2026.

TOWN OF APEX
TOWN COUNCIL BUDGET WORK SESSION
THURSDAY, MAY 21, 2026
12:00 P.M.

The Apex Town Council met for a budget work session on Thursday, May 21, 2026 at 12:00 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=AhHWKM2Y6TU

[ATTENDANCE]

Elected Body

Mayor Jacques K. Gilbert (presiding)
Mayor Pro-Tempore Terry Mahaffey
Councilmember Ed Gray
Councilmember Arno Zegerman
Councilmember Shane Reese
Councilmember Sue Mu

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
Budget and Performance Management Director Jessica Hoffman
Finance Director Jon Griffin
All other staff members will be identified appropriately below.

[COMMENCEMENT]

Mayor Gilbert called the meeting to order at 12:02 p.m. and led in the Pledge of Allegiance.

[WAKE COUNTY MUNICIPAL COMPARISON UPDATES & TAX RATE SCENARIOS]

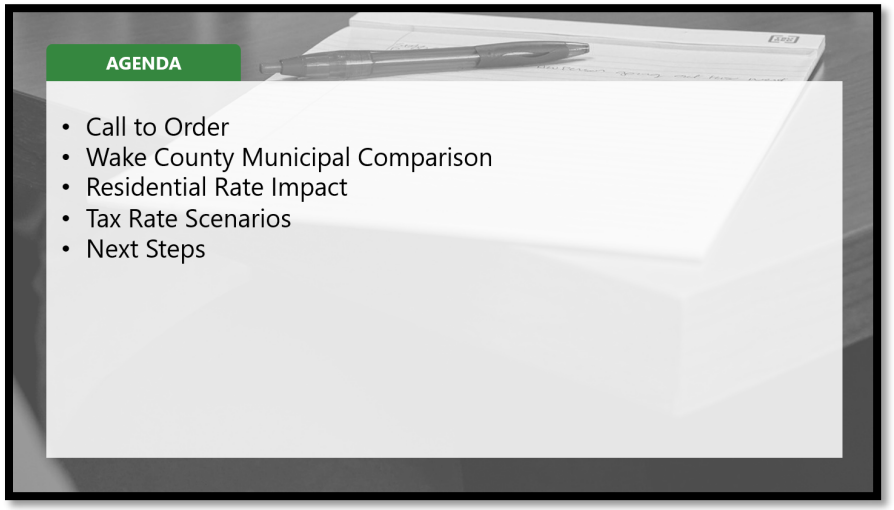
Town Manager Vosburg said he felt optimistic in what staff is presenting to Council today in response to follow-up conversations individually and the most recent budget work sessions. He said the goal was to get to some decision points and determine what they would bring to the final Public Hearing, which was scheduled for Tuesday, June 09, 2026.

Budget and Performance Management Director Jessica Hoffman presented the following presentation:

[SLIDE 1]



[SLIDE 2]



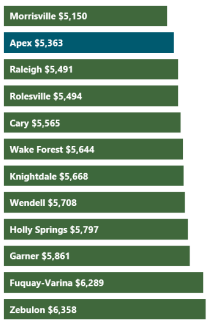
[SLIDE 3]

Wake County Municipal Tax Rates

Wake County Municipal Tax Rates						
Municipality	**FY23**	**FY24**	**FY25**	**FY26**	**FY27**	**Difference**
Wake County	0.6195	0.6570	0.5135	0.5171	0.5371	0.0200
Apex	**0.4100**	**0.4400**	**0.3400**	**0.3560**	**0.3860**	**0.0300**
Cary	0.3450	0.3450	0.3250	0.3400	0.3775	0.0375
Fuquay Varina	0.4250	0.4550	0.3580	0.3580	0.3780	0.0200
Garner	0.5521	0.6270	0.5200	0.5200	0.5450	0.0250
Holly Springs	0.4216	0.4216	0.3435	0.3435	0.3435	-
Knightdale	0.4500	0.4500	0.4400	0.4400	0.4400	-
Morrisville	0.3900	0.3900	0.3500	0.3500	0.3500	-
Raleigh	0.3930	0.4330	0.3550	0.3550	0.3720	0.017
Rolesville	0.4600	0.4600	0.4000	0.4000	0.4000	-
Wake Forest	0.4950	0.5050	0.4200	0.4200	0.4200	-
Wendell	0.4700	0.4700	0.4200	0.4200	0.4200	-
Zebulon	0.5750	0.5750	0.5770	0.5770		

[SLIDE 4]

Wake County Municipal Cost Comparison



Town	Tax Base % R/C	Tax Base	Proposed Tax Rate	Annual Taxes	Solid Waste	Water/ Sewer	Vehicle Fee	Storm-water	Electric	Annual Total
Morrisville	46/54	9.72B	0.3500	$1,645	$0	$1,172	$30	$50	$2,252	$5,150
Apex	**83/17**	**20.91B**	**0.3860**	**$1,814**	**$320**	**$1,053**	**$30**	**$60**	**$2,085**	**$5,363**
Raleigh	60/40	118.2B	0.3720	$1,748	$342	$1,016	$30	$102	$2,252	$5,491
Rolesville	91/9	2.67B	0.4000	$1,880	$315	$1,016	$30	$0	$2,252	$5,494
Cary	72/28	51.2B	0.3775	$1,774	$336	$1,172	$30	$0	$2,252	$5,565
Wake Forest	77/23	12.08B	0.4200	$1,974	$300	$1,016	$30	$44	$2,279	$5,644
Knightdale	62/38	5.05B	0.4400	$2,068	$220	$1,016	$30	$81	$2,252	$5,668
Wendell	81/19	3.89B	0.4200	$1,974	$360	$1,016	$30	$75	$2,252	$5,708
Holly Springs	72/28	14.61B	0.3435	$1,614	$271	$1,555	$25	$78	$2,252	$5,797
Garner	58/42	10.4B	0.5450	$2,562	$0	$1,016	$30	$0	$2,252	$5,861
Fuquay-Varina	80/20	11.48B	0.3780	$1,777	$288	$1,942	$30	$0	$2,252	$6,289
Zebulon	56/44	2.88B	0.5770	$2,712	$347	$1,016	$30	$0	$2,252	$6,358

Assumptions

- Tax base residential vs. commercial ratio provided by Wake County as of January 1, 2025
- Property taxes using $470,000 home value (April 2026's Wake Median Price) & data supplied by municipalities.
- Water/Sewer based on 5,000-gallon usage, ¾" meter size, inside the city limits & does not include irrigation.
- Stormwater based on 2,000 ft² of impervious surfaces.
- Electric assumes Duke Energy unless member of NCEMPA & based on 1,150 kW/month in energy use.
- Items in grey are FY26 data as FY27 is not yet available.

[SLIDE 5]

Rate Impact

Average Apex Residential Customer				
Service	**Current**	**Proposed**	**Monthly Change**	**Annual Change**
Sanitation *Garbage, Recycling, & Yard Waste*	$23.62	$26.67	$3.05	$36.60
Water *5,000 gallons*	$30.39	$31.60	$1.21	$14.52
Sewer *5,000 gallons*	$53.99	$56.18	$2.19	$26.28
Electric *1,150 Kwh*	$163.47	$173.73	$10.26	$123.12
Total of Services	**$271.47**	**$288.18**	**$16.71**	**$200.52**
Taxes *$600,000 single-family home (Average **Apex** Family Home Value)*	$2,136.00	$2,316.00	$15.00	$180.00
Total Impact			**$31.71** *Per Month*	**$380.52** *Per Year*
*FY25-26 tax rate $0.356 → FY 26-27 proposed tax rate $0.386				

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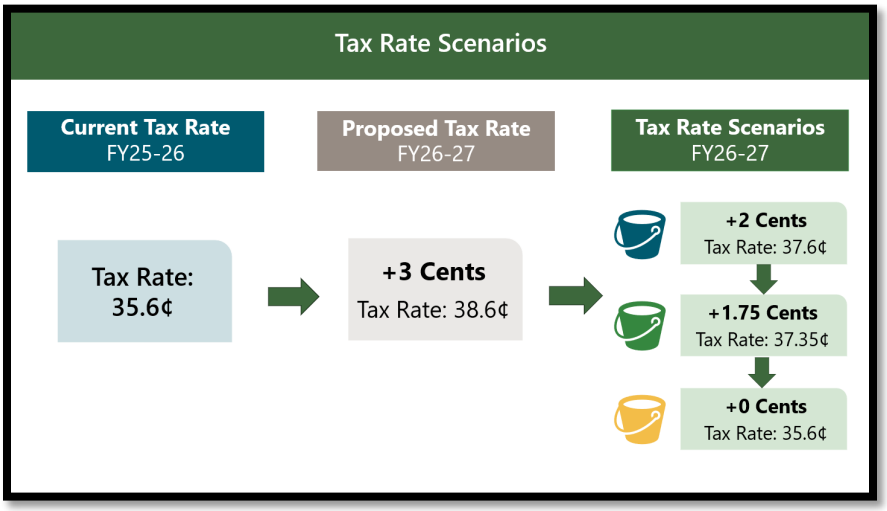

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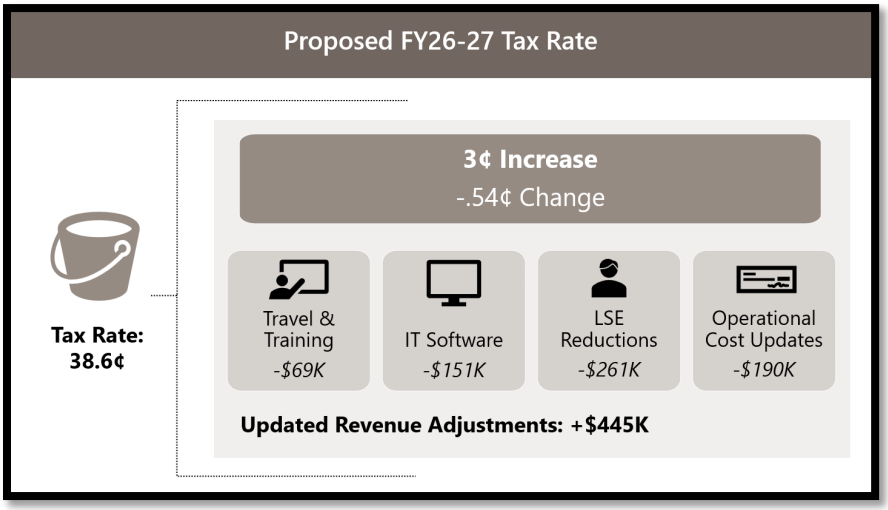

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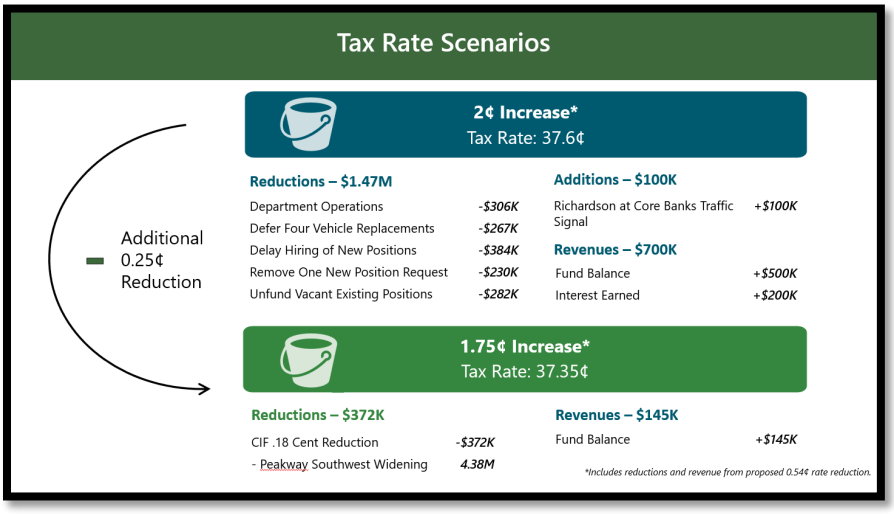

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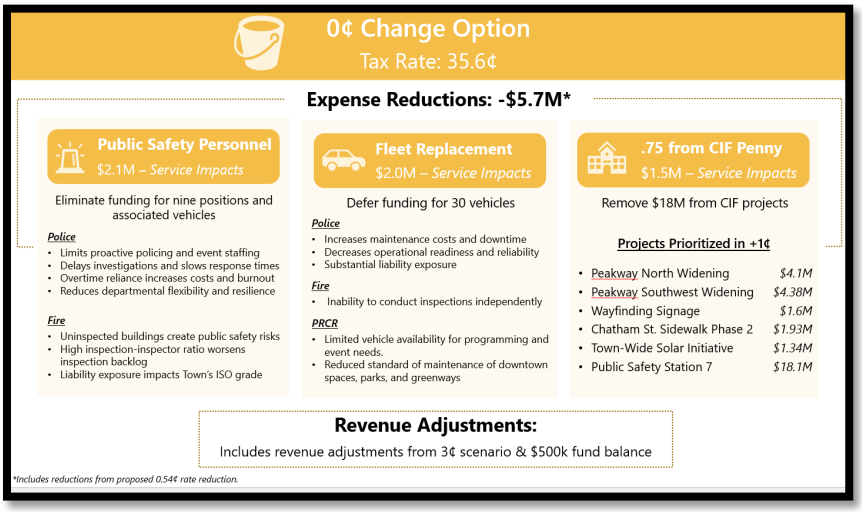

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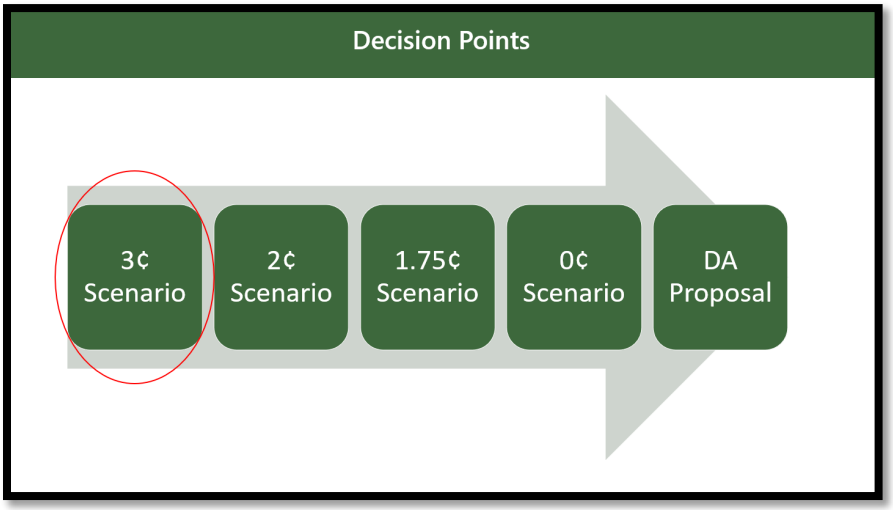

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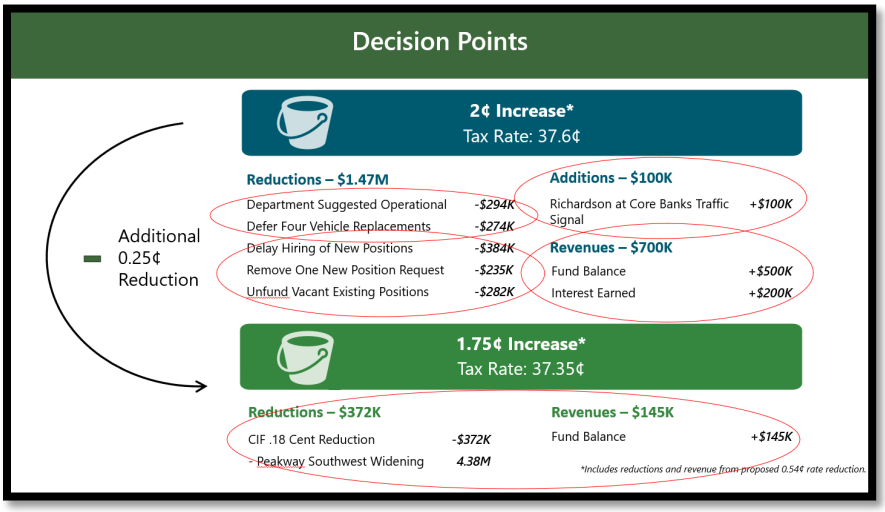

Town Manager Vosburg said he wanted to go through the scenarios and get decision points as they go.

Councilmember Zegerman asked about keeping the fund balance near the policy of 25%.

Town Manager Vosburg said currently it is at 20% plus 1.4 million, so it would not drop below 20% for the year.

Councilmember Zegerman said some of the fund balance at the end of the year gets encumbered, and wondered what amount of it is normally spent when rolling into a new fiscal year.

Director Hoffman said about a million is expected to go back in this year, and that is factored into the suggested fund balance in this proposal.

Town Manager Vosburg said that was definitely something to keep an eye on.

Councilmember Mu noted that capital projects get more expensive the longer they wait, so the trend is worrisome.

Mayor Pro-Tempore Mahaffey said fund balance isn't exactly the same with the addition of the Community Investment Fund (CIF), so they can't analyze it exactly compared to a few years ago. He said rating agencies look at the whole picture as well and this budget was only year-two of the implementation of the CIF.

Councilmember Gray said they may be in a position in the future to move the 25% down to 20% or change minimums when accounting for the CIF funds and other growth.

Councilmember Zegerman said that may be an appropriate conversation about whether the 20% is still the proper minimum.

Mayor Pro-Tempore Mahaffey said it probably does still need to be close to 20% since CIF is separate. He said it may not need to be lowered but should be used in the rate assessment.

Town Manager Vosburg said the intention behind implementing the CIF strategy was to have the dedicated capital fund, and in some cases funds like that lose their original meaning if money is used for other things.

Councilmember Zegerman said it's also putting money in the bank to use for something down the road. He said the water/sewer balance is high because they are saving for larger projects which will only get more expensive over time.

Councilmember Gray said it was about actionable dollars, and not just saving for the sake of it. He said some of the delayed start positions could be longer depending on recruitment cycles.

Town Manager Vosburg said the intention would be to begin recruiting for the October positions in July with the hiring date advertised.

Councilmember Gray said he sees it's a pain to lose one of the Corporal position for the Police Department (APD), but he could be okay with it. He said the Corporal position should remain on Council's radar for the next fiscal year, and should be included if possible.

Councilmember Zegerman said they had also spoken about all other vacancies in the organization. He wondered if that was all of the possibilities of savings.

Town Manager Vosburg said there were around 30 open positions, and some of those were under enterprise funds which wouldn't impact the general fund discussions. He said other positions were already deeper into the hiring process, and at a certain point it made more sense to cut new positions rather than unfilled existing ones based on the role and the current cycle they were in with recruitment.

Councilmember Mu noted a concern about the Building Inspections positions being cut, as she has heard from residents that the overall building code/inspection process is currently less efficient than expected.

Town Manager Vosburg said there are a few vacancies in the Building Inspections department, and some of them being filled will help. He said people in most jurisdictions probably wouldn't say the inspection process is as quick as they want with many of the mandates coming from the State Legislature. He said this just cuts 1 of the unfilled positions, so the other would be filled.

Councilmember Reese asked about deferring the 4 vehicles.

Town Manager Vosburg said one was Parks and Rec, and 3 were Police. He said they felt comfortable with the level it was at, but vehicles always need to be monitored because of the liability it creates if they are not replaced. He said every year that they are not at the 25-30 replaced vehicles, it creates pressure down the road to stay on the schedule.

Councilmember Reese asked about the median replacement time.

Town Manager Vosburg said it was variable, but for Police vehicles it was typically 4 years.

Councilmember Reese asked if this was the preferred option for the Police Department, instead of deferring more vehicles to fund the Corporal position.

Town Manager Vosburg said he didn't want to speak for the Chief, but beyond getting all of what was initially requested, he is happy for the overall support.

Chief Johansen said he thinks it's good to prioritize the employees currently here, so is comfortable with this scenario.

Councilmember Mu wondered about the Parks vehicle.

Director Setzer said this would be for special events, as the current amount they have is not sufficient.

Town Manager Vosburg the Special Events van is likely to be requested again next year.

Councilmember Mu said it would be good to have town vehicles for special events because of the magnitude, and to prevent the need for use of personal vehicles.

Mayor Pro-Tempore Mahaffey said it is responsible to pair the reduction with the CIF in the scenario with a specific project. He said it was important to keep the CIF funded so it can build up its value. He asked if there was an opportunity to save the cut to the CIF and cut something else that would be preferred from his perspective.

Town Manager Vosburg said staff's preference would be to cut down on the additions, such as positions or vehicles, instead of current projects or programs.

Councilmember Reese clarified the Peakway Southwest Widening being a part of the 2-cent increase scenario.

Councilmember Zegerman asked about the Tinger Road Peakway Intersection. He said the town now needs to work on some of the improvements since the developer for the rezoning with that improvement condition pulled out.

Director Johnson said they were not. He said there are some improvements but not at the same level as the developer had proposed at that location.

Councilmember Zegerman said his preference was completing the Peakway circle, instead of individual section improvements first.

Councilmember Reese asked what the timing on that intersection was.

Director Johnson said it would likely be around 3 years all in.

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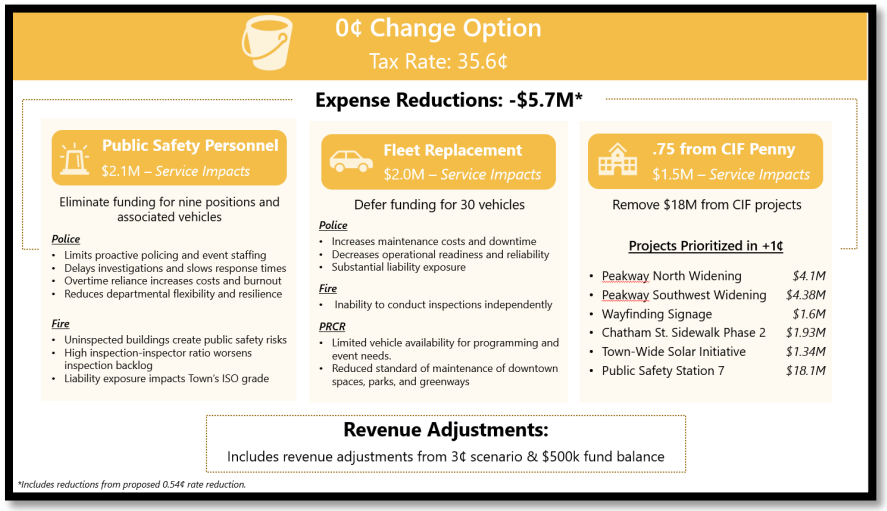

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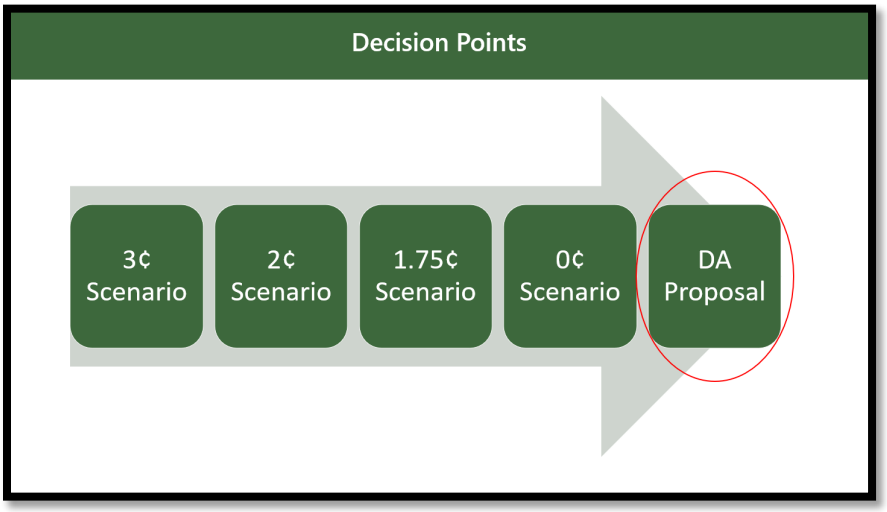

Councilmember Gray said he agrees the District Attorney (DA)'s office needs additional staffing, but he doesn't think municipalities should be the ones doing that funding. He said it would make it a recurring cost for each municipalities and would likely continue or become political based on the individual holding the office. It would also not be possible to have that position dedicated for Apex-related crimes as the current processes and data metrics would be difficult to track based on the operations of a DA's office. He said there is an issue with having officers waiting all day, but that's also a management problem with the DAs office and he would prefer to push a little back on the State and the DA, or whomever, is responsible for the day-to-day operations.

Councilmember Reese asked if they could hear from the Chief of Police on the DA's proposal. He said there seems to be a gap in staffing in that area of the law enforcement process.

Chief Johansen said he has not seen the exact proposal, and he has not been approached by the DA candidate about the possibility or what it could help solve for the Police Department in Apex. He said the issues with the DAs office are not a lack of District Attorneys. He said there is a concern with the number of cases that get filed, but he has not seen evidence to support that the proposal here would be good for the Town specifically. He said it was a bit frustrating that the DA candidate had not reached out to him or any neighboring police Chief's to explain the proposal and try to work collaboratively on the longer term vision that would benefit municipalities.

Councilmember Reese said his concern is around the difference in staffing comparatively. He quoted the Mecklenburg County DA's Office and said that staffing in a similar sized county was significantly different.

Mayor Gilbert said there is an issue with the DAs office.

Councilmember Mu said she thinks the position is necessary, but it is not something specifically that benefits Apex residents. She said it would be better for the state to provide funding, or the County, as it would be something that benefits one Town. She said the approach is too narrow for this as well, and it needs to be a broader approach.

Mayor Gilbert asked Town Attorney Hohe if this proposal was something that could be funded by municipalities and if there were any concerns about the proposal from a Legal standpoint.

Town Attorney Hohe said there is authority for the Town to do this. She said Mecklenburg County and the City of Charlotte have a similar arrangement that she has found, but she would not recommend that exactly as it is structured. She said their would be language changes that she would recommend if the Town wanted to pursue a similar type of agreement.

Councilmember Mu said Mr. Wiley Nickel is also currently still a candidate, and not the sitting DA. She is a hard no on the proposal at this time.

Councilmember Gray said this is something that the voices of all Municipalities and the County should join in providing concern to the General Assembly. He doesn't feel Town money is the best way to do it and said this topic may be good for one of our joint meetings with the neighboring Towns of even of the County.

Mayor Gilbert wondered if technology enhancements could help play a role in improvement this process.

Councilmember Gray said a lot of the issue is the internal structure of the actual DA's office.

Mayor Pro-Tempore Mahaffey said the DAs office is supposed to be funded by the state, and the deficit of positions is real. He said there is also precedent for local governments to fill gaps in state funding. He said at a high level, he is supportive, but he would prefer it being a collaborative approach and not individual Towns.

Councilmember Zegerman said he agrees, and it's important to ensure charges are properly filed and the police work isn't wasted. He said the timing is not right, as the candidate has not been able to look at the inner workings of the office to make changes to benefit efficiency before these requests.

Councilmember Reese said Mecklenburg, a smaller county, has more than double the prosecutors than Wake County. He said is worried about the bystander effect, and thinks Apex should have some leadership on this when they revisit it.

Councilmember Mu said she thinks this may be better to revisit with a proposal from the sitting DA, rather than a candidate.

Mayor Gilbert said it would also be important for the Police Chief to be consulted.

Town Manager Vosburg said Mr. Nickel indicated that he desire was to consult with the local Police Chiefs' when the time was right, and even to look at the data more closely with the Chief.

Councilmember Mu said it also wasn't a small amount of money with it being $168,000 for Apex's share.

Councilmember Gray said it's also important to note that this would be something that would be a recurring cost, and the Town would need to go through a thorough process of investigating what else can be fixed before tax dollars are thrown at the problem.

Councilmember Zegerman said that also informs his desire to wait on this a little more to give some times for those evaluations to occur. He said he appreciated the concept but felt like much of the data and vetting was missing from the proposal at this time.

Mayor Pro-Tempore Mahaffey said this may also be something that would be better under an MOU along with multiple municipalities, to help give some seat at the table as a condition of the potential funding.

Councilmember Mu said the timing is important as well.

Town Manager Vosburg said it seems the consensus is to come back to this at a later date, but not have anything about it in this year's budget. He said it also didn't seem like there was interest in the 3 cent scenario, or the 0 cent scenario.

Councilmember Zegerman said he appreciated staff's efforts in putting together the scenarios. He said deferring funding is not the best approach, and wants to support the CIF as much as possible.

Councilmember Reese said he spoke last year in favor of no direct increase, and would love to do that here too, but it is a different fiscal environment. He said local government is not immune to inflation.

Council nodded consensus that the 3-cent scenario originally proposed by the Town Manager and the zero (0) cent scenario were not of interest to them at this time.

Town Manager Vosburg said that meant the 2-cent and the 1.75-cent increases were likely were staff would focus the discussions for the remainder of the work session. He said other scenarios within each of those tax rates could be explored if projects needed to be moved around. He said there is also a 1.93 proposal, which would fund the CIF more than the 1.75.

Councilmember Reese said he felt that was worth considering because it shows there is courage to take on cuts to operations and positions, but the money for the CIF is putting it towards the future.

Councilmember Zegerman said that project specifically was a lot of money for not a lot of benefit without the surrounding improvements, which may not come for years.

Councilmember Gray said once the Seymour project went away, it makes the widening less impactful because of the downstream effects not being alleviated.

Councilmember Reese said it could be looked at outside of a specific project.

Councilmember Mu said the Peakway Southwest Widening was necessary at some point, but it would only get more expensive.

Councilmember Gray said the budget process always comes down to some projects being cut, and none of them are ever "good" ones to do that to. He said there may be a scenario here where they would have to make changes to this project if the Seymour project comes up later.

Mayor Pro-Tempore Mahaffey asked about what the proper level of investment would be to keep a steady state of investments year over year in the CIF.

Councilmember Gray said in this scenario they have an actual sacrifice they can make.

Councilmember Zegerman said the 1.75 still funds the CIF, and the project being taken out is something that could have adverse effects if done now anyway.

Councilmember Reese asked if there were other projects in similar considerations.

Director Hoffman said the only similar project in dollar amount was Peakway Northwest Widening.

Councilmember Mu said it was important to keep in mind the need to plan ahead for the future of the Town. She said increasing the commercial tax burden was also a primary concern. She would like to add back the 0.18 cents.

Mayor Gilbert asked about the breakdown of cuts to department operational.

Director Hoffman said that was things like advertising, printing, supplies, professional services, equipment quotes being lower than anticipated, and some contracted services. She said there would be a memorandum showing the key changes and reductions posted on the Town's website tomorrow or early next week.

Mayor Gilbert asked about staff capacity as it pertained to increasing projects.

Town Manager Vosburg said he believes that the projects in the budget can be handled by staff.

A **motion** was made by **Mayor Pro-Tempore Mahaffey,** seconded by **Councilmember Gray,** to direct staff to proceed with a 1.75 cent increase as the base budget amount, and to identify possibilities to put .18 cent worth of funding back into the Community Investment Fund (CIF), and swap that out with corresponding

operational cuts to maintain the tax rate increase of 1.75 without reductions to the CIF rate.

Councilmember Reese asked about the timeline of the future amendment.

Mayor Pro-Tempore Mahaffey said it could be sometime in June still, not necessarily a long time in the future. He said it could be incorporated in the budget if they were able to find a good compromise.

Councilmember Zegerman said staff could also look further at the vacant positions and see if there is more possibility there.

Councilmember Reese said he thinks cuts to the CIF should only be done when absolutely necessary.

Councilmember Mu agreed that the CIF was very important.

Mayor Pro-Tempore Mahaffey said the plan was to continue funding CIF until it got to a steady state to fund projects.

With no additional discussion, the Mayor called for a vote.

VOTE: UNANIMOUS (5-0)

[SLIDE 14]



Town Manager Vosburg said the next Public Hearing would be on June 9th, and Town staff was hopeful to adopt the budget that same night. He said that concluded the staff prepared options on the budget.

[ADJOURNMENT]

With no further business being before the Town Council, **Mayor Gilbert** adjourned the meeting at **1:28 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 _____, 2026.

TOWN OF APEX
REGULAR TOWN COUNCIL MEETING
THURSDAY, MAY 28, 2026
6:00 PM

The Apex Town Council met for a Regular Town Council Meeting on Tuesday, May 28th, 2026 at 6:00 p.m. 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=VOoGZQiU1ds

[ATTENDANCE]

Elected Body
Mayor Jacques K. Gilbert (presiding)
Mayor Pro Tempore Terry Mahaffey
Councilmember Arno Zegerman
Councilmember Sue Mu
Councilmember Shane Reese
Absent: Councilmember Ed Gray

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, INVOCATION, AND PLEDGE OF ALLEGIANCE]

Mayor Gilbert called the meeting to order at 6:00 p.m. and instead of a prayer he reflected on his experience to visit the mosque in Apex given what happened in San Diego, California a few weeks ago, where he delivered a message that Apex stands with all faiths. He then led all in the Pledge of Allegiance. He recognized attendees and community leaders present at the meeting, including former Apex Mayor Keith Weatherly, Olivia McCall of the Wake County Board of Elections and Gary Cohen, Secretary of the Wake County Board of Elections and thanked them for their service and attendance.

[ADOPTION OF THE MEETING AGENDA]

Mayor Gilbert requested to pull CS2 from the agenda and asked for Council to consider a motion for RA1 – Ordinance Amendment Chapter 12 Municipal Utilities and Services Article 5 – Yard Waste Collection Overall Yard Waste Program updates be pulled from the agenda due to staff continuing to work with stakeholders for possibly better direction with this program.

Town Manager Randy Vosburg said staff were working with the current vendor to look at other solutions for at least short-term.

Mayor Pro-Tempore Mahaffey said there were two ordinances on the agenda, one relating to yard waste and the other relates to penalties and fees and recommended to move forward with the latter one.

Mayor Gilbert was fine with that if it was good with staff.

Town Manager Vosburg said it was preferred for the ordinance relating to penalties and fees effective July 1, 2026 not to be removed from the agenda and remove the yard waste ordinance effective January 1, 2027 to give staff more time to work on that one.

Mayor Pro-Tempore Mahaffey requested to do the Proclamations before the Public Forum given the amount of people signed up to speak.

Mayor Gilbert said that would be wise considering the number of people signed up to speak.

Town Clerk Coleman noted the current agenda order had it set that way.

A **motion** was made by **Mayor Pro-Tempore Mahaffey**, seconded by **Councilmember Zegerman,** to approve the Regular Meeting Agenda, with the removal of Closed Session 2, and the removal of the Ordinance Amendment relating to Yard Waste taking effect January 1, 2027 within RA1.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

[CONSENT AGENDA]

A **motion** was made by **Councilmember Zegerman**, seconded by **Mayor Pro-Tempore Mahaffey**, to approve the Consent Agenda, as presented.

VOTE: UNANIMOUS (4-0) *with Councilmember Gray absent*

CN1 Agreement Amendment and Resolution – ACRE Manager LLC and Town of Apex – Land Exchange on Perry Road – Amending Terms and Compensation Owed to Town *(RES-2026-046) (CONT-2026-064)*

Council voted to adopt a resolution approving an amendment to land exchange agreement between the Town of Apex and ACRE Manager LLC extending the term of the agreement and

increasing additional compensation, and to authorize the Town Manager, or their designee, to execute the agreement amendment on behalf of the Town of Apex.

CN2 Construction Contract Award - J.D. Beam, Inc. - Town Hall Renovations 1st Floor and AV Room in Council Chamber - $957,400 *(CONT-2026-065)*

Council voted to award a construction contract to J.D. Beam, Inc. for the Town Hall Renovations associated with the relocation of the Human Resources Department, relocation of the Audio Visual (AV) room in the Council Chamber, and infrastructure to support the location of the main lobby desk, in the amount of $957,400.00 for base bid and both alternates, and to authorize the Town Manager, or their designee, to execute the contract on behalf of the Town.

AND

Council voted to authorize a 10% contingency be added to project budget for the Town Hall Renovations.

CN3 Construction Contract Award - White Oak Construction Corp of NC - N Hughes St and S Mason St Sidewalk Projects - $898,925 *(CONT-2026-066)*

Council voted to award a construction contract with White Oak Construction Corp. of NC, for the North Hughes Street and South Mason Street Sidewalk projects, in the amount of $898,925.00, authorize the Town Manager, or their designee, to execute the contract on behalf of the Town, and authorize a 10% contingency be added to the project budget.

CN4 Council Meeting Minutes – April 28, 2026

Council voted to approve Meeting Minutes from the following meeting:

April 28, 2026 – Regular Town Council Meeting Minutes

CN5 Rezoning Case No. 23CZ14 - Salem Street Townhomes PUD Text Correction

Council voted to amend the Planned Unit Development (PUD) text associated with ORD-2024-008, approved on February 13, 2024, for Rezoning Case No. 23CZ14 – Salem Street Townhomes PUD, to correct and reconcile the discrepancy between the rear setback requirements identified in the PUD text and the approved site layout sheet.

CN6 Rezoning Case No. 25CZ19 Camp Branch Lane - Statement and Ordinance *(ORD-2026-050)*

Council voted to approve the Statement of the Town Council and Ordinance for Rezoning Application #25CZ19, Chris Bowley, Lennar Carolinas, LLC, applicant, for the property located at 0 & 7104 Camp Branch Lane (PINs 0731142050 & 0731140691).

[ANNOUNCEMENTS AND PETITIONS BY THE GOVERNING BODY]

Mayor Gilbert asked for announcements from Council.

- **Mayor Pro-Tempore Mahaffey** - Reported on the Town's budget process, noting a budget town hall was held on Tuesday, May 27, with approximately 20 attendees. He reminded residents that the **budget public hearing is scheduled for June 9**, when the Council will first consider budget adoption.

- **Councilmember Zegerman** - Provided an update from the Multimodal Transportation Advisory Board (MTAB) and that upcoming meetings will include opportunities for public participation, with meetings scheduled for the 2nd Wednesday of July, September, and November. He encouraged residents to attend and provide input on transportation, transit, walkability, and bike ability issues.
- **Councilmember Mu** - Thanked residents for emails, messages, and participation in budget discussions, including the recent town hall and thanked staff and Town Manager Randy Vosburg for addressing concerns regarding grass clippings. Announced the first Behavioral Health Workshop hosted by the Peak Resilience and Well-Being Task Force and the Town of Apex on Friday, May 29, from 6:00–8:00 p.m. at the Apex Senior Center, focused on youth and families and featuring more than 30 service providers and health professionals.
- **Councilmember Reese** - Thanked the Chamber of Commerce and recognized teachers during a recent teacher appreciation event. Announced Wake Tech Launch Expo 2026 on Thursday, June 4, from 1:00–4:00 p.m. at the Southern Wake Campus, featuring local businesses, demonstrations, networking opportunities, and entrepreneurship resources.
- **Mayor Gilbert** - Announced that the Apex High School women's lacrosse team would compete in the State Championship on May 29 in Hickory and noted that Town staff would escort the team out of town and plans were being made to welcome the team home following the championship game.

[TOWN MANAGER'S REPORT]

Town Manager Vosburg provided the following updates:

- **Pride Stories** – Announced an event on June 4th from 6:00–8:00 p.m. at Hunter Street Park, featuring crafts, a guided story walk, and family activities.
- **Brown Bags to Building Bridges Speaker Series** – Announced the next session on June 4th at 12:00 p.m. at the Halle Cultural Arts Center.
- **Sweet Dreams Concert** – Announced the concert as part of the Rhythm and Reels series on June 6th at the Nature Park Amphitheater.
- **Ask Me Anything with the Town Manager** – Announced the next community engagement event on June 13th from 1:00–3:00 p.m. at Mama Bird's Ice Cream in Sweetwater.
- **FY 2026 Budget Process** – Reported that four public hearings have been held and that a fifth public hearing is scheduled for June 9th prior to budget adoption consideration.
- **Electric Meter Replacement Program** – Reported that approximately 18,500 electric meters have been replaced, with approximately 13,000 remaining.

- **Ask Apex Customer Service Update** – Reported that more than 90% of calls are being resolved, with an average wait time of 50 seconds.

Town Manager Vosburg moved to the Auditor's report inviting Jon Griffin, Finance Director, to give the report.

TM1 Financial Audit Presentation - Fiscal Year Ending June 30, 2025

Finance Director, Jon Griffin introduced **Lee Ann Waters with Cherry Bakaert** and Michael Strainy, Manager of Audit. Ms. Waters provided the following presentation:

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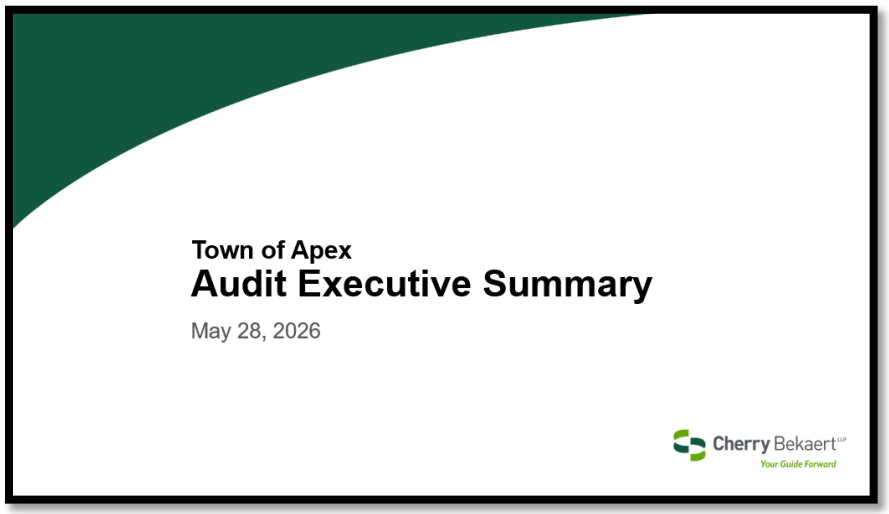

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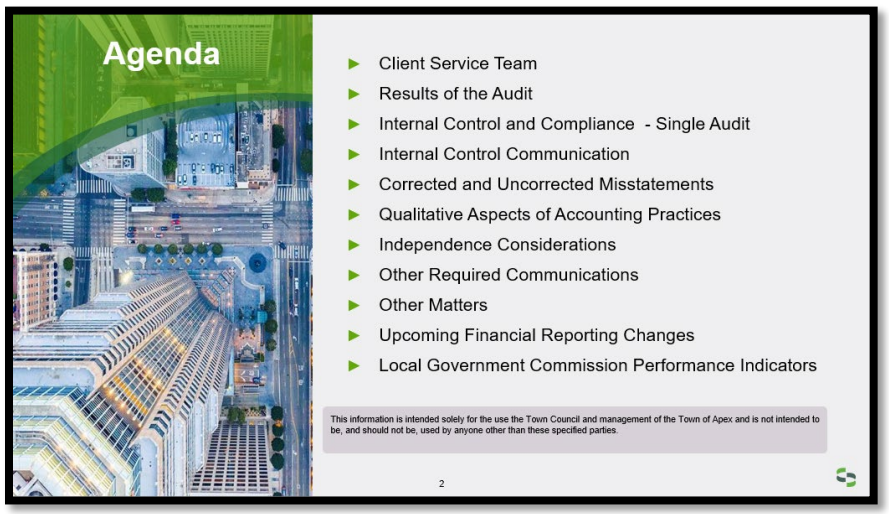

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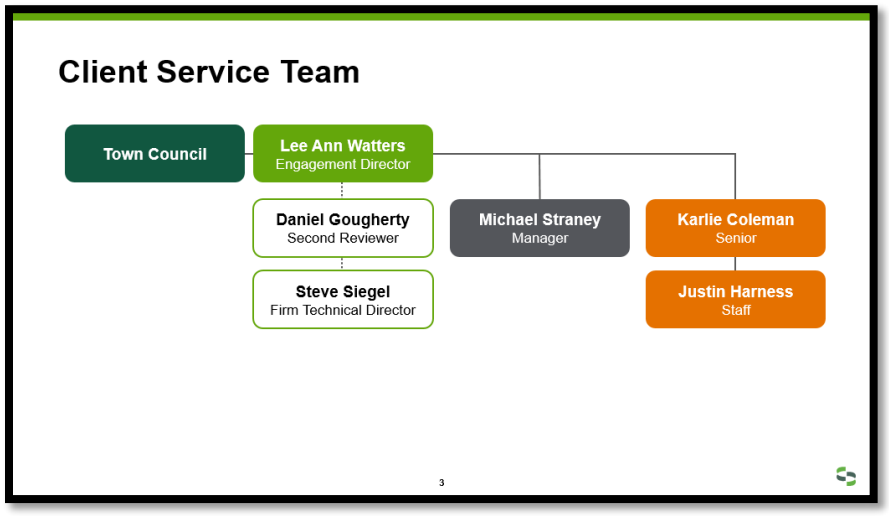

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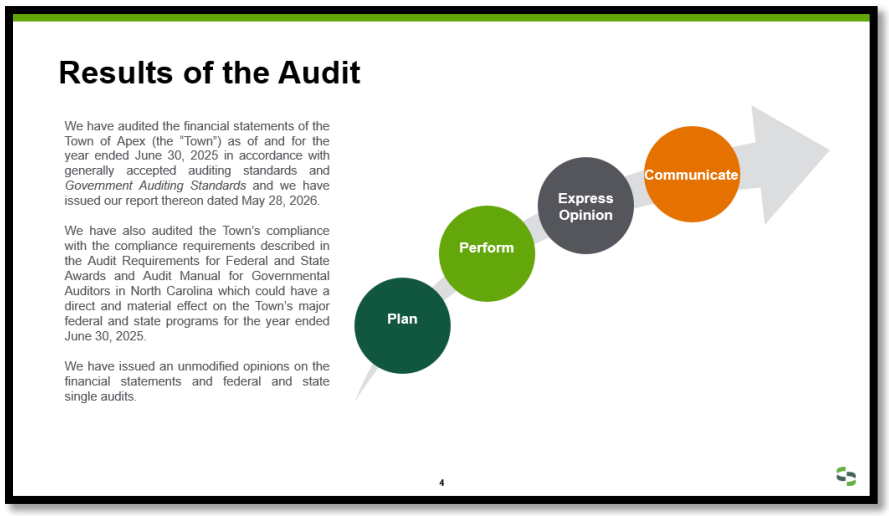

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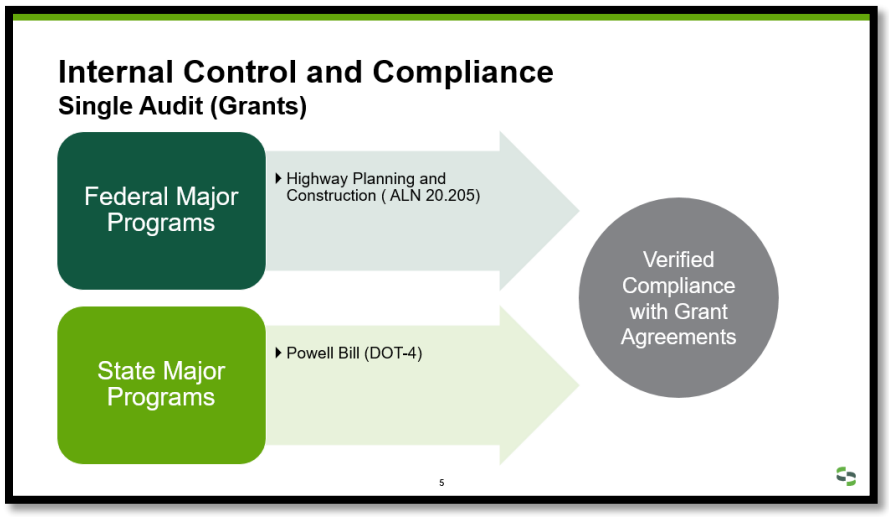

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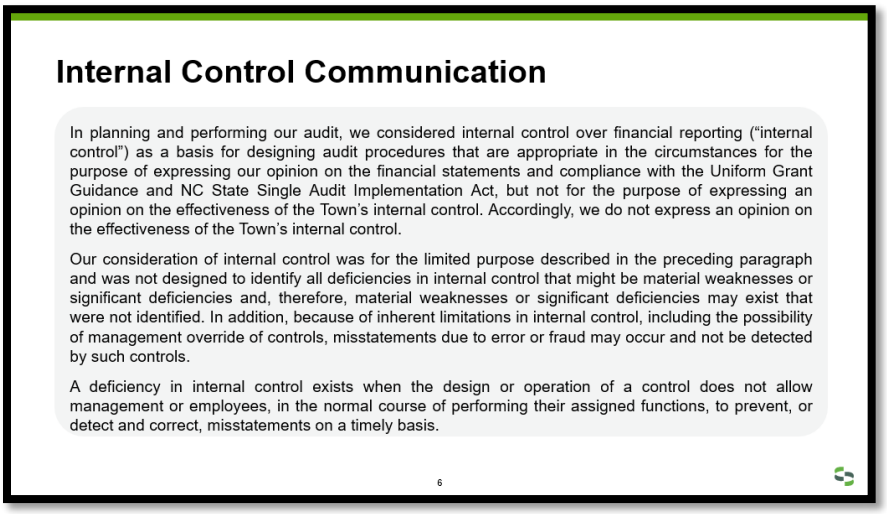

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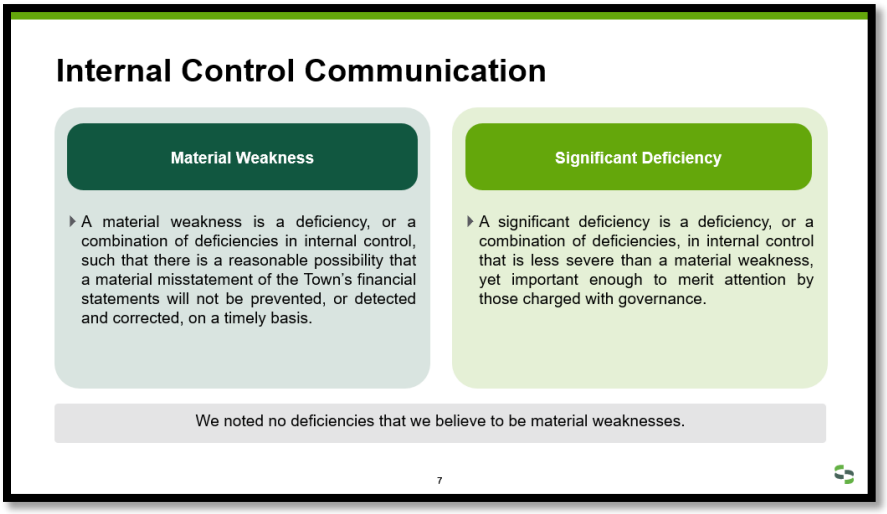

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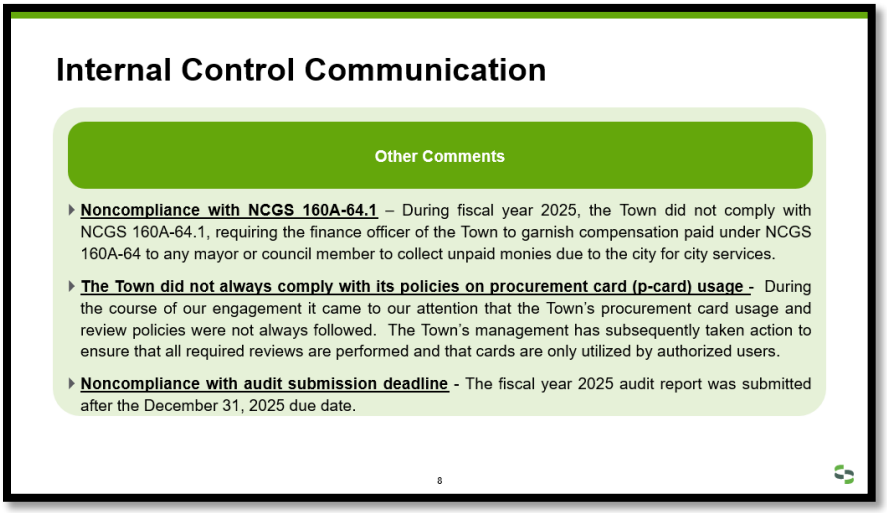

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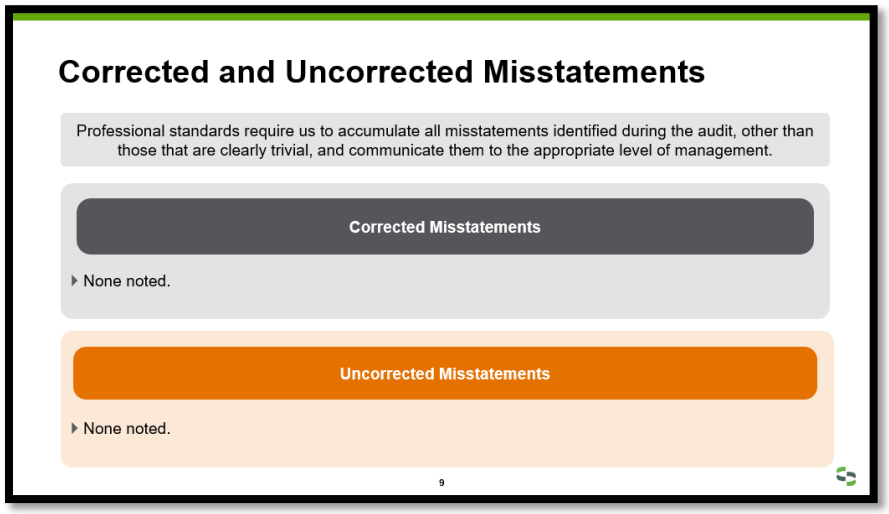

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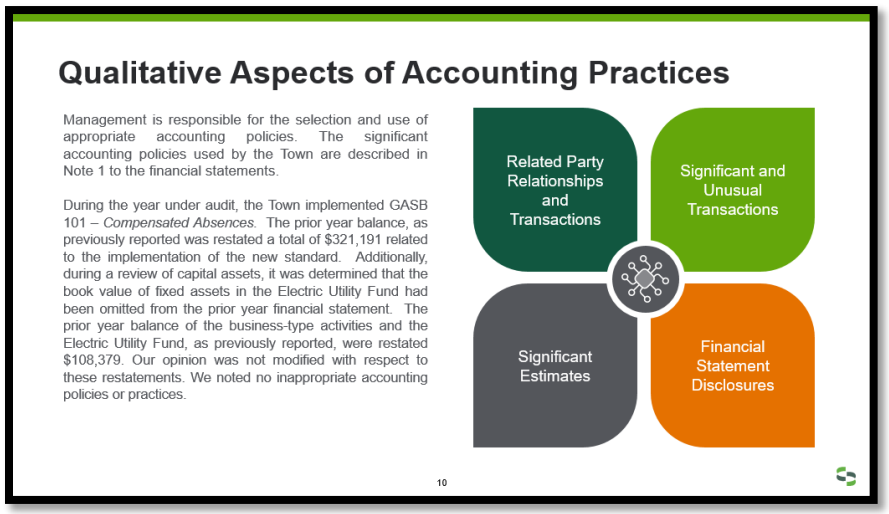

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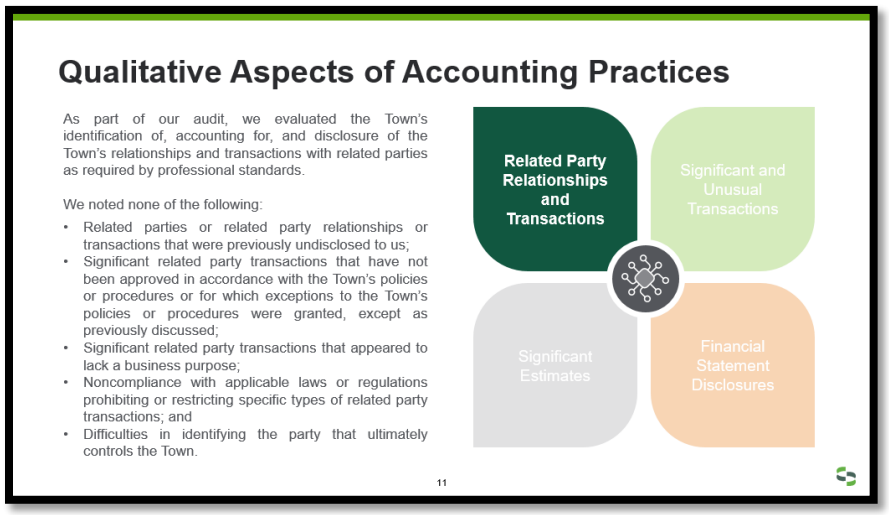

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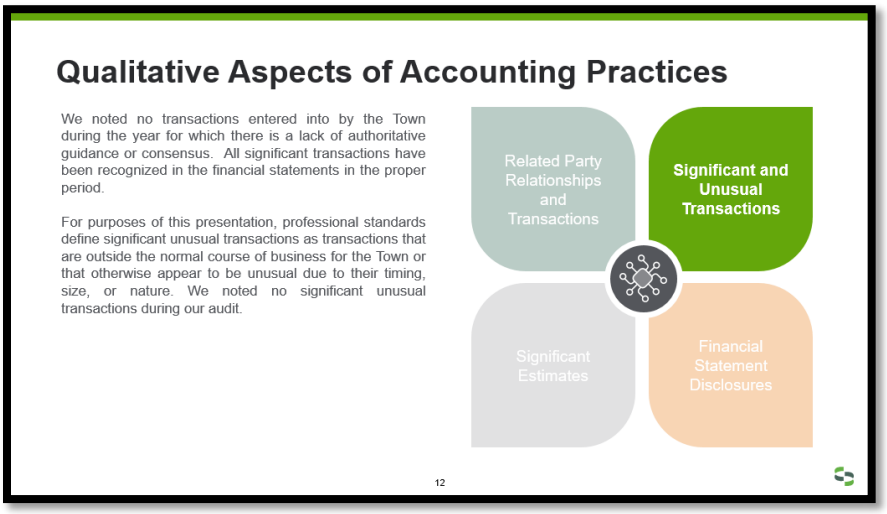

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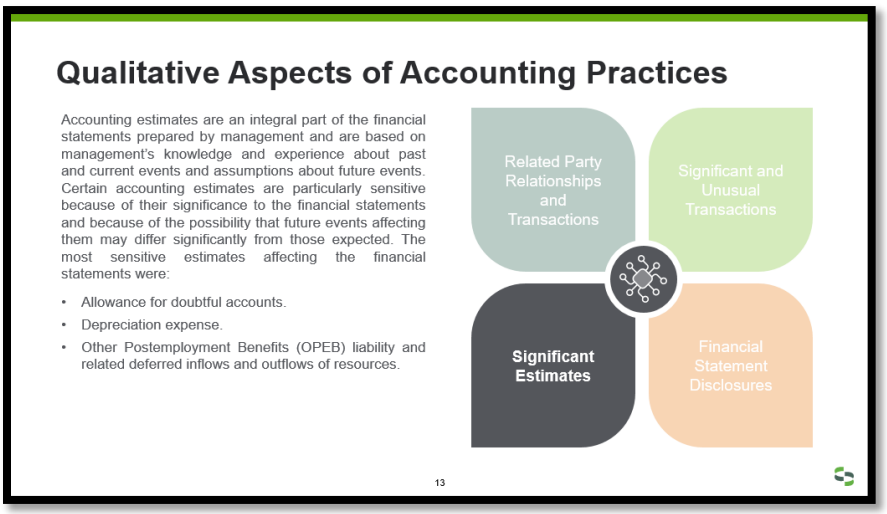

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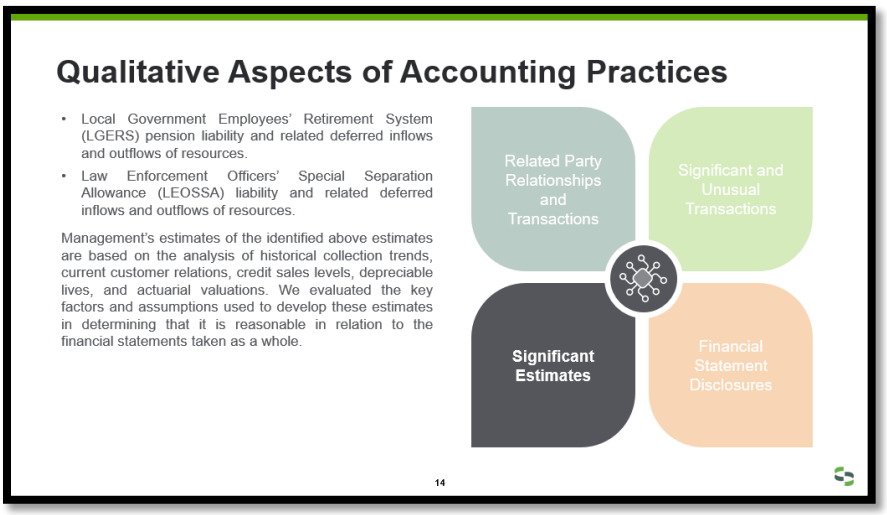

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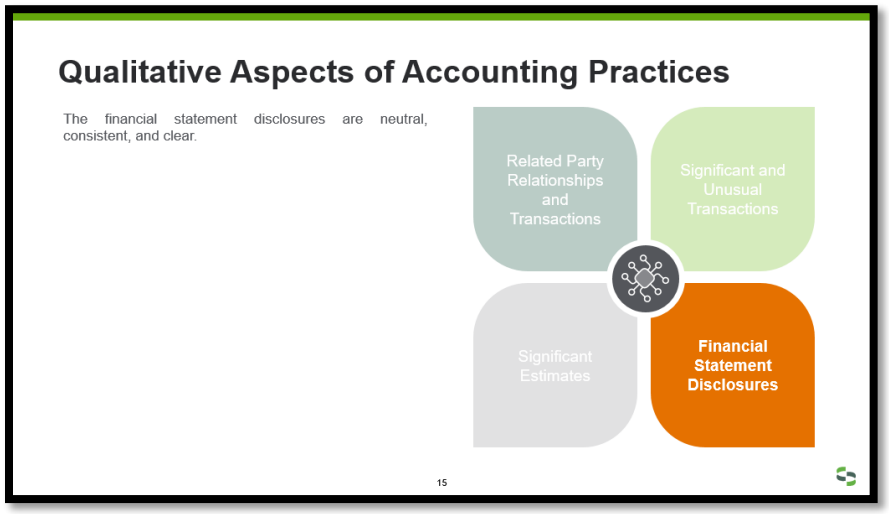

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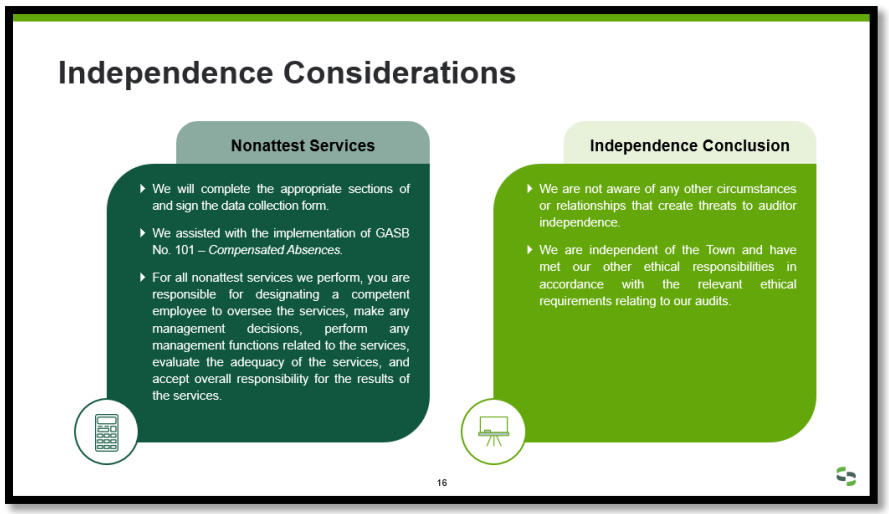

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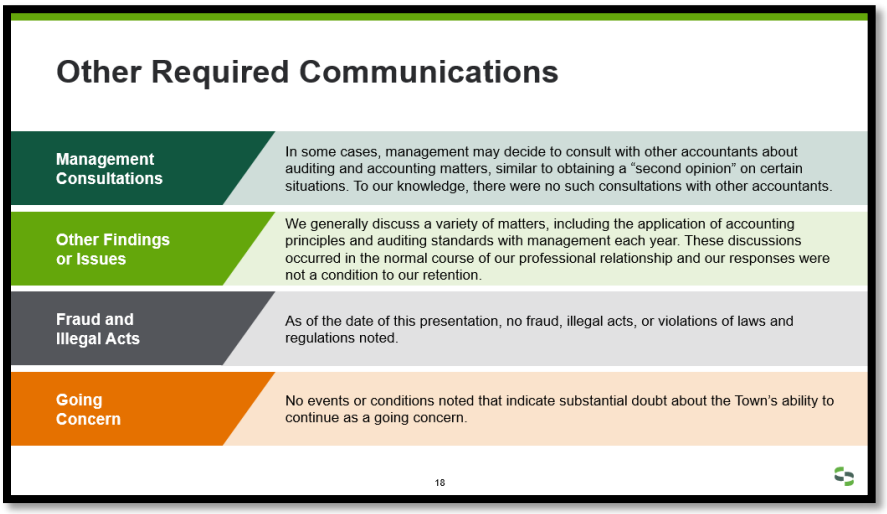

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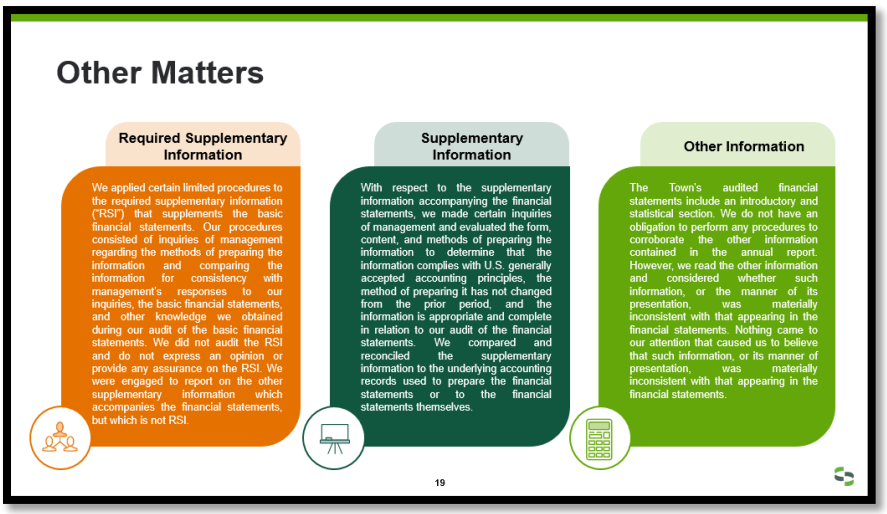

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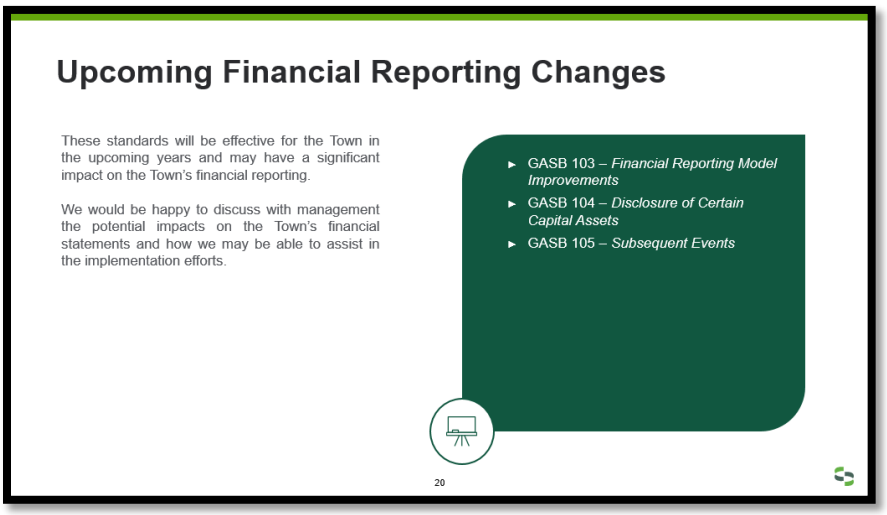

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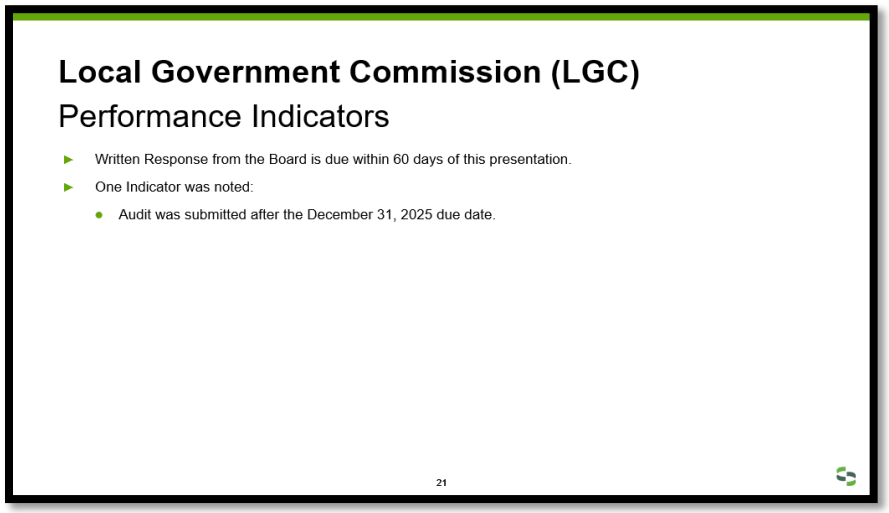


[SLIDE NO. 22]



Councilmember Zegerman asked if the adjustment in the electrical fund was related to the GASB 101 implementation or was that a different matter.

Ms. Waters said it was both, there was a GASB 101 and a correction of an error and asked Michael Strainsby to provide more information.

Mr. Strainsby said the adjustment in the electrical fund was in addition to the GASB 101 restatement. He said it was noted by the Finance team that had identified some assets that were unrecorded but had earned book value which they proactively adjusted.

Mayor Gilbert thanked them for all of their work.

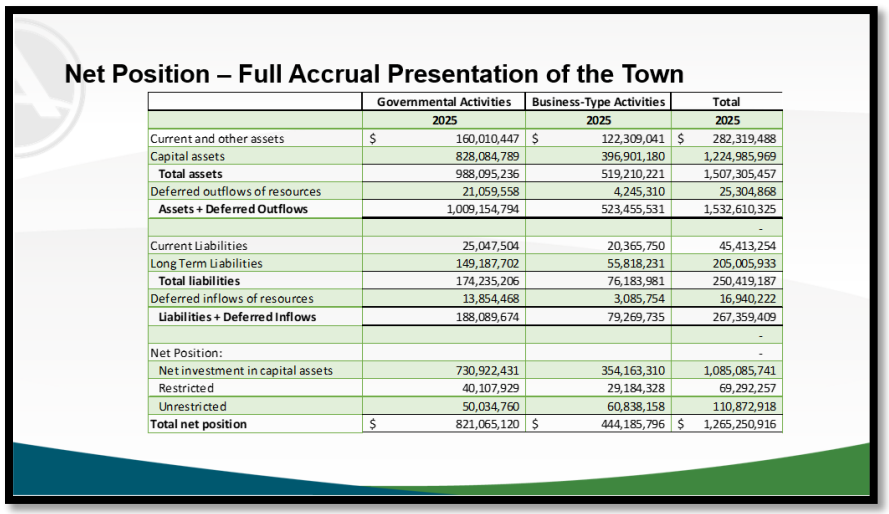
Ms. Waters outlined the next steps in the audit finalization process.

Director Griffin presented the following portion of the presentation:

[SLIDE NO. 23]



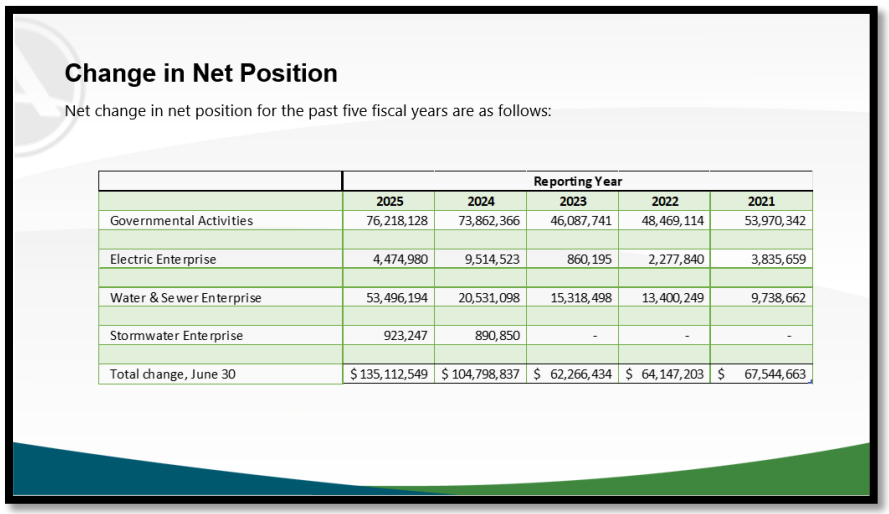
[SLIDE NO. 24]



Net Position – Full Accrual Presentation of the Town

	Governmental Activities	Business-Type Activities	Total
	2025	2025	2025
Current and other assets	$ 160,010,447	$ 122,309,041	$ 282,319,488
Capital assets	828,084,789	396,901,180	1,224,985,969
Total assets	988,095,236	519,210,221	1,507,305,457
Deferred outflows of resources	21,059,558	4,245,310	25,304,868
Assets + Deferred Outflows	1,009,154,794	523,455,531	1,532,610,325
			-
Current Liabilities	25,047,504	20,365,750	45,413,254
Long Term Liabilities	149,187,702	55,818,231	205,005,933
Total liabilities	174,235,206	76,183,981	250,419,187
Deferred inflows of resources	13,854,468	3,085,754	16,940,222
Liabilities + Deferred Inflows	188,089,674	79,269,735	267,359,409
			-
Net Position:			-
Net investment in capital assets	730,922,431	354,163,310	1,085,085,741
Restricted	40,107,929	29,184,328	69,292,257
Unrestricted	50,034,760	60,838,158	110,872,918
Total net position	$ 821,065,120	$ 444,185,796	$ 1,265,250,916

[SLIDE NO. 25]



Change in Net Position

Net change in net position for the past five fiscal years are as follows:

	Reporting Year				
	2025	2024	2023	2022	2021
Governmental Activities	76,218,128	73,862,366	46,087,741	48,469,114	53,970,342
Electric Enterprise	4,474,980	9,514,523	860,195	2,277,840	3,835,659
Water & Sewer Enterprise	53,496,194	20,531,098	15,318,498	13,400,249	9,738,662
Stormwater Enterprise	923,247	890,850	-	-	-
Total change, June 30	$ 135,112,549	$ 104,798,837	$ 62,266,434	$ 64,147,203	$ 67,544,663

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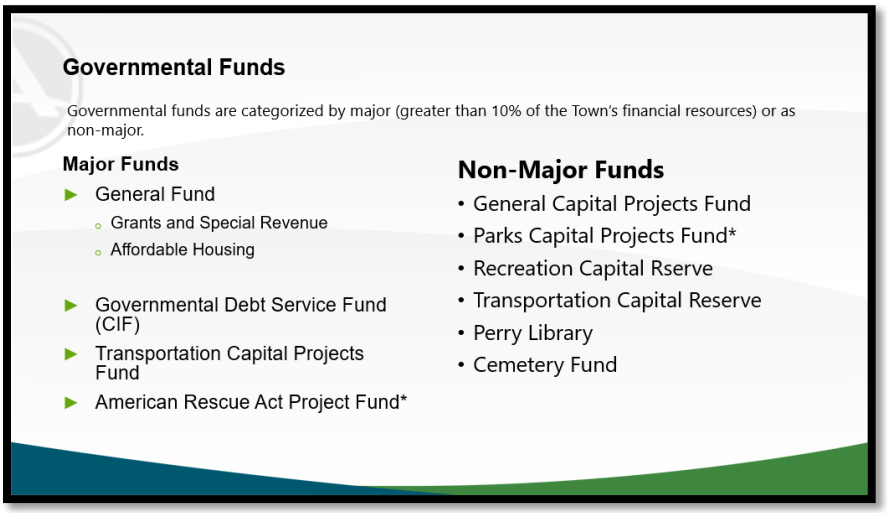

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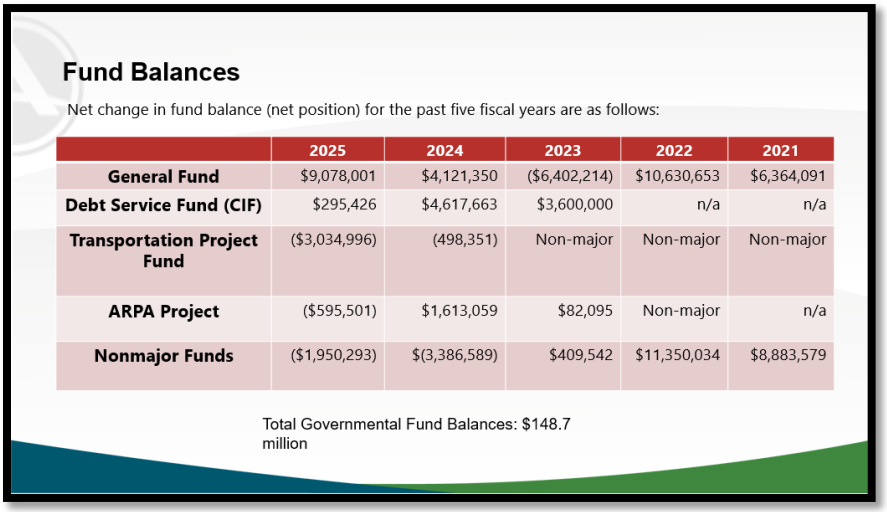

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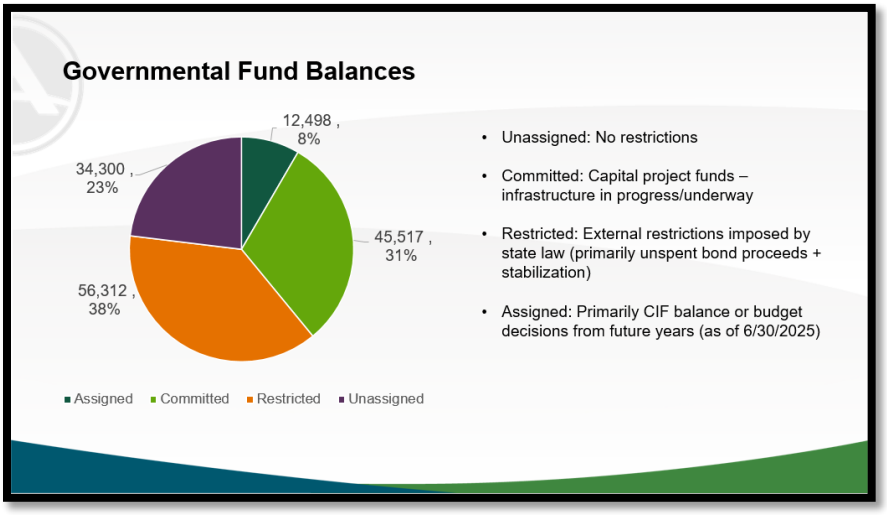

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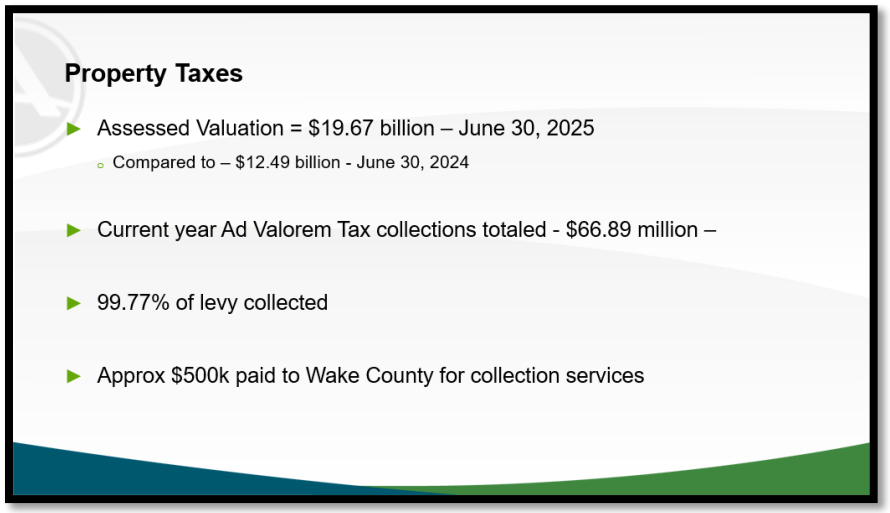

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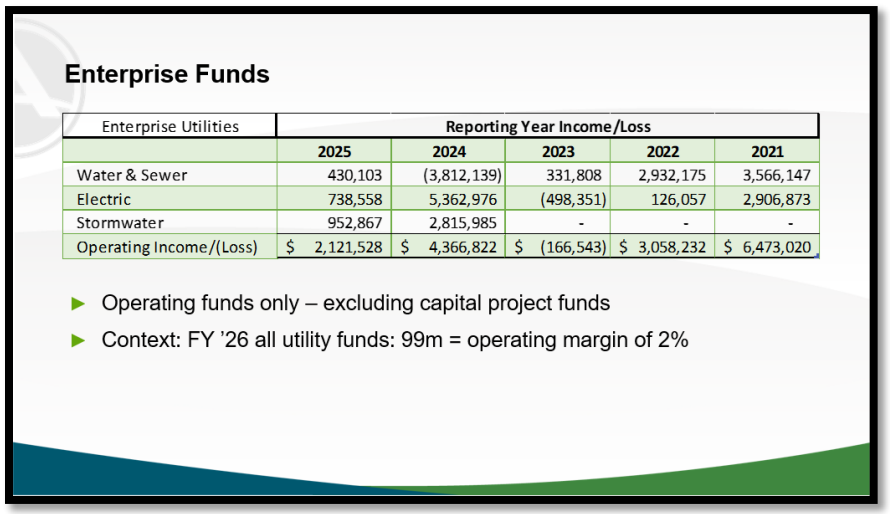
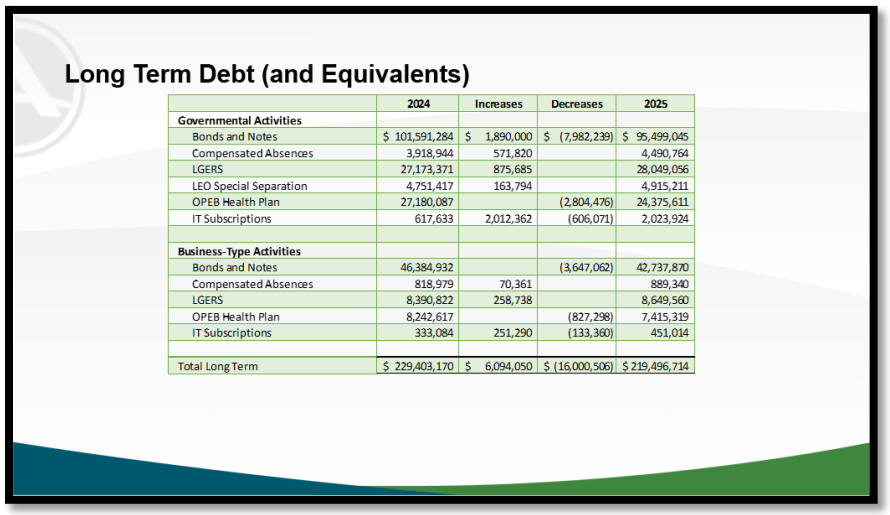


Enterprise Utilities	Reporting Year Income/Loss				
	2025	2024	2023	2022	2021
Water & Sewer	430,103	(3,812,139)	331,808	2,932,175	3,566,147
Electric	738,558	5,362,976	(498,351)	126,057	2,906,873
Stormwater	952,867	2,815,985	-	-	-
Operating Income/(Loss)	$ 2,121,528	$ 4,366,822	$ (166,543)	$ 3,058,232	$ 6,473,020

[SLIDE NO. 31]



	2024	Increases	Decreases	2025
Governmental Activities				
Bonds and Notes	$ 101,591,284	$ 1,890,000	$ (7,982,239)	$ 95,499,045
Compensated Absences	3,918,944	571,820		4,490,764
LGERS	27,173,371	875,685		28,049,056
LEO Special Separation	4,751,417	163,794		4,915,211
OPEB Health Plan	27,180,087		(2,804,476)	24,375,611
IT Subscriptions	617,633	2,012,362	(606,071)	2,023,924
Business-Type Activities				
Bonds and Notes	46,384,932		(3,647,062)	42,737,870
Compensated Absences	818,979	70,361		889,340
LGERS	8,390,822	258,738		8,649,560
OPEB Health Plan	8,242,617		(827,298)	7,415,319
IT Subscriptions	333,084	251,290	(133,360)	451,014
Total Long Term	$ 229,403,170	$ 6,094,050	$ (16,000,506)	$ 219,496,714

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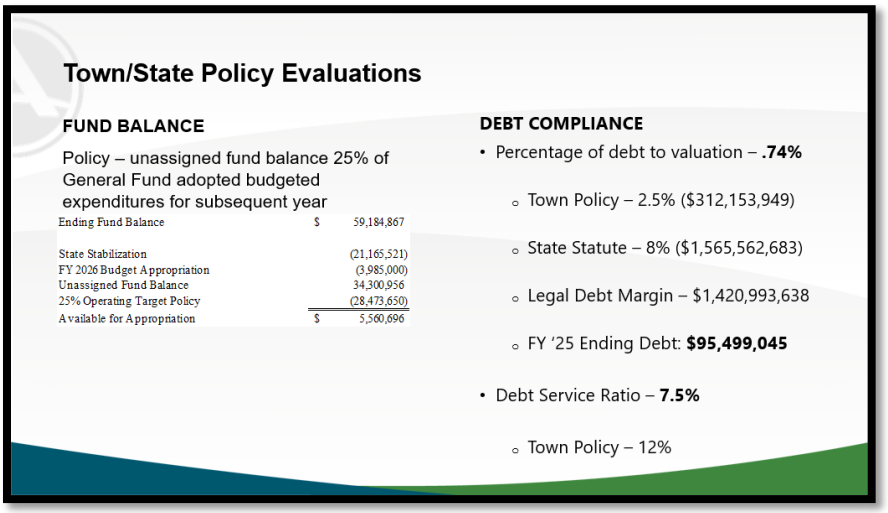

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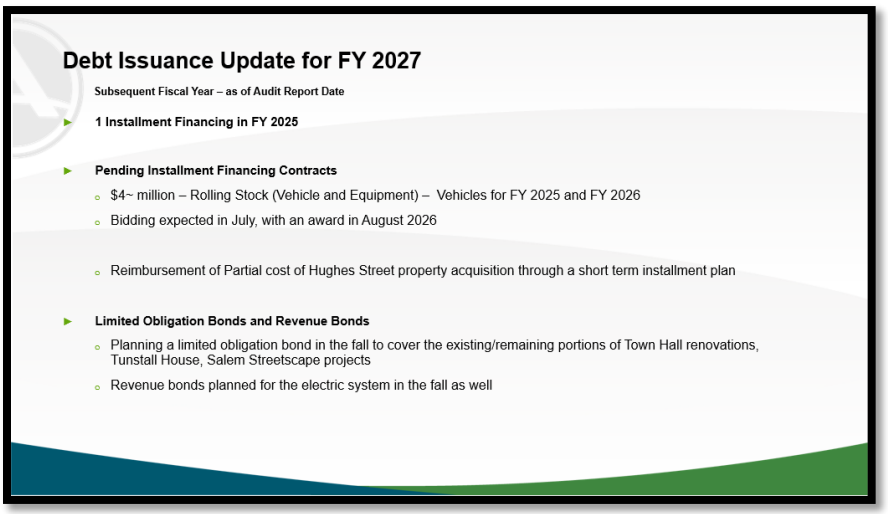

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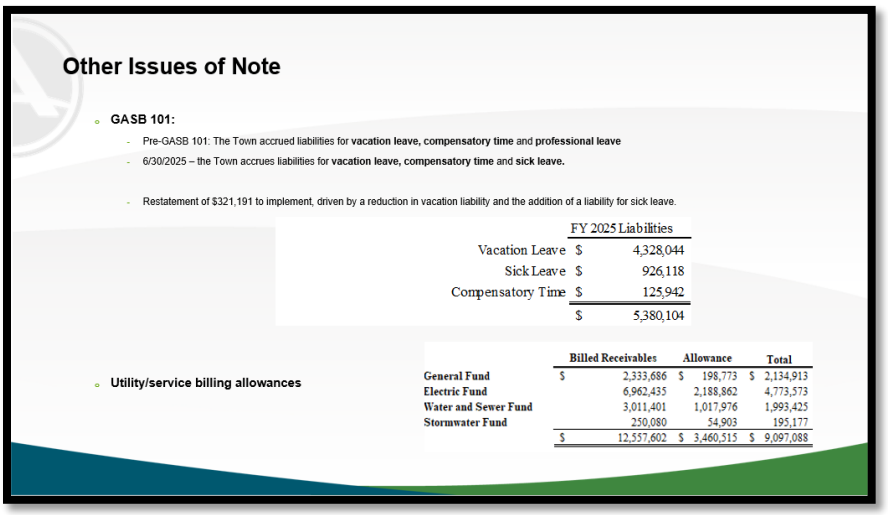

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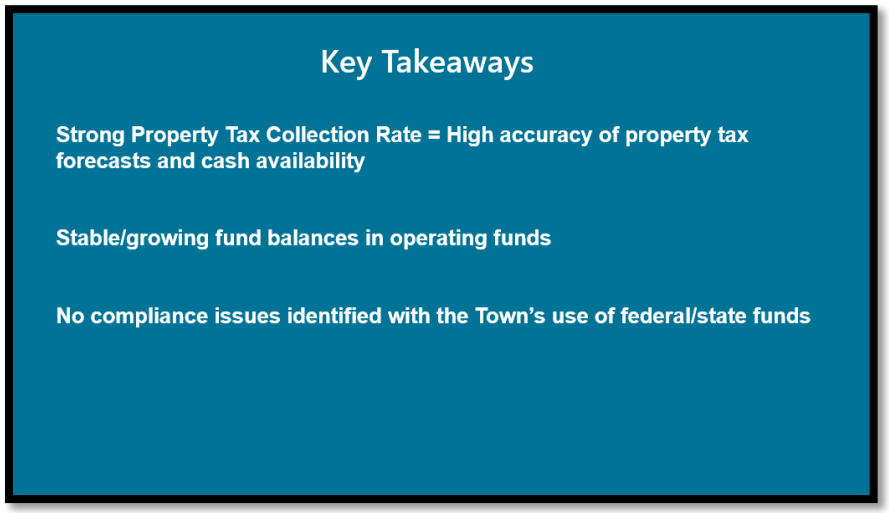

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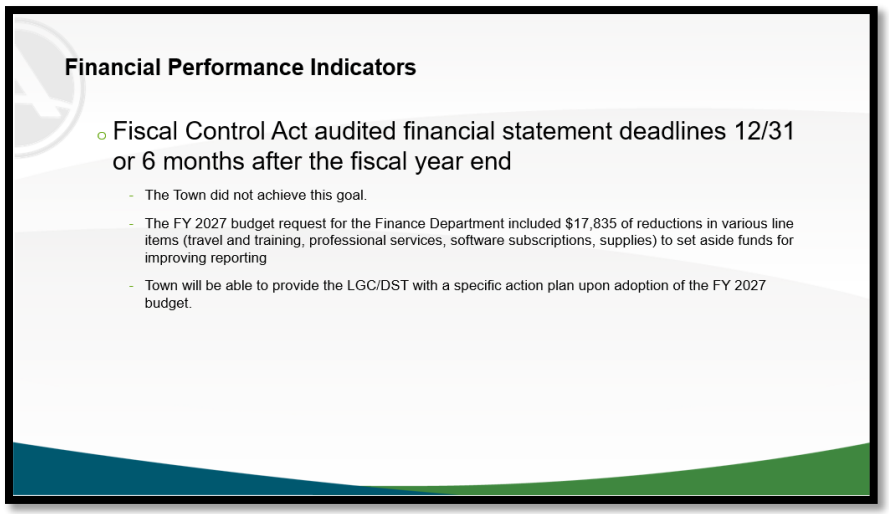

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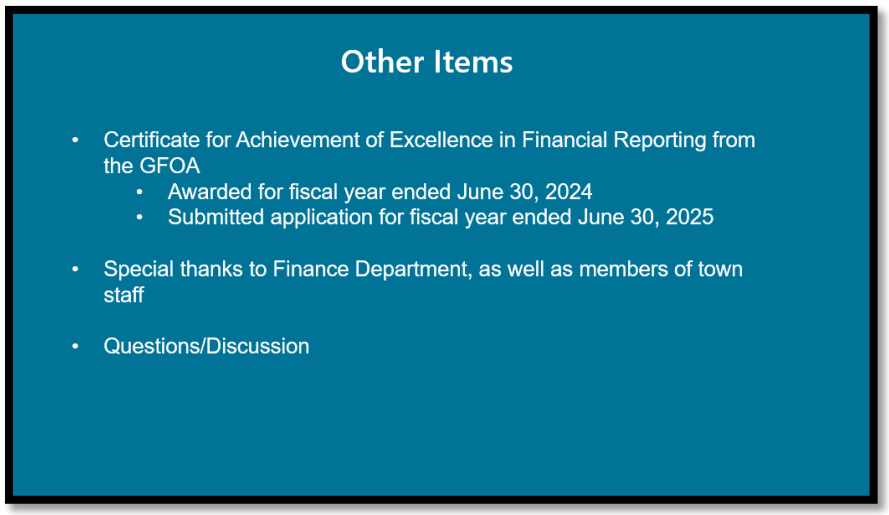

Mayor Gilbert asked if there were any questions.

Mayor Pro-Tempore Mahaffey asked how the debt issuances would affect the Town's debt service rate and bring the Town to its 12% policy limit given the current ratio of 7.5%.

Director Griffin said that it would be closer to 9%, unless there is another bond referendum to get to the 12.5%.

Mayor Gilbert thanked staff and the team for their work.

[TOWN CLERK'S REPORT]

TC1 Appointment – Environmental Advisory Board (EAB) – Chair – *Remainder of Calendar Year 2026*

Town Clerk Allen Coleman said that the Environmental Advisory Board, Chair, Mark Schwelgel resigned due to relocation outside of the town limits and the EAB has recommended Daniel Valle as Chair for calendar year 2026 to expire December 31, 2026.

Mayor Pro-Tempore Mahaffey supported the appointment and said Mr. Valle had enthusiasm and interest in the EAB's work.

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Zegerman** to approve Daniel Valle as Chair for the Environmental Advisory Board with the term expiring December 31, 2026.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

[PROCLAMATIONS/SPECIAL PRESENTATIONS]

PR1 Proclamation - Standing Together in Pride - LGBTQIA+ Pride Month 2026 *(PRO-2026-031)*

Mayor Gilbert, along with the rest of the Town Council, joined in the reading of the Proclamation recognizing Standing Together in Pride - LGBTQIA+ Pride Month 2026. He invited members of the PFlag Apex: Laura, Beth, Jayme and Ashley to receive the proclamation and take pictures.

A member thanked Apex for proclaiming Pride Month for Apex and the support for the LGBTQIA+ community. She gave an overview of the local chapter of PFlag and said their website had more information

PR2 Wake County Board of Elections – Even Year Municipal Elections and Potential Resolution Expressing Interest *(RES-2026-047)*

Town Clerk Allen Coleman stated that transitioning the Town's municipal elections to even-years is something that has been included among the Town's legislative priorities over

the past two years. He explained that Ms. McCall and members of the Wake County Board of Elections were invited to present information to Council regarding the potential advantages and disadvantages of moving municipal elections from odd-numbered years to even-numbered years and to answer any questions. He noted that the proposed resolution included in the agenda packet would not formally adopt any changes but would instead express the Town's interest in exploring such a change. He then invited Ms. McCall to provide the presentation.

Olivia McCall, Director, Wake County Board of Elections gave the following presentation:

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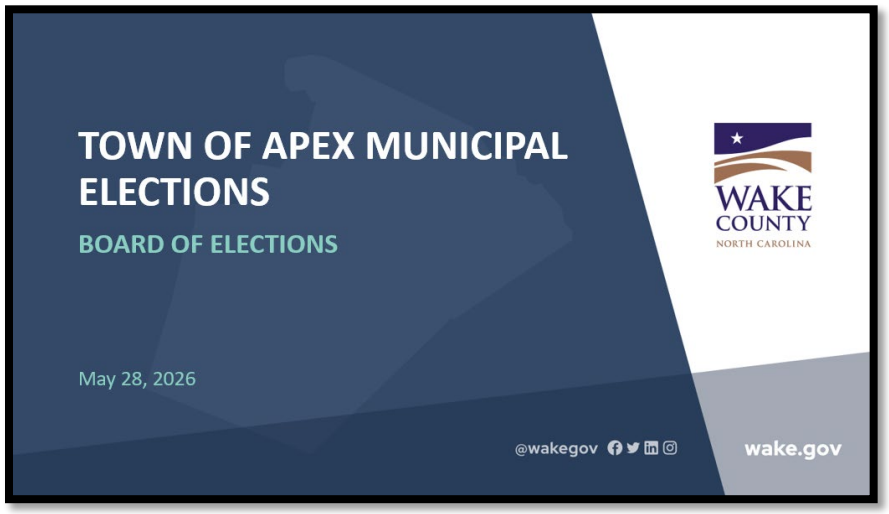

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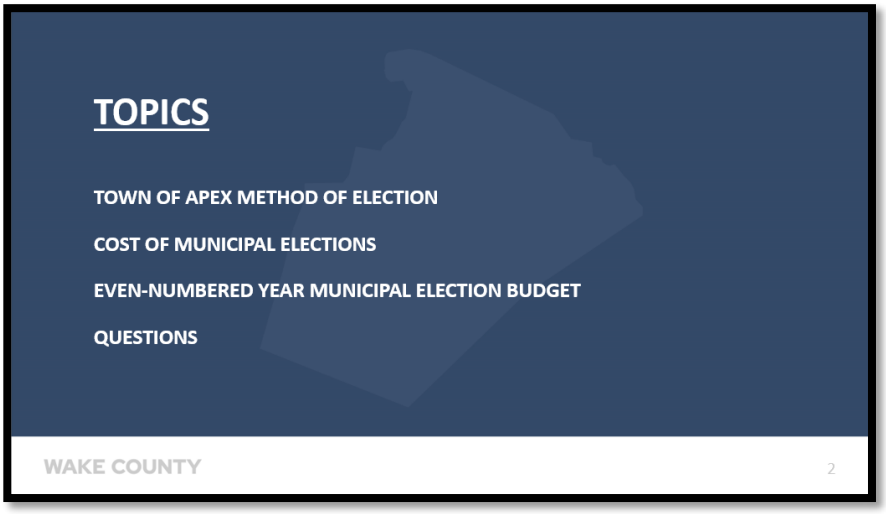

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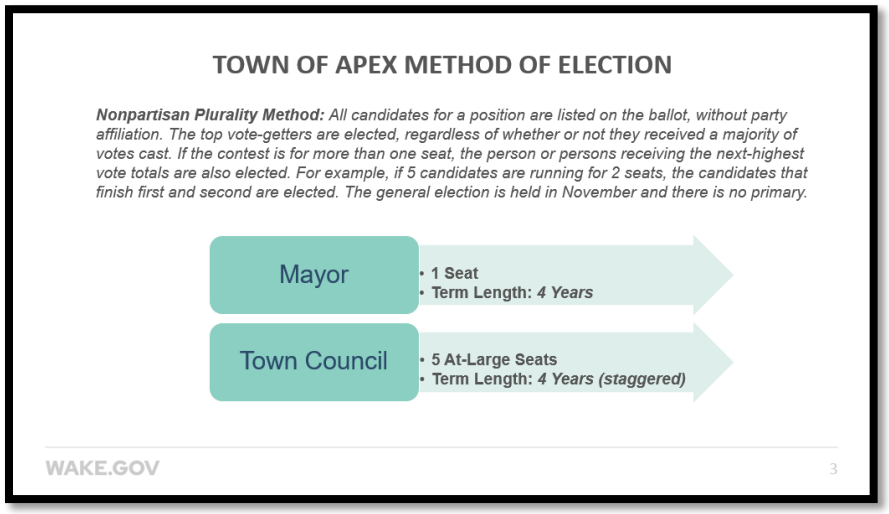

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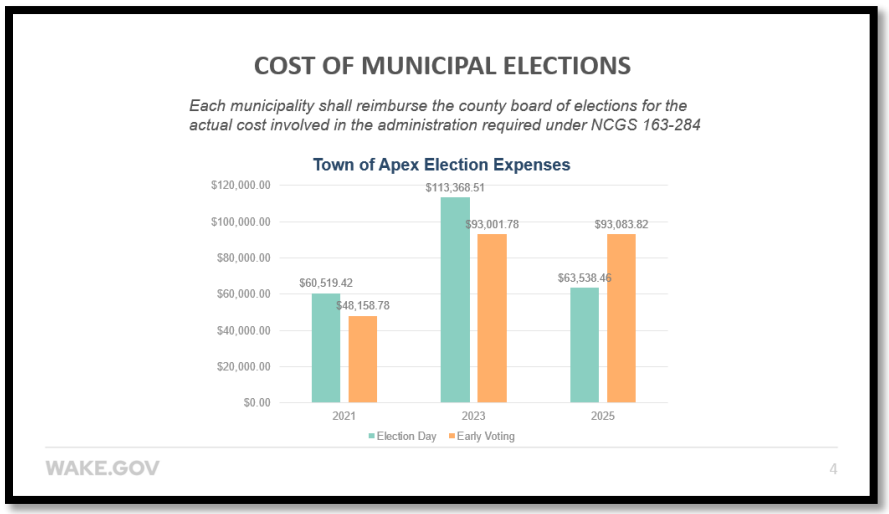

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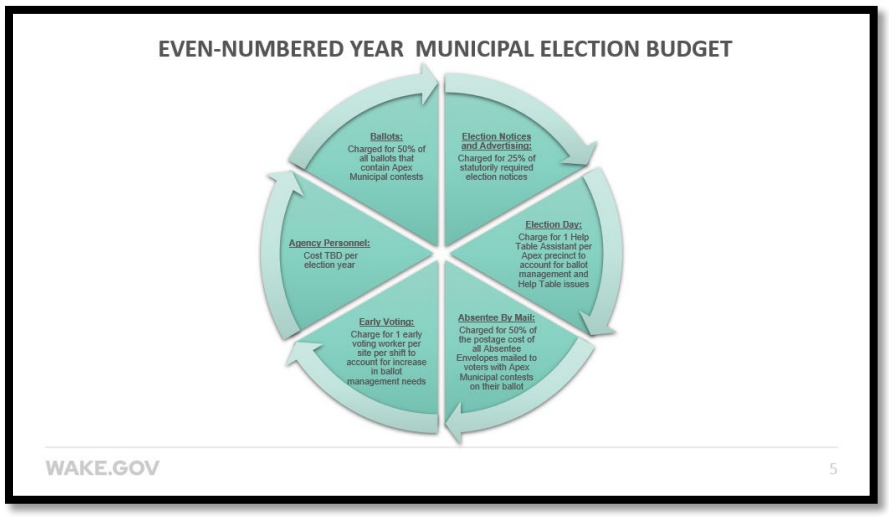


[SLIDE NO. 6]



Councilmember Reese asked whether other municipalities had received the same presentation regarding the potential transition from odd-year to even-year municipal elections.

Ms. McCall stated that no other presentations had been given to municipalities at that time. She noted that the issue is being discussed across the state and that a little more than 70 municipalities currently conduct their elections in even-numbered years. She further explained that transitioning from odd-year to even-year municipal elections requires an act of the General Assembly.

Councilmember Reese said when Raleigh made this change there were financial benefits and asked if there were any issues that came up with Raleigh that could impact Apex, although Raleigh is much bigger.

Ms. McCall said that data showed turnout increased in even year election versus odd year.

Mayor Pro-Tempore Mahaffey said the motivating factor to discuss this at this time is that it being budget season this does come down to money based on data. He said that in 2023 Apex paid around $200k for the election and that would go to $0 if Apex moved to an even year election, and in 2025 changes in Cary brought it down to 150k. He said it seemed like it may cost 80k in the current even-year scenario.

Ms. McCall said that a hypothetical budget could be built. She said that based on Raleigh's move, it was about a 61% cost decrease.

Mayor Pro-Tempore Mahaffey said it was understood that for each town that moves to even it becomes more expensive for the towns that stay in the odd years.

Ms. McCall said that was true due to the shared advertising across more towns.

Councilmember Zegerman asked if there were best practices that would be recommended by the Board of Elections if Apex moved to an even-year election on alignment and implementation for existing future terms.

Ms. McCall suggested to look at Session Law 2021-56 Senate Bill 722, which is where Raleigh started their process.

Jerry Cohen, Secretary of Wake County Board of Elections said in 2010 there were 4 municipalities in the state that had even numbered year elections and currently there are 75, and in this current year there are 12 cities that are pending in legislature.

Mayor Pro-Tempore Mahaffey asked Mr. Cohen to speak about the methods used by those towns that transitioned.

Mr. Cohen explained the two methods that have been used, a one-time extension of existing terms by one year whether it is staggered or not, and the other way is to have a one-time election for a three-year term instead of four and this doesn't involve an extension but the town would pay for elections in back-to-back years.

Councilmember Reese asked if this occurred was there an education campaign that would come along with this, and would it be additional package price that would be an additional charge.

Ms. McCall said that even since Raleigh has changed there are still calls asking why there is no ballet in odd years. She said they have 13 outreach events scheduled up until November and will add this information to the outreach events, press releases and social media and would like help from the town to get the information out.

Mayor Gilbert asked if there was a way to get local candidates above the partisan candidates.

Ms. McCall said it's based on the law for ballot ordering.

Mayor Pro-Tempore Mahaffey gave reasons that this may be beneficial, mostly to the public about why this may be considered. He said there would be a significant budget impact saving close to 6 figures, the increased voting turnout, and something that wasn't mentioned is the use of the facilities because if the election was aligned with the federal elections, it would be every other year for the use of the facilities verses every year. He asked his colleagues to support the resolution.

Mayor Gilbert asked if the resolution is adopted where would the process go from here.

Town Clerk Allen Coleman said that once the resolution is adopted it would direct him to share the resolution with all other Clerks in Wake County to ask them to share with their elected officials and initiates a survey to submit their feedback on if they would be interested in exploring going to even year elections, and that report would come back to Council prior to anything being filed at the legislature.

Councilmember Mu said to be clear, this is not a decision, it is to explore the possibility of moving to even years.

Town Clerk Allen Coleman said that that was correct and noted in the agenda cover sheet that this does not change the election process at this time, that it expresses an interest in going to even year election.

Councilmember Zegerman asked if Apex moved to even year election, what was the deadline or timeline for filing with the General Assembly for their consideration.

Town Clerk Allen Coleman said that it could technically still be done for 2026, but said more notice and public engagement would be encouraged and once the survey of the

other municipalities is completed, there will be information shared on the options to consider for Council to provide direction.

Councilmember Reese asked if there needed to be any language specifically around the fact that this is not a change for this year.

Mayor Pro-Tempore Mahaffey said that it's understood that it's late to get the bill filed, passed and signed because the 2026 election filing for a nonpartisan race is in a couple of weeks, so this would be for next year at the earliest.

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Mu** to approve a Resolution Expressing Interest in Exploring the Alignment of Municipal Elections with Even-Year State and Federal Elections and Encouraging Other Wake County Municipalities to Consider the Same.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

Mayor Gilbert announced a five (5) minute recess at **7:20** p.m.

Mayor Gilbert reconvened the meeting at **7:27** p.m.

[PUBLIC FORUM]

Mayor Gilbert opened the Public Forum and asked the first speaker to come up.

First to speak was **Dr**. **Paul Andrews** of 417 S. Tunstall Avenue:

"I live at 417 South Tunstall Avenue. It's right on the corner of 55. It's right across the street from the Yamato Steakhouse, those skinny houses, the shotgun homes. So, the reason I'd like to first of all thank Council members and Mayor Gilbert for giving me some time to speak tonight. I really want to address the southernmost chunk of the William Street/NC 55 Vision Zero project with the sidewalks. We live right down there. We're about the southernmost third of the southernmost chunk of the purple sidewalk. If you turn to your maps and look down at the southernmost chunk, those four little shotgun houses, that's where we live. That is a really unique part of Apex that will be drastically affected by this sidewalk project. Currently, it's slated on our side of the street, and we already have barely any room to park our cars and the project is proposed to take about a 15-foot chunk out of our already tiny driveways, we're already trying to squeeze our cars in, we can't let our children out in the front because of how close it is to those streets. The photos there are kind of a perspective of where the sidewalk is going to be. On the back, there's that line straight through it says 15-foot mark, so that's what we're looking at. We're going to be parking on the sidewalk if the project continues. One thing that we are aware of is the town's ordinance against parking on the sidewalks, and we want to make sure that we're protected in case that happens. Another thing I want to bring up is even the necessity of the project at all in our little

chunk of Apex. There's already a good sidewalk on James Street, Wrenn Street, and Moore Street that allows foot traffic. If you take it up basically our little sister street further away from the middle school, so a way to save the town a lot of money is just to eliminate that part because you already have foot traffic sidewalk connecting down to 55, and there's already a crosswalk and a stoplight there. Our part is pretty dang dangerous. As the project is proposed, it's not a solid line there on 55. It's a series of little islands with walkways across the Circle K's entrance and across the Apex Inspection Center entrance and if you remember the coin and currency earlier this year, it had a flatbed tow truck speed through there and demolish it and so we're really worried about that corner. We don't want a lot of foot traffic around there. It's going to impact us, and we propose that you put a pause on the project, at least on this southern chunk."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Madhu Kondath** of 413 S. Tunstall Avenue:

"Thank you, Mr. Mayor and council members. I happen to be a neighbor of Mr. Andrews who just spoke before me. I happen to own an investment property, a short-term rental, very successful, we cater to a lot of workers and visitors to Apex. I'm really concerned, again, about losing the parking space, which, as you would understand, was the key to my business and my investment for the Airbnb. I would definitely request you to reconsider all the points Mr. Andrews just spoke to before me and that's what I'm here for. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Ann Stephens** of 311 W. Chatham Street:

"Good evening. I'm here tonight to support the Apex Police Department's use of license plate readers. I am both a citizen of Apex and a 30-year veteran of the Apex Police Department and throughout my career, I have seen firsthand the value these systems provide law enforcement and public safety. These cameras simply capture images of license plates on vehicles traveling on public streets and in public view. In many ways, they are far less intrusive than the thousands of cameras already in use at businesses, homes, and private properties throughout our community, the difference is that the Apex Police Department operates under strict policies, accountability, and oversight. Private individuals and companies often collect and store information with far fewer safeguards. License plate readers are an important public safety tool. They alert officers when stolen vehicles or known wanted offenders enter our community, allowing law enforcement officers to intervene before additional crimes can occur. They also assist in locating vehicles connected to kidnappings, violent crimes, missing person cases, and many other serious investigations. Across the country, these systems have prevented and solved countless crimes. Even in the short time they have been in use in Apex, they have already contributed to making our community safer. Despite the fear-mongering

and dramatic claims that have been made, there is no single person in our community that has been harmed by the use of these cameras. I trust the Apex Police Department, and I have complete confidence that the department has the appropriate policies and procedures in place to ensure this technology is used properly and responsibly. I also know how hard the men and women of this department work every day to protect our town because I did it for 30 years. I respectfully ask the council to continue supporting the use of license plate readers and allow our department to use this lawful, effective tool to help keep Apex safe. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Tiffany Birkner** of 2015 Henniker Street:

"Good evening, Mayor Gilbert and council members. I appreciate you giving me a chance to speak. I'm here to speak about the proposed tax increase. First of all, it should not come on the backs of homeowners and existing residents. The growth, allowing all these massive apartment complexes and everything, should not result in those expenses being incurred by existing residents. We already have to put up with the extra traffic and everything else. We certainly should not be having to foot the cost of the growth as existing people here. First, we've had to incur so many tax increases recently. First, the 100% increase in property taxes due to the revaluation by the County Commissioners, it was basically a backdoor tax. Rather than increasing the rate, they revalued the houses when they were at the absolute peak of the real estate market, which was not realistic. There's no way that my house would sell for that at this point, that's caused a tremendous financial hardship for myself and many of my neighbors, many who are retired and who have been homeowners and taxpayers here for 30-plus years like myself, we just can't handle any more taxes. It would be wrong for long-term residents to be driven out because we're part of what made Apex the Peak of Good Living, and that's exactly what's going to happen. I've talked to tons of people, and it's going to drive a lot of us out of the town. This would be an unnecessary tax increase. There are plenty of non-essential areas in the budget that can be cut. I know for me, I operate my household on an extremely tight budget, a shoestring budget, in this current economy, I know it was commented that it would be the cost of a couple cups of coffee out. I don't have the privilege of being able to go and order coffee out. I have to drink my coffee at home, and I've had to do a lot of strict budgeting so I'm asking the council to please do the same and be good stewards of the taxpayer residents' money. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Clark Sessions** of 1105 Red Sunset Drive:

"I wanted to thank Mac, Gio, Lea, and Soju for bringing awareness of the Flock cameras here in Apex. So, I'm going to start out by saying just because we can doesn't mean

we should. Our town deserves daylight and debate on the subject of the terms of service that meet our community's needs and not the click-to-accept terms that serve the company's business goals and interests. I've worked in software security for 12 years. I've worked in commercial enterprise for over 25 years. We do not accept the default terms for any software. It all needs to be reviewed very carefully, not to meet their terms or the broader interests of the company, but it needs to meet the Town of Apex's needs. There should be a clear purpose for the collection, not just because, oh, it might come in handy. We should have very clear retention periods that we all agree on that meet our needs, and the destruction of the data should be verified, just because it's marked for deletion doesn't mean that it's actually been cleared. It needs to be verified so, there needs to be good third-party audits for any of the data access, both who's requesting it and how it's being used. There should not be wide-open defaults where we're going to share our data by default with everybody. What's in it for us at that point? So, I support law enforcement's need to keep us safe. I do not support being wooed by the default settings of slick software salesmen who say, "Hey, look at what we can do." We should not be rolling over and saying, "Let's run an experiment here." I'm in favor of stopping and then building up from scratch for what Apex needs. Basically, daylight and debate, not defaults and negotiations in darkness. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **George Hogan** of 2140 Victoria Lane:

"Council members, thank you. I want to start with something personal. My kids love Officer Jay, the SRO at their school, the guy who high-fives them in the hallway. That trust is real, and I'm not here to take it away, but the institution behind Officer Jay is operating a surveillance system that this council voted for and the citizens in this room did not. We have a responsibility to look at what's actually happening. Policing in this country did not begin as crime fighting. The first organized patrols in the South existed to capture enslaved people. In northern cities, police forces were created to break strikes and protect industrial property. Every major expansion of police power in American history has been justified the exact same way: fear or perhaps using a word tonight, fearmongering. The tools changed, but it's always been about control. This is the exact thing that happened here with the adoption of Flock and ALPR technology. Apex started with a pilot a couple of years ago, and then recently the Chief asked for $150,000 to expand it. Fifty cameras is what he wants. It was only four months ago in these chambers that the chief told the Council on data sharing, quote, "No federal entities. Hard stop." The public records say otherwise. In March, Apex's Flock system was sharing data with 994 agencies, 808 out of state and two federal. How are we supposed to trust anything that they say? And if you think this stops at cameras, it doesn't. This month, the FBI published a $36 million RFP for real-time access to license plates across all 50 states. Flock is one of the only vendors that can fulfill it. Apex is not a partner in this system, Apex is the node. APD, whether they want to admit it or not, is a cog in a machine that has been built and is being built by Palantir, Flock, and wannabe authoritarians in Washington that don't know where

Apex is on a map and they don't care. This is about control, and we are limping along talking simply about solving crimes. Now the arguments you're going to hear are, "Your phone tracks you." Yes, it does. But there's a legal framework around that, terms I accepted, and courts protecting that. You might hear, "If I have nothing to hide, then what do I have to fear?" Ninety-nine-point seven percent of plates scanned belong to people on no watch list. "It helps cops solve crimes." Independent research has found absolutely no significant effect and here's something that Council needs to understand. Every single talking point that you hear in favor of these cameras from police departments defending the technology, including here in Apex, originates from Flock's own sales and marketing material. These are not independent conclusions they are vendor scripts. You might think that you're protecting us with these cameras, but you're not. The preferences of the police department do not outweigh the concerns of the citizens. This is about safety, and safety is about policy."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Joe Gregorio** of 509 Parkfield Drive:

"Thank you, Mayor and Council members. Wanted to talk a little bit about the yard waste program updates. To be honest, I was kind of surprised at the direction of the changes that were being proposed. So, I did a little bit of my homework and I went and looked back at the slides you had at the annual retreat and just thought, "Okay, I'll look at those and that'll explain it to me. I'll hopefully come to the same conclusion." It may not be surprising, but I did not come to the same conclusion, I had kind of the opposite conclusions to a lot of things that were in there. There were things in there that just didn't make a lot of sense to me. Slides about vacuum trucks and the problems with them, and yet in the end it was, okay, let's keep the vacuum trucks but also add these other trucks, which didn't make a whole lot of sense if I understood it correctly. With the disposal cost, I presumed I would look in there and see rising costs for disposal year after year, and this is something we're trying to fix and it looks like a chart of essentially random numbers. The numbers in 2025 were lower than 2024, but I think they were higher than 2023. I didn't see that up-and-to-the-right trend that I expected to see with the rise in costs. I do appreciate the long-term thinking that goes into this and that we have to think about this because it does seem like in the long run this will be a problem, but I think making changes now is a little too soon. The other thing was there was a whole slide in there about regional cooperation. Through membership with the Central Pines Council of Governments, we have requested this issue be presented to managers and mayors to see about doing something locally and regionally to try to solve this problem and yet that just seems to be one slide and there was no further mention of it, and that does not seem to have been pursued at all as an option here. These things were confusing to me. I hope that, as a perspective from someone looking at the same set of slides that you all spent some time putting together and reviewing but coming to very different conclusions, the council will rethink the direction they've gone in and consider some more alternatives. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Phil Welch** of 1471 Big Leaf Loop:

"Good evening, Mayor, Council members, staff, and public. My name is Phil Welch. I live at 1471 Big Leaf Loop in Apex. We're continuing the talks for the Town Council on the impacts of the lack of stable homes caused by insufficient housing choices. Tonight, we'll hear from one of our essential workers who struggled with rising rents in his market-rate apartment. I've learned a lot from these talks. My key learning is that the lack of affordable housing choices for our low- to moderate-income neighbors and essential workers leads to a whole spectrum of individual and collective issues, including disrupting the education of our children, increasing worker absenteeism and turnover, lowering productivity, causing or exacerbating physical health issues such as asthma, making it very difficult for vulnerable populations to find affordable housing, including single individuals and parents, especially those coming from domestic violence and human trafficking, as well as lower-income seniors, essential workers, veterans, and special-needs individuals, forcing many households to make difficult trade-offs among basic needs such as food, transportation, and health care, and leading to a scary increase in family homelessness. Here are some sobering statistics from the North Carolina Housing Coalition. On average, 75% of households experiencing the trauma of homelessness in North Carolina in 2025 were doing so for the first time. North Carolina faces a five-year housing inventory gap of over 760,000 homes, including rental and for-sale units. The average North Carolinian cannot afford a one-bedroom apartment. Here in Apex, we've made some progress in filling the housing inventory gap over the past several years: 164 affordable apartments by DHIC in Stone Glen; nine new single-family detached homes by Habitat on Cassena Lane; 12 new affordable townhomes offered by PY Homes through the Raleigh Area Land Trust; and scores of owner-occupied homes repaired by Preserving Home under the Apex Cares program. But it's still not nearly enough. The penny tax for the affordable housing fund puts Apex ahead of many other nearby municipalities, but a penny is still not enough. We need to promote different housing types, ADUs, modular homes, tiny homes, and so forth. We need fresh resources from local corporations and businesses, hospitals, educational institutions, philanthropists, faith communities, real estate professionals, developers, and construction companies. I look forward to working with all of you to solve this critical issue and provide more affordable housing choices. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Stephen Davis** of 601 Upchurch Street:

"Hi, my name is Steven Davis. I live at 601 Upchurch Street. I just wanted to relate how low-income housing has been a positive impact on my life. I've lived in the Town of Apex all my life, my mother's family goes back 150 years, and I was looking at not being able to afford to live in this town anymore because of the high rent prices, but because of low-income

housing, I'm able to live in the town I grew up in. I really appreciate you all doing that, and I hope it continues to go forward. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Pastor Kara Matthews** of 3509 Pony Soldier Road:

"Good evening, Mayor Gilbert, council members, and residents of Apex. My name is Kara Matthews. I live at 3509 Pony Soldier Drive in Apex. I work as a pastoral advocate for survivors of human trafficking and domestic abuse. I had the privilege to speak with you last year, and I'm honored to be here this evening. I was hoping that the plight and trajectory of affordable housing would have been remarkably different, but my clients still sadly it is not for them. Many of the survivors I work with still struggle to procure affordable housing, which forces them to relocate to areas such as Sanford, Fuquay-Varina, and Carthage. As an advocate this year, I have learned that many of my clients are still struggling to find work and struggling to make ends meet. The rising cost of fuel, groceries, and the cost of living has been incredibly difficult for many of them, who are single moms. There is also the rise in homelessness all around us and when individuals get to a breaking point and simply cannot afford their way, they get evicted and end up unhoused. One of the advocates at a safe home informed me that they have had people from Apex show up at their doorstep. She said, "It's interesting because what we're seeing is that when someone is facing the dangers of being unhoused, they will do a lot of things." She said, "Even adopt a story of domestic violence and human trafficking that may not be their story." But she said, "When you have a three-year-old in your arms, a mom will do a lot of things to keep that child safe at night." This creates a problem for the real victims of human trafficking and domestic violence because there are no longer empty beds for them and it all leads back to the plight of affordable housing and the need for landlords to work with residents when they're struggling. When a victim of human trafficking or domestic violence struggles with pop-up trauma, they can easily get behind in their rent and they just need some grace or when they're forced to pay such extravagant costs for security deposits plus the first and last month's rent, frankly, it's exorbitant and it's just not plausible for them. It isn't because they're not trying. Many of them have not had access to education due to family dynamics, and in many cases, they were being trafficked while they were in school. This is why it's so important for all of us to work together. As a collaborative team, it's important for us all to create safe affordability for these individuals. They are doing their best each and every day as they show up for their families. They're attempting to be better than they were yesterday and even better versions of themselves tomorrow. Thank you for listening and thank you for caring for this amazing population of people."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Fran Hudson** of 5524 Rex Road:

"Hello, Council. Fran Hudson, 5524 Rex Road. I wanted to thank Allen for fulfilling my public records request that I spoke about in April. When I spoke about it on April 14th, it was three days later when I received an email with some of the, I guess, most of the data that I had asked for. What concerned me was in the email itself, it reads, I'm quoting Allen's email: "Please find attached all records currently available that are responsive to your request. Due to the town's 2024 cyber incident, certain records from the requested time frame are incomplete or unavailable. These limitations are not the result of withholding, but rather the condition of the town's records following that event." This concerned me because on March 30th, Randy put out a video and WRAL reported on it saying that the town announced Monday it has secured the stolen information with the help of the FBI. I was wondering, okay, which one's right? Because Allen's telling me there's missing information. Randy's putting out on WRAL that they've gotten the information back. So, I'm just really confused. Does the town actually have the data or is it still missing? Those are valid questions that I think everybody should be asking, especially when town data is missing. It was missing. It went missing for two years and nobody talked about it. On May 14th, I submitted a subsequent request asking for additional information based on some conversations I'd had with some other people and they wanted to know, okay, how many requests haven't been fulfilled? Like there wasn't any relevant data to provide. I haven't gotten that information. I know it's only been since May 15th when Alan replied to me, but I just wanted to let y'all know about that because the last time I spoke here about the public records request being overdue, it was fulfilled. Okay, so pattern recognition is what I really want to talk about because I'm noticing, you know, here people are speaking about the things that they're noticing. So, this pattern of abuses or if you don't, it's just oversight, I guess from different areas of the town, people are becoming more interested. They're submitting more public records requests, they're wanting to know this information and they're addressing it in these meetings. The scrutiny will continue to increase when things just don't align. So, we're recognizing those patterns. Okay, they said this and they didn't say this, but they said something completely different. There's a cognitive dissonance there that if the town is not being transparent, the people are going to figure it out and it's going to be obvious to everyone. So, I wanted to warn you, I wanted to make sure that the town actually addresses those things before it just gets really bad. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

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

"So, before I get started, there was kind of a big change-up on the agenda. You initially had the finance audit report as received as information, but it was not. You actually had a presentation tonight that you approved it. They approved it at 5:45 tonight. But in the original agenda packet, there was this item in the consent agenda. So, I'm confused about the procedural clarity on the public records for that because it's in one place, it's not in another, and it doesn't happen to be in tonight's consent agenda. Speaking of which, that was my

prepared remarks tonight. So, within a lickety-split of under a minute, $4.1 million in public commitments was made: the land exchange, $1.5 million for the Town Hall renovation. By the way, there's nothing wrong with the building, right? It's just improvements and amenities. And $900,000 in sidewalks and roadways. Again, here we heard how they are not helpful in most cases. So, this isn't about individual items on their merit, it's about structure. Multi-million-dollar decisions bundled in a consent agenda. Remember, a consent agenda is routine items. It's like approving meeting minutes or something like that. It is not major capital. This is an outlay of taxpayer and people's dollars. So, we're seeing this compressed government. We're seeing it quick. We're seeing it in a consent agenda where you can't talk about it, you can't hear about it. I'll just talk about physics for a minute, system is under continuous force. Pressure does not disappear. It redistributes. It accumulates until it meets resistance. That's kind of what Fran was talking about. And that resistance is oversight. Pretty clear. Public questions, audits, whistleblowers, statutory accountability. That late audit, by the way, that was approved 15 minutes before this meeting tonight. That's a very important thing under statute NCGS 159-34. They're the foundation of lawful financial accountability, the basis for your budget, your financial condition, public trust, and how you borrow, all of these things are very important. So, I want to end with this: I love different TV shows, and one of my favorites is *The X-Files* from the '90s and if you remember the phrase: "The truth is out there." Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

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

"Mayor and Town Council, good evening. There was a post on social media that suggested with this budget that public safety might be at risk and I cannot tell you how many times I started to write something in response and I stopped. I started and stopped and started and stopped. So, let me go back to when I was five years old. Every day from kindergarten, I rode in the back seat of a trooper's squad car. I love police officers. And if you want to know what starts the foundation of any quality of life, that is public safety, where I can walk down the street, where I know if I need help, I have someone to call and so, the notion that, of all the things in our budget that could be at risk, that public safety would even be tied to that it was just repulsive and gross to me. There's a lot of things that we can save money on. So, for instance, scale back the downtown improvements, get rid of some of the public arts, don't run the splash pad at Pleasant Park, stop buying solar panels for the buildings, turn the lights down at Pleasant Park at night sooner and maybe my favorite, stop using money to go condemn people's properties. So, we need public safety to be number one. We never want that ever to be in the media, that we might be short-staffed, because you know what? That just attracts problems. That is people who come and say, "Hey, this community is short-staffed and we're going to take advantage of that." That's not acceptable. Everything else can go, but we have to have public safety. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Hesham Osman** of 3181 Mantle Ridge Road:

"Good evening, Mr. Mayor, council members, and town staff. Thank you for letting me speak tonight. This is probably the third or fourth time I'm coming to talk about the budget. I attended the budget town hall yesterday, and we had some really good conversations. But there was one comment, Mayor Pro-Tempore Mahaffey, you made, I think on social media, that we're late in the process and we need specific cuts from the public if you want to make cuts. I was taken aback by that statement a little bit because the town only released this preliminary budget back in April, so it's only been a couple of weeks. You had a work session two weeks ago, maybe, to revise the budget. So, I understand that the town may have been talking about it for months, but the public only had an opportunity, I would say, probably in the last six to eight weeks. I know there have been a number of open hearings, that's all great. But to say now, "Hey, we're late in the process. You have to give us specific line items to reduce if you want to be able to affect the budget." Happy to do that. I actually sent everybody an email this afternoon with some specific cuts. Now again, not being an expert in town operations, admittedly, I don't know all the impacts of those specific cuts, but you asked for some cuts, and you have some cuts there. The other thing, and Dawn mentioned it earlier, I think the optics of today's consent agenda is very, very poor. Here we are talking about a tax raise. You've heard multiple times from the public that we want a zero-tax increase. We're talking about trying to save a couple hundred thousand on the election process, and we approved through the consent agenda, with no discussion, spending taxpayer money. I understand there's a difference between capital and operational. But guess what? That all comes from the taxpayer. Whether it's capital funding, operational funding, whatever it is, it comes from the taxpayer and to sit there and approve a renovation for this first floor in this building for a million dollars, which I'm sure we need, but the optics of it, when we're arguing about trying to save on next year's budget, I think it's just very, very poor timing and I think this Council needs to look at that. We're talking about trying to save money and we're, with a consent agenda vote, which I know there's a lot of prep work in the background, but the public doesn't get all that information, and it just seems out of touch. I'm not saying you are, but that's the impression. When we're talking about trying to save money to reduce our tax increase, and in the same breath we approve investing in our community. That's great. We should invest. But I think the optics of this are pretty poor. Thank you very much."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Keith Wood** of 1809 Circeo Court:

"Hello, I'm Keith Wood. I live at 1809 Cercio Court in Apex and I'm here to talk about the yard waste ordinance. I reviewed the retreat presentation, filed a public records request, and sent each of you a detailed proposal today and I have two requests that I want to talk about tonight. First, I'd like for you to consider keeping the grass collection through the

containerization time frame. The carts that you're planning to deploy are designed for soft compostable material. Every city using these carts puts grass in them. Calgary, Evanston, Raleigh, Holly Springs. If grass goes in the cart in 2028, eliminating it now creates a two-year gap for something that you'll collect again and that's two transitions when you could have had one. The disposal argument is no longer valid, and your department's been working with Liberty Waste Solutions since March on a closer alternative to the Harnett County site and I think that is where it was. Staff already extended collection through December. You should formalize that through the containerization time frame. Second, before you commit to in-house containerization, you should get the outsourcing proposal that you've been waiting on. The Assistant Town Manager wrote to GFL on April 17th, calling their outsourcing quote a significant decision point. As of April 29th, the staff was still waiting on it. GFL provides bi-weekly cart collection in Morrisville today for a $1.55 per household per month using town-provided carts. Even at double or triple that rate, you're looking at $3 to $5 per household versus building an entire in-house fleet yourself. The town can still buy the carts in three sizes, so townhome residents aren't forced to store another 95-gallon bin: 35, 65, or 95 gallons, residents' choice but the trucks, the drivers, and the disposal become GFL's problem. The entire disposal-capacity issue driving the grass elimination becomes their problem to solve and not yours. The $1.5 million in automatic side-loading trucks goes away and there's no collection staffing. A multi-year contract locks in the rates so you're not back here raising the fees again the way the in-house plan projects to $11.69 and then $12.03 per month, both options that I've sent you keep the grass collection, both keep the chipping and the leaf vacuum, both include two free large pickups per year and both cost less than what's on the table. I'm asking you not to approve a fee increase or any capital expenditures for the ASL trucks until you have the GFL proposal in hand. You initiated that conversation. Let it come back before you commit residents to a more expensive path. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Kimberly Wood** of 1809 Circeo Court:

"Hi, Town Council. I'm Kimberly Wood, also at 1809 Cercio Court. I'm the better half. I view elections like selecting a babysitter. I need someone to watch over the town, answer questions, and make responsible decisions while the residents go about their lives. Instead, you, the babysitters, ignored the instructions, didn't answer the emails Keith Wood sent, and now the parents have to come home early and do the jobs themselves. Honestly, this is super boring. I'm normally sitting at Provincial on Thursdays having my glass of wine, but I'm here with my husband, and he had to fly home from a business meeting because you and your fiefdom couldn't respond to an email. The call is coming from inside the house. My husband and I voted for every one of you sitting up there tonight. We supported you because we believed you would value transparency, responsiveness, and thoughtful governance, that is what makes this situation especially frustrating. This is not partisan outrage from political opponents. This is disappointment from the very residents who trusted you to do a job. Quite

honestly, I shouldn't have to spend months, well, I didn't, he did, researching operational models, analyzing capital plans, comparing municipal benchmarks, and drafting alternatives, but here we are. Part of serving on Town Council is reading constituent emails and responding to them. I don't need a fluffy "we got your email" Town Council announcement. I need you to read and respond to them and if long emails are truly a problem, we live in an age of AI, paste it into your large language model and let it summarize, it does it for you. What's been most frustrating is the silence surrounding you. Our family dinner conversations have been consumed by grass and not the kind we wish was legal. This process highlights exactly why transparency matters. Once alternatives were actually evaluated, that he just outlined and gave to you in a PDF document today, it became clear there are viable options that maintain service levels without forcing residents to accept a one-size-fits-all container that doesn't really reflect Apex neighborhoods and municipalities. This is a group project, but we ended up doing the work ourselves, that should concern everyone and I am ticked that you made him hijack my dinner conversations to talk about this because you couldn't respond to an email. He asked for a response. That's all it took. Just email him. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Robert Montoya** of 1005 Formal Place:

"So, tonight I'm speaking to you. First of all, I appreciate the work you've done on trying to reduce the property tax so far, but I'm talking tonight about some of the concerns, not like a misinformed individual who posted on Facebook earlier, or a few people that are posting against it on Facebook. I'm talking about individuals that I volunteer with that are on fixed income, low income, that I deliver meals to, that this is going to impact significantly and what I've heard is we've done some reductions. We're about as low as we can get and I disagree with that. The gentleman earlier said, and Tuesday night you mentioned at the town hall as well, that you hadn't laid anybody off, which is great, commendable, and I don't want to see that at all, but you also mentioned in the post he spoke about specific line items. So, I worked for a company that was going to experience a pretty good deficit on the fiscal year so, rather than being able to pass on the cost to the clients of that company, which the Town Council is kind of doing by increasing the property tax, the ownership actually gave the employees a chance to vote on whether or not we eliminate four positions or we don't get the pay raises that we typically expect each year. Everybody voted to keep everybody on staff and not give pay raises. In the budget, when you want to speak about specific line items, there's an increase for 2% for market adjustment, 3% for merit increases as well, that total about $3.6 million. And that doesn't take into account the minimum wage that was increased. So, all town staff, from what I see, already receive a 5% contribution to their 401(k) whether or not they participate and contribute themselves. That's pretty great, and I hope that stays. But times are tough right now and if it means that we delay maybe one year and it could happen again if it's not managed properly delay pay increases, then we do it and I feel really bad that that hasn't been something you've taken upon yourself to make that recommendation, but

you've laid that burden at the feet of the residents to be able to make that recommendation and that shouldn't be the case. So, you want line items, and where there's money, there's almost $4 million sitting right there. Not money that's a cut; it's money that hasn't been spent. So don't spend it. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Hans Kinsgrab** of 148 Brierfield Drive:

"All right. I'm a trash guy, too. Fun times. Thanks for your time tonight. I appreciate it. Hans Kinsgrab, 148 Brierfield Drive. I've been an Apex resident for 18 years. Long time. I like my town. But I'm genuinely troubled by the direction the town is heading on yard waste collection. So here are my concerns. I hope you take them seriously. You may have already. I'm not following everything as far as this goes. But first, the environmental cost doesn't add up to me so, we're talking about manufacturing like 10,000 plastic bins, giving them to all these people, and saying, "Here you go." That generates a significant carbon footprint. And for what? We already have a vacuum collection system that works. Second, we're going to make residents haul these bins out to the curb, adding friction to the process. I don't have to do that now. I just set it on the curb and the truck comes along and picks it up. What do you think is going to happen? A lot of guys are just going to throw it in the trash, or worse, it's going to end up somewhere else. Third, container pickup means stop-and-go truck routes at every single property, potentially burning considerably more fuel. They're sitting there, trucks running. Boom. We got to load that up, throw it in the bin. So again, a step backward on emissions. Finally, quality of life question, we're trading a seamless, modern vacuum system for large plastic bins that residents have to store, drag out, fill, and manage, is that progress? Is that going forward? I thought I was in the Peak of Good Living. I feel like we're taking a step back, not going forward. So again, I've never felt the need to be in politics before, but when we're talking about raising taxes and taking away services, that's not good for the ballot box. I know my neighbors are not happy when they hear this. So, thank you for your time."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **Sawyer Carnecchia** of 3528 Author Pierce Road and **Caren Ziller** of 303 Interior Court:

"Good evening, everyone. My name is Sawyer Carnea. I live at 3528 Arthur Pierce. My name is Caren Ziller. I live at 303 Interior Court.

(Sawyer Carnecchia spoke)
We're going to start off by handing out some flyers here. You might recognize us from our last meeting. You're probably going to become acquainted with us. We have both been working on a lot of projects in the time that we've seen you, and you can tell from our involvement that

we're very passionate about downtown Apex, especially since we are both employed by businesses that work in downtown and we've been directly impacted by the construction project and all of that so we have come to share not only some ideas, but also some feedback and comments. Starting off with this art project that we have spearheaded and we are trying to help drive engagement amongst the community and provide more reasons for people to come downtown. The idea behind this is that we are memorializing someone known as Kevin the Peacock, who was the unofficial mascot of Apex a few years ago, by immortalizing him in a piece of art that can be something that brings the community together. Would you like to share some?

(Caren Ziller spoke)
Sure. We feel like this is a good way to build a legacy, something to commemorate Kevin the Peacock, but also something that we could all collaborate on together. It could be a voluntary collection of names representing the feathers, so you'll see on the back side of the flyer that we have actual pictures of Kevin the Peacock so people can become acquainted with him, especially those who never got to know him and then we also have some paintings for inspiration and we're also open to collaborating with the high schools in the area and it will be Apex Friendship, Green Level, and Apex High School. We'll have two students from each of those school's work on this project. Kathy Martin, owner of Red Canvas, has graciously done the core of the painting. The next thing.

(Sawyer Carnecchia spoke)
The reason that we want to bring this to your attention is not because we want praise for this art project, but because we kindly want you to do what we are doing. We are trying to build engagement downtown, we're trying to bring more people together, we're trying to create an interest in both arts and commerce and that's your job. We love doing what we're doing and we're very passionate, and we're happy to partner with you, but this council is responsible for our people and for our livelihoods. Here is an example of something that can be done, and this is a beautiful example. I did want to address some of the issues that we had spoken about last time, specifically the accessibility on the side of the sidewalk where construction is currently occurring. Last time I addressed that there is a level of inaccessibility that exists, especially for people who have disabilities, and nothing has been done about this. The language on the website is still the same. Nothing has been done on the actual side of the street to make it more accessible. I would like to bring that to your attention again and ask that maybe something can be done about this. We still have customers who come in every single day or don't come in every single day and complain about the lack of mobility they have on this gravelly, dusty sidewalk.

(Caren Ziller spoke)
Furthermore, it's been brought to our attention that some of these businesses are having their floors damaged by the debris that's being tracked in. There's really only so much they can do about that at this point. We are tirelessly cleaning, a lot of businesses are doing the same

thing, but we do not feel that the businesses should be responsible for any repairs resulting from that. The next thing is the budget concerns. I know people have been hearing different things. Originally, this plan for this project was around $2.5 million, maybe $3 million. In October of last year it looks like it was at $3 million. Currently, and this is coming from the Capital Improvement Plan Fiscal Year 2026 to 2030, it's at $6.2 million, roughly. I feel like not only the value of the entire project should be reflected in the end result, but also in the process and quality of the work. I feel like that really hasn't been done, at least in the very beginning. I know issues have been addressed, but personally I feel that if we didn't have an airtight plan from the beginning at a $6.2 million project, that's why a lot of people are concerned that maybe this shouldn't be happening in the first place, at least at this current point in time. Maybe we should have waited until we had everything smoothed out so that we could execute the plan and it actually be worth $6.2 million, because reality is, we wouldn't be standing here if we hadn't run into those issues. If everything had just been flowing in a $6.2 million project, there would be no need for us to be up here.

(Sawyer Carnecchia spoke)
Bouncing off of that, there hasn't been a lot of clarity around when Phase One of the process will actually be completed. As it stands, the website still does not have an actual projected date for that, and that's information that we have been asking for and have been asking for. It would be really awesome if you guys could figure out what that looks like, whether it means talking with contractors or putting a little pressure on them, the people deserve to know what is happening and to have updates and clarity around that.

(Caren Ziller spoke)
Yes. Because originally we were told the end of March, so you can understand why we're still here pushing for a current, updated Phase One deadline. Also, as these businesses are transitioning and preparing for the holidays, it's essential for them to know when this side of the street is going to be done and when the other side of the street is going to be underway, because the reality is the other side of the street is already being affected.

(Sawyer Carnecchia spoke)
Speaking of which, I understand that right now we are in deep discussions about the Christmas parade and other events that are typically held in downtown Apex. We would like to speak on behalf of everybody downtown when I say that the businesses here need for those events to happen downtown. We live and thrive off of the commerce that is brought to the city during the holiday season. Without that, every single business will suffer significantly. Not just as a business owner, but also on an individual level. I work in food service, and I make most of my money for the year between the months of October and December. If you take away all of the events and try to host them in other locations that are not driving business downtown, I will lose most of my livelihood and that is just the real fact of it. In addition to that, besides the Christmas parade, there are other events that have typically been held downtown. We would like to ask you not only to keep them downtown but also to add more

events downtown to help drive business during this difficult time. You can also do that through promotional content, the Mayor has been really helpful in encouraging people to come downtown, posting on social media, and doing some of those things in a way that's really getting outreach out there. But I think we can do better. I think we can do more.

(Caren Ziller spoke)
Going back to this project as a whole, we're by no means trying to take away from the project itself. We're very excited for the end result. We hope that it will bring a lot of good business. We're excited for Kevin the Peacock to be roaming around downtown as a painting and so I feel personally, I feel that what we do for the Apex community extends far beyond what we do in the restaurant industry so that's a big mission for us. We're passionate about what we do, how we connect with people, and how we can advocate for and support the community.

(Sawyer Carnecchia spoke)
In closing, I just want to say that obviously you are all on this council because you have a passion and a desire to help this community. I would like to remind you that that community starts with you and that community does includes all of us. Thank you for listening to our perspectives, and I hope that this helps bring about some positive change. Thank you."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next speaker was **James Tulier** of 813 Teulon Way:

"I am here to speak against the use of Flock in Apex. They have shown us time and time again that they really can't be trusted with this level of public surveillance, from simple configuration and security issues that allow unauthorized people unauthorized access to their cameras with no security hurdles, to enabling federal immigration agents to bypass laws in certain states and conducting investigations using those cameras when this is explicitly outlawed, to even surprisingly pushing their customers to enable new features that allow more surveillance on their systems and trying to go behind Council's backs. We have seen many reports of these cameras being misused across the country and improperly managed. So, I hope you can see why I would be concerned when I saw them popping up around Apex. Sorry. From looking back at multiple of the working sessions, I do believe that the chief of police is trying to set the system up in good faith, but I just simply do not think that's possible. Flock has quietly walked back many of their initial promises and restrictions, and they seem to be walking further and further away from this simple tool to help police and closer to a surveillance and data collection network. In one of the working sessions, the chief has proposed multiple policies that are there to protect the people of Apex from misuse of these cameras. Things like hot lists being available only for supervisors and search requirements requiring case and incident numbers. This is all well and good, but it really only applies to the people in Apex for anyone outside of Apex that has access to our cameras, there's nothing more than a sharing agreement that I believe the chief himself has admitted has no teeth. It's

just a simple ask for them to promise not to misuse our data. This is for over a thousand different agencies, 875 of which are outside of the state and now, to add to that, the FBI is now trying to get access to all Flock cameras. There's also a wider issue when talking about the data that these cameras generate. Flock says that Apex owns this data and they won't sell it except this isn't entirely true. This data lives on Flock servers. It's managed by Flock. We don't have any direct access to it, to my knowledge, which means that we can't manage it, if Flock decides to do something they don't want to do or that they want to do, we can't really stop that. I just hope that you all can look back on this and vote to stop the use of Flock in our city. Thank you for your time."

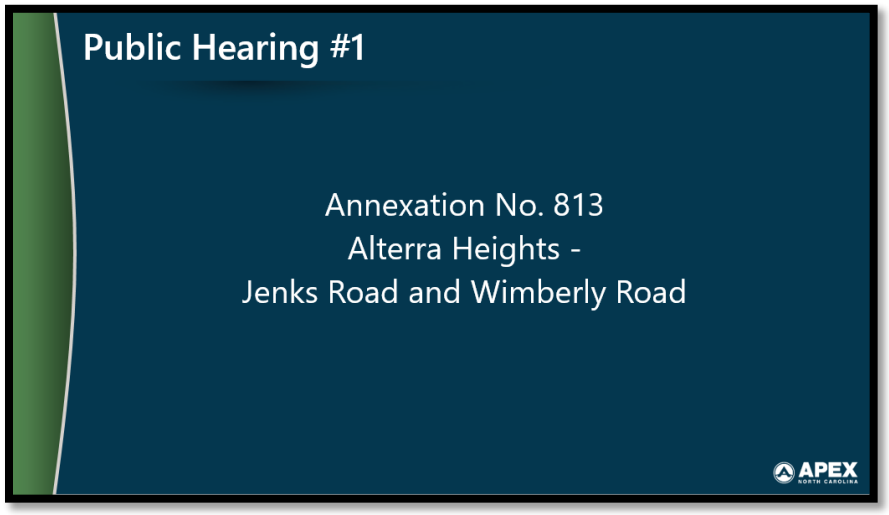
Mayor Gilbert closed Public Forum and thanked all for speaking. He moved to Public Hearings.

[PUBLIC HEARINGS]

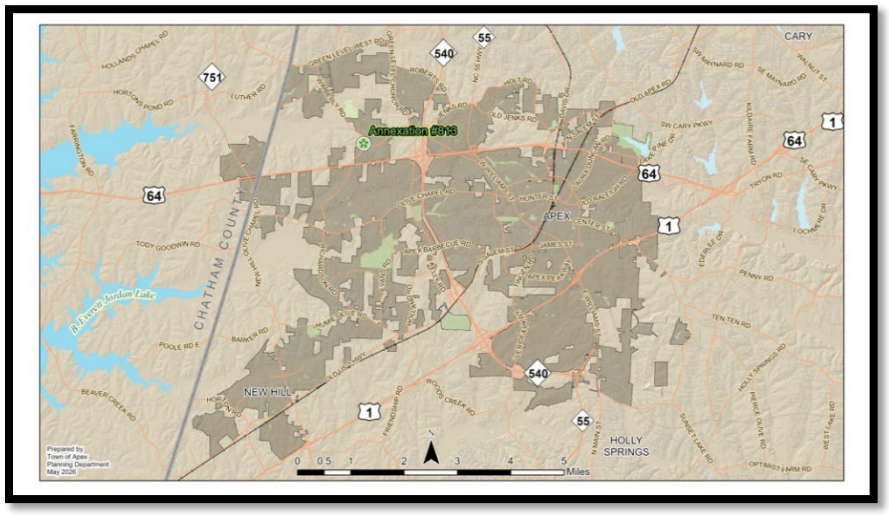
PH1 Annexation No. 813 – Alterra Heights – Jenks Road and Wimberly Road – 15.16 acres *(ORD-2026-051)*

Planning Director Dianne Khin stated that the request pertained to Alterra Heights, a proposed apartment complex located in the northwestern portion of Town, and provided the following presentation:

[SLIDE NO. 1]



[SLIDE NO. 2]



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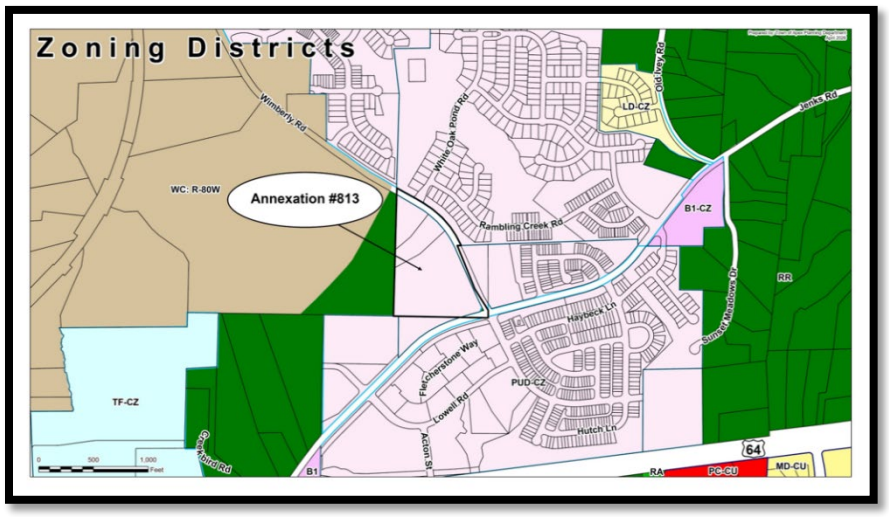
[SLIDE NO. 4]



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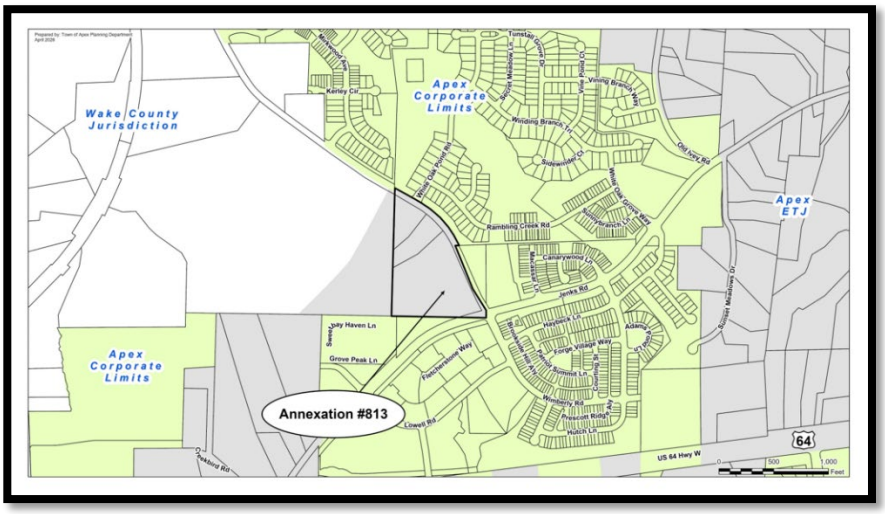


Mayor Gilbert opened public hearing for the above-mentioned item (PH1).

With no one signed up to speak, **Mayor Gilbert** closed the public hearing and asked the Council if there was a motion to approve as presented.

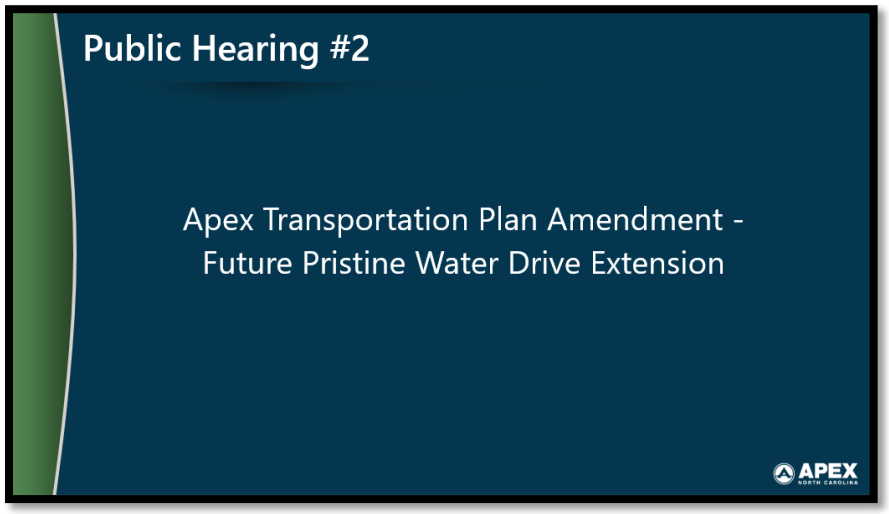
A **motion** was made by **Mayor Pro-Tempore Mahaffey**, seconded by **Councilmember Zegerman**, to adopt an ordinance on the Question of Annexation - Apex Town Council's intent to annex 15.16 +/- acres, located at 1440 Wimberly Road (PIN No. 0722-68-1610) 2.08 acres, 1508 Wimberly Road (PIN No. 0722-68-2430) 2.24 acres, 8108 Jenks Road (PIN No. 0722-67-3959) 10.31 acres, and Wimberly Road Eastern Right-of-Way 0.52 acres, Annexation No. 813, into the Town Corporate limits.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

PH2 Apex Transportation Plan Amendment - Future Pristine Water Drive Extension

Long Range Planning Manager, Planning Department, Shannon Cox, presented the following presentation.

[SLIDE NO. 1]



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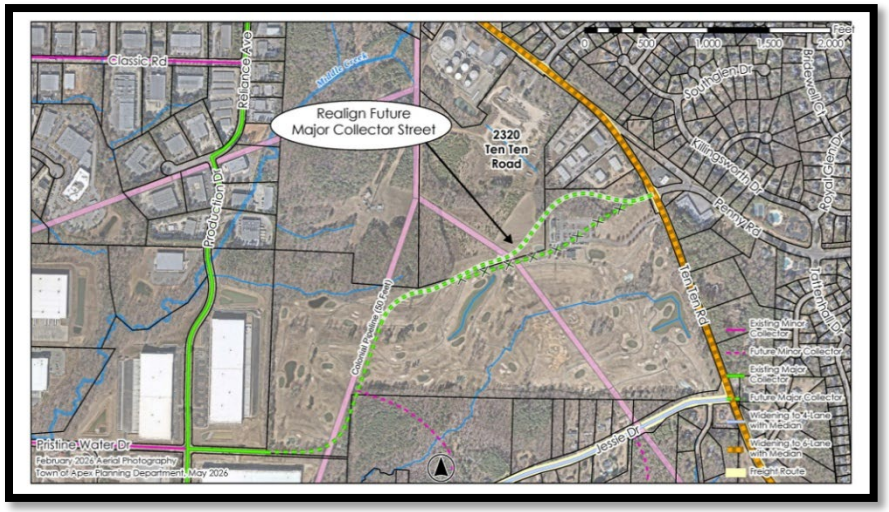

Councilmember Zegerman asked why the Penny Road intersection that is mentioned in the presentation to be moved further north not reflected in this update.

Ms. Cox said that it was uncertain whether this would be moved and was part of the initial design during the Ten-Ten Road widening project was in progress and this project has been stalled, and it is uncertain if NC DOT would still want to realign Penny Road or it would stay in this location.

Mayor Pro-Tempore Mahaffey asked what the status of 2320 currently is and if this would need to be re-zoned.

Ms. Cox said they would not need to re-zone because they have their entitlements.

Mayor Pro-Tempore Mahaffey asked what their entitlements are.

Ms. Cox referred to the developer in attendance to provide additional information regarding the property's approved entitlements.

Clay Coyle with Foundry Commercial representing the developer said the current zoning is light industrial and that is what would be developed, two warehouse buildings.

Mayor Pro-Tempore Mahaffey asked if a second point of access required for the developers use and if they were volunteering to build a major collector street through Knights Play.

Mr. Coyle said it isn't required but that's what they would like to do.

Mayor Pro-Tempore Mahaffey said that's great and asked if it was close to Knights Play's parking lot.

Mr. Coyle said it would run north of their parking lot and they would actually expand the parking lot for Knights Play. He said they are working together with them.

Mayor Gilbert opened public hearing for the above-mentioned item (PH2).

With no one signed up to speak, **Mayor Gilbert** closed the public hearing and asked the Council if there was a motion to approve as presented.

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Zegerman** to amend the Apex Transportation Plan to revise the alignment of the future major collector street between Pristine Water Drive and Ten-Ten Road.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

PH3 Rezoning Case No. 25CZ21 – 2728 Holland Road – *Continued from April 28, 2026*

Senior Planner, Planning Department, Elise Bielen, presented the following presentation:

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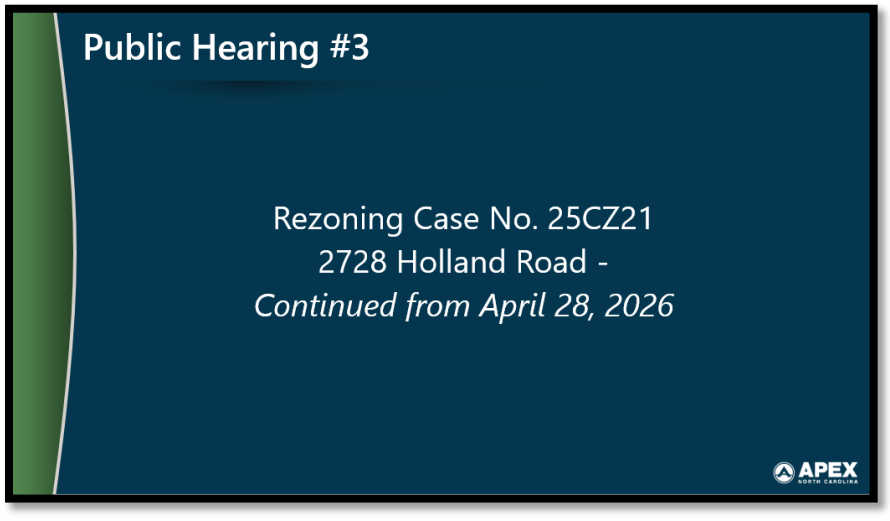

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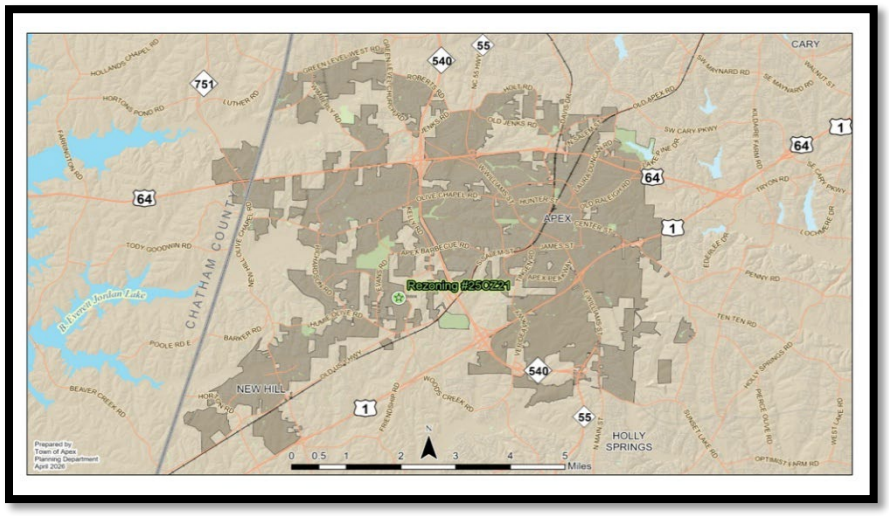

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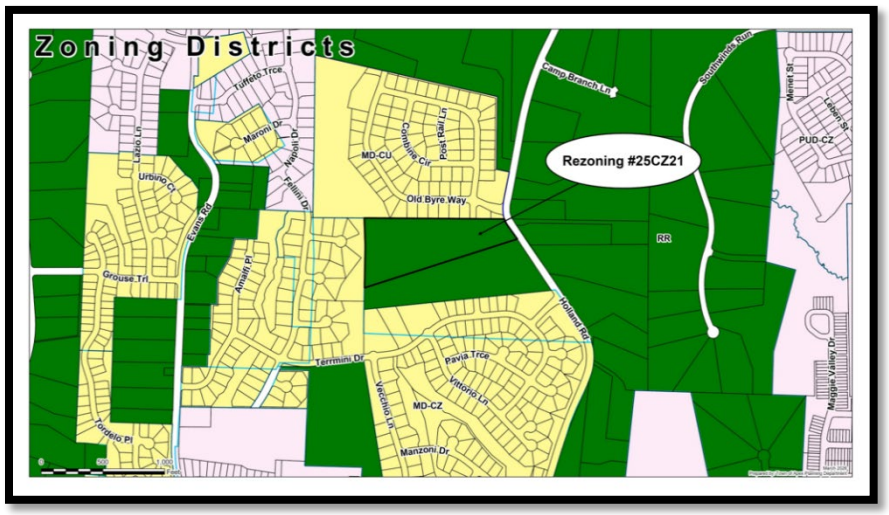

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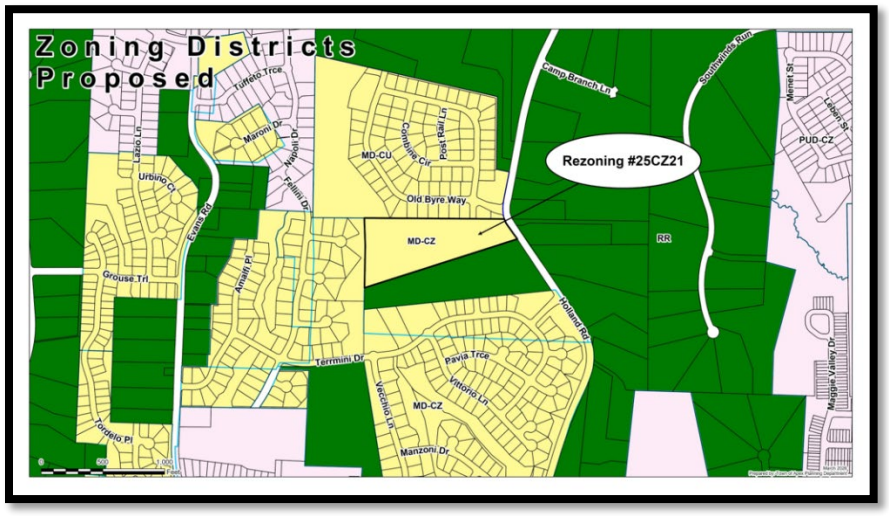

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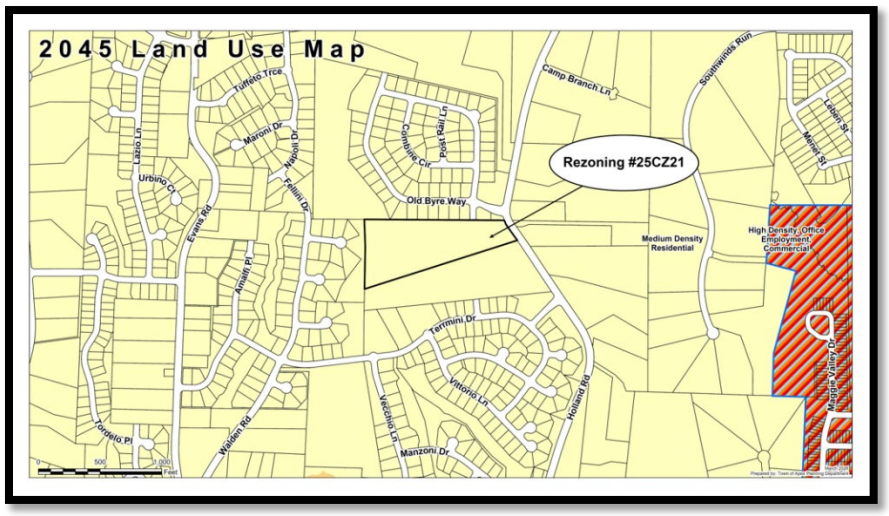

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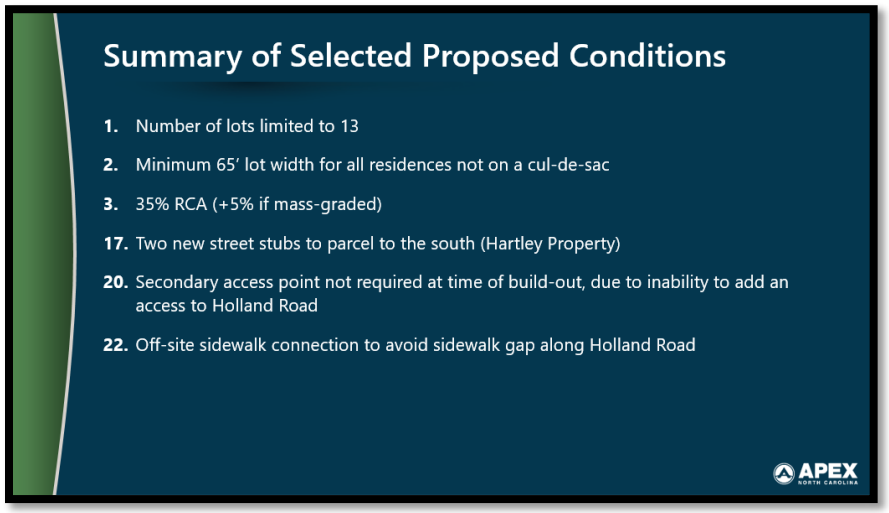

[SLIDE NO. 9]



Councilmember Zegerman asked staff to repeat the affordable housing commitment.

Ms. Bielen said as currently offered it was a monetary donation of $50,000 made to the Town of Apex Affordable Housing Fund and payment shall be made prior to recording the first plat.

Councilmember Zegerman said that according to the policy the recommended payment would be substantially higher.

Ms. Bielen said that is correct, it would be $218,000.

Mayor Gilbert invited up the applicant to speak.

Nil Ghosh with the Morning Star Law Group with Patrick Kiernan with Jones & Cnossen Engineering on behalf of the applicant for the rezoning request. He noted that the

property owner and developer, Corey Schmidt, was an Apex resident in the Holland Farm Community and has worked with neighboring residents throughout this process. He said the applicant conducted neighborhood outreach and obtained support from more than 20 nearby residents and received a unanimous recommendation for approval from the Planning Board. He said that the applicant agreed to additional commitments, which included; construction of one solar-powered home as requested by the Environmental Advisory Board, increasing the affordable housing contribution to the full amount recommended by staff ($218,000) and amending a rezoning condition #22 as requested by staff and the project includes commitments related to off-site sidewalk, affordable housing, future pedestrian connectivity, green building techniques, and neighborhood character. He said that the applicant requested relief from the Town's street connectivity standard, explaining that the site's frontage along Holland Road is not long enough to meet the 500' spacing requirement and to support future connectivity, the development would include two road stubs to the south to facilitate future extension of Pretorio Place. He said that if the rezoning is not approved, the property owner is comfortable with developing the property by right which would not include the additional benefits offered through the rezoning proposal and that this is what is being asked from Council's opinion on and the decision of which one of these two options is the best for the town.

Mayor Gilbert asked if there were any questions for the applicant. He opened up Public Hearing and invited the first speaker.

First speaker was **Dave Hepburn** of 1976 Old Byre Way:

"Mayor Gilbert, good to see you again, sir. Always a pleasure. I just want to give some quick background, I'll be brief. I've lived there for 18 years since the neighborhood was first built. I've been in Apex for 27 years and raised four kids. I'm not against development; in fact, I'm for development. I develop commercial property down in Lee County in Sanford. So, I'm for development, but I have one ask here. I don't mind, I'm sure Cory will build a good house but as long as I've lived there, I've walked out on that road with my wife and my kids, and I've seen, in the old days, it was just the neighborhood to the north. What's the neighborhood to the north, Mike? I forget. What I'm saying is the traffic has had a significant increase. I heard the town Planning representative say twice that Holland Road is a major thoroughfare. So, my ask is real simple. I was excited when I saw zoning condition number 18, the three-lane thoroughfare and I asked Cory, and I've been asking Cory since January, and he keeps pointing me to the town or NCDOT. I said, "Look, we've got to make this safe at the entrance for the almost 100 homes that are going to be there." That curve is dangerous. It's going to become increasingly dangerous when we have three more developments up and down Holland Road that will add over 320 houses and town homes. When we start talking about the amount of traffic, that is a dangerous curve coming into the neighborhood. So, my only ask for the town is let's run that three-lane thoroughfare through the entrance about another 150 feet. Cory said he's only going to go to where Mr. Hartley's land stops, but that's short of the

entrance into the neighborhood. So, we're still going to have a problem. It's going to be dangerous turning in there. That's my ask. Let's just be thoughtful about that for the safety of all drivers coming in and out of there for the years to come because we've got a whole lot of development on Holland Road, and it's a major thoroughfare. I know Cory will build a good house. Let's just do it the right way. Let's make sure that entrance is safe for all of us. That's it."

With no other speakers signed to speak **Mayor Gilbert** closed the Public Hearing and brought the item back to Council for discussion and possible motion.

Councilmember Zegerman said that a lot of thought and last-minute commitments added have been added and was appreciated, but the option given by the applicant that if this isn't accepted there will be something built and the town won't get anything wasn't appreciated. He said that the concern is there is a current UDO requirement which requires connectivity and limits single street connectivity to 50 units and the existing neighborhood was built prior to the UDO requirement, so the community of 80 plus homes are on a single street stop and this would add 13 more. He said there have been developers in the past who were able to accommodate the UDO requirements, but this doesn't seem feasible here in this current configuration, but these rules are in place for a reason, and they need to be enforced and didn't see this being a feasible development without the property to the south being included. He said for these reasons he could not support this proposal as it stands.

Mayor Pro-Tempore Mahaffey said that the UDO rule for 50 homes with one point of access requiring two above that is a hard rule, and this is a no.

Councilmember Mu said that the affordable housing amount should be $218,000.00 and the traffic is still a problem.

Mr. Ghosh said the $218,00.00 was increased in the proposal and the traffic issues have been addressed by doing what the town had asked for and more than what the UDO requires with respect to off-site connectivity with sidewalks and crosswalks, and it has been discussed with NCDOT. He said that from the neighbors' concern with the traffic they cannot make that type of commitment not knowing with the right-of-way is and this has been reviewed by the Town's Transportation Department and NCDOT and this is outside of their scope of what was discussed by the reviewing authorities.

Councilmember Reese asked how many homes would be built by right by the owner.

Mr. Ghosh said that it would be three to six homes that may be built by right.

Councilmember Reese said that this would be an exciting project if it could be made consistent with the UDO which will be adhered to unless there is legal reason to change the uniformity. He said that the scenario comparison wasn't appreciated, nevertheless it sounds like that's the direction of the project and will not support this rezoning.

A **motion** was made by **Mayor Pro-Tempore** Mahaffey and seconded by **Councilmember Reese** to deny Rezoning Case No. 25CZ21 – 2728 Holland Road.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

Mayor Gilbert announced a ten (10) minute recess at **9:00 p.m.**

Mayor Gilbert reconvened the meeting at **9:12 p.m.**

PH4 Unified Development Ordinance (UDO) Amendments – April 2026 – Part B – Environmental Advisory Board (EAB) Legislative Consideration *(ORD-2026-052)* – *Continued from April 28, 2026*

Planner III, Planning Department, Bruce Venable, gave the following presentation:

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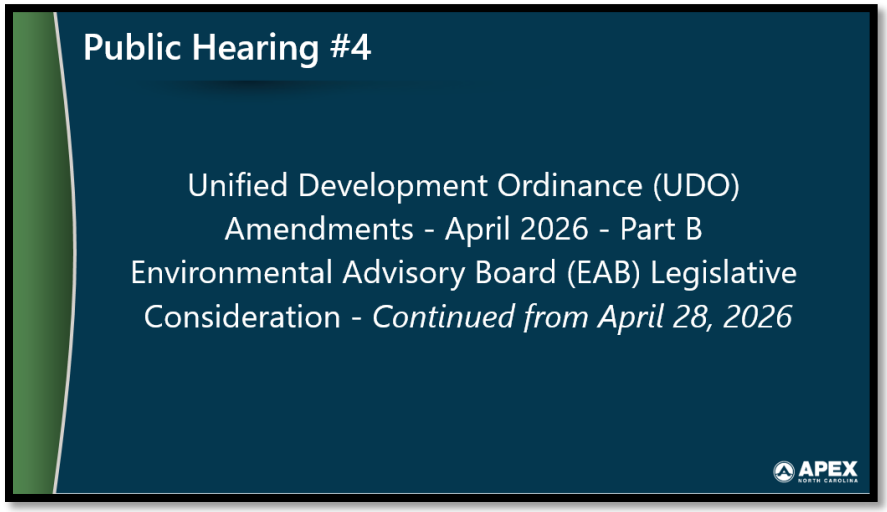

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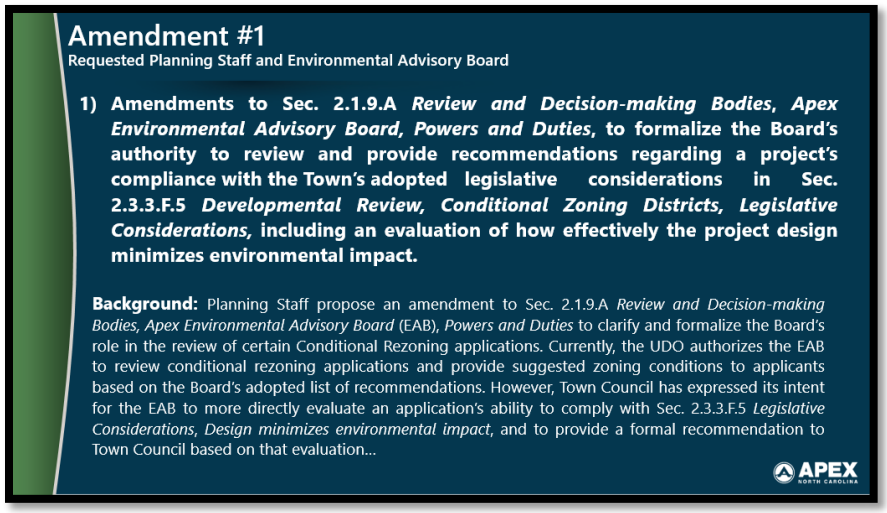

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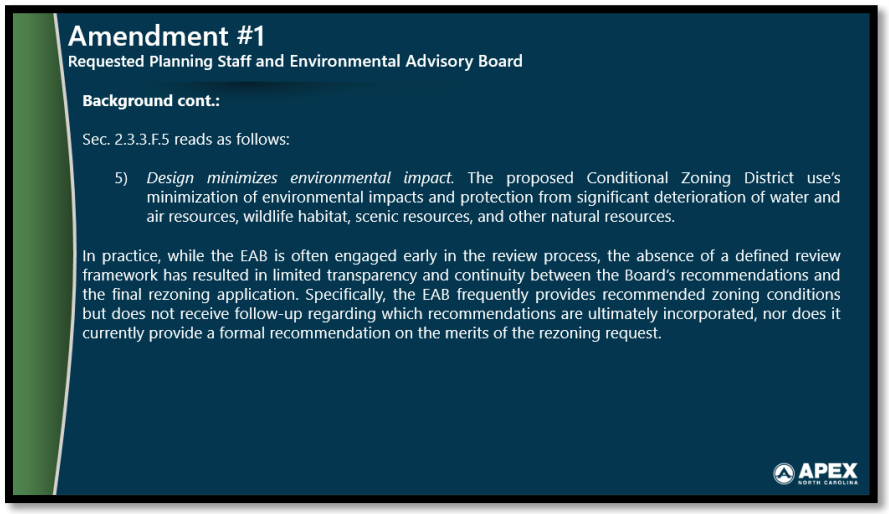

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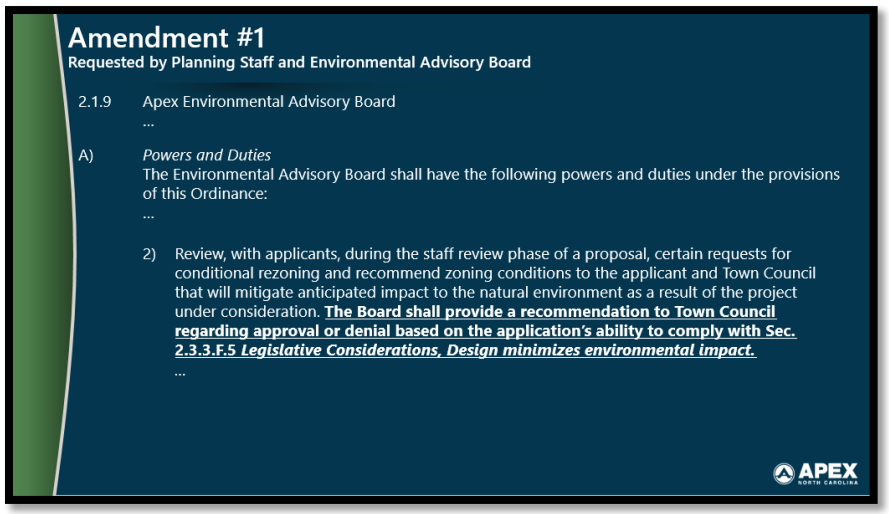

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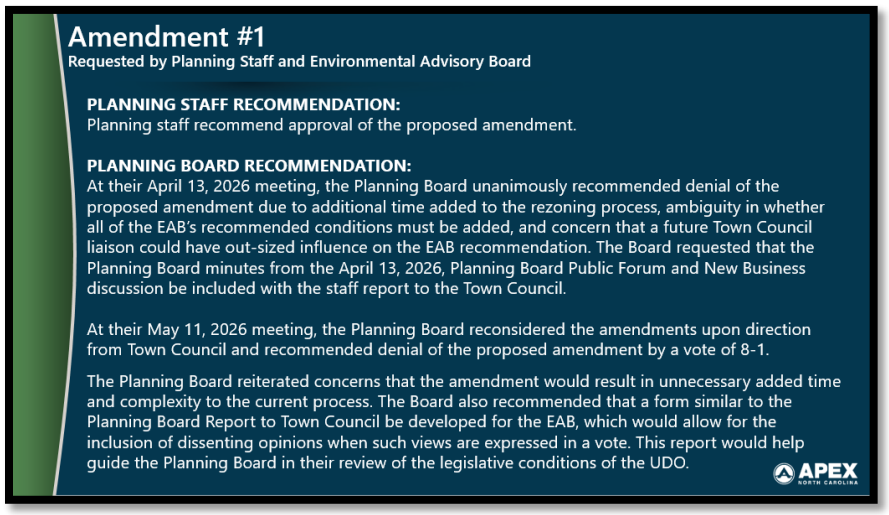


Mayor Pro-Tempore Mahaffey said the purpose of this amendment is to try to empower some of our citizens advisory boards. He said the perception of the EAB was that they were voting directly on the merits of rezoning and they weren't, currently they vote on the merits of recommending conditions and then applicants bring those conditions to Council. He said this proposed change should align with the EAB's initial intent for what Council wanted 9 years or so ago for the EAB to provide a recommendation specifically on the legislative condition around the environmental impacts, and it is still just a recommendation and not legally binding. He gave the history of the Planning Board's voting this down with a variety of concerns, like the impact on the development and the timing for the developer, and in April he requested for this to be referred back to the Planning Board so he could explain what was trying to be accomplished, but they voted it down again. He gave some concerns the Planning Board had such as making the process more complex. He said the idea was that environmental concerns could be settled before things even get to Council, as EAB could approve or deny as a recommendation based on the environmental conditions. He said that items can still be denied or approved by the Council if it was felt the conditions were sufficient or insufficient. He said that no one should be under the impression that this is a recommendation that the EAB would consider the merits of the entire project, it is specifically set for the EAB to look at the environmental components.

Councilmember Zegerman asked for clarity if there would be subsequent EAB meetings required for negative recommendations. He said that it wasn't clear about the concern of the lengthening of the process.

Mayor Pro-Tempore Mahaffey said staff would require a second meeting for them to come back and commit or not to commit to the changes in the conditions unless they can complete that at the first meeting. He said part of the frustration for the EAB was that their conditions would be made, but they never had any idea which ones made it to the final project approved by Council. He said that he didn't anticipate another meeting being required, and said he thought they could notify EAB that all conditions were agreed to, or something similar. He asked if staff wanted to weigh in.

Assistant Planning Director Amanda Bunce explained that if the Environmental Advisory Board is expected to make a formal recommendation that a rezoning proposal satisfies the Town's environmental legislative considerations, the recommendation must be made through a public vote at an EAB meeting rather than through email communication. She said applicants may not be prepared at their initial EAB meeting to fully evaluate proposed environmental conditions or make commitments. She said that in those cases, applicants may need additional time to review requests, assess impacts, and determine what commitments they can offer before returning to the EAB and as a result, many rezoning applications could require a second appearance before the EAB to receive a formal recommendation, which would add at least a month onto the process.

Mayor Pro-Tempore Mahaffey said he had misunderstood, and was thinking about it more as a notification of what they agreed to.

Assistant Director Bunce said that it could be more involved depending upon the complexities of the site and process.

Councilmember Zegerman said that this happens today at the Council meetings but it is happening at the wrong stage in the process. He liked the proposal and how it encourages the development community to take the advisory boards seriously, and encourages the developers to start thinking about these conditions early in the process instead of waiting all the way to the end of the process. He said he is in favor of this and thinks they should consider extending this to other boards as well if it was applicable, and he doesn't feel this encroachment on the Planning Board's role.

Mayor Gilbert asked staff if there was any feedback from the development community and how it impacted them.

Mr. Venable said there has been some feedback and there is some concern about this lengthening of the approval process.

Councilmember Mu said that it is appropriate the good intention from the EAB. She said that when Council is talking items there is a packet that is provided for them and they see the conditions the EAB has recommended and questions are asked, then Council makes the decision. She said that if Council is making the final decision and already knows which conditions are being met or not what is the necessity of the second meeting.

Mayor Pro-Tempore Mahaffey said there doesn't need to be a second meeting, that was just one possibility, they could agree on the conditions at the first meeting but it's about getting the advice of the Environmental Advisory Board. He said this is to move these conversations earlier in the process. He said that until something like this is done then the advisory board process isn't being treated with enough gravity. He said that he would like this process to be more consistent and treated seriously and for the EAB to feel empowered to render an opinion on the cases they consider that Council will take seriously.

Councilmember Mu asked what the reasons were for the Planning Board to deny this and what their concerns are.

Mayor Pro-Tempore Mahaffey said this should be asked to the Planning Board, but he heard the issues about the impact and length of the process, and some comments where now developers will have to go to another board to get permission, which is the stated purpose of this.

Councilmember Reese said there was support in empowering the advisory boards. He said he stands in strong opposition to the Planning Board's vote because every time a rezoning is approved that is terminal land use, and the property lives as that from there on. He said he thinks the answer should be no until it's a yes. He said empowering the EAB is ensuring better decision making because none of the projects should come through with expediency without being vetted, and he is in support of this amendment.

Mr. Venable asked if one meeting would suffice if it was later in the process and a little bit before the Planning Board meeting, and the EAB could vote at one meeting.

Councilmember Zegerman said that was entirely up to the developer to prepare a set of environmental recommendations that would be accepted by the EAB then one meeting would suffice. If they make recommendations that the EAB will not accept then they should expect another meeting.

Mayor Pro-Tempore Mahaffey said that these meetings have been moved around to try to accommodate. He said he doesn't have a strong preference on when the EAB meeting occurs.

Assistant Director Bunce said that the current UDO requires that they come in at any point during the staff review phase so it could be immediately after they submit the application or closer to the Planning Board meeting. She said previously it was before the applications was submitted when there really wasn't enough information about the rezoning or any staff comments. She said developers do like to get comments from staff before they go to the EAB so they can have more structure and response.

Mayor Pro-Tempore Mahaffey said that there should be able to get this down to one meeting by working with staff.

Mayor Gilbert asked staff if this process would complicate the process even more.

Assistant Director Bunce said that the change can be accommodated by updating calendars and schedules if this is the desire of Council.

Mayor Gilbert opened Public Hearing and called the first speaker.

First speaker was **Jeff Roach** with Peak Engineering and Design:

"Jeff Roach, Peak Engineering and Design, for those of you that don't know me. I have a list of items here and Terry, I find it very unfortunate that you feel that the development community is, I'm here from the design community, I'm not a builder fighting against you guys with these UDO amendments and asking questions like this. I'm here from the design community. I'm not a developer. I am not a builder. I see the UDO amendments; I follow the rules when they're in place. That's what I do as a designer. With that said, it's unfortunate that you guys think the development community is fighting against you guys with these UDO amendments and asking questions like this. We're here from a design standpoint to work with you guys to find out what you want. What our concerns are from a design community is a couple things, and I had to make myself some notes because I tend to ramble, with 2:19 to go. Planning Board heard this twice, they heard it the first time and voted unanimously against it. Terry came the second time they heard it, Terry picked up one additional vote that night because of concerns and I stood up at both meetings and expressed my concerns. My concerns are not timing concerns, I don't care. I sit at council two nights a month for 18 years, I've been coming here and watching you guys and your predecessors have the same discussions and the same meetings. So, I've seen it happen. I have the time to go to meetings, both my kids are out of college, so I can handle this now. My concerns are more on the legislative side. EAB there are 10 items on the legislative side based on rezoning's. You're asking EAB to vote on a zoning based on one of those 10, Section 2.3.F.5 asks whether there are environmental conditions. They cannot make a decision on a zoning based on one of the 10 considerations when their sole focus is environmental, land use, master plans, impacts on surrounding properties, affordable housing, off-site roadway improvements, sidewalk and greenway connections, parks and

recreation requests, and architectural standards are just some of the other commitments wrapped into the other nine considerations. If this becomes a recommendation from the EAB, then we will start making full on proposals to the EAB, telling them everything that's happening and telling them why we cannot do certain EAB requests, solar is a typical example that is not always committed to because there are so many other requests. The second issue is the 41 conditions; there are 41 conditions that EAB can throw at us. Typically, depending on the size of the project, we may get 20 from the EAB. We don't know what Terry is going to ask for, and I apologize, Councilmember Mahaffey and Councilmember Reese, I don't know what you're going to ask for at zoning either. We can't commit to those conditions the day after making a zoning submittal, or even at our pre-application meeting where that checklist is supposed to be included. The third issue is a Council Member liaison. If there is a vote coming out of the EAB recommending approval, there should not be a Council Member liaison attached to that board, just like the Planning Board. Fourth, other boards, Parks and Recreation, does not make recommendations on zoning. They only make recommendations on fee-in-lieu versus land dedication. I spent 16 years volunteering my time. I never once accepted money from them. I don't feel that a volunteer position should be paid. There's a volunteer for a reason. I never accepted the money, and I don't think anybody else on that board ever did either, so with staff's pleasure, I have one or two more points if that's okay. Timing. Like I said, I don't care if I'm here at a second EAB meeting. I hope not, but I'd rather push it back. I met with two of the EAB members after the last Planning Board meeting, Terry, you were here talking to them as well, their concern was not being kept in the loop after the EAB meeting. Matthew Carpenter and I have discussed sending letters back to the EAB. After we start making additional commitments things we can't do at the EAB meeting because it's early—we'll send letters back to the EAB board and say, "Here's what we're doing." We really don't want to go back, but we will if we absolutely have to, we'd rather provide them a letter saying, "Here's the update. Of the 12 items you asked for, we were able to accommodate eight. Here are the ones we weren't able to do." We will also, at the EAB meeting, take their list and tell them exactly why we can or cannot commit to every one of those 41 conditions if that will make them happy. It's not a recommendation for approval; it's a recommendation on conditions that board is asking for. The last issue is conflicts. What are you going to do if the EAB recommends approval and the Planning Board recommends denial? You now have two boards recommending different outcomes on the same zoning case, and you have to weigh those decisions. It puts you into a conflict. I'm here just to educate, I will follow whatever rules you adopt. I don't want to come to a second EAB meeting, I hope the EAB process continues like the Parks and Recreation Board, where they recommend conditions to us and then we have time to vet those conditions with the folks sitting up here to figure out how to move forward. So, those are my thoughts on it. I'm happy to answer any questions from a design perspective. Developers can answer from the other side but that's just how we tend to approach EAB and some of our concerns from a design standpoint. Okay, that's representative. I appreciate you guys' input and the time."

Mayor Gilbert thanked the speaker and invited the next speaker.

Next Speaker was **Hisham Osman** of 3181 Mantal Ridge Drive:

"When I saw this on the agenda twice, I'm very torn about it. On one hand, Councilmember Mahaffey, I understand the role of the EAB and the desire to empower our advisory boards and that makes a lot of sense. On the other hand, Councilmember Zegerman, I'm going to reword your quote a little bit. You have a Planning Board that twice recommended against it and shouldn't you listen to your Planning Board? That's the counterargument to saying we need to listen to the Environmental Advisory Board, twice the Planning Board looked at it and both times said they don't think it's a good idea. So, this is where I'm a little torn. We have a board of experts recommending not to do it. We have another board of experts saying we should do it. The fact that the Environmental Advisory Board doesn't think they have an impact is concerning. They do make recommendations, they provide concessions. I've sat in this room many times where developers have agreed to conditions that the Environmental Advisory Board recommended. So, is this more of a process follow-through issue, or do they really feel not empowered to make their case? I think this came to a head a little bit on the data center topic, I think that was an emotional topic. The EAB put out recommendations, and the vote was perceived by the community as approval of the data center and that wasn't factually what it was, it was an approval of the environmental recommendations for what the data center would need to do from an environmental perspective. I think there's an education aspect to this for the community about what the role of the EAB actually is versus what it was intended versus people think it is. I know you've probably already made up your mind, but I don't envy your position, it's a difficult position. I can also understand how the Planning Board may feel threatened that some of their authority is being stripped away by giving the EAB a formal recommendation of approval or denial on a project, I understand that conflict. At the end of the day, I think your process works. You get recommendations on the environmental side, and we don't move forward projects that don't meet our environmental standards don't move forward. Sometimes, like Councilmember Mu said, the question is, what problem are we really trying to solve? Maybe the simplest solution is to look at this again and ask whether it really solves the problem that we're trying to solve because I don't remember any development that didn't have significant environmental conditions attached to it. Thank you."

With no one else signed up to speak **Mayor Gilbert** closed Public Hearing and brought the item back for discussion and a possible motion.

Mayor Pro-Tempore Mahaffey said the Councilmember liaison was brought up and how that may be problematic, which he hadn't heard of before. He said if that is an issue it can be addressed with legal to address I, but he had never considered it to be a possible issue. He said to make it clear again, no one on the Planning Board or the EAB should be under the impression that they're rendering a decision on the merits of the entire project. He

said the plain language of the amendment is the EAB is rendering a decision on the one criterion which is in the purview of the Environmental Advisory Board.

Councilmember Mu said that the EAB and Planning Board should work together to find common ground to resolve concerns regarding their respective roles in the rezoning review process. She said they are both important and have different perspectives in making decisions for rezoning.

Councilmember Zegerman said the scopes of the EAB and Planning Board are different and getting a letter of recommendation from the EAB there shouldn't be an adverse impact or creating any conflict in the process. He said that having other boards to render letters of opinion on certain proposals was favored and supported this amendment.

Mayor Gilbert said the feedback was appreciated and appreciated Mr. Roach being at this meeting representing the design community, but wasn't sure why no one was in attendance from the development community, it would have been nice to have them to give feedback because it really impacts them, but there is a decision to be made.

Councilmember Reese said the problem trying to be solved is that there is a need to extract these conditions and it is understandable that the Planning Board perhaps doesn't want to dilute its influence, but the problem that is trying to be solved is the reluctant nature of some developers coming and having to constantly do this back and forth and this process streamlines a lot of that.

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Zegerman** to approve amendments to the Unified Development Ordinance (UDO) related to the duties of the Environmental Advisory Board (EAB).

VOTE: (3-1), *with Councilmember Mu dissenting and Councilmember Gray absent*

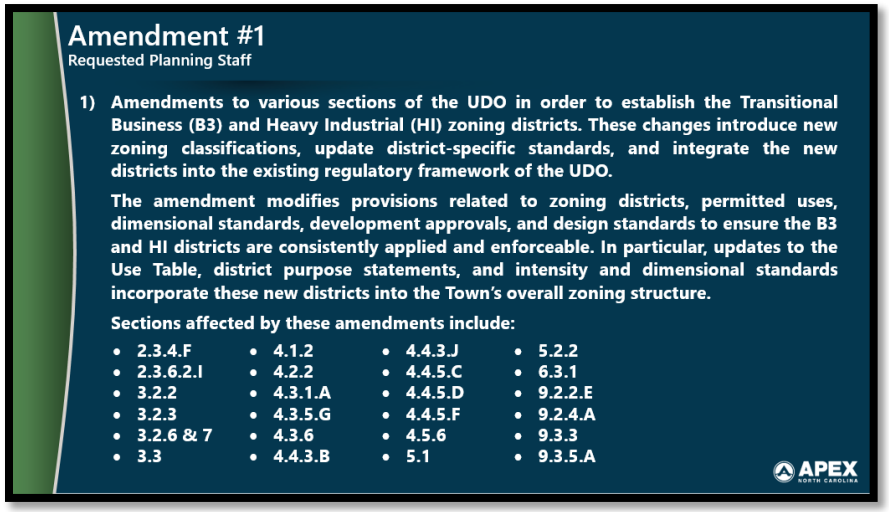
PH5 Unified Development Ordinance (UDO) Amendments – May 2026 *(ORD-2026-053)*

Planner III, Planning Department Bruce Venable, presented the following presentation:

[SLIDE NO. 1]



[SLIDE NO. 2]



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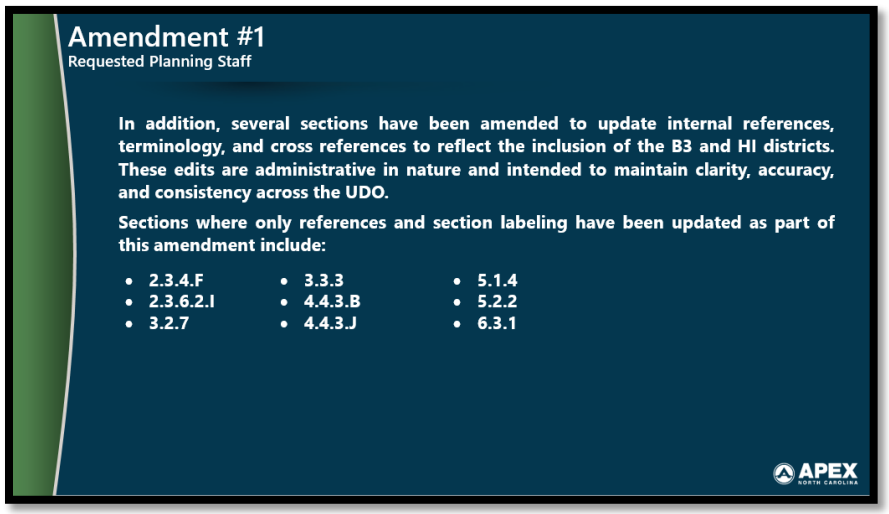

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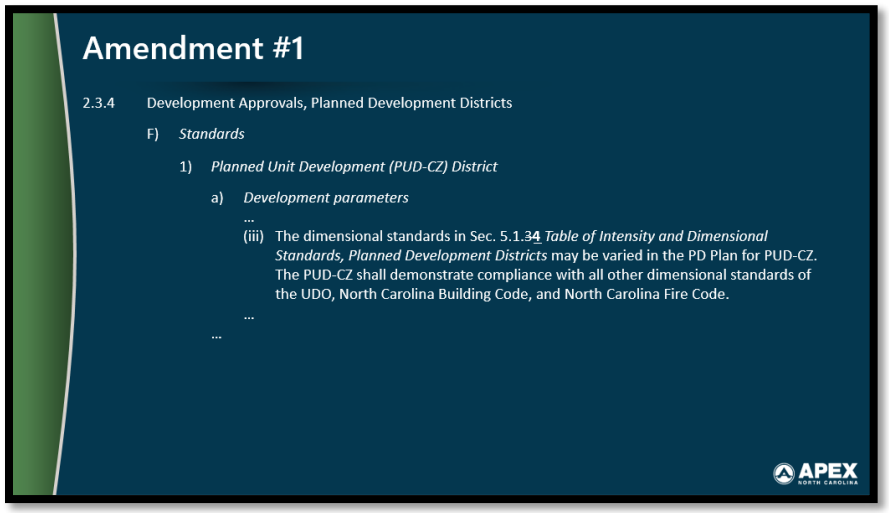

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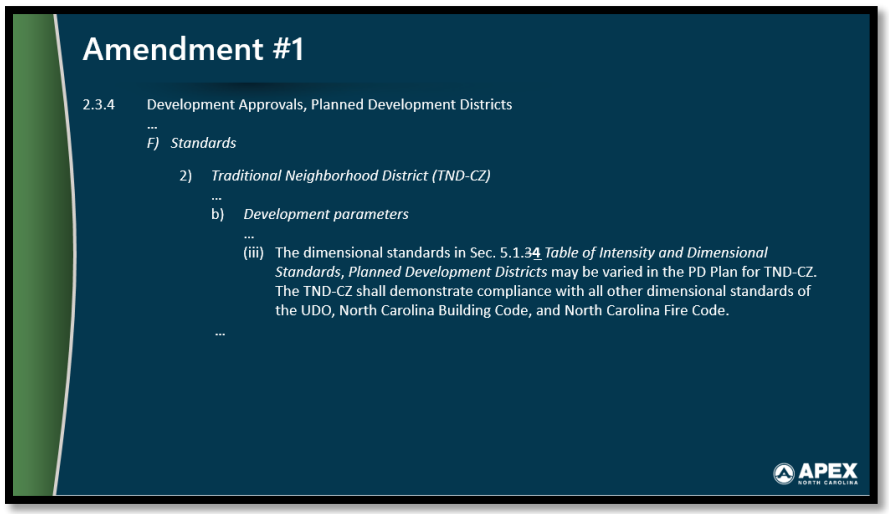

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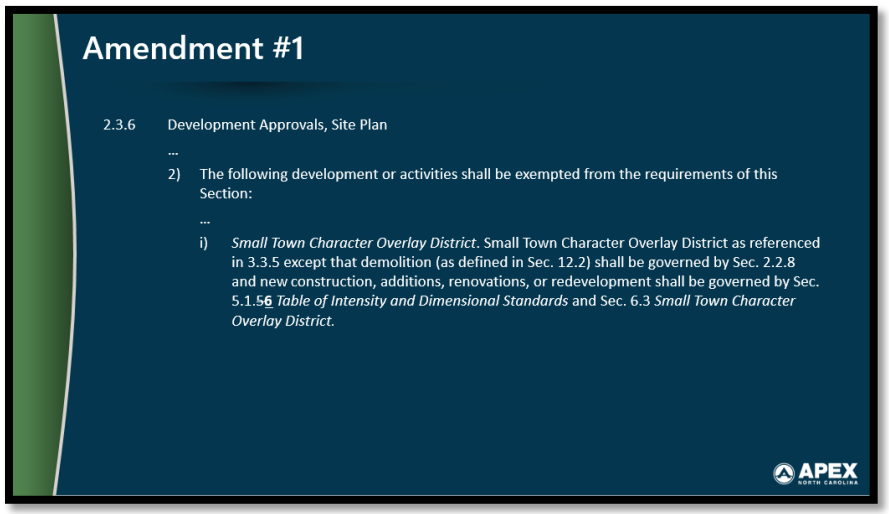


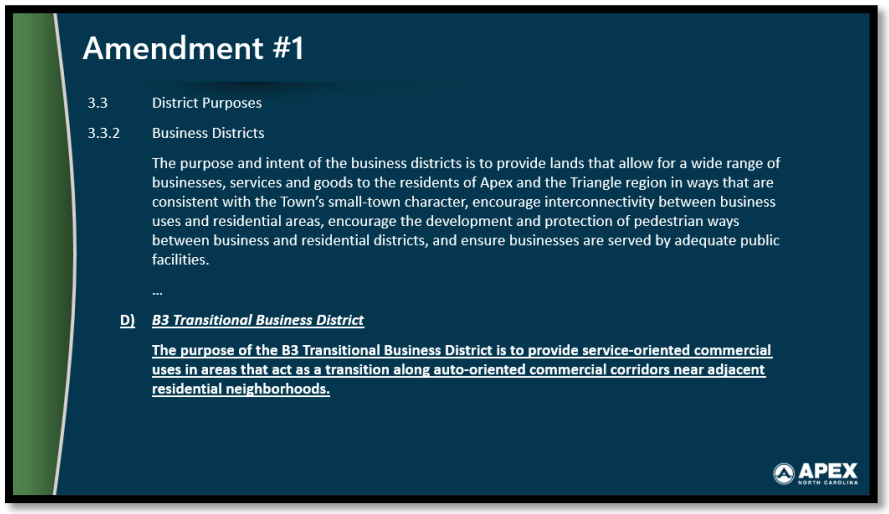
[SLIDE NO. 7]



[SLIDE NO. 8]



[SLIDE NO. 9]



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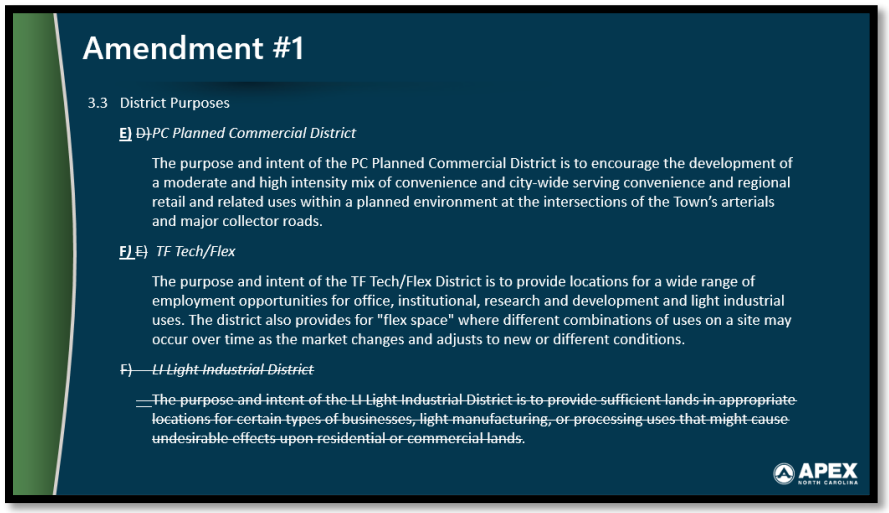

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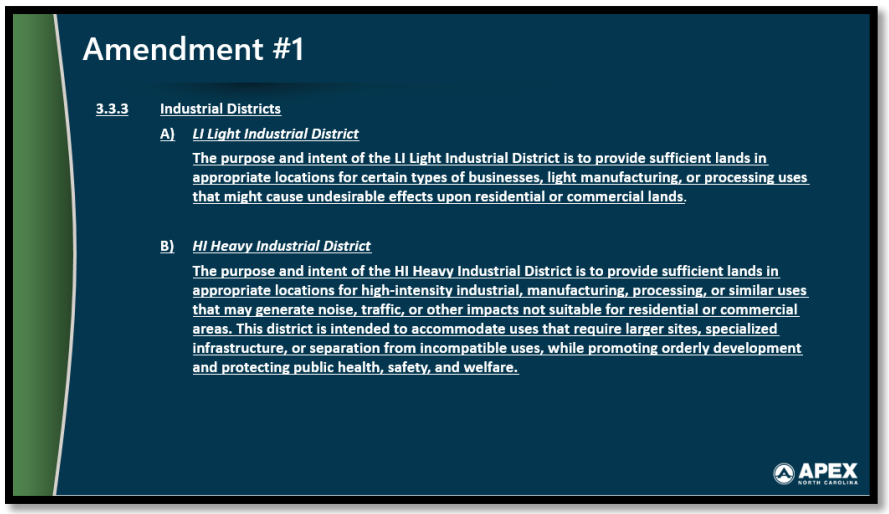
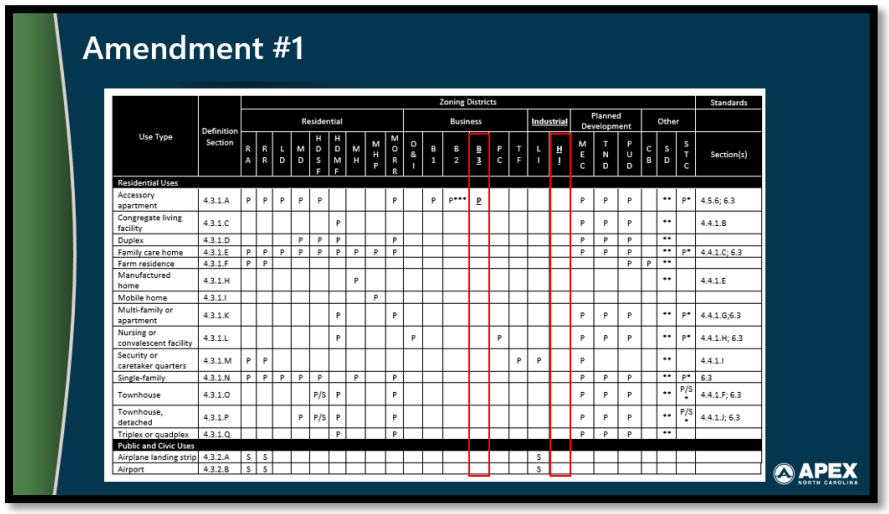


[SLIDE NO. 12]

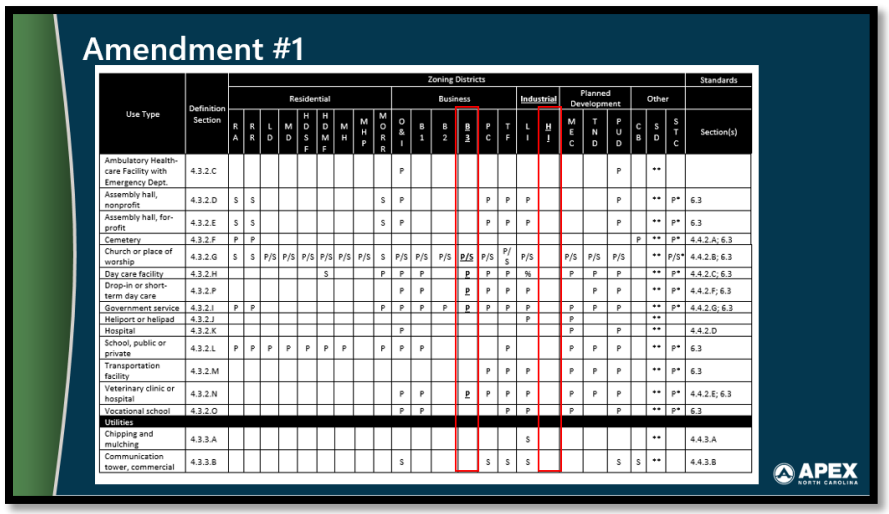


[SLIDE NO. 13]



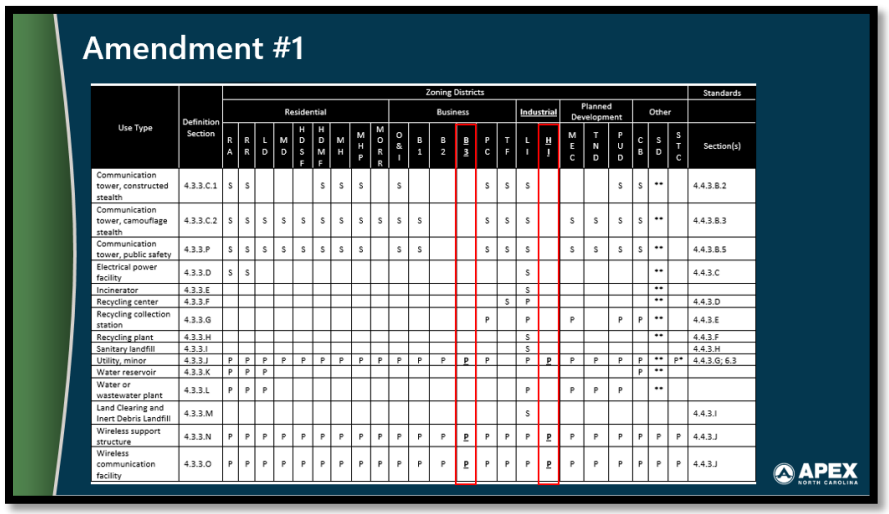
Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Residential Uses																										
Accessory apartment	4.3.1.A	P	P	P	P	P				P		P	P***	P					P	P	P		**	P*	4.5.6; 6.3
Congregate living facility	4.3.1.C						P												P	P	P		**		4.4.1.B
Duplex	4.3.1.D				P	P	P			P									P	P	P		**		
Family care home	4.3.1.E	P	P	P	P	P	P	P	P	P									P	P	P		**	P*	4.4.1.C; 6.3
Farm residence	4.3.1.F	P	P																		P	P	**		
Manufactured home	4.3.1.H							P															**		4.4.1.E
Mobile home	4.3.1.I								P																
Multi-family or apartment	4.3.1.K						P			P									P	P	P		**	P*	4.4.1.G;6.3
Nursing or convalescent facility	4.3.1.L						P				P				P				P	P	P		**	P*	4.4.1.H; 6.3
Security or caretaker quarters	4.3.1.M	P	P													P	P		P				**		4.4.1.I
Single-family	4.3.1.N	P	P	P	P	P		P		P									P	P	P		**	P*	6.3
Townhouse	4.3.1.O					P/S	P			P									P	P	P		**	P/S *	4.4.1.F; 6.3
Townhouse, detached	4.3.1.P				P	P/S	P			P									P	P	P		**	P/S *	4.4.1.J; 6.3
Triplex or quadplex	4.3.1.Q						P			P									P	P	P		**		
Public and Civic Uses																										
Airplane landing strip	4.3.2.A	S	S														S								
Airport	4.3.2.B	S	S														S								

[SLIDE NO. 14]



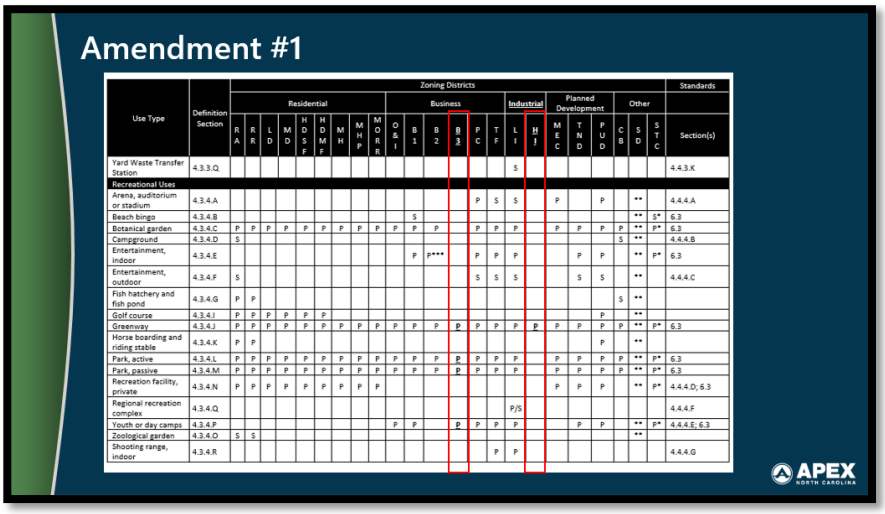
Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Ambulatory Health-care Facility with Emergency Dept.	4.3.2.C										P										P		**		
Assembly hall, nonprofit	4.3.2.D	S	S							S	P				P	P	P				P		**	P*	6.3
Assembly hall, for-profit	4.3.2.E	S	S							S	P				P	P	P				P		**	P*	6.3
Cemetery	4.3.2.F	P	P																			P	**	P*	4.4.2.A; 6.3
Church or place of worship	4.3.2.G	S	S	P/S	P/S	P/S	P/S	P/S	P/S	S	P/S	P/S	P/S	P/S	P/S	P/S	P/S		P/S	P/S	P/S		**	P/S*	4.4.2.B; 6.3
Day care facility	4.3.2.H						S			P	P	P		P	P	P	%		P	P	P		**	P*	4.4.2.C; 6.3
Drop-in or short-term day care	4.3.2.P										P	P		P	P	P	P			P	P		**	P*	4.4.2.F; 6.3
Government service	4.3.2.I	P	P							P	P	P	P	P	P	P	P		P	P	P		**	P*	4.4.2.G; 6.3
Heliport or helipad	4.3.2.J																P		P				**		
Hospital	4.3.2.K										P								P		P		**		4.4.2.D
School, public or private	4.3.2.L	P	P	P	P	P	P	P		P	P	P				P			P	P	P		**	P*	6.3
Transportation facility	4.3.2.M														P	P	P		P	P	P		**	P*	6.3
Veterinary clinic or hospital	4.3.2.N										P	P		P	P	P	P		P	P	P		**	P*	4.4.2.E; 6.3
Vocational school	4.3.2.O										P	P			P	P			P		P		**	P*	6.3
Utilities																										
Chipping and mulching	4.3.3.A																S						**		4.4.3.A
Communication tower, commercial	4.3.3.B										S				S	S	S				S	S	**		4.4.3.B

[SLIDE NO. 15]



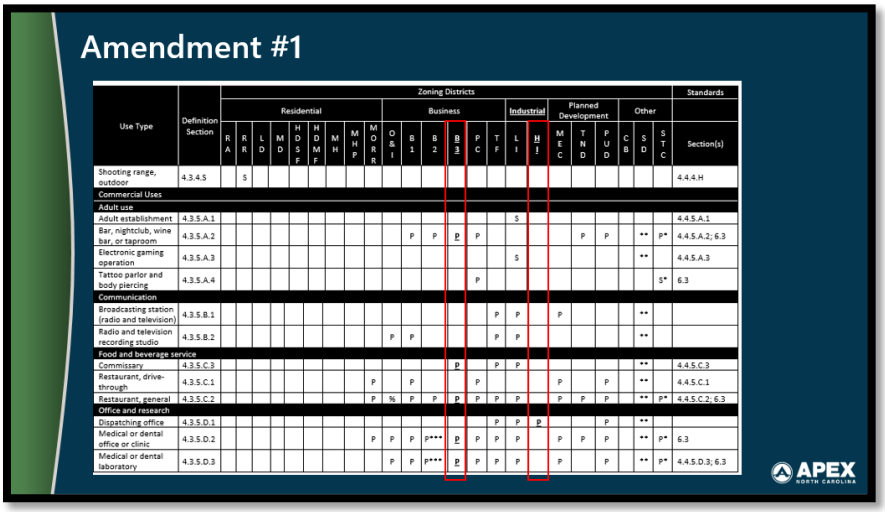
Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Communication tower, constructed stealth	4.3.3.C.1	S	S				S	S	S		S				S	S	S				S	S	**		4.4.3.B.2
Communication tower, camouflage stealth	4.3.3.C.2	S	S	S	S	S	S	S	S	S	S	S			S	S	S		S	S	S	S	**		4.4.3.B.3
Communication tower, public safety	4.3.3.P	S	S	S	S	S	S	S	S		S	S			S	S	S		S	S	S	S	**		4.4.3.B.5
Electrical power facility	4.3.3.D	S	S														S						**		4.4.3.C
Incinerator	4.3.3.E																S						**		
Recycling center	4.3.3.F															S	P						**		4.4.3.D
Recycling collection station	4.3.3.G														P		P		P		P	P	**		4.4.3.E
Recycling plant	4.3.3.H																S						**		4.4.3.F
Sanitary landfill	4.3.3.I																S								4.4.3.H
Utility, minor	4.3.3.J	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	**	P*	4.4.3.G; 6.3
Water reservoir	4.3.3.K	P	P	P																		P	**		
Water or wastewater plant	4.3.3.L	P	P	P													P		P	P	P		**		
Land Clearing and Inert Debris Landfill	4.3.3.M																S								4.4.3.I
Wireless support structure	4.3.3.N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	4.4.3.J
Wireless communication facility	4.3.3.O	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	4.4.3.J

[SLIDE NO. 16]



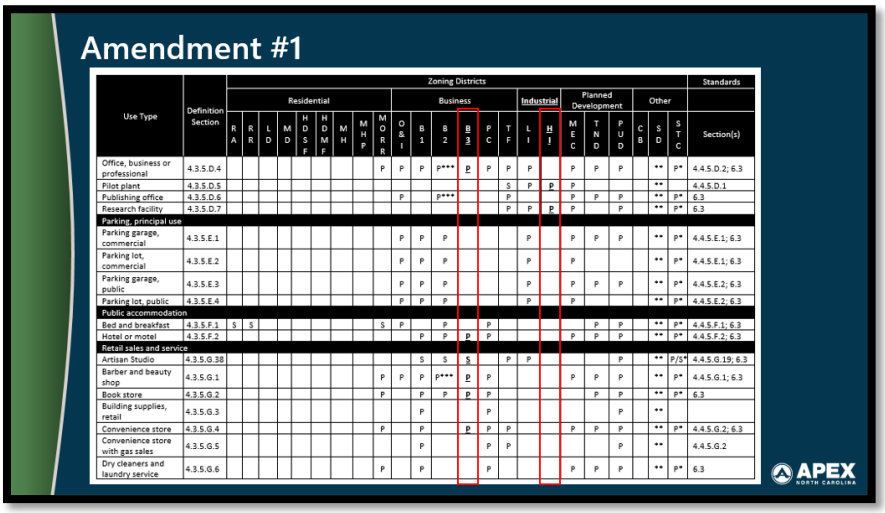
Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Yard Waste Transfer Station	4.3.3.Q																S								4.4.3.K
Recreational Uses																									
Arena, auditorium or stadium	4.3.4.A														P	S	S		P		P		**		4.4.4.A
Beach bingo	4.3.4.B											S											**	S*	6.3
Botanical garden	4.3.4.C	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P		P	P	P	P	**	P*	6.3
Campground	4.3.4.D	S																				S	**		4.4.4.B
Entertainment, indoor	4.3.4.E											P	P***		P	P	P			P	P		**	P*	6.3
Entertainment, outdoor	4.3.4.F	S													S	S	S			S	S		**		4.4.4.C
Fish hatchery and fish pond	4.3.4.G	P	P																			S	**		
Golf course	4.3.4.I	P	P	P	P	P	P														P		**		
Greenway	4.3.4.J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	**	P*	6.3
Horse boarding and riding stable	4.3.4.K	P	P																		P		**		
Park, active	4.3.4.L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	**	P*	6.3
Park, passive	4.3.4.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	**	P*	6.3
Recreation facility, private	4.3.4.N	P	P	P	P	P	P	P	P	P									P	P	P		**	P*	4.4.4.D; 6.3
Regional recreation complex	4.3.4.Q																P/S								4.4.4.F
Youth or day camps	4.3.4.P										P	P		P	P	P	P			P	P		**	P*	4.4.4.E; 6.3
Zoological garden	4.3.4.O	S	S																				**		
Shooting range, indoor	4.3.4.R																P	P							4.4.4.G

[SLIDE NO. 17]



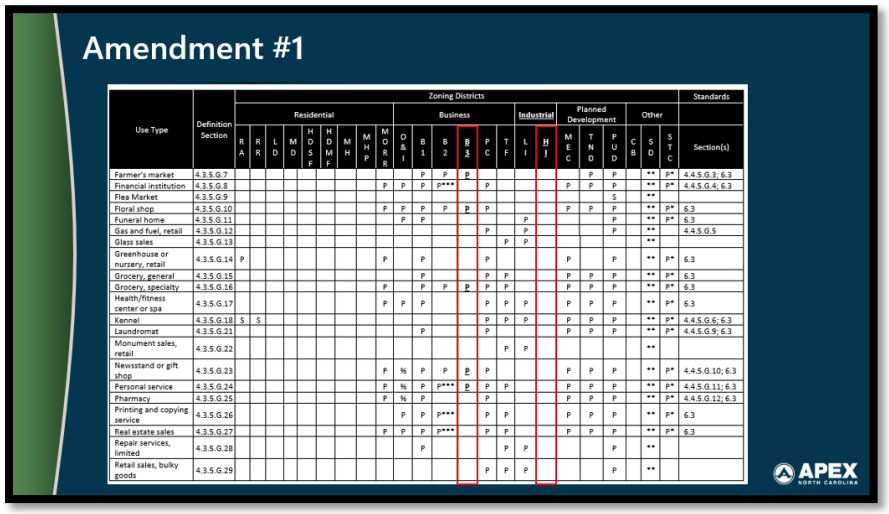
Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Shooting range, outdoor	4.3.4.S		S																						4.4.4.H
Commercial Uses																									
Adult use																									
Adult establishment	4.3.5.A.1																S								4.4.5.A.1
Bar, nightclub, wine bar, or taproom	4.3.5.A.2											P	P	P	P					P	P		**	P*	4.4.5.A.2; 6.3
Electronic gaming operation	4.3.5.A.3																S						**		4.4.5.A.3
Tattoo parlor and body piercing	4.3.5.A.4														P									S*	6.3
Communication																									
Broadcasting station (radio and television)	4.3.5.B.1															P	P		P				**		
Radio and television recording studio	4.3.5.B.2										P	P				P	P						**		
Food and beverage service																									
Commissary	4.3.5.C.3													P		P	P						**		4.4.5.C.3
Restaurant, drive-through	4.3.5.C.1									P		P			P				P		P		**		4.4.5.C.1
Restaurant, general	4.3.5.C.2									P	%	P	P	P	P	P	P		P	P	P		**	P*	4.4.5.C.2; 6.3
Office and research																									
Dispatching office	4.3.5.D.1															P	P	P			P		**		
Medical or dental office or clinic	4.3.5.D.2									P	P	P	P***	P	P	P	P		P	P	P		**	P*	6.3
Medical or dental laboratory	4.3.5.D.3										P	P	P***	P	P	P	P		P		P		**	P*	4.4.5.D.3; 6.3

[SLIDE NO. 18]



Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Office, business or professional	4.3.5.D.4									P	P	P	P***	P	P	P	P		P	P	P		**	P*	4.4.5.D.2; 6.3
Pilot plant	4.3.5.D.5																S	P	P				**		4.4.5.D.1
Publishing office	4.3.5.D.6										P		P***				P			P	P		**	P*	6.3
Research facility	4.3.5.D.7																P	P	P		P		**	P*	6.3
Parking, principal use																									
Parking garage, commercial	4.3.5.E.1										P	P	P				P		P	P	P		**	P*	4.4.5.E.1; 6.3
Parking lot, commercial	4.3.5.E.2										P	P	P				P		P				**	P*	4.4.5.E.1; 6.3
Parking garage, public	4.3.5.E.3										P	P	P				P		P	P	P		**	P*	4.4.5.E.2; 6.3
Parking lot, public	4.3.5.E.4										P	P	P				P		P				**	P*	4.4.5.E.2; 6.3
Public accommodation																									
Bed and breakfast	4.3.5.F.1	S	S							S	P		P		P					P	P		**	P*	4.4.5.F.1; 6.3
Hotel or motel	4.3.5.F.2											P	P	P	P				P	P	P		**	P*	4.4.5.F.2; 6.3
Retail sales and service																									
Artisan Studio	4.3.5.G.3B											S	S	S		P	P				P		**	P/S*	4.4.5.G.1b; 6.3
Barber and beauty shop	4.3.5.G.1									P	P	P	P***	P	P				P	P	P		**	P*	4.4.5.G.1; 6.3
Book store	4.3.5.G.2									P		P	P	P	P					P	P		**	P*	6.3
Building supplies, retail	4.3.5.G.3											P			P						P		**		
Convenience store	4.3.5.G.4									P		P		P	P	P			P	P	P		**	P*	4.4.5.G.2; 6.3
Convenience store with gas sales	4.3.5.G.5											P			P	P					P		**		4.4.5.G.2
Dry cleaners and laundry service	4.3.5.G.6									P		P			P				P	P	P		**	P*	6.3

[SLIDE NO. 19]



Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Farmer's market	4.3.5.G.7											P	P	P						P	P	**	P*	4.4.5.G.3; 6.3
Financial institution	4.3.5.G.8									P	P	P	P***		P				P	P	P	**	P*	4.4.5.G.4; 6.3
Flea Market	4.3.5.G.9																				S	**		
Floral shop	4.3.5.G.10									P	P	P	P	P	P				P	P	P	**	P*	6.3
Funeral home	4.3.5.G.11										P	P					P				P	**	P*	6.3
Gas and fuel, retail	4.3.5.G.12														P		P				P	**		4.4.5.G.5
Glass sales	4.3.5.G.13															P	P					**		
Greenhouse or nursery, retail	4.3.5.G.14	P								P		P			P				P		P	**	P*	6.3
Grocery, general	4.3.5.G.15											P			P	P			P	P	P	**	P*	6.3
Grocery, specialty	4.3.5.G.16									P		P	P	P	P	P			P	P	P	**	P*	6.3
Health/fitness center or spa	4.3.5.G.17									P	P	P			P	P	P		P	P	P	**	P*	6.3
Kennel	4.3.5.G.18	S	S												P	P	P		P	P	P	**	P*	4.4.5.G.6; 6.3
Laundromat	4.3.5.G.21											P			P				P	P	P	**	P*	4.4.5.G.9; 6.3
Monument sales, retail	4.3.5.G.22															P	P					**		
Newsstand or gift shop	4.3.5.G.23									P	⅝	P	P	P	P				P	P	P	**	P*	4.4.5.G.10; 6.3
Personal service	4.3.5.G.24									P	⅝	P	P***	P	P	P			P	P	P	**	P*	4.4.5.G.11; 6.3
Pharmacy	4.3.5.G.25									P	⅝	P			P				P	P	P	**	P*	4.4.5.G.12; 6.3
Printing and copying service	4.3.5.G.26											P	P	P***		P	P		P	P	P	**	P*	6.3
Real estate sales	4.3.5.G.27									P	P	P	P***		P	P			P	P	P	**	P*	6.3
Repair services, limited	4.3.5.G.28											P					P	P			P	**		
Retail sales, bulky goods	4.3.5.G.29														P	P	P				P	**		

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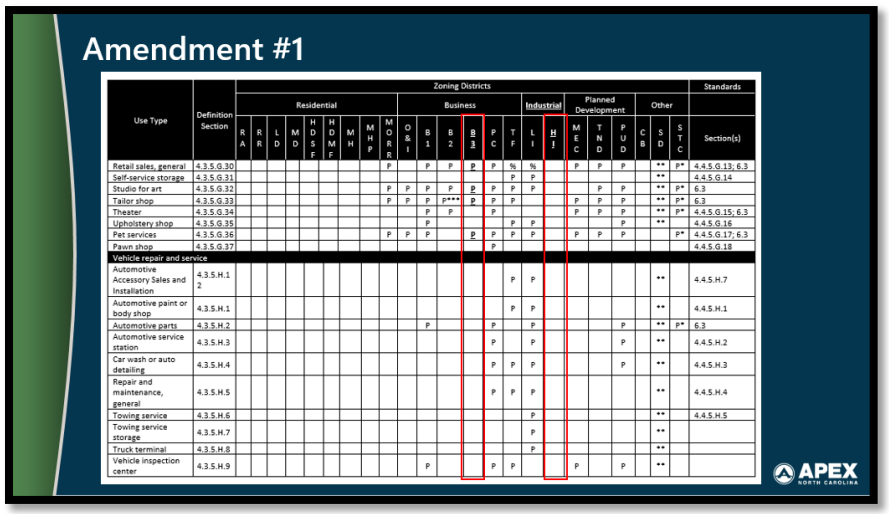

Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Retail sales, general	4.3.5.G.30									P		P	P	P	P	%	%		P	P	P	**	P*	4.4.5.G.13; 6.3
Self-service storage	4.3.5.G.31															P	P					**		4.4.5.G.14
Studio for art	4.3.5.G.32									P	P	P	P	P	P	P	P			P	P	**	P*	6.3
Tailor shop	4.3.5.G.33									P	P	P	P***	P	P	P			P	P	P	**	P*	6.3
Theater	4.3.5.G.34											P	P		P				P	P	P	**	P*	4.4.5.G.15; 6.3
Upholstery shop	4.3.5.G.35											P				P	P				P	**		4.4.5.G.16
Pet services	4.3.5.G.36									P	P	P		P	P	P	P		P	P	P		P*	4.4.5.G.17; 6.3
Pawn shop	4.3.5.G.37														P									4.4.5.G.18
Vehicle repair and service																								
Automotive Accessory Sales and Installation	4.3.5.H.12																P	P				**		4.4.5.H.7
Automotive paint or body shop	4.3.5.H.1																P	P				**		4.4.5.H.1
Automotive parts	4.3.5.H.2											P			P		P				P	**	P*	6.3
Automotive service station	4.3.5.H.3														P		P				P	**		4.4.5.H.2
Car wash or auto detailing	4.3.5.H.4														P	P	P				P	**		4.4.5.H.3
Repair and maintenance, general	4.3.5.H.5														P	P	P					**		4.4.5.H.4
Towing service	4.3.5.H.6																P					**		4.4.5.H.5
Towing service storage	4.3.5.H.7																P					**		
Truck terminal	4.3.5.H.8																P					**		
Vehicle inspection center	4.3.5.H.9											P			P	P			P		P	**		

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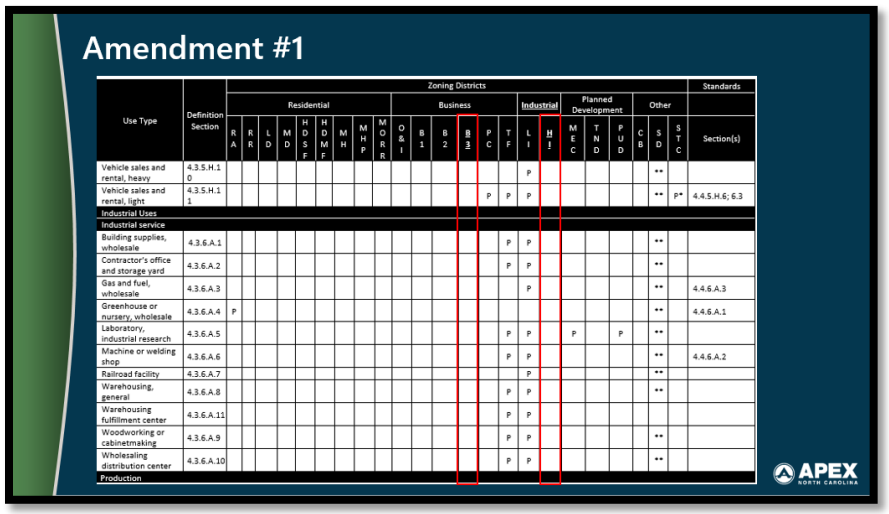

Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Vehicle sales and rental, heavy	4.3.5.H.10																P					**		
Vehicle sales and rental, light	4.3.5.H.11														P	P	P					**	P*	4.4.5.H.6; 6.3
Industrial Uses																								
Industrial service																								
Building supplies, wholesale	4.3.6.A.1																P	P				**		
Contractor's office and storage yard	4.3.6.A.2																P	P				**		
Gas and fuel, wholesale	4.3.6.A.3																	P				**		4.4.6.A.3
Greenhouse or nursery, wholesale	4.3.6.A.4	P																				**		4.4.6.A.1
Laboratory, industrial research	4.3.6.A.5																P	P	P		P	**		
Machine or welding shop	4.3.6.A.6																P	P				**		4.4.6.A.2
Railroad facility	4.3.6.A.7																	P				**		
Warehousing, general	4.3.6.A.8																P	P				**		
Warehousing fulfillment center	4.3.6.A.11																P	P						
Woodworking or cabinetmaking	4.3.6.A.9																P	P				**		
Wholesaling distribution center	4.3.6.A.10																P	P				**		
Production																								

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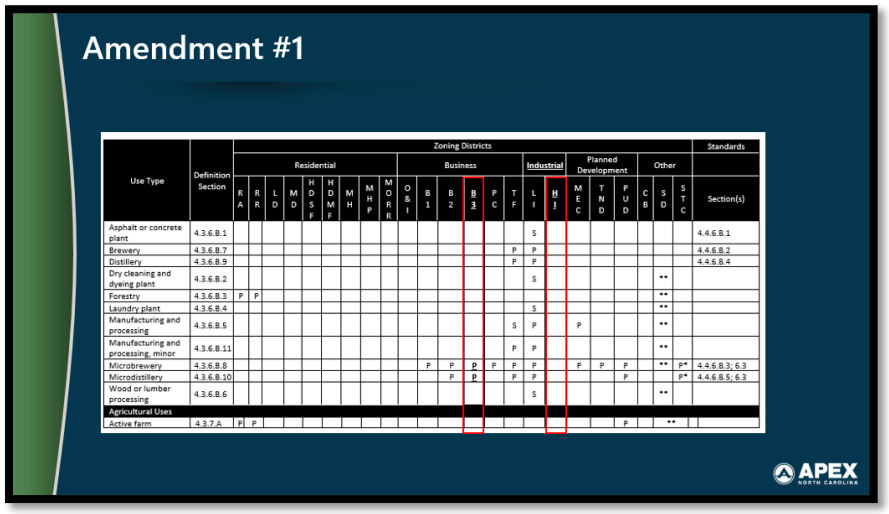

Use Type	Definition Section	Zoning Districts: Residential RA	RR	LD	MD	HDSF	HDMF	MH	MHP	MORR	Business O&I	B1	B2	B3	PC	TF	Industrial LI	HI	Planned Development MEC	TND	PUD	Other CB	SD	STC	Standards Section(s)
Asphalt or concrete plant	4.3.6.B.1																S								4.4.6.B.1
Brewery	4.3.6.B.7															P	P								4.4.6.B.2
Distillery	4.3.6.B.9															P	P								4.4.6.B.4
Dry cleaning and dyeing plant	4.3.6.B.2																S						**		
Forestry	4.3.6.B.3	P	P																				**		
Laundry plant	4.3.6.B.4																S						**		
Manufacturing and processing	4.3.6.B.5															S	P		P				**		
Manufacturing and processing, minor	4.3.6.B.11															P	P						**		
Microbrewery	4.3.6.B.8											P	P	P	P	P	P		P	P	P		**	P*	4.4.6.B.3; 6.3
Microdistillery	4.3.6.B.10												P	P		P	P				P			P*	4.4.6.B.5; 6.3
Wood or lumber processing	4.3.6.B.6																S						**		
Agricultural Uses																									
Active farm	4.3.7.A	P	P																		P		**		

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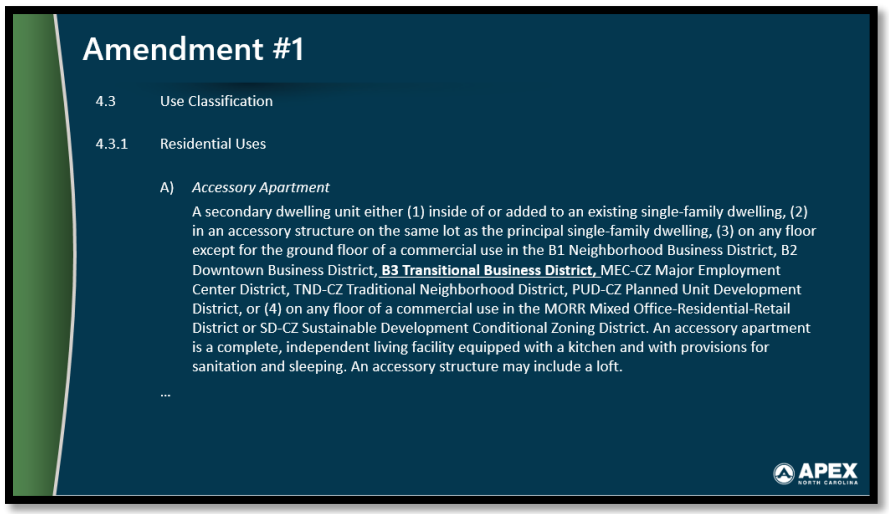

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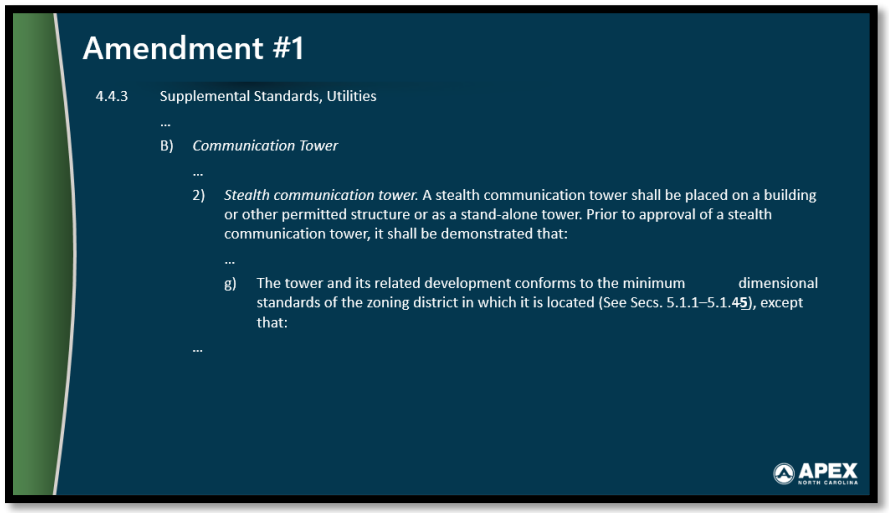

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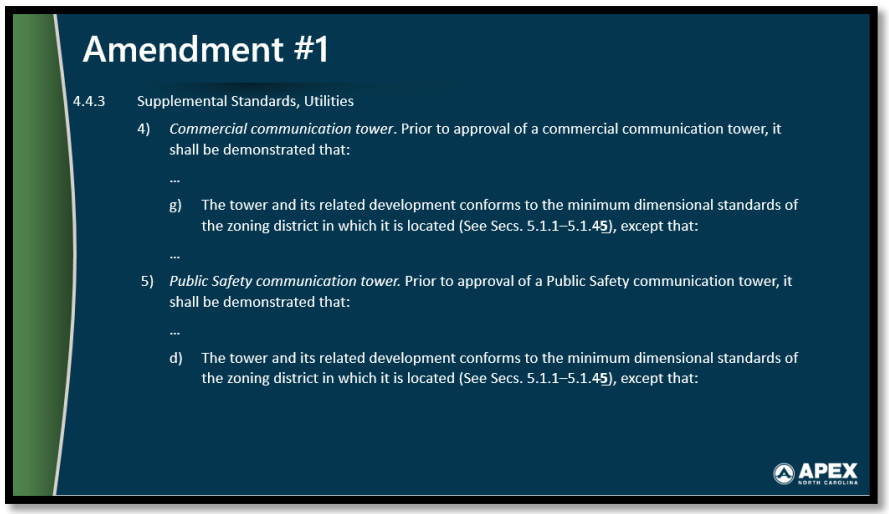

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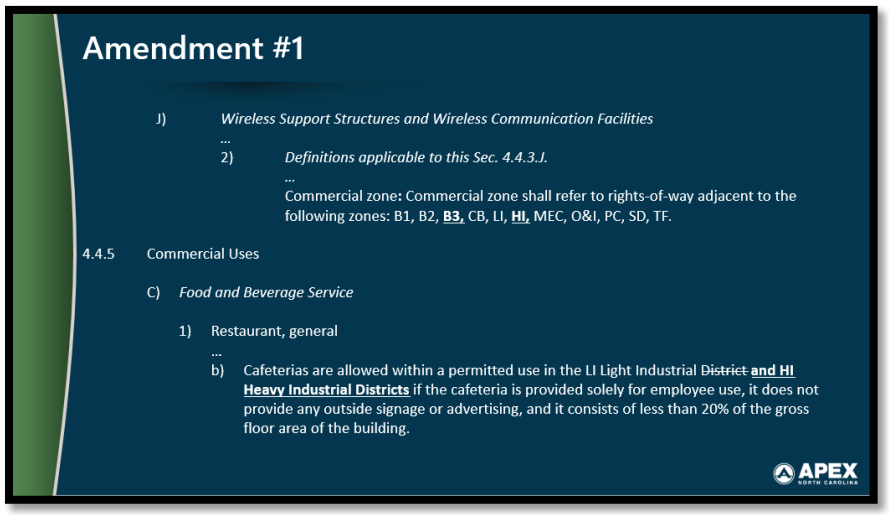

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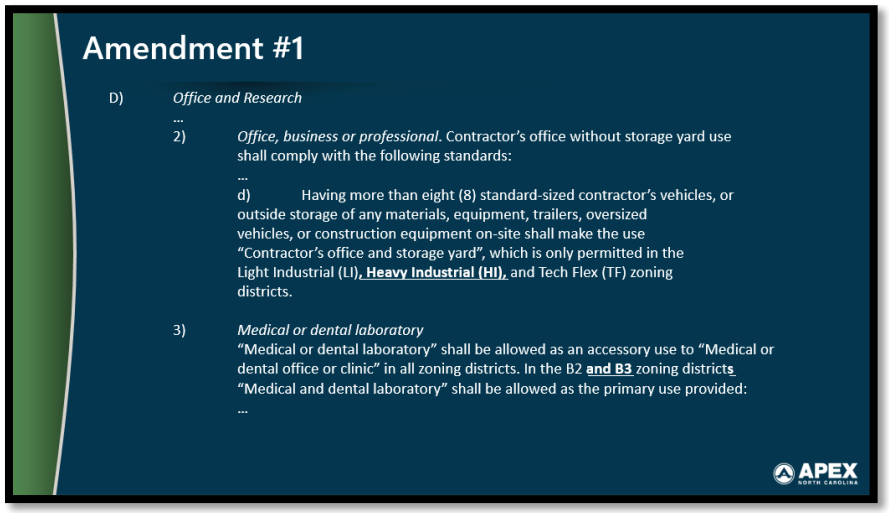

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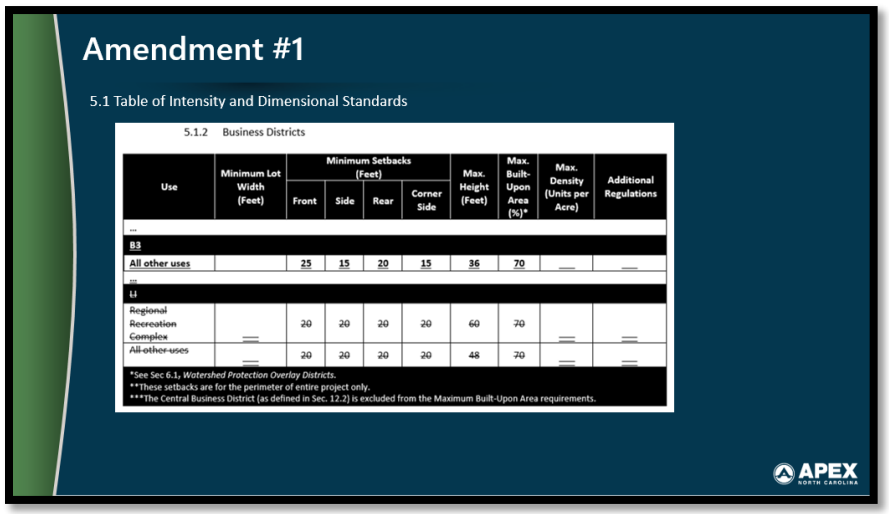

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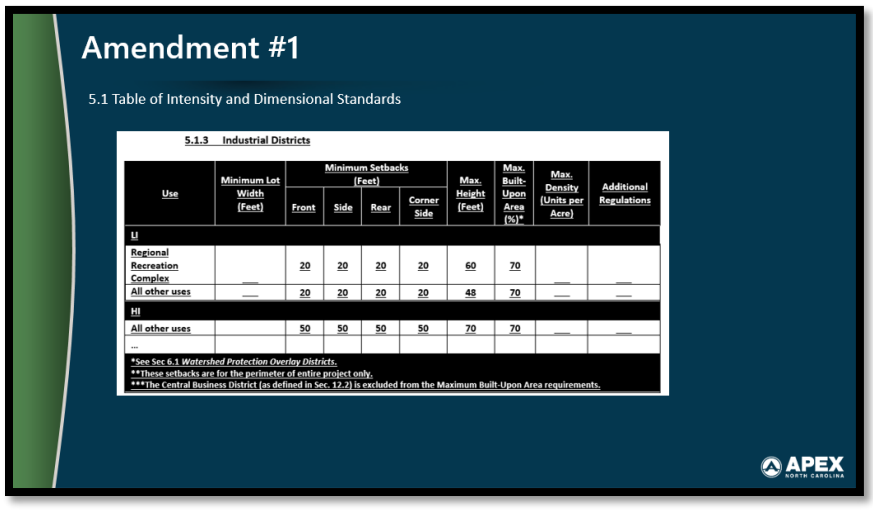


[SLIDE NO. 34]

Amendment #1

5.1 Table of Intensity and Dimensional Standards

5.1.34 Planned Development Districts

...

5.1.45 Other Development Districts

...

5.1.56 Small Town Character Overlay District

5.2 General Measurement Requirements

...

5.2.2Setbacks

A) Measurement

...

3) *No buffer required*. Where there is no buffer required pursuant to Sec. 6.1.11 *Riparian Buffer* or 8.2.6 *Buffering*, the setback shall be the setback required for the use in Secs. 5.1.1- 5.1.45, whichever is appropriate.

APEX NORTH CAROLINA

[SLIDE NO. 35]

Amendment #1

8.2.6 Buffering

Table 1: Type and Width of Buffer Required

I	II						III					IV			V	
	PERIMETER BUFFER											STREETFRONT[1, 4] (Major and Minor Collectors)			THOROUGHFARE[3,4]	
Req'd Buffer	Adjacent Property Developed: Land Use Class						Adjacent Property Vacant: Zoning District									
Proposed Land Use Class	1	2	3	4	5	6[2]	All Res.	TND-CZ, PUD-CZ, SD-CZ	MEC-CZ, OI&I, PC	B1, B2, B3	LI, TF, HI	1,2,3	4	5,6	Undisturbed	Disturbed
1	10 B[5]	20 B	20 B	20 B	30 B	40 A	10 B	10 B	10 A	30 A	40 A	10 A	20 D	30 D	30 B	50 A/B[6]
2	20 B	10 B	15 A	20 A	40 A	60 A	10 B	10 A	20 A	40 A	60 A	10 A	20 D	30 D	30 B	50 A/B[6]
3	20 B	15 A	15 A	15 A	20 A	50 A	10 B	20 B	20 B	20 B	50 A	10 A	20 D	30 D	30 B	50 A/B[6]
4	20 B	20 A	15 A	0	0	15 B	20 A	10 B	0	0	15 B	30 D	10 D	10 D	30 E	50 E
5	30 B	40 A	20 A	0	0	0	40 A	20 B	0	0	0	30 D	10 D	10 D	30 E	50 E
6[2]	40 A	60 A	50 A	15 B	0	0	60 A	60 A	15 B	0	0	30 D	20 D	10 D	30 E	50 E

[1] For streetfront buffers only, non-residential uses in the Residential Agricultural (RA) zoning district shall have a 10' Type D buffer. Within residential developments, no streetfront buffer is required on minor collectors or residential streets.

[2] For Land Use Classes 1, 2, 3, 4, and 5 a 20' Type A buffer is required along the use "Railroad tracks", which is classified as Class 6. No buffer is required along the use "Railroad tracks" for Land Use Class 6. However, it is recommended that the developer consider the comfort of future occupants and security of the development in determining if additional buffering and/or screening should be implemented.

[3] Pedestrian-oriented streetscape buffers shall be allowed in lieu of standard landscaped thoroughfare buffers when such buffers are located inside the Apex Peakway. Pedestrian-oriented streetscape buffer shall contain both hardscape elements (such as but not limited to sidewalks, decorative lighting, street furniture, and fountains) and street tree plantings which do not have to meet typical minimum island widths or sizes.

[4] Where alley-loaded homes face a thoroughfare, a Type E buffer shall be required; where alley-loaded homes face a major collector, a Type D buffer shall be required.

[5] This buffer shall only be required when the proposed or adjacent land use is a single-family detached dwelling on a lot 12,000 square feet or greater.

[6] Disturbed portion of 50' Thoroughfare Buffer shall be planted to a Type A buffer standard; undisturbed portion of 50' Thoroughfare Buffer shall be supplemented to a Type B buffer standard

APEX NORTH CAROLINA

[SLIDE NO. 36]

Amendment #1

9.2.2 Building Design

...

E) *Massing*

1) A single, large, dominant building mass shall be avoided. Where large structures are required, mass should be broken up through the use of setbacks, projecting and recessed elements, and similar design techniques. This shall not apply to buildings over 125,000 square feet located within a North Carolina Certified Site and in the Light Industrial (LI) **and Heavy Industrial (HI)** zoning district**s**.

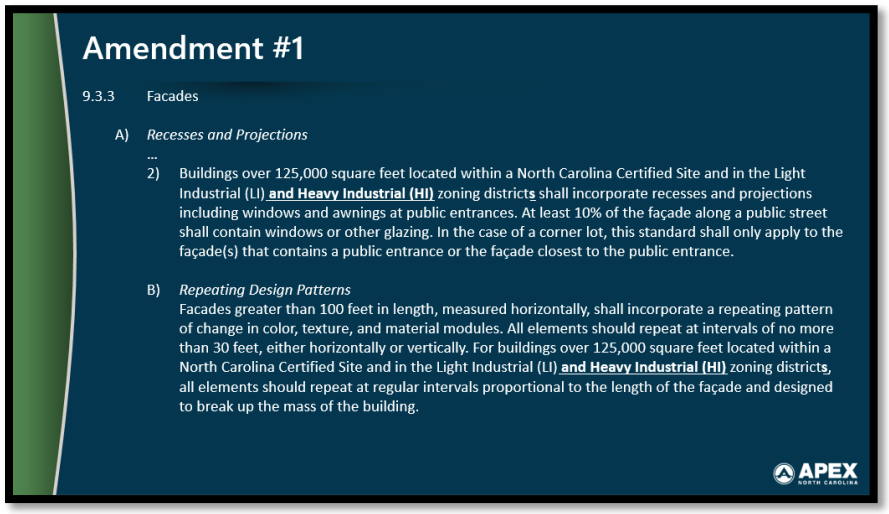
9.2.4 Harmony of Design

A) *Purpose*

The purpose of this Section is to preserve the design character of existing development, to protect the visual pattern of the community, and to promote harmony in the visual relationships and transitions between new and older buildings. New buildings should respect the scale, form, and proportion of existing development. This can be done by repeating building lines and surface treatments and by requiring some uniformity of detail, scale, proportion, texture, materials, color, and building form. Buildings over 125,000 square feet located within a North Carolina Certified Site and in the Light Industrial (LI) ~~zoning district~~ **and Heavy Industrial (HI) zoning districts** shall meet this standard to the maximum extent reasonable and practicable.

APEX NORTH CAROLINA

[SLIDE NO. 37]



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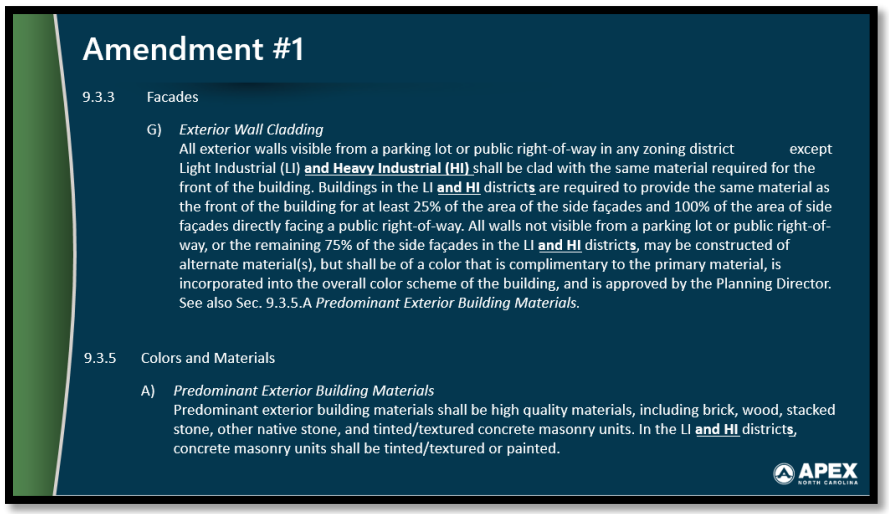

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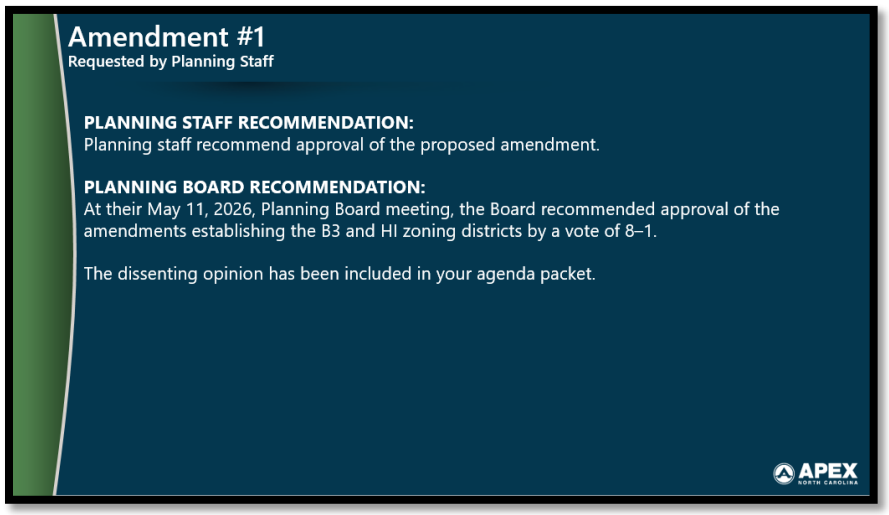

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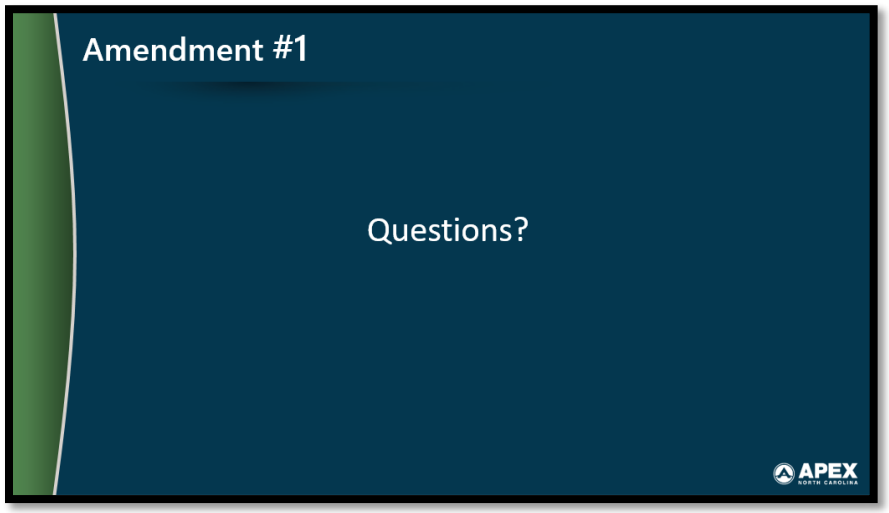

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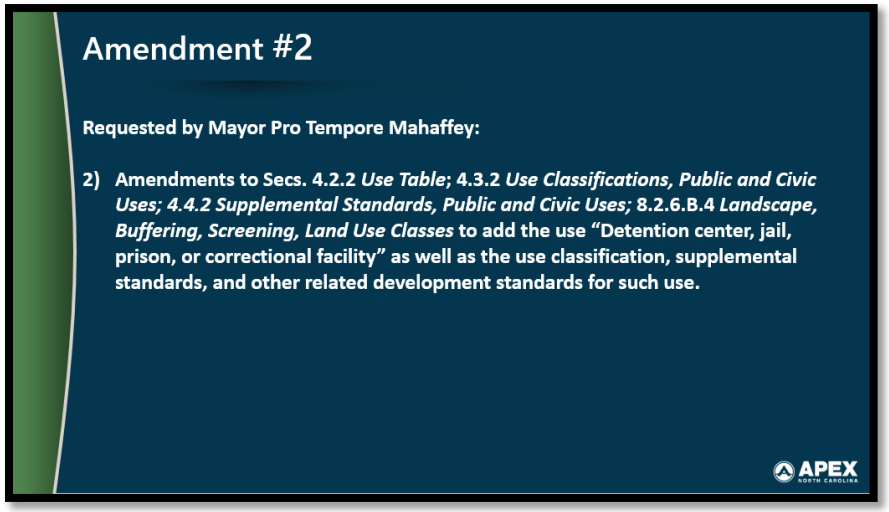

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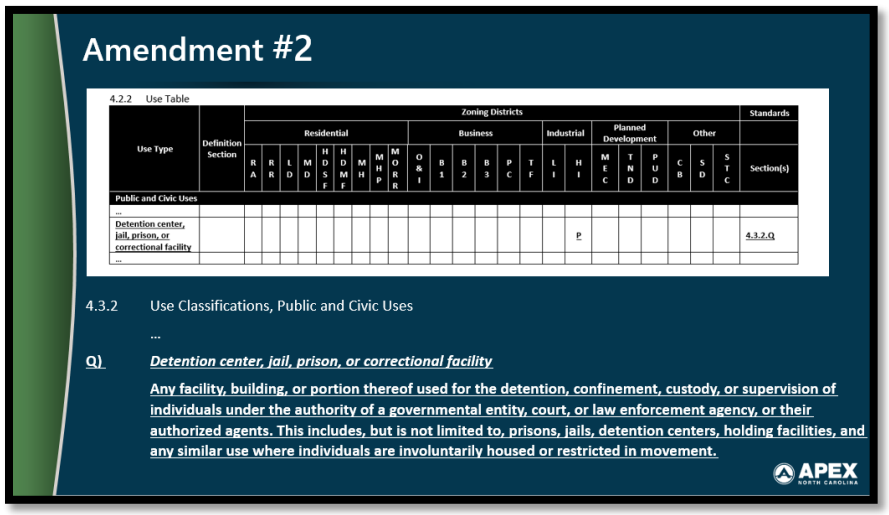

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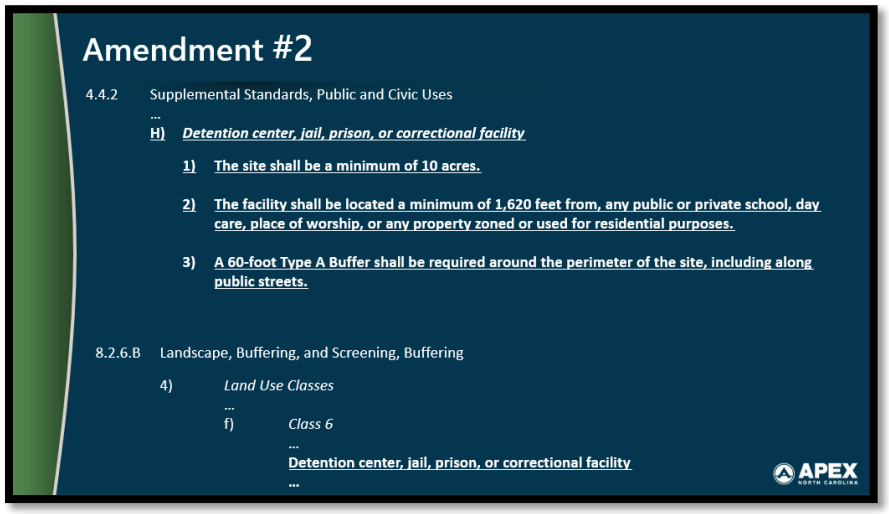

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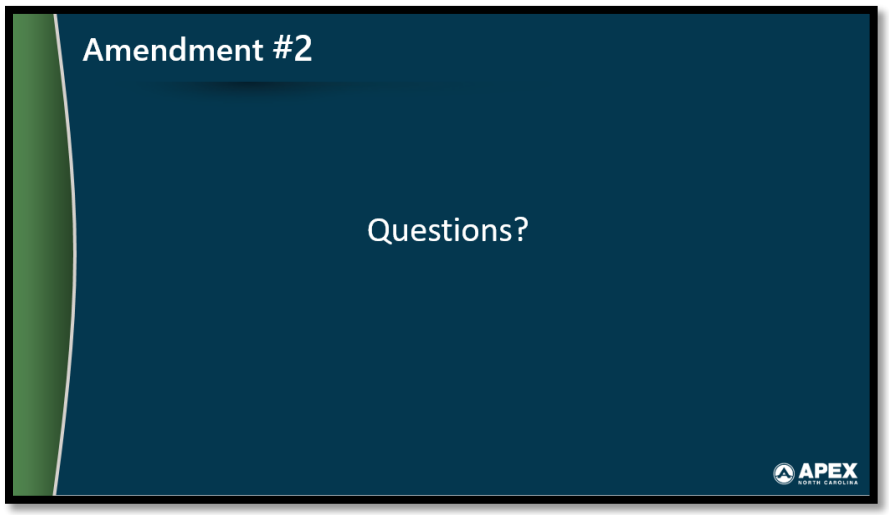


Councilmember Mu asked Mayor Pro-Tempore Mahaffey if detention jail was included as a heavy industrial use.

Mayor Pro-Tempore Mahaffey said it was included.

Councilmember Zegerman said if someone one was going to propose a detention center; it would need to be in a heavy industrial zoning district.

Mayor Pro-Tempore Mahaffey said there are no heavy industrial zoning districts in Apex and the problem is there is no classification for detention center, so if there was an application for a detention center it is a little ambiguous as to what happens, so a future developer could find a light industrial building and argue that it's light industrial use and use some warehouse without having to bring it to Council or a Planning Director saying it needed to be rezoned, so this creates a process to come before Council.

Councilmember Mu said that this didn't seem to benefit Apex.

Mayor Pro-Tempore Mahaffey said there is a lot of light industrial space and there isn't a heavy industrial definition and arguments could be made that certain uses that are undefined that could fit in the light industrial space under different uses and this defines the process. He said this is trying to avoid future issues of ambiguousness.

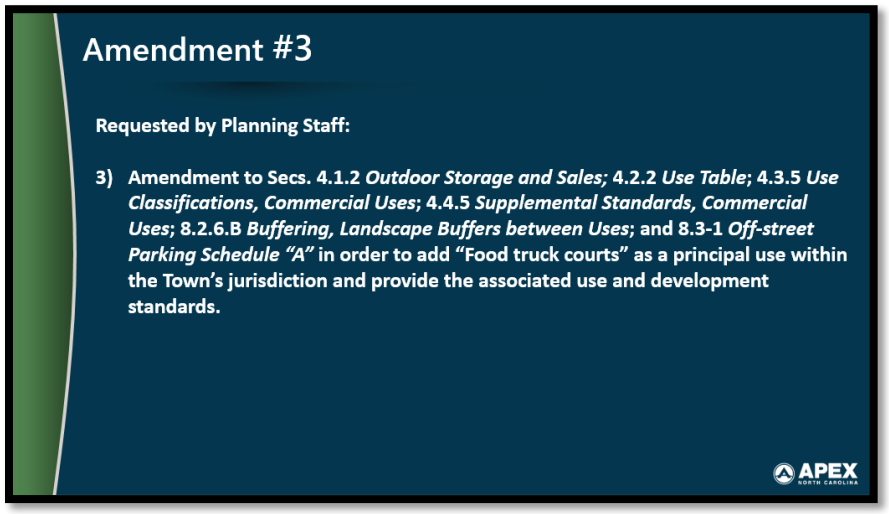
Councilmember Zegerman asked if additional uses could be defined. He said maybe not tonight, but to put another couple like battery manufacturing or data centers. He said it may help to include more on the definitions to avoid more conflicts.

Mr. Venable said that was something that more uses can be explored that belong in heavy industrial as we move forward on the moratorium for data centers and recommendations are received from the EAB that's working on this.

Councilmember Zegerman asked how holding cells in the Police Station be classified.

Mr. Venable said that could be used as an accessory use because it is probably less than 20% of the actual principal use of the structure itself and currently it is a use that exists and this is not creating any legal non-conforming issues at the moment because we're creating an entirely new district and any police station is not going to be in the heavy industrial district at this time.

[SLIDE NO. 46]



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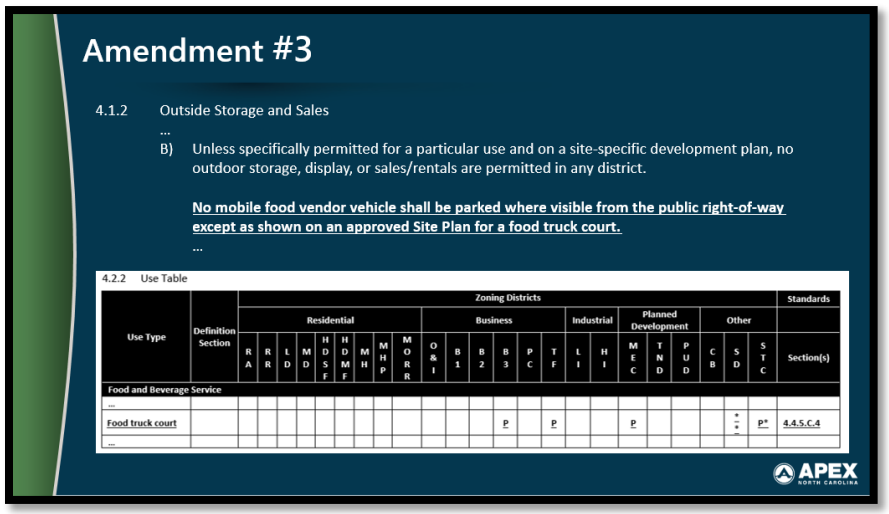

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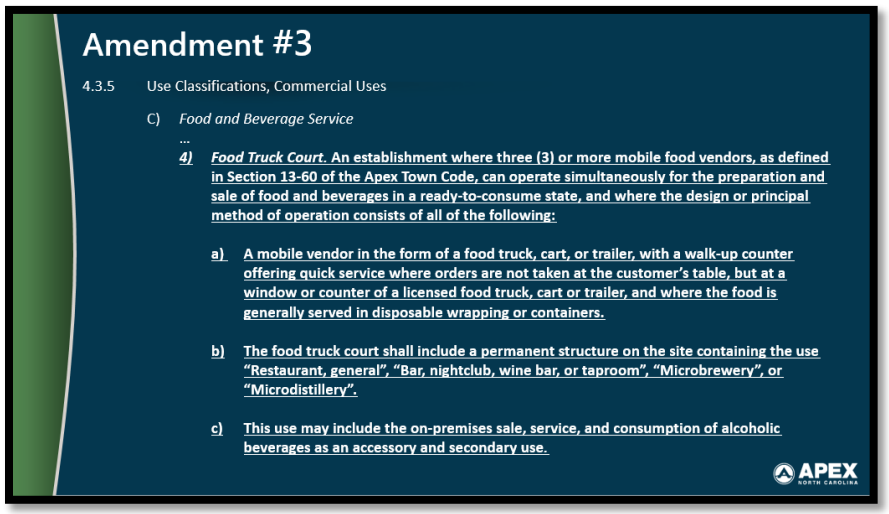

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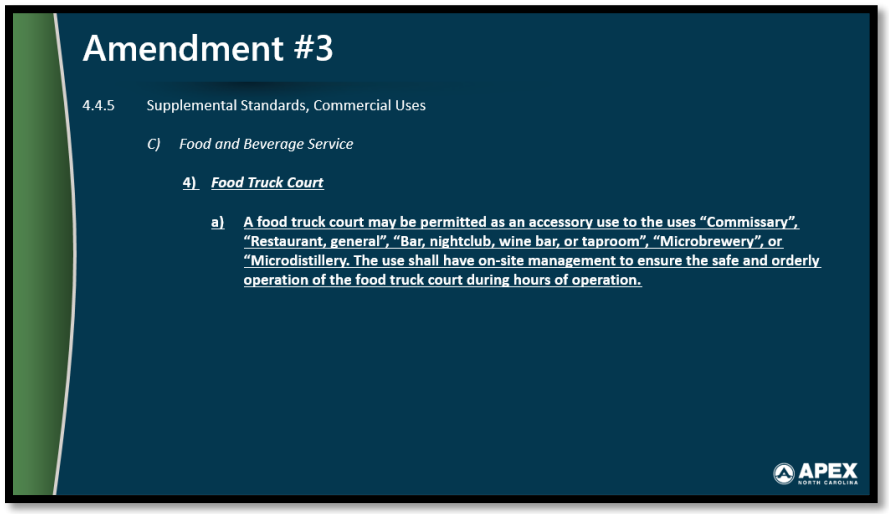

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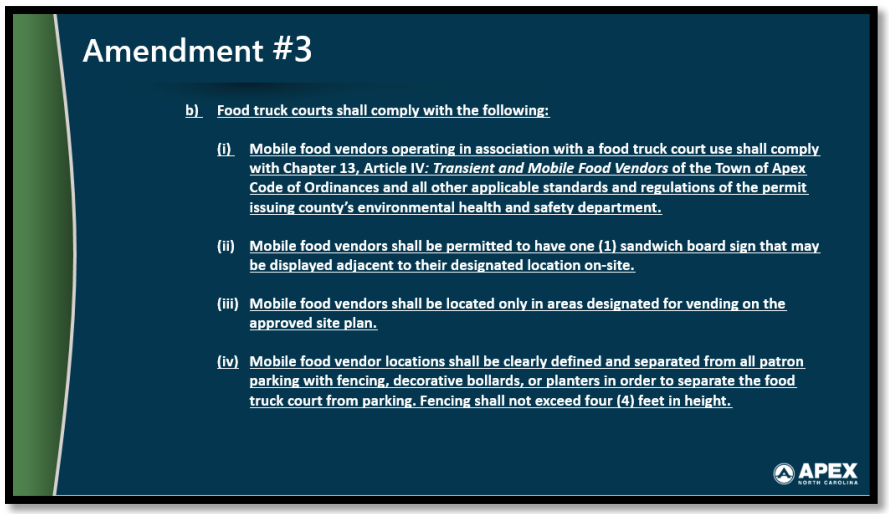

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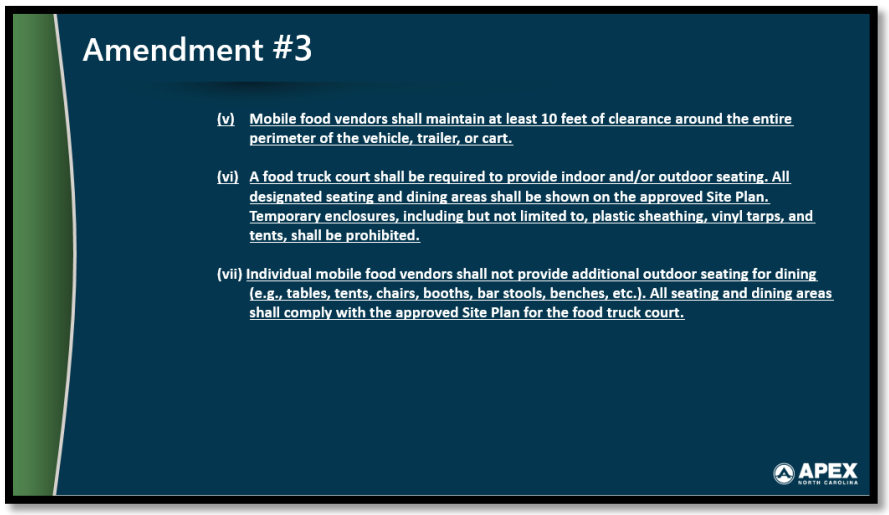

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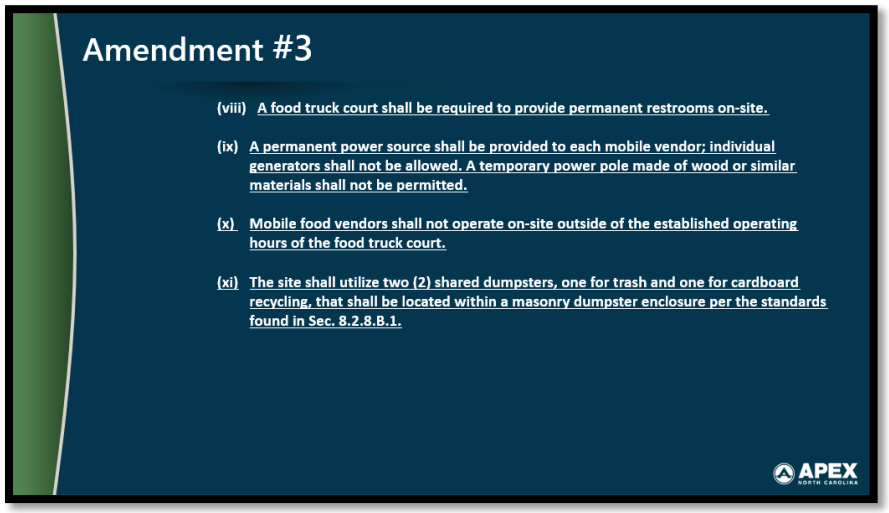

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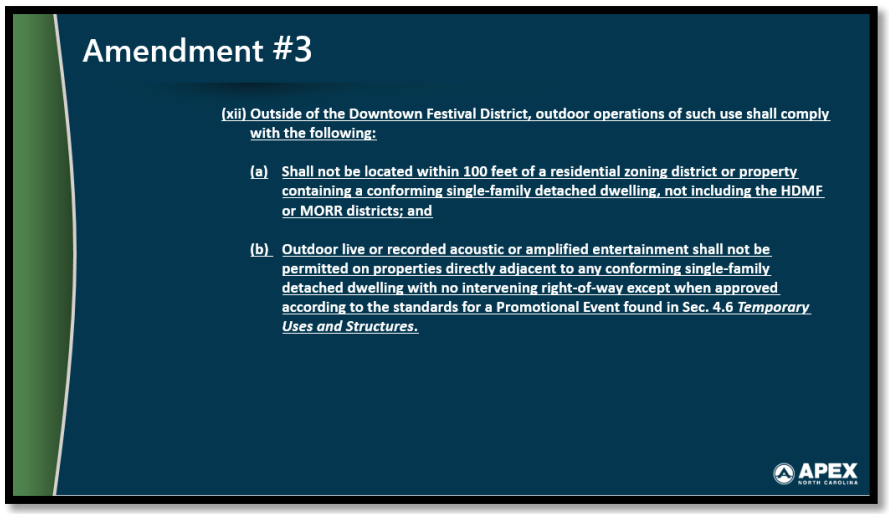

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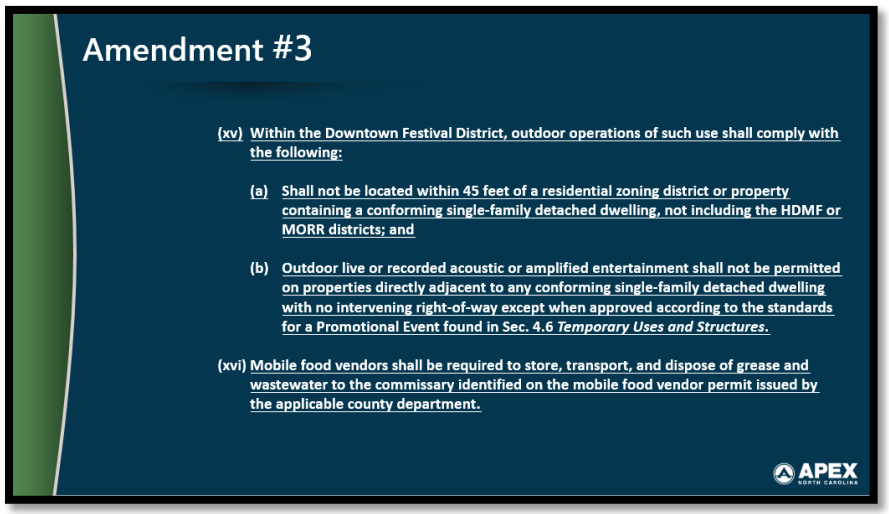

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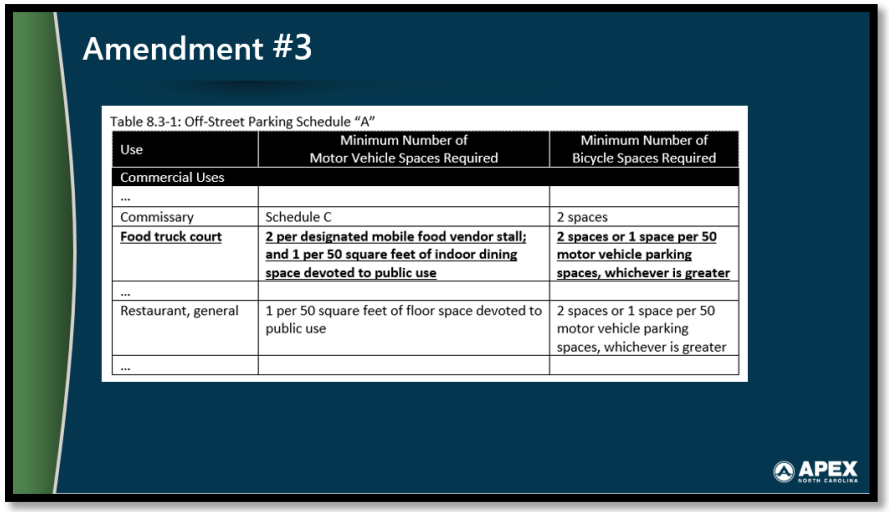

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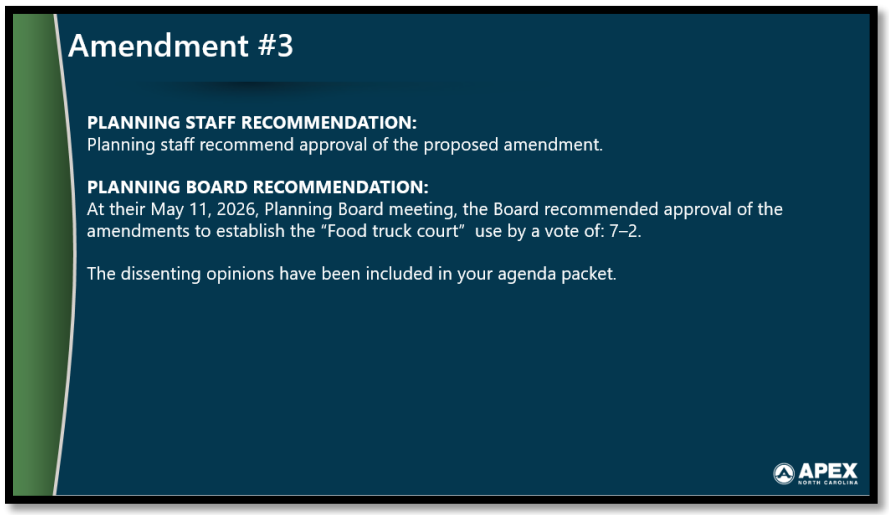

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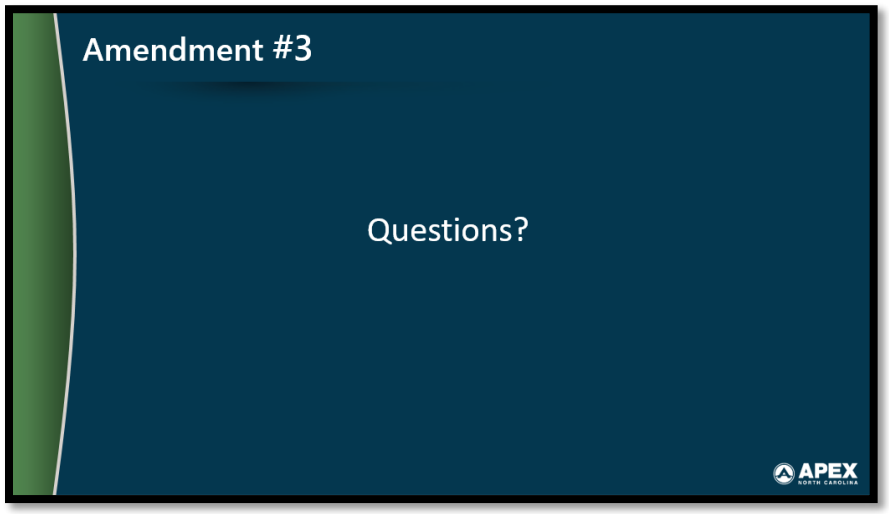


Councilmember Reese said this is the creation of a food truck court.

Mr. Venable said that is correct.

Councilmember Reese asked how this impacts the three food trucks regularly parked at the Latino grocery store, Compare Foods at the corner of Williams Street and Hughes Street.

Mr. Venable said that this would prohibit them from having three or more without having an approved food truck court.

Councilmember Reese said they have been there a while.

Mr. Venable said they are supposed to leave the site at least once every 24 hours to return to the commissary for cleaning and preparation, and the issue has come up in Apex is that on some of these sites, these food trucks are parking at for days on end and so they're setting up almost a permanent kind of food truck court impromptu on the site itself where they are taking up parking and maybe creating some type of additional hazards, so this is bringing in a high quality development that would meet the need for a food truck to have a safe place to go where people want to go and be able to enjoy their services.

Councilmember Reese said that it was his understanding that those food trucks have the approval of the property owner.

Mr. Venable said that he couldn't be sure.

Councilmember Reese said that they do have permission and asked what the impetus for this amendment is.

Mr. Venable said having impromptu food trucks can cause issues for the current brick and mortar facilities, and they could be causing parking issues or connecting power in an unsafe way or they may be running generators on site, and this is to regulate and minimize these unintended impacts.

Councilmember Reese asked aren't those issues already regulated.

Director Khin said that Planning has been asked to allow food truck courts and there was interest in putting one out at Beaver Creek Crossings on the property that's not developed yet and a new property owner that's next to Compare Foods.

Councilmember Reese said he had concerns about the food trucks currently operating at Compare Foods.

Director Khin said the current food trucks are not land uses, they are transient vendors and that is permitted through the police department, so this is to regulate the land use version of food trucks so that it is a permanent use.

Councilmember Mu asked if the food truck is going around selling food or ice cream does it have to follow this.

Mr. Venable said not for mobile vendors, but in cases where trucks are parked on a site, it would be required if there were more than two at a location.

Councilmember Zegerman asked how it was decided on 3 as the cutoff point instead of more food trucks.

Director Khin said that in her opinion a transient vendor should be moving every so often and going back to the commissary. She said way back in the day there used to be limitations on how long they could be at any given location and it got more lenient in the terms of issuing the transient vendor permits. She said they could have said more than one and it is believed that there are many locations with two, and they didn't want to make all of the locations not conform. She said there are relatively few locations with 3 or more. She said if the Council would like four then it can be changed. She said that it's Council's ordinance so if there is not an interest in having courts, that is fine too, it is just being proposed because it has been asked.

Mayor Gilbert opened public hearing for the above-mentioned item (PH5).

With no one signed up to speak, **Mayor Gilbert** closed the public hearing and asked the Council if there was a motion to approve as presented.

Mayor Pro-Tempore Mahaffey said what is happening is staff is creating a framework to legalize these types of food courts and requirements that would be applied are not too onerous, though onsite restrooms may be the biggest issue but the existing food truck court would have to comply with the standards. He said it also provides a set of standards if someone wants to create an official food truck court that now they have a set of standards and this is a good thing.

Councilmember Zegerman asked what would make it permanent location for a food truck.

Director Khin said that the lot and structure would be permanent with individual stalls for the food trucks that could move, and they would have to have permanent restrooms based on building code requirements.

Mr. Venable said that this is trying to maintain the street, local community and character by having a high-quality development with a structure that people are attracted to and want to visit regardless of if it's full of food trucks or just one food truck.

Councilmember Zegerman said that the principal of the idea is fine and creating this framework for future food court but nervous about creating a nonconformity for certain plots

where this has been done consistently over a number of years already. He said that if this could be four or five trucks before it has to be a food trucks court he would be more comfortable.

Mayor Gilbert asked which town department would be regulating food courts.

Mr. Venable said that currently it is the police department.

Director Khin said that transient vendors would be the Police Department and land use would be the Planning Department, and this would be land use which will go through the site plan process.

Mayor Gilbert asked who would be monitoring the trucks that may be out of compliance with the food court.

Director Khin said it is supposed to be the Health Department with Wake County.

Councilmember Reese said that likes the idea of instituting food trucks and understood how food trucks can threaten Brick and mortar. He said that it has to be recognized how this can have economic impacts on already marginalized working class people. He said there are concerns with the current gas and diesel prices being so high and with this amendment now they have to move around, he does not like this idea.

Mayor Gilbert said he supports what Councilmember Reese says and he supports what Planning is trying to do, but this is unintended consequences on a community that he has a lot of connections with, and this is sending the wrong message the way this is written.

Councilmember Reese said that if there isn't a way to grandfather in the current food trucks and not be sensitive to this it is a bad move for the community.

Mr. Venable asked if Council had any suggestions on how to improve this UDO amendment.

Councilmember Reese said go back to the drawing board and see how this can be instituted without preventing what's helping our community right now.

Director Khin suggested withdrawing the proposed UDO amendment.

Councilmember Zegerman asked instead of withdrawing this could it be continued and revisited after.

Director Khin said there wouldn't be a date certain due to the time it will take to look at this.

Councilmember Reese said it was important to protect the vendors already doing this type of business give the economic conditions.

Town Manager Vosburg said that staff have said they can set the number to be higher than 3 for what would define a food truck court.

Councilmember Reese said yes it was thought about in real time and thank goodness it was. He asked if there was a motion to withdraw this UDO Amendment (PH 5).

A **motion** was made by **Councilmember Zegerman** and seconded by **Mayor Pro-Tempore Mahaffey** to approve Amendment No. 1 of the Unified Development Ordinance (UDO) Amendments – May 2026.

VOTE: UNANIMOUS (4-0) *with Councilmember Gray absent*

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Zegerman** to approve Amendment No. 2 of the Unified Development Ordinance (UDO) Amendments – May 2026.

VOTE: UNANIMOUS (4-0) *with Councilmember Gray absent*

A **motion** was made by **Councilmember Reese** and second by **Councilmember Mu** to withdraw Amendment No. 3

Director Khin noted that staff is withdrawing Amendment No. 3 and no further action was needed by the Town Council.

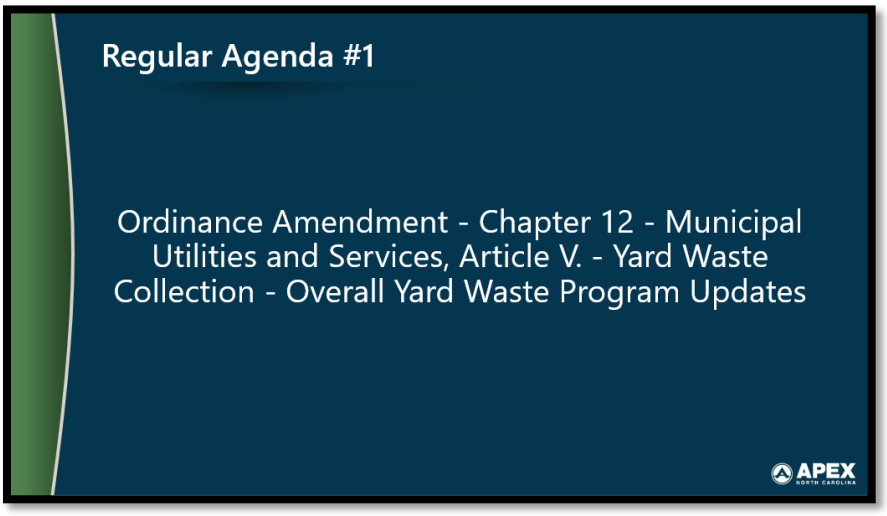
The motion previously made and properly seconded was not voted on and thus failed.

[REGULAR MEETING AGENDA]

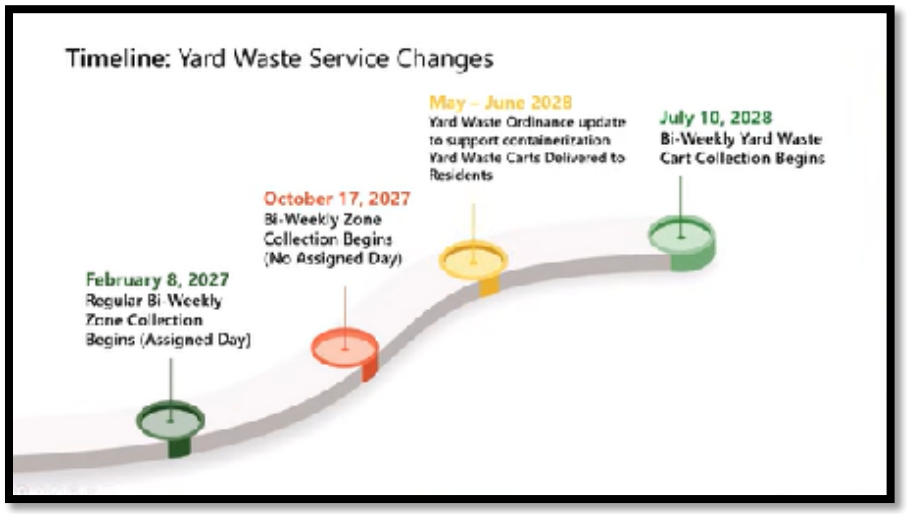
RA1 Ordinance Amendment - Chapter 12 - Municipal Utilities and Services, Article V. - Yard Waste Collection - Overall Yard Waste Program Updates *(ORD-2026-054)*

Director, Public Works Department, John Mullis gave a brief update on Council's direction from the previous Work Session as well as the proposed timeline and proposed key ordinance revisions in the following presentation:

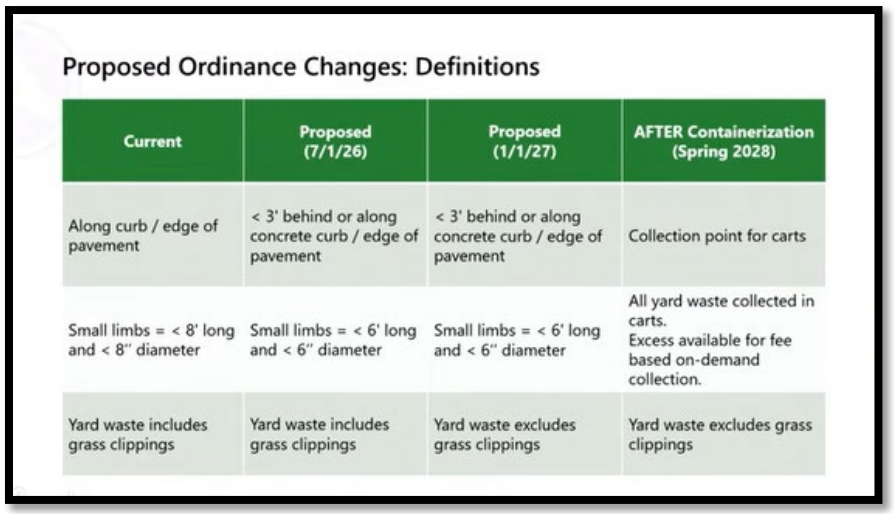
[SLIDE NO. 1]



[SLIDE NO. 2]



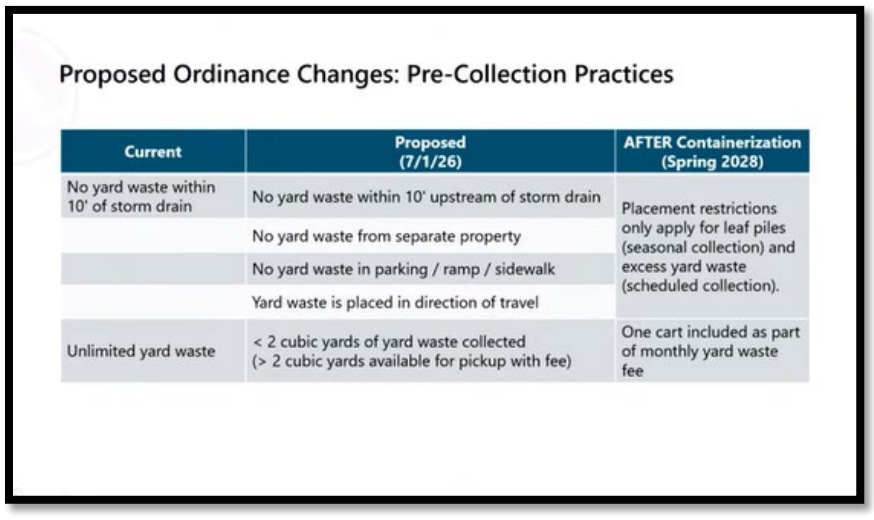
[SLIDE NO. 3]



Proposed Ordinance Changes: Definitions

Current	Proposed (7/1/26)	Proposed (1/1/27)	AFTER Containerization (Spring 2028)
Along curb / edge of pavement	< 3' behind or along concrete curb / edge of pavement	< 3' behind or along concrete curb / edge of pavement	Collection point for carts
Small limbs = < 8' long and < 8" diameter	Small limbs = < 6' long and < 6" diameter	Small limbs = < 6' long and < 6" diameter	All yard waste collected in carts. Excess available for fee based on-demand collection.
Yard waste includes grass clippings	Yard waste includes grass clippings	Yard waste excludes grass clippings	Yard waste excludes grass clippings

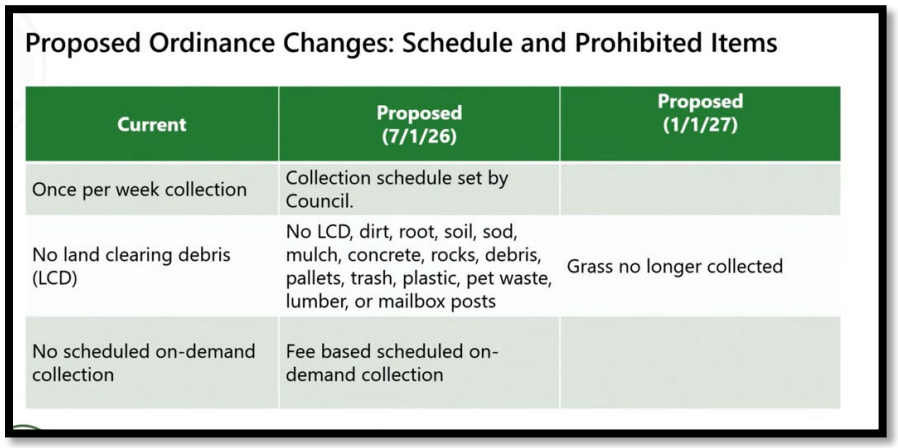
[SLIDE NO. 4]



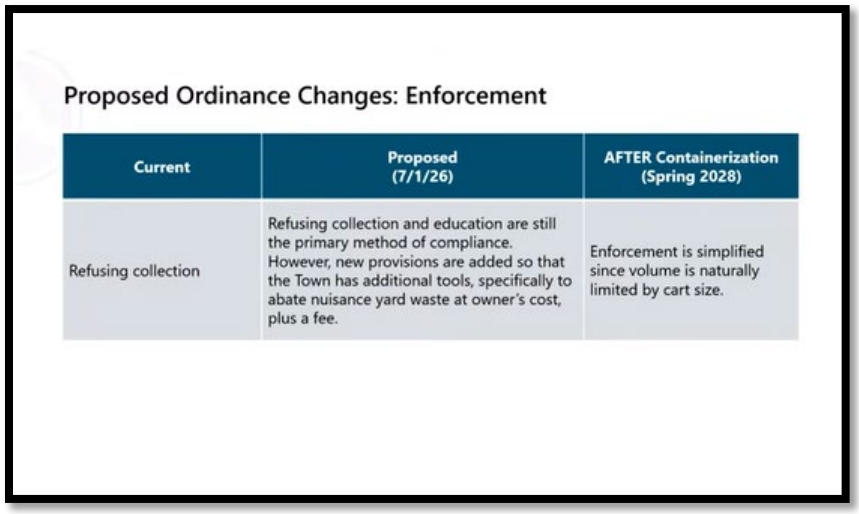
Proposed Ordinance Changes: Pre-Collection Practices

Current	Proposed (7/1/26)	AFTER Containerization (Spring 2028)
No yard waste within 10' of storm drain	No yard waste within 10' upstream of storm drain	Placement restrictions only apply for leaf piles (seasonal collection) and excess yard waste (scheduled collection).
	No yard waste from separate property	
	No yard waste in parking / ramp / sidewalk	
	Yard waste is placed in direction of travel	
Unlimited yard waste	< 2 cubic yards of yard waste collected (> 2 cubic yards available for pickup with fee)	One cart included as part of monthly yard waste fee

[SLIDE NO. 5]



[SLIDE NO. 6]



[SLIDE NO. 7]



Mayor Pro-Tempore Mahaffey asked if staff had spoken with GFL and Morrisville and what the situation with them was.

Director Mullis said that GFL collects items in rear loaders and their entire operation in bags for Morrisville but they will not do that for Apex due to the size of Apex. He said they have reached out and they will do yard waste for Apex for 95-gallon carts only and nothing on the ground, no brush or leaves, and there are still discussions ongoing with them. He said these are options but not full options which is the challenge, and they also they don't have a place to take it currently, they are currently taking Morrisville's to the City of Raleigh and Raleigh just went up from $45.00 per ton to $55.00 per ton. He said currently Apex is paying Harnett County about $40.00 per ton.

Mayor Pro-Tempore Mahaffey asked if the issue with Raleigh was the also the capacity.

Director Mullis said that capacity was the issue. He said they are trying to get a guarantee and GFL does not have a guarantee with Raleigh, because they would not issue one, which is the biggest problem.

Mayor Gilbert asked if there were continuing discussions.

Director Mullis said yes and they are already looking for options. He said they are actively promoting grass cycling and feel it is the best method because it takes grass out of the equation but there is a behavioral change to get over, but leaving the grass in place is the most beneficial and it eliminates these problems long term. He said it's not politically popular and the Communications Department has or will be posting a video about grass cycling that should help inform the residents, and they want to promote that in any case. He said that another thing that Council needed to be aware of is the increased maintenance issues with leaf vacuum trucks due to their use for grass collection which they are not designed to handle this. He said recent repairs were $3,500.00 for a clutch plate replacement because grass accumulates behind the impeller housing, placing additional strain on clutches and bearings and accelerating wear on the equipment. He said doing bi-weekly would help and the request for a leaf-vac last year was deferred, and the truck it was meant to replace is completely out of commission now. He asked for Council's financial support for the 10-year plan that was presented and the financial impacts of the current equipment with the way grass is being collected.

Councilmember Reese thanked Director Mullis for the presentation. He said there was another NC State study that talked about fescues and mold or rot that happens when laying grass down.

Director Mullis said that this may be something that Brandon Roberson, who has a degree in turf grass and worked closely with NC State's Dr. Miller.

Brandon Roberson, Solid Waste Supervisor said one of the discussions with Dr. Miller was what do you do if it's wet, and one of them is to move the mower up a notch or two to give it more space to decompose, then bring it back to normal once it dries. He said he wasn't familiar with the specific study but fungi growth is a common problem for all types of grass when it is wet. He said mowing when it is dry eliminates that concern.

Mayor Gilbert said there was a comment earlier in the meeting that Raleigh tried this and then went back.

Director Mullis said that was not correct. He said there had been information from the Assistant Director of Waste Management in Raleigh and they are moving forward, and they are eliminating vacuum trucks. He said they are not moving away from containers.

Mayor Pro-Tempore Mahaffey said they tried bi-weekly and went back to weekly.

Director Mullis said that when the leaves start falling Raleigh wants them to go into the carts. He said they also have holdover from using compostable bags, but they have their own processing center that can handle it.

Councilmember Reese asked staff to explain what the restart is that begins Fall of 2026 in Raleigh.

Director Mullis said the restart is Raleigh's Transportation Department did the leaf vacs and their Solid Waste Department does trash and recycling, and their Council purchased more equipment and added staff and the restart is that they are bringing the carts fully and eliminating the leaf vacs.

Councilmember Mu asked if the vacuum trucks were for leaves and not grass.

Director Mullis said that is correct.

Councilmember Mu said that Raleigh is getting rid of their vacuum trucks and are going to carts. She asked as far as cost, which is cheaper.

Director Mullis said that the carts are cheaper because they can use the side loader but Raleigh's dilemma is they've got the holdover from the bags and the former Director's end goal was to get all containers, but it's a transition period and the overall goal is automation, but as long as they have the bags they will continue with rear and side loaders in their fleet. He said that a challenge is if the residents do not get their yard waste out and they wait until the end of the season, then there is all the volume which Apex faces as well. He said if people would get the leaves in the carts as soon as they fall then it would help with the volume.

Councilmember Mu asked if there was a rough dollar amount for using the carts versus the vacuum trucks.

Director Mullis said that he didn't but the situation they are in right now is not working financially or operationally.

Mr. Roberson said that the leaf vacs could still be used for the leaf collection.

Director Mullis said that yes, the leaf vacs are perfect for leaf collection when the leaves are down without other yard waste. He said the vacuum tracks don't pack in the material like a side or rear loader, so they fill up very quickly.

Mayor Pro-Tempore Mahaffey said there are two separate issues tonight but they don't have to be solved tonight, one is what do we put the items in and then where do we take the items.

Councilmember Zegerman said that the two amendments are about strengthening the enforcements and setting some clarifications on yard waste collection, and the second one is specific around the elimination of grass pickup that staff is in conversations with a potential provider and is being proposed to be taken off consideration for more time.

Director Mullis said the ordinance needed to be adopted for the bi-weekly schedule, limbs, contractor waste, and the enforcement.

Mayor Gilbert asked if staff felt this is not a premature decision.

Director Mullis said that he absolutely did not feel that this was premature, especially considering the equipment. He explained the thoughts that grass would be ending, and the volume wouldn't be there next grass season, and the equipment would get them through August. He said going bi-weekly will help extend the vehicle life a little.

Councilmember Reese said the feedback in the Historic District was concerned about the trees is complicated by the fact that there is parking downtown and near the middle school. He said there was also concern about elderly residents and those who are on a fixed income. He said they also don't want to see trees having to get pared back in the downtown area.

Director Mullis said that there are areas that will have more debris from the maturity of the trees and trying to be equitable, there are some residents that will be paying the fee that don't have this need, so there is a balance. He said there is data of pile sizes at each location that will be in your packet. He said that he did not see repeat offenders of large piles at any one address.

Councilmember Reese said that people have reached out and said they are guilty of this.

Director Mullis said most were under 2 cubic yards and there are no charges for that amount.

Councilmember Reese said these people had more than 2 cubic yards.

Director Mullis said that it shouldn't be a problem because it wasn't seen in the study and, and the pile size would still have to be prepared for pickup in the proper way with the ordinance changes.

Mayor Gilbert said that we are getting close to the conclusion time listed on the Council's meeting agenda and asked if their was a motion to continue through the remaining portions of the meeting.

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Zegerman** to extend the time to adjourn to 11:30 p.m.

VOTE: UNANIMOUS (4-0)*, with Councilmember Gray absent*

Councilmember Reese said the photos that residents send, that's all of the evidence needed and it's a concern.

Assistant Town Attorney Chris Welch said there was a clause added that allowed individuals with properties that had parking along their whole frontage to still put their piles out there in those scenarios.

Mayor Pro-Tempore Mahaffey said that 2 cubic yards per week at 36 weeks would be 72 cubic yards, and would fill up half of this room.

Mr. Roberson said that 2 cubic yards is a standard pickup truck bed full.

Councilmember Reese read from a citizen about the yard waste filling up two parking spots every other week.

Director Mullis said if they have that much volume every week or two that would surprise him.

Councilmember Reese said that it's not every week, but he wouldn't belabor the point. He thanked staff for the presentation.

Mayor Gilbert asked if there could be a decision on the two items.

A **motion** was made by **Councilmember Zegerman** and seconded by **Mayor Pro-Tempore Mahaffey** to approve an Ordinance Amending Section 12 of the Apex Town Code of Ordinances – Effective July 1, 2026

VOTE: (3-1), *with Councilmember Reese dissenting, and Councilmember Gray absent*

Town Attorney Hohe said that Amendment No. 2 wasn't a Public Hearing and could be brought back at a later date when staff have their information.

Mayor Gilbert said the work has been appreciated, but there have been emails from the community members with tremendous concern, and hopefully the negotiations do work out to a healthy solution for everyone.

Mr. Roberson said he believes the video going out educating about grass cycling will be beneficial. He said it is helpful for resident's environments on their properties and home upkeep cost.

Mayor Gilbert said he understands, he wants to make sure they are responding to the concerns.

Director Mullis thanked Council for all of their support for this first step and the goal is to take care of the residents in the most efficient way possible and in the least expensive.

[INFORMATIONAL ITEMS]

No items were presented.

[CLOSED SESSION]

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Mu,** to enter into closed session pursuant to NCGS §143-318.11(a)(3).

Council entered into closed session at **11:04 p.m.**

VOTE: UNANIMOUS (4-0) *with Councilmember Gray absent*

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".

~~**CS2 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."*~~
Item removed per Council vote setting the Regular Meeting Agenda.

Council returned to Open Session at **11:19 p.m.**

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Mu**, to adopt Resolution Authorizing Domain Proceedings related to a traffic signal project along old US1 Highway for the improvement of the Apex Street System. ***(RES-2026-048)***

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

[ADJOURNMENT]

A **motion** was made by **Mayor Pro-Tempore Mahaffey** and seconded by **Councilmember Mu** to adjourn the meeting.

VOTE: UNANIMOUS (4-0), *with Councilmember Gray absent*

With no further business before the Town Council, **Mayor Gilbert** adjourned the meeting at **11:20 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 _____.

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Steve Adams, Real Estate and Utilities Acquisition Specialist

Department(s): Transportation and Infrastructure Development

Requested Motion

Motion to approve a Deed of Permanent Access Road Easement to Duke Energy on East Williams Substation Property, more specifically located 920 Public Power Drive, to enhance access options, and authorize the Mayor to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Town of Apex currently owns and operates an electric substation at 920 Public Power Drive.

Duke Energy maintains a high voltage line adjacent to the property and has asked for dedication of a small access road easement on our property to better access these lines.

The road will not conflict with our ability to operate or maintain our substation.

Attachments

- CN16-A1: Wake Count Tax map of East Williams Substation at 920 Public Power Drive
- CN16-A2: Proposed Deed of Permanent Access Road Easement with Exhibit Map

East Williams Substation



REID: 0120969
PIN: 0741745058
PIN Extension: 000
Land Value: $424710
Total Value Assessed: $424710
Deed Acres: 1.3
City: APEX
Planning Jurisdiction: AP
Township: Holly Springs
Owner: DUKE ENERGY PROGRESS INC
Mailing Address 1: TAX DEPT - DEC41B
Mailing Address 2: 550 S TRYON ST
Mailing Address 3: CHARLOTTE NC 28202-4200
Deed Book: 015289
Deed Page: 02437
Deed Date: 5/29/2013
Land Class: State Assessed
Map Name: 0741 04
Billing Class: Public
Property Description: C P & L LAND
Address: 1406 E WILLIAMS ST
Street Name: E WILLIAMS ST
Old Parcel Number: 672-00000-0002
Total Structures: 1
ZIP: 27539
CITY: APE
TOWNSHIP: 06
LAND_CODE: S
LAND_CLASS: STA
OWNERSHIP: 1050
ACTIVITY: 9000
FUNCTION: 9900
STRUCTURE: 9000

N

0 100 200 400 ft

1 inch equals 200 feet

Disclaimer
*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied ,are provided for the data therein, its use,or its interpretation.*

PREPARED BY: Karol P. Mack, Deputy General Counsel, Duke Energy
Mail To: Duke Energy Progress, LLC
Data & Document Management DEP-21
525 South Tryon Street
Charlotte, NC 28202

Property No.: 104864
Land Unit: 2857958
Project No: 104864-871251

STATE OF NORTH CAROLINA

ACCESS ROAD EASEMENT

COUNTY OF WAKE

THIS ACCESS ROAD EASEMENT ("Easement"), made this _____ day of _____, 2026, by and between **TOWN OF APEX**, a political subdivision of the State of North Carolina, having a mailing address of Post Office Box 250, Apex, North Carolina 27502 ("***Grantor,***" whether one or more) ("Grantor"), and **DUKE ENERGY PROGRESS, LLC**, a North Carolina limited liability company, having a mailing address of 525 South Tryon Street DEP-21, Charlotte, North Carolina 28202 ("Grantee").

W I T N E S S E T H:

That Grantor, for itself , its successors and assigns, in consideration of Two Thousand and No/100 Dollars ($2,000.00) and other valuable considerations paid by Grantee, the receipt and legal sufficiency of which is hereby acknowledged, does grant, bargain, sell and convey unto Grantee, its successors and assigns, a nonexclusive perpetual easement and right of way over, across and upon a portion of Grantor's land lying in Wake County, North Carolina, acquired by Grantor pursuant to that certain deed recorded in **Deed Book 11878 at Page 1603** in the Wake County Registry, for the purpose of ingress and egress, by pedestrian and vehicular means, upon an Access Road (as defined below) on that certain strip of land more particularly described as follows:

> That area or parcel of land containing 0.101± acres, labeled "New Access Easement," as shown on that certain plat of survey entitled "Access Easement on the Lands Now or Formerly Owned By THE TOWN OF APEX," Sheets 1-2, dated October 23, 2025, attached hereto as **Exhibit A** and incorporated herein by this reference ("***Access Easement***").

Within the Access Easement, Grantee shall have the right to construct, maintain, repair and use a gravel road for Grantee's use.

TO HAVE AND TO HOLD the aforesaid Easement together with all privileges and appurtenances thereto belonging for the use and purposes aforesaid unto the Grantee, its successors and assigns forever.

And the said Grantor, for itself and its heirs and assigns, covenants with the said Grantee, its successors and assigns, that Grantor is seized of said premises in fee and has the right to convey the said rights and easements; that the same is free and clear from all encumbrances and that Grantor will warrant and defend said title to the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, this Easement is executed as of the date first above written.

GRANTOR:

TOWN OF APEX
a political subdivision of the State of North Carolina

By: _____
Name: _____
Title: _____

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I, do hereby certify that _____ (name of officer), as _____ (Title of Officer), of Town of Apex, a political subdivision of the State of North Carolina, personally appeared before me this day and acknowledged that he/she is an authorized representative of the Town of Apex, and that by authority duly given, and as the act of the Town of Apex, he/she has executed the foregoing Access Road Easement document, in the capacity stated.

Witness my hand and notarial stamp or seal, this ____ day of _____, 2026.

_____
Notary Public

_____
Printed Name of Notary Public

(Affix Notary Stamp or Seal) My commission expires: _____

NOTES:

- SURVEYED & MAPPED FOR: DUKE ENERGY PROGRESS, LLC
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
- AREA BY COORDINATE COMPUTATION.
- PROPERTY SUBJECT TO ANY VALID & ENFORCEABLE EASEMENTS, RESTRICTIONS & RIGHTS OF WAY OF RECORD.
- SURVEY IS BASED ON PHYSICAL EVIDENCE AND EXISTING MONUMENTATION FOUND DURING THE SURVEY.
- PROPERTY CORNER PIPE SIZES AS SHOWN ARE NOMINAL INSIDE DIAMETER.

LEGEND

LINES SURVEYED ——————————
LINES NOT SURVEYED —— —— ——
TIE LINES —— – – —— – – ——
OLD INTERIOR LINE ----------
OVHD DISTRIBUTION LINE —— – ——
(OVERHEAD)

⊡ #4 REBAR(S) ◉ PK(S)
■ #4 REBAR(F) ● MAG NAIL(S)
△ #5 REBAR(S) ⊕ CONCRETE MONUMENT(F)
▲ #5 REBAR(F) ✦ CONCRETE MONUMENT(S)

(F) FOUND (S) SET C/L. = CENTER LINE
R.O.P. RATIO OF PRECISION
☼ LIGHT POLE
RETAIL POWER POLE
—⟩ NTS ⟨— NOT TO SCALE
o Pt POINT NOT SET
WOODS LINE
—x—HWF—x— HOG WIRE FENCE
—x—BWF—x— BARBED WIRE FENCE
PROPOSED EASEMENT
—x—CLF—x— CHAIN LINK FENCE
RCP REINFORCED CONCRETE PIPE
CMP CORRUGATED METAL PIPE
DIP DUCTILE IRON PIPE

SURVEYOR'S CERTIFICATE

I, JAMES S. ARMSTRONG, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 11878 PAGE 1603); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK ____, PAGE ____ ; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:30,000+ ; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).
WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 25th DAY OF NOVEMBER, A.D., 2025.

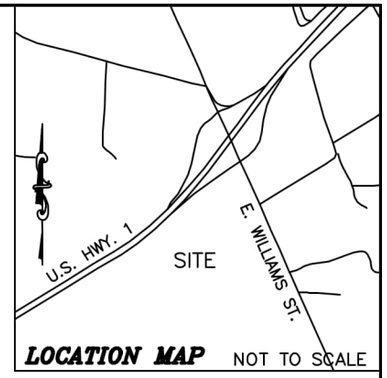
JAMES S. ARMSTRONG, PROFESSIONAL LAND SURVEYOR L-4411

I, JAMES S. ARMSTRONG, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

(1) CLASS OF SURVEY: AA
(2) POSITIONAL ACCURACY: HORIZONTAL 0.037' VERTICAL 0.053'
(3) TYPE OF GPS FIELD PROCEDURE: N.C. VRS NETWORK
(4) DATES OF SURVEY: 08/17/23
(5) DATUM/EPOCH: NAD83 (2001)
(6) PUBLISHED/FIXED-CONTROL USE: N.G.S. "PEARSALL"
(7) GEOID MODEL: 18
(8) COMBINED GRID FACTOR(S): 0.99889605
(9) UNITS: U.S. FEET

JAMES S. ARMSTRONG, PLS 11.25.25 DATE

NORTH CAROLINA PROFESSIONAL SEAL L-4411 LAND SURVEYOR JAMES S. ARMSTRONG



LOCATION MAP NOT TO SCALE

DEED BOOK AND MAP REFERENCES

D.B. 19263, PG. 240	B.M. 1982, PG. 7
D.B. 17122, PG. 1362	B.M. 1995, PG. 77
D.B. 18036, PG. 2491	B.M. 1996, PG. 667
D.B. 17473, PG. 2663	B.M. 2003, PG. 130
D.B. 1273, PG. 596	B.M. 2005, PG. 967
D.B. 2987, PG. 113	B.M. 2009, PG. 1258
D.B. 9643, PG. 2159	B.M. 2023, PG. 544
D.B. 19697, PG. 2638	

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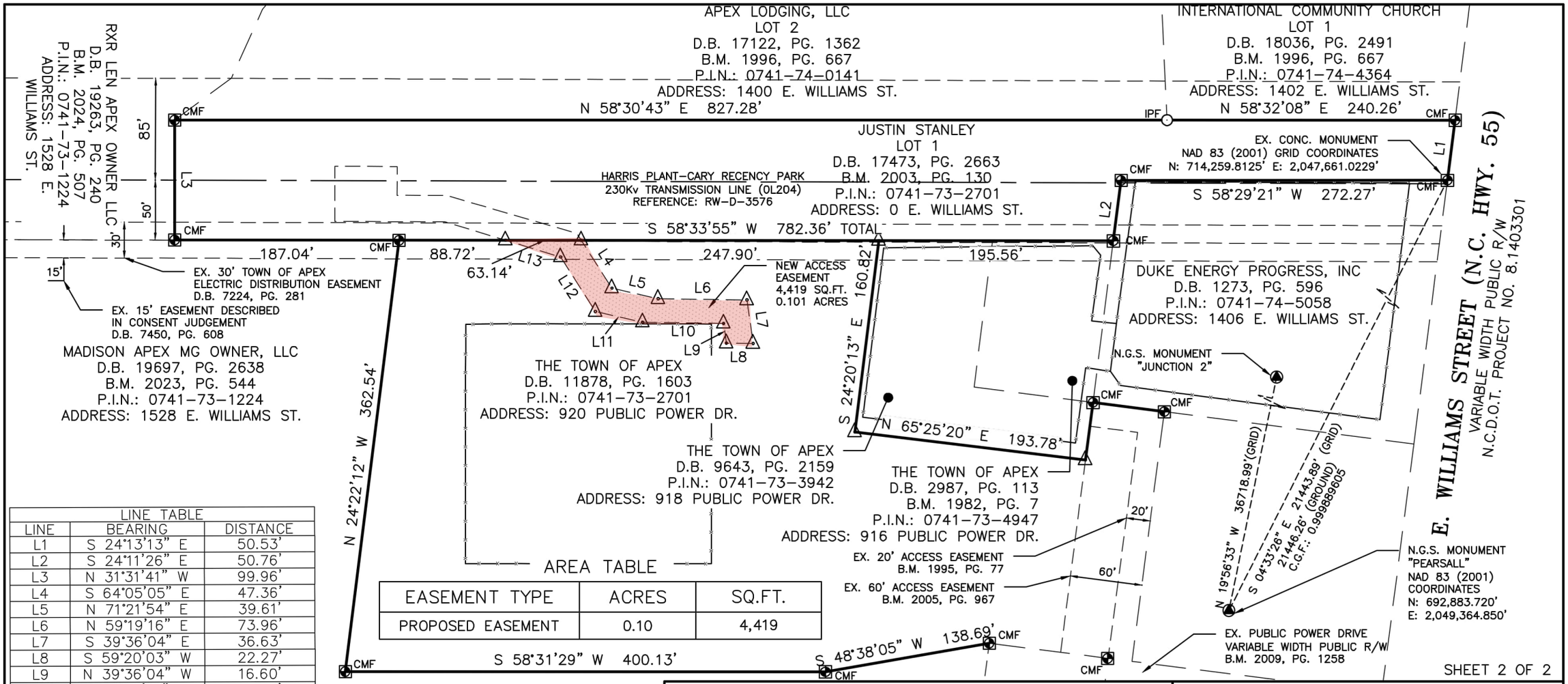
DUKE ENERGY PROGRESS, LLC
HARRIS PLANT-CARY REGENCY PARK 230kV LINE (0L204)
ACCESS EASEMENT ON LANDS NOW OR FORMERLY OWNED BY
THE TOWN OF APEX
HOLLY SPRINGS TOWNSHIP WAKE COUNTY, N.C.
BOOK: CREW: MB
DATE: 10/23/25 DRAWN BY: JSA
SCALE: R.O.P.= 1:30,000+
LAND U... 104864_RW_REPACE CCVT

DUKE ENERGY®
525 S. TRYON STREET
CHARLOTTE N.C. 28202
TELEPHONE NO. 800-641-7762



AREA TABLE

EASEMENT TYPE	ACRES	SQ.FT.
PROPOSED EASEMENT	0.10	4,419

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 24°13'13" E	50.53'
L2	S 24°11'26" E	50.76'
L3	N 31°31'41" W	99.96'
L4	S 64°05'05" E	47.36'
L5	N 71°21'54" E	39.61'
L6	N 59°19'16" E	73.96'
L7	S 39°36'04" E	36.63'
L8	S 59°20'03" W	22.27'
L9	N 39°36'04" W	16.60'
L10	S 59°19'16" W	67.51'
L11	S 71°21'54" W	40.33'
L12	N 64°05'05" W	53.89'
L13	S 75°27'41" W	48.02'
L14	S 75°27'41" W	52.69'
L15	S 58°47'01" W	92.11'
L16	N 31°12'59" W	46.00'
L17	N 58°47'01" E	52.00'
L18	S 31°12'59" E	24.00'
L19	N 58°47'01" E	41.14'
L20	N 74°43'37" E	113.20'
L21	S 64°05'05" E	6.89'

NC GRID (NAD83)

NORTH CAROLINA PROFESSIONAL SEAL L-4411 LAND SURVEYOR JAMES C. ARMSTRONG

SHEET 2 OF 2

DUKE ENERGY PROGRESS, LLC

HARRIS PLANT-CARY REGENCY PARK 230kV LINE (0L204)

ACCESS EASEMENT ON LANDS NOW OR FORMERLY OWNED BY

THE TOWN OF APEX

HOLLY SPRINGS TOWNSHIP WAKE COUNTY, N.C.

BOOK: 50' 0' 50' 100' 150' CREW: MB

DATE: 10/23/25 DRAWN BY: JSA

SCALE: 1"=100' SCALE IN FEET R.O.P.= 1:30,000+

LAND U... 104864_RW_REPACE CCVT

DUKE ENERGY®

525 S. TRYON STREET
CHARLOTTE N.C. 28202
TELEPHONE NO. 800-641-7762

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Timothy Herman, Fire Chief

Department(s): Fire

Requested Motion

Motion to approve a Memorandum of Understanding (MOU) between Wake Technical Community College (WTCC) and Town of Apex, effective January 1, 2026 through December 31, 2030, to utilize Town of Apex vehicles, apparatus, tools, and related equipment for the delivery of fire and emergency services training, and to authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

Under this MOU, the Town of Apex authorizes WTCC and its assigned instructors to access, operate, and utilize Town owned vehicles, apparatus, tools, and equipment for the purpose of conducting WTCC approved certification courses and skills training. In addition, WTCC will provide instruction to Town of Apex personnel and other students registered through WTCC for certification, continuing education, and workforce development training and when agreed upon, Town of Apex training grounds or facilities will be used to support course delivery. Both Parties agree to pay its own fees, costs, and expenses, and those of its agents, independent contractors, and consultants, in connection with this MOU.

Attachments

- CN17-A1: Memorandum of Understanding (MOU) Multi-Year - Wake Technical Community College (WTCC) and the Town of Apex - Authorization to Use Town Vehicles, Apparatus, Tools, and Related Equipment for Delivery of Fire and Emergency Services Training - January 1, 2026 through December 31, 2030

MEMORANDUM OF UNDERSTANDING

Between
TOWN OF APEX
And
WAKE TECHNICAL COMMUNITY COLLEGE

This Memorandum of Understanding ("MOU") is made this 1st day of January 2026 (the "Effective Date") between Wake Technical Community College, a public institution of higher education which is located at 9101 Fayetteville Road, Raleigh, NC 27603 ("College") and TOWN of APEX "Partner") (collectively the "Parties", and singularly, a "Party"), to confirm the Parties cooperation in certain collaborative educational and cultural activities as more particularly described below.

ARTICLE 1
SCOPE AND PURPOSE

1.1 PURPOSE: The purpose of this MOU is to establish the terms under which College is authorized to utilize Partner vehicles, apparatus, tools, and related equipment for the delivery of fire and emergency services training. The College seeks to ensure that public safety personnel receive high quality, relevant, and efficient instruction using equipment that aligns with current operational standards and matches the apparatus used by their employing agencies.

1.2 BACKGROUND AND RATIONALE: The College serves multiple departments within its public safety training region. Due to the diversity, specialization, and cost of fire service apparatus and equipment, it is not fiscally responsible for the College to purchase and maintain all vehicles and tools used by local agencies. Training firefighters on their own agency's equipment promotes:

- Greater operational compatibility and familiarity.
- Increased efficiency in training and resource utilization.
- Improved alignment between instructional practices and real-world response environments.

The Partner benefits by ensuring its personnel—and other enrolled trainees—receive instruction directly applicable to the vehicles, tools, and equipment used during emergency responses.

1.3 SCOPE OF USE: Under this MOU, the Partner authorizes the College and its assigned instructors to:

1. Access, operate, and utilize Partner owned vehicles, apparatus, tools, and equipment for the purpose of conducting College approved certification courses and skills training.

2. Provide instruction to Partner personnel and other students registered through the College for certification, continuing education, or workforce development training.

3. Use Partner training grounds or facilities, when mutually agreed upon, to support course delivery.

No equipment shall be removed from Partner property without prior authorization from the Partner's designated representative.

1.4 RESPONSIBILITIES OF THE COLLEGE: The College agrees to:

- Assign only qualified, credentialed instructors who meet North Carolina Fire and Rescue Commission requirements.
- Ensure all instructional activities are conducted safely and in accordance with applicable federal, state, and local standards.
- Maintain insurance coverage for College employees, including workers' compensation and general liability coverage, consistent with state policy.
- Report any observed issues, damage, or safety concerns related to Partner equipment promptly to the Partner's designated contact.

The College **shall not be held liable** for normal wear and tear or damage to vehicles, apparatus, or equipment occurring in the course of reasonable and customary training activities.

1.5 RESPONSIBILITIES OF THE PARTNER: The Partner agrees to:

- Provide access to the equipment it authorizes for training purposes, in good working conditions to the best of its knowledge.
- Ensure its own personnel comply with College's safety policies and instructor direction during training activities.
- Remain fully responsible for the safety, well-being, and workers' compensation coverage of its own employees while participating in training.
- Assume liability for **any harm, loss, injury, or damages** incurred by its employees during their participation in College-provided training activities.

ARTICLE 2
TERM AND EVALUATION

2.1 The initial term of this MOU shall commence on the Effective Date and remains in force until December 31, 2030. The Parties agree to review the MOU prior to expiration and renew, modify, or extend it as necessary.

ARTICLE 3
NON-DISCRIMINATION

The Parties shall not discriminate race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

ARTICLE 4
COMPLIANCE WITH LAW

The Parties specifically intend to comply with all applicable laws, rules and regulations as they may be amended from time to time. If any part of this MOU is determined to violate federal, state, or local laws, rules, or regulations, the Parties agree to negotiate in good faith revisions to any such provisions. If the Parties fail to agree within a reasonable time to revisions required to bring the entire MOU into compliance, either Party may terminate this MOU upon thirty (30) days prior written notice to the other Party.

ARTICLE 5
AVAILABILITY OF FUNDS

Any payments due from College under this MOU may be subject to the availability of funds provided to the College for this purpose.

ARTICLE 6
EXPENSES

College and Partner agree that each Party shall pay its own fees, costs, and expenses, and those of its agents, independent contractors, and consultants, in connection with this MOU, including without limitation any legal fees, except as expressly specified herein or otherwise agreed upon in writing by both Parties.

ARTICLE 7
STUDENT RECORDS

As part of implementing and receiving Services from the Partner, the College may disclose to Partner, either directly or through a College designated school official, education records and personally identifiable information contained in such records, including, without limitation, attendance data, grades, test scores, and financial aid information (collectively, "Student Records").

Partner shall comply with Federal and State laws and regulations regarding confidentiality of Student Records. Specifically, Partner shall comply and shall assist College in compliance, in all material respects, with applicable laws and regulations, including with the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and all applicable privacy laws.

To the extent Partner, its agents, or its subcontractors comes into contact with any Student Records, Partner, its agents and its subcontractors will not disclose such information without eligible student permission. Personally identifiable student information and education records, as defined pursuant to FERPA, will be, and will be deemed to have been, received in confidence and will be used only for purposes of the Services contemplated in this MOU.

Partner may disclose Student Records to third parties performing services on behalf of College, provided, however that all such parties shall be bound to obligations consistent with the confidentiality and data protection requirements of this MOU.

Partner shall use commercially reasonable legal, organizational, physical, administrative, and technical measures, and security procedures to safeguard Student Records and to protect the Student Records from unauthorized access, disclosure, use, modification, or loss ("Security Breach").

To the extent allowable by applicable law and to the extent such notification does not compromise any on-going investigation, Partner shall notify College as expeditiously as possible upon becoming aware of a Security Breach of the Student Records, and shall take steps to limit and mitigate such Security Breach.

ARTICLE 8
INDEMNIFICATION AND LIABILITY

To the extent allowed under North Carolina law, each Party agrees to release, hold harmless, and indemnify the other Party, its board members, officials, employees, agents, attorneys, and assignees from any and all claims, or causes of action for liability of any kind, including all third-party claims, including, without limitation, for personal injury or death, and from any and all liability and loss incurred by reason of any accidents, personal injuries, death or other damage to the premises, loss of services, medical expenses, losses or damages, costs and expenses of any and every kind (collectively, "**Claims**") to the extent any such Claims arise out of the acts or omissions of either Party related to the performance of this Agreement, or that of its employees, agents, contractors or subcontractors, except to the extent arising out of the willful misconduct of College or the Partner. Nothing herein shall be deemed to waive either party's sovereign immunity with respect to any Claims. The provisions of this Article 9 shall survive the expiration or earlier termination of this MOU.

The College expressly disclaims responsibility for damage to Partner vehicles or equipment and shall not be held liable for repairs or replacement.

ARTICLE 9
SEVERABILITY

The provisions of this MOU are severable, and if any provision of this MOU is found to be invalid, void or unenforceable, the remaining provisions will remain in full force and effect.

ARTICLE 10
WAIVER

The waiver of any breach of any term of this MOU does not waive any subsequent breach of that or another term of this MOU.

ARTICLE 11
ASSIGNMENT

No Party may assign this MOU or any rights or obligations under this MOU to any person or entity without the prior written consent of the other Party. Any assignment in violation of this provision is null and void.

ARTICLE 12
GOVERNING LAW; VENUE

This MOU shall be construed and enforced solely pursuant to the laws of the State of North Carolina, without giving effect to the principles of conflicts of laws thereof. The Parties agree that disputes regarding this MOU shall be subject to the sole and exclusive jurisdiction of the state and federal courts located in Raleigh, North Carolina.

ARTICLE 13
NO AMENDMENTS

This MOU may not be amended, except by a written document executed by both Parties.

Partner and College, by their duly authorized representatives, hereby enter into this MOU as of the Effective Date.

Partner:

Town of Apex

By:_____

Name:_____

Title:_____

College:

Wake Technical Community College

By:_____

Name:_____

Title:_____

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Craig Setzer, Director

Department(s): Parks, Recreation, and Cultural Resources

Requested Motion

Motion to adopt an ordinance amending Section 15-7(h) of the Town of Apex Code of Ordinances to expand eligibility for the annual no-cost rental of parks facilities by nonprofit and civic organizations, consistent with the Parks, Recreation, and Cultural Resources Program and Rental Pricing Policy, effective the date of adoption.

Approval Recommended?

Yes

Item Details

The Town Council approved the new Parks, Recreation, and Cultural Resources Program and Rental Pricing Policy on September 9, 2025, to be effective July 1, 2026. The pricing policy, in accordance with the Town Code of Ordinances, allows nonprofit and civic groups to rent a parks facility at no cost once per year pursuant to standards set forth in subsection (h) of Section 15-7. The current version of subsection (h) applies a narrow scope for which groups qualify – only those with a 501(c)(3) status. This ordinance amendment broadens that scope to match the new Program and Rental Pricing Policy and to reflect actual practice. Examples of non-profits without 501(c)(3) status include: social welfare organizations (501(c)(4)); business leagues (501(c)(6)); and fraternal benefit societies (501(c)(8)).

Attachments

- CN18-A1: Ordinance Amendment - Chapter 15 - Parks and Recreation, Section 15.7 - Rules and Regulations; Illegal Acts - Expand Nonprofit Definition Consistent with Parks, Recreation, and Cultural Resources Program and Rental Pricing Policy

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 15-7 OF APEX TOWN CODE

THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF APEX AS FOLLOWS:

Section 1. Subsection (h) of Section 15-7 of the Town of Apex Code of Ordinances is hereby amended to read as follows with additions shown as bold underlined text and deletions shown as strikethrough text:

Sec. 15-7. Rules and regulations; illegal acts.

(h) No person shall solicit, peddle or 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:

(1) Any concession franchise granted by the parks and recreation and cultural resources department for a park; or

(2) Any solicitation or sale of goods by nonprofit or civic groups, provided that written permission is obtained in advance from the director of parks, recreation, and cultural resources or the director's designee. Such groups must provide proof of their approved ~~501-C3~~ nonprofit designation and must provide insurance, Hold Harmless, and other documentation as required by the town. No such permission shall be issued to any group more than once during a 12-month period.

Section 2. It is the intention of the governing body, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, and the sections of this ordinance may be renumbered to accomplish such intention.

Section 3. Severability, Conflict of Laws. If this ordinance or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Effective Date. This ordinance shall be effective upon adoption.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 15-7 OF APEX TOWN CODE CONTINUED

Introduced by Council Member: _____

Seconded by Council Member: _____

This the ____ day of _____, 2026.

TOWN OF APEX

_____
Jacques K. Gilbert
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk

APPROVED AS TO FORM:

_____
Laurie L. Hohe
Town Attorney

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Karmen McGee, Director

Department(s): Human Resources

Requested Motion

Motion to approve the Fiscal Year 2026-27 Pay Grades and Salary Ranges for the Town's Pay and Classification Plan and fully implement the position pay and classification recommendations for both the Field Operations and Technical Positions identified in the study and the Fire Operations positions identified in the study.

Approval Recommended?

Yes

Item Details

This motion is to request approval of the attached FY2027 Grades and Salary Ranges for the Town's Pay and Classification Plan. The FY27 salary ranges have been increased by three (3) percent to make necessary market adjustments so that the Town can remain competitive in recruitment and retention efforts.

The Town's Human Resources Department conducts a job evaluation and market analysis for approximately one-third of its positions every year. Currently in the third year of our three-year position study cycle, we studied 88 Field Operations and Technical positions in four departments – Electric Utilities, Parks, Recreation and Cultural Resources Operations Division, Public Works, and Water Resources. Approximately 172 employees are in the positions that were studied.

The job evaluation results determine if the duties and responsibilities of a position have changed sufficiently to warrant a change of the position's classification. The market analysis data determines if a position's current minimum salary needs to be adjusted and if that adjustment requires reclassification to another pay grade.

The market analysis included market data from the following organizations: Carrboro, Cary, Chapel Hill, Concord, Durham, ElectriCities (where applicable), Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, OWASA (where applicable), Raleigh, Wake County, and Wake Forest.

In addition, to maintain competitive starting pay rates and address current recruiting challenges, the Town needed to survey the starting salaries of Firefighters and Firefighter Cadets, which in turn impacts the pay rates of all operational personnel. Therefore, we conducted a market analysis of seven Fire Operations positions: Firefighter Cadet, Firefighter, Senior Firefighter, Fire Engineer, Fire Captain I, Fire Captain II, and Battalion Chief. This study looked only at market comparisons and impacts on approximately 101 employees.

Sixty-five (65) positions (about 74% of those studied) are recommended for an upgrade in position classification. Approximately fifty-five (55) employees (or 32%) will receive adjustments in their annual compensation (increase). The total budgetary impact for implementing the position study recommendations related to the field and technical operations departments is $193,195.

The additional fire department market analysis provides additional recommendations. Six of the seven positions in the Fire Operations division are recommended for increase in position classification (grades). Approximately twenty-five (25) of the 101 employees studied in the Fire Department will receive a salary increase. The total budgetary impact for implementing the position study recommendations related to the Fire Department are $123,900.

Funding was included in the approved operating budget for Fiscal Year 2026-2027 to implement the full position study recommendations.

Attachments

- CN19-A1: Pay and Classification Plan and Job Ranges
- CN19-A2: Staff Memo – Pay and Classification Plan Fiscal Year 2026-27

Department	Position Title	Grade	Minimum Hourly	Minimum Salary	Market Hourly	Market Salary	Max Hourly	Max Salary
Administration	Receptionist	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Administration	Senior Executive Assistant to Town Administrator	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Administration	Administration Project Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Administration	Senior Capital Projects Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Administration	Assistant Town Manager	SL305	$77.22	$160,615.73	$94.61	$196,779.44	$119.70	$248,968.30
Administration	Deputy Town Manager	SL306	$81.62	$169,763.78	$100.00	$208,005.62	$126.50	$263,129.57
Budget & Performance	Sustainability Specialist I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Budget & Performance	Sustainability Program Coordinator	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Budget & Performance	Budget & Performance Analyst I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Budget & Performance	Strategic Planning and Performance Analyst	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Budget & Performance	Budget Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Budget & Performance	Budget & Performance Management Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Communications	Communications Consultant	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Communications	Digital Media Specialist I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Communications	Multimedia Specialist I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Communications	Public Information Officer I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Communications	Communications Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Communications	Communications Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Community Dev and Neighborhood Connections	Town Services Specialist	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Community Dev and Neighborhood Connections	Community Engagement Specialist	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Community Dev and Neighborhood Connections	Housing Specialist	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Community Dev and Neighborhood Connections	Ask Apex Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Community Dev and Neighborhood Connections	Ask Apex Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Community Dev and Neighborhood Connections	Community Engagement Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Community Dev and Neighborhood Connections	Senior Housing Specialist	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Community Dev and Neighborhood Connections	Housing Program Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Community Dev and Neighborhood Connections	Community Dev and Neighborhood Connections Director	SL302	$64.35	$133,857.15	$78.84	$163,979.30	$99.75	$207,470.02
Economic Development	Program Support Specialist I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Economic Development	Economic Development Marketing Coordinator	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Economic Development	Small Business Consultant I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Economic Development	Economic Development Manager	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Economic Development	Economic Development Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Electric	Electric Line Technician II	E10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Electric	Electric Technical Services Specialist I	E10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Electric	Electric Line Technician III	E11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Electric	Electric Technical Services Specialist II	E11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Electric	Powerline Arborist	E11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Electric	Powerline Arborist	E11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Electric	Electric Engineer	E12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Electric	Electric Line Technician Journey	E12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Electric	Electric Operations Assistant	E12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Electric	Electric Engineering Assistant	E13	$46.04	$95,765.28	$56.39	$117,293.31	$71.35	$148,399.50
Electric	Electric Field Crew Supervisor	E13	$46.04	$95,765.28	$56.39	$117,293.31	$71.35	$148,399.50
Electric	Powerline Field Crew Supervisor	E13	$46.04	$95,765.28	$56.39	$117,293.31	$71.35	$148,399.50
Electric	Electric Operations Manager	E14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Electric	Electric Technical Services Manager	E14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Electric	Powerline Forest Operations Manager	E14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Electric	Senior Electric Engineer	E14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Electric	Assistant Electric Utilities Director	E15	$55.21	$114,832.64	$67.61	$140,627.14	$85.55	$177,947.74
Electric	Electric Line Tech Apprentice	E6	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Electric	Lead Utility Locate Technician	E7	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Electric	Utility Locate Technician I, II	E7	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Electric	Electric Line Technician I	E8	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Electric	Powerline Right of Way Technician I, II	E8	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89

***NOTE: All listed ranges are for a full-time, 1.0 fte.**

Department	Position Title	Grade	Minimum Hourly	Minimum Salary	Market Hourly	Market Salary	Max Hourly	Max Salary
Electric	Program Support Specialist I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Electric	Electric Programs & Tech Coordinator I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Electric	Electric Projects Specialist I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Electric	Electric Utilities Director	SL303	$68.65	$142,790.96	$84.10	$174,926.96	$106.40	$221,309.92
Finance	Mail Courier (PT 30)	M04	$21.00	$43,683.54	$25.73	$53,517.15	$32.56	$67,721.26
Finance	Inventory & Warehouse Specialist I, II	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Finance	Accounts Payable Technician I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Finance	Billing & Collections Specialist I,II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Finance	Buyer I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Finance	Senior Billing & Collections Specialist	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Finance	Payroll Administrator I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Finance	Accountant I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Finance	Billing & Collections Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Finance	Purchasing and Contracts Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Finance	Accounting Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Finance	Finance Director	SL302	$64.35	$133,857.15	$78.84	$163,979.30	$99.75	$207,470.02
Finance	Assistant Billing & Collections Manager	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Finance	Purchasing Contracts & MWBE Administrator I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Finance	Financial Systems Analyst	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Finance	Assistant Finance Director	M15	$55.21	$114,832.64	$67.61	$140,627.14	$85.55	$177,947.74
Fire & Rescue	Firefighter Cadet	F100	$27.04	$56,238.00	$33.12	$68,899.58	$41.90	$87,152.83
Fire & Rescue	Community Risk Reduction Coordinator I, II	F102	$31.10	$64,679.06	$38.09	$79,225.95	$48.19	$100,242.90
Fire & Rescue	Fire Accreditation Specialist I, II	F102	$31.10	$64,679.06	$38.09	$79,225.95	$48.19	$100,242.90
Fire & Rescue	Firefighter	F102	$31.10	$64,679.06	$38.09	$79,225.95	$48.19	$100,242.90
Fire & Rescue	Senior Firefighter	F103	$32.83	$68,278.29	$40.21	$83,639.30	$50.87	$105,813.14
Fire & Rescue	Fire Engineer I, II	F104	$34.37	$71,491.89	$42.11	$87,581.31	$53.27	$110,804.93
Fire & Rescue	Fire Inspector I, II, III	F104	$34.37	$71,491.89	$42.11	$87,581.31	$53.27	$110,804.93
Fire & Rescue	Deputy Fire Marshal I, II	F107	$38.33	$79,718.70	$46.96	$97,672.02	$59.41	$123,573.63
Fire & Rescue	Fire Captain I	F107	$38.33	$79,718.70	$46.96	$97,672.02	$59.41	$123,573.63
Fire & Rescue	Fire Training Coordinator I, II	F107	$38.33	$79,718.70	$46.96	$97,672.02	$59.41	$123,573.63
Fire & Rescue	Fire Captain II	F108	$41.05	$85,378.74	$50.29	$104,597.53	$63.62	$132,336.80
Fire & Rescue	Fire Battalion Chief	F109	$48.11	$100,071.50	$58.94	$122,588.13	$74.56	$155,088.34
Fire & Rescue	Fire Marshal	F109	$48.11	$100,071.50	$58.94	$122,588.13	$74.56	$155,088.34
Fire & Rescue	Admin Logistics Coordinator I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Fire & Rescue	Executive Assistant I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Fire & Rescue	Emergency Management Coordinator I, II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Fire & Rescue	Assistant Fire Chief	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Fire & Rescue	Fire Chief	SL303	$68.65	$142,790.96	$84.10	$174,926.96	$106.40	$221,309.92
Human Resources	Executive Assistant I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Human Resources	Safety Specialist	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Human Resources	Benefits Analyst	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Human Resources	Talent Acquisition Consultant I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Human Resources	Compensation Analyst	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Human Resources	Employee Relations Officer I, II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Human Resources	HRIS Administrator	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Human Resources	Human Resources Consultant I, II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Human Resources	Senoir Talent Acquisition & Onboarding Experience Consultant	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Human Resources	HR Manager - Talent & Benefits	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Human Resources	Safety & Risk Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Human Resources	Assistant Human Resources Director	M15	$55.21	$114,832.64	$67.61	$140,627.14	$85.55	$177,947.74
Human Resources	Human Resources Director	SL302	$64.35	$133,857.15	$78.84	$163,979.30	$99.75	$207,470.02
Information Technology	GIS Specialist I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Information Technology	GIS Analyst I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Information Technology	IT Specialist I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20

***NOTE: All listed ranges are for a full-time, 1.0 fte.**

Department	Position Title	Grade	Minimum Hourly	Minimum Salary	Market Hourly	Market Salary	Max Hourly	Max Salary
Information Technology	IT Analyst - I, II (Data and Applications, Operations)	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Information Technology	GIS Administrator	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Information Technology	IT Consultant I, II (Innovation, Security)	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Information Technology	IT Supervisor (Public Safety, Operations, Process, Help Desk)	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Information Technology	IT Manager (Client Services, Projects, Security)	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Information Technology	IT Director	SL302	$64.35	$133,857.15	$78.84	$163,979.30	$99.75	$207,470.02
Inspections & Permits	Permit Specialist I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Inspections & Permits	Senior Program Support Specialist I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Inspections & Permits	Building Code Official I	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Inspections & Permits	Plans Examiner I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Inspections & Permits	Building Code Official II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Inspections & Permits	Building Code Official III	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Inspections & Permits	Senior Plans Examiner	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Inspections & Permits	Building Code Supervisor	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Inspections & Permits	Plans and Permits Supervisor	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Inspections & Permits	Inspections & Permits Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Legal Services	Legal Assistant I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Legal Services	Assistant Town Attorney	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Legal Services	Deputy Town Attorney	M16	$60.45	$125,737.46	$74.04	$153,995.71	$93.68	$194,851.28
Organizational Excellence	Language Access and Community Coordinator	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Organizational Excellence	Senior Organizational Excellence Consultant	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Organizational Excellence	Organizational Excellence Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Parks, Recreation, and Cultural Resources	Facility Attendant I, II	M04	$21.00	$43,683.54	$25.73	$53,517.15	$32.56	$67,721.26
Parks, Recreation, and Cultural Resources	Athletics & Grounds Worker I, II	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Parks, Recreation, and Cultural Resources	Park Operations Logistics Specialist (PT 30)	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Parks, Recreation, and Cultural Resources	Athletic and Grounds Technician I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Parks, Recreation, and Cultural Resources	Parks Attendant I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Parks, Recreation, and Cultural Resources	Parks Operations Worker I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Parks, Recreation, and Cultural Resources	Pleasant Park Attendant I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Parks, Recreation, and Cultural Resources	Pleasant Park Operations Worker I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Parks, Recreation, and Cultural Resources	Recreation Customer Service Specialist I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Parks, Recreation, and Cultural Resources	Athletics & Grounds Team Leader	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Parks, Recreation, and Cultural Resources	Camp Director (PT 30)	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Parks, Recreation, and Cultural Resources	Cultural Arts Marketing and Event Coordinator I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Parks, Recreation, and Cultural Resources	Parks Attendant Team Leader	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Parks, Recreation, and Cultural Resources	Senior Parks Operations Worker I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Parks, Recreation, and Cultural Resources	Volunteer Coordinator I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Parks, Recreation, and Cultural Resources	Cultural Arts Specialist I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Executive Assistant I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Lead Recreation Program Specialist	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Marketing & Programs Coordinator I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Parks & Greenways Planning Tech I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Parks Operations Team Leader	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Pleasant Park Operations Team Leader	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Recreation Program Specialist I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Special Events Specialist I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Parks, Recreation, and Cultural Resources	Athletics & Grounds Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Parks, Recreation, and Cultural Resources	Recreation Program Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Parks, Recreation, and Cultural Resources	Parks Planner I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Parks, Recreation, and Cultural Resources	Parks Operations Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Parks, Recreation, and Cultural Resources	Special Events Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Parks, Recreation, and Cultural Resources	PRCR Center Manager (Community, Senior, Cultural Arts)	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Parks, Recreation, and Cultural Resources	Park Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Parks, Recreation, and Cultural Resources	Senior Parks Projects Supervisor	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65

***NOTE: All listed ranges are for a full-time, 1.0 fte.**

Department	Position Title	Grade	Minimum Hourly	Minimum Salary	Market Hourly	Market Salary	Max Hourly	Max Salary
Parks, Recreation, and Cultural Resources	Special Events Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Parks, Recreation, and Cultural Resources	Parks Operations Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Parks, Recreation, and Cultural Resources	Parks Planning Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Parks, Recreation, and Cultural Resources	Assistant Parks, Recreation, and Cultural Resources Director	M15	$55.21	$114,832.64	$67.61	$140,627.14	$85.55	$177,947.74
Parks, Recreation, and Cultural Resources	Parks, Recreation and Cultural Resources Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Planning	Planning GIS Technician	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Planning	Planning Technician I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Planning	Zoning Compliance Officer	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Planning	Lead Planning Technician	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Planning	Planner I	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Planning	Planning GIS Specialist	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Planning	Senior Zoning Compliance Officer	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Planning	Environmental Programs Coordinator	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Planning	Planner II, III	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Planning	Planning GIS Analyst	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Planning	Senior Zoning Compliance Officer-Landscaping	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Planning	Senior Planning GIS Analyst	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Planning	Zoning Compliance Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Planning	Senior Planner	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Planning	Long-Range Planning Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Planning	Assistant Planning Director	M15	$55.21	$114,832.64	$67.61	$140,627.14	$85.55	$177,947.74
Planning	Planning Director	SL302	$64.35	$133,857.15	$78.84	$163,979.30	$99.75	$207,470.02
Police	Police Records Technician I, II	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Police	Evidence Tech/Quartermaster I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Police	Telecommunicator I, II (5% increase)	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Police	Senior Program Support Specialist (PT 30)	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Police	Senior Telecommunicator	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Police	Accreditation Specialist I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Police	Crime Analyst I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Police	Criminal Intelligence Analyst	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Police	Executive Assistant I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Police	Police Records Supervisor	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Police	Civilian Traffic Crash Investigator	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Police	Communications Shift Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Police	Crime Scene Technician I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Police	Police Crisis Counselor I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Police	Victim Advocate I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Police	Compliance Specialist I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Police	Communications Center Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Police	Compliance Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Police	Deputy Police Chief	M16	$60.45	$125,737.46	$74.04	$153,995.71	$93.68	$194,851.28
Police	Police Recruit	P199	$29.49	$61,336.91	$36.13	$75,155.39	$45.71	$95,079.71
Police	Police Officer I	P200	$30.96	$64,400.54	$37.93	$78,904.59	$48.00	$99,835.84
Police	Police Officer II	P201	$31.99	$66,542.94	$39.19	$81,518.32	$49.59	$103,156.56
Police	Police Officer III	P202	$34.06	$70,849.17	$41.73	$86,788.62	$52.79	$109,798.00
Police	Senior Police Officer	P203	$35.45	$73,741.41	$43.42	$90,323.58	$54.94	$114,275.62
Police	Police Corporal	P204	$37.87	$78,776.05	$46.39	$96,493.70	$58.69	$122,073.95
Police	Police Sergeant	P205	$40.89	$85,053.28	$50.10	$104,206.34	$63.39	$131,843.30
Police	Police Lieutenant	P206	$45.59	$94,822.62	$55.86	$116,182.35	$70.67	$146,990.06
Police	Police Captain	P207	$49.58	$103,135.14	$60.74	$126,337.33	$76.86	$159,865.89
Police	Police Chief	SL303	$68.65	$142,790.96	$84.10	$174,926.96	$106.40	$221,309.92
Public Works	Street Signs Worker I, II	M04	$21.00	$43,683.54	$25.73	$53,517.15	$32.56	$67,721.26
Public Works	General Maintenance Worker I, II	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Public Works	Public Works Attendant (PT 20)	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10

***NOTE: All listed ranges are for a full-time, 1.0 fte.**

Department	Position Title	Grade	Minimum Hourly	Minimum Salary	Market Hourly	Market Salary	Max Hourly	Max Salary
Public Works	Street Maintenance Worker I, II	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Public Works	Fleet Support Specialist I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Public Works	Senior Street Maintenance Worker	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Public Works	Solid Waste Equipment Operator I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Public Works	Street Signs Technician I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Public Works	Facility Maintenance Mechanic I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Public Works	Fleet Services Technician I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Public Works	Heavy Equipment Operator - PW I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Public Works	Senior Program Support Specialist I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Public Works	Fleet Services Technician III	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Public Works	PW Data Operations Specialist I, II	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Public Works	Senior Facility Maintenance Mechanic	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Public Works	Grounds Maintenance Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Public Works	Heavy Duty Diesel EVT Tech	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Public Works	Solid Waste Field Crew Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Public Works	Street Maintenance Field Crew Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Public Works	Facility Services Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Public Works	Fleet Services Master Technician	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Public Works	PW Data Operations Analyst I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Public Works	Streets Operations Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Public Works	Facilities & Grounds Manager	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Public Works	Fleet Services Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Public Works	Solid Waste Operations Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Public Works	Fleet Services Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Public Works	Public Works Solid Waste Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Public Works	Public Works Director	SL301	$60.07	$124,944.77	$73.58	$153,053.06	$93.10	$193,651.54
Public Works	**Facilities Project Specialist**	TBD	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Town Clerk	Legislative Assistant I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Town Clerk	Deputy Town Clerk	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Town Clerk	Public Records Coordinator	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Town Clerk	Government Relations and Strategy Manager	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Town Clerk	Town Clerk	SL300	$55.78	$116,032.38	$68.33	$142,126.82	$86.45	$179,811.63
Transportation & Infrastructure	Development Services Technician	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Transportation & Infrastructure	Program Support Specialist I, II	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Transportation & Infrastructure	Senior Program Support Specialist I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Transportation & Infrastructure	Development Services Specialist I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Transportation & Infrastructure	Infrastructure Inspector	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Transportation & Infrastructure	Engineering Plan Reviewer	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Transportation & Infrastructure	Engineering Projects Coordinator I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Transportation & Infrastructure	Engineering Specialist I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Transportation & Infrastructure	Senior Infrastructure Inspector	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Transportation & Infrastructure	Capital Projects Inspector	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Transportation & Infrastructure	Real Estate Acquisition Specialist I, II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Transportation & Infrastructure	Utilities Acquisition Specialist	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Transportation & Infrastructure	Development Services Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Transportation & Infrastructure	Infrastructure Inspections Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Transportation & Infrastructure	Traffic Engineer I, II	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Transportation & Infrastructure	Traffic Safety Engineer I, II	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Transportation & Infrastructure	Traffic Engineering Manager	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Transportation & Infrastructure	Transportation Engineering Manager	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Transportation & Infrastructure	Transportation & Infrastructure Development Director	SL302	$64.35	$133,857.15	$78.84	$163,979.30	$99.75	$207,470.02
Water Resources	Grounds Maintenance Technician I, II	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Water Resources	Stormwater Maintenance Worker	M05	$22.90	$47,625.55	$28.05	$58,337.55	$35.49	$73,827.10
Water Resources	Meter Technician	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12

***NOTE: All listed ranges are for a full-time, 1.0 fte.**

Department	Position Title	Grade	Minimum Hourly	Minimum Salary	Market Hourly	Market Salary	Max Hourly	Max Salary
Water Resources	Utility Maintenance Worker	M06	$24.96	$51,910.35	$30.58	$63,607.86	$38.68	$80,447.12
Water Resources	Grounds Maintenance Team Lead	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	Pump Maintenance Mechanic I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	Senior Program Support Specialist I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	Stormwater Maintenance Crew Leader	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	Utilities Compliance Technician I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	Utility Compliance Technician I, II	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	WRF Operator/Mechanic I, II (5% increase)	M07	$27.20	$56,580.78	$33.32	$69,306.64	$42.17	$87,709.86
Water Resources	Laboratory Analyst	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Water Resources	**Pump Maintenance Electronics Technician**	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Water Resources	Senior Meter Technician	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Water Resources	Senior Utility Maintenance Worker	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Water Resources	Utility Maintenance Technician (5% in-grade increase)	M08	$29.65	$61,679.70	$36.33	$75,562.45	$45.96	$95,593.89
Water Resources	GIS Specialist I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Water Resources	Heavy Equipment Operator Water I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Water Resources	Meter Services Supervisor	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Water Resources	Senior Laboratory Analyst	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Water Resources	Stormwater Utility Coordinator I, II	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Water Resources	WRF Operator/ Mechanic III	M09	$32.32	$67,228.51	$39.59	$82,353.86	$50.09	$104,184.91
Water Resources	Collections System Field Crew Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	Pump Maintenance Field Crew Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	Stormwater Specialist I, II	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	Utility Maintenance Field Crew Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	Water Quality Field Crew Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	Water Resources Compliance Supervisor	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	WRF Operator/ Mechanic IV	M10	$35.24	$73,291.50	$43.16	$89,766.56	$54.59	$113,547.20
Water Resources	Collections System Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Pump Maintenance Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Stormwater Engineer Intern	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Utilities Engineer Intern	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Utilities Specialist I, II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Utility Maintenance Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Water Quality Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Water Resources Specialist I, II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	WRF Supervisor	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Stormwater Compliance Specialist I and II	M11	$38.40	$79,868.67	$47.04	$97,843.41	$59.51	$123,787.87
Water Resources	Assistant Operations & Maintenance Manager	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Water Resources	Laboratory Supervisor	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Water Resources	Stormwater Engineer I, II	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Water Resources	Stormwater Field Services Supervisor	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Water Resources	Utilities Engineer	M12	$42.05	$87,474.19	$51.51	$107,141.42	$65.17	$135,549.65
Water Resources	Senior Stormwater Engineer	M13	$46.04	$95,765.28	$56.39	$117,296.40	$71.35	$148,404.05
Water Resources	Stormwater Program Manager	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Water Resources	Utilities Engineering Manager	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Water Resources	Utilities Operations & Maintenance Manager	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Water Resources	WRF Manager	M14	$50.41	$104,849.06	$61.75	$128,436.88	$78.13	$162,501.04
Water Resources	Assistant Water Resources Director	M15	$55.21	$114,832.64	$67.61	$140,627.14	$85.55	$177,947.74
Water Resources	Water Resources Director	SL303	$68.65	$142,790.96	$84.10	$174,926.96	$106.40	$221,309.92

***NOTE: All listed ranges are for a full-time, 1.0 fte.**

FY2025 – 2026 Position Study Recommendations

Background and Discussion

The Town conducts a job evaluation and market analysis for approximately one-third of its positions every year. Currently in the third year of our three-year position study cycle, we studied 88 Field Operations and Technical positions in four departments – Electric Utilities, PRCR Operations, Public Works and Water Resources. Approximately 172 employees are in the positions that were studied.

The *job evaluation* results determine if the duties and responsibilities of a position have changed sufficiently to warrant a change of the position's classification. The *market analysis* data determines if a position's current minimum salary needs to be adjusted and if that adjustment requires reclassification to another pay grade.

The market analysis included market data from the following organizations: Carrboro, Cary, Chapel Hill, Concord, Durham, Electricities (where applicable), Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, OWASA (where applicable), Raleigh, Wake County, and Wake Forest.

Recommendations

- Sixty-five positions (about 74% of those studied) are being upgraded.
- Approximately 55 employees (32%) will receive salary increases.
- The total budget impact is approximately $193,195.

Additional Fire Department Market Analysis

To maintain competitive starting pay rates and address current recruiting challenges, we needed to survey the starting salaries of Firefighters and Firefighter Cadets, which in turn impacts the pay rates of all operational personnel. Therefore, we conducted a market analysis of seven Fire Operations positions: Firefighter Cadet, Firefighter, Senior Firefighter, Fire Engineer, Fire Captain I, Fire Captain II, and Battalion Chief. This study looked only at market comparisons and impacts approximately 101 employees.

Fire Department Recommendations:

- Six of the seven positions (all but Battalion Chief) are recommended for increased pay grades.
- Approximately 25 of the 101 employees will receive a salary increase.
- The total budget impact is approximately $123,900.

Appendix A: Field and trades positions increasing in grade

Department	Position Title	Grade	Grade
Electric	Electric Engineering Assistant	E12	E13
Electric	Electric Field Crew Supervisor	E12	E13
Electric	Electric Line Technician II	E9	E10
Electric	Electric Line Technician III	E10	E11
Electric	Electric Line Technician Journey	E11	E12
Electric	Powerline Arborist	E10	E11
Electric	Powerline Field Crew Supervisor (previously Powerline Arborist)	E11	E13
Electric	Powerline Forester	E11	E14
Electric	Powerline Right of Way Technician I, II	E7	E8
Electric	Utility Locate Technician - Lead	E7	E8
Electric	Utility Locate Technician I, II	E6	E7
Parks, Recreation, and Cultural Resources	Athletic and Grounds Technician I, II	M05	M06
Parks, Recreation, and Cultural Resources	Athletics & Grounds Team Leader	M07	M08
Parks, Recreation, and Cultural Resources	Athletics & Grounds Worker I, II	M04	M05
Parks, Recreation, and Cultural Resources	Facility Attendant I, II	M04	M06
Parks, Recreation, and Cultural Resources	Parks Attendant I, II	M04	M06
Parks, Recreation, and Cultural Resources	Parks Attendant Team Leader	M07	M08
Parks, Recreation, and Cultural Resources	Parks Operations Manager	M12	M13
Parks, Recreation, and Cultural Resources	Parks Operations Team Leader	M07	M08
Parks, Recreation, and Cultural Resources	Parks Operations Worker I, II	M05	M06
Parks, Recreation, and Cultural Resources	Pleasant Park Attendant I, II	M04	M06
Parks, Recreation, and Cultural Resources	Pleasant Park Operations Team Leader	M07	M08
Parks, Recreation, and Cultural Resources	Pleasant Park Operations Worker I, II	M05	M06
Parks, Recreation, and Cultural Resources	Senior Parks Operations Worker I, II	M06	M07
Public Works	Facilities & Grounds Manager	M11	M13
Public Works	Facility Maintenance Mechanic I, II	M06	M07
Public Works	Fleet Crew Leader	M07	M09
Public Works	Fleet Services Technician I, II (title was Mechanic)	M06	M07
Public Works	Fleet Services Supervisor	M10	M11
Public Works	General Maintenance Worker I, II	M04	M05
Public Works	Grounds Maintenance Supervisor	M08	M09
Public Works	Public Works Attendant (PT 20)	M04	M05
Public Works	Public Works Solid Waste Manager	M12	M13
Public Works	Senior Facility Maintenance Mechanic	M07	M08
Public Works	Senior Fleet Services Mechanic	M07	M08
Public Works	Senior Street Maintenance Worker	M05	M06
Public Works	Solid Waste Equipment Operator I, II	M05	M06
Public Works	Solid Waste Field Crew Supervisor	M07	M09
Public Works	Solid Waste Operations Supervisor	M10	M11
Public Works	Street Maintenance Field Crew Supervisor	M07	M09
Public Works	Street Maintenance Worker I, II	M04	M05

Department	Position Title	Grade	Grade
Water Resources	Assistant Utilities Operations & Maintenance Manager	M11	M12
Water Resources	Collections System Field Crew Supervisor	M09	M10
Water Resources	Collections System Supervisor	M10	M11
Water Resources	Grounds Maintenance Team Lead	M06	M07
Water Resources	Grounds Maintenance Technician I, II	M04	M05
Water Resources	Heavy Equipment Operator I, II (Water)	M07	M08
Water Resources	Laboratory Analyst	M06	M08
Water Resources	Laboratory Supervisor	M10	M12
Water Resources	Meter Services Supervisor	M09	M10
Water Resources	Meter Technician	M05	M06
Water Resources	Pump Maintenance Field Crew Supervisor	M09	M10
Water Resources	Pump Maintenance Supervisor	M10	M11
Water Resources	Senior Meter Technician	M06	M08
Water Resources	Senior Utility Maintenance Worker	M06	M08
Water Resources	Utilities Operations & Maintenance Manager	M13	M14
Water Resources	Utility Maintenance Field Crew Supervisor	M09	M10
Water Resources	Utility Maintenance Supervisor	M10	M11
Water Resources	Utility Maintenance Technician (5% increase over Senior)	M06	M08
Water Resources	Utility Maintenance Worker	M05	M06
Water Resources	Water Quality Field Crew Supervisor	M09	M10
Water Resources	Water Quality Supervisor	M11	M12
Water Resources	WRF Manager	M13	M14
Water Resources	WRF Operator/ Mechanic III	M08	M09
Water Resources	WRF Operator/ Mechanic IV	M09	M10

Appendix B: Fire department positions increasing in grade

Department	Position Title	Grade	Grade
Fire & Rescue	Firefighter Cadet	F99	F100
Fire & Rescue	Firefighter	F100	F102
Fire & Rescue	Senior Firefighter	F102	F103
Fire & Rescue	Fire Engineer I, II	F103	F104
Fire & Rescue	Fire Captain I	F105	F107
Fire & Rescue	Fire Captain II	F107	F108

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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Karmen McGee, Director

Department(s): Human Resources

Requested Motion

Motion to approve the Fiscal Year 2027 Position Authorization List and the Fiscal Year 2027 Job Title and Market Range Inventory for the Town of Apex.

Approval Recommended?

Yes

Item Details

The attached FY27 Position Authorization List includes all authorized, classified Town positions, including all new positions in the FY27 adopted annual budget.

This motion also includes a request for approval of the attached FY26 Job Title and Market Range Inventory, which includes a list of all job titles and associated salary ranges. The FY27 salary ranges have been increased by 3% to make necessary market adjustments so that the Town can remain competitive in recruitment and retention efforts. All Town employees will receive a 3% market adjustment increase as a result of the salary range adjustment, to avoid salary compression and salary inequities, effective the first full pay period in July 2026.

Attachments

- CN20-A1: Position Authorization List Fiscal Year 2026-2027

FY27 By Department

Administration — 10

	FT	PT	FTE	Grade
Town Manager	1		1	N/A
Deputy Town Manager	1		1	SL306
Assistant Town Manager	2		2	SL305
Special Projects Manager	1		1	M13
Senior Capital Projects Manager	1		1	M13
Administration Project Manager	1		1	M13
Emergency Management Coordinator I/II	1		1	M11/M11
Senior Executive Assistant to Town Administration	1		1	M10
Customer Experience Coordinator	1		1	M09

Budget & Performance Management — 7

	FT	PT	FTE	Grade
Budget & Performance Management Director	1		1	SL301
Budget & Performance Manager	1		1	M13
Budget & Performance Analyst I/II	3		3	M10/M10
Strategic Planning & Performance Analyst	1		1	M10/M10
Sustainability Program Coordinator	1		1	M09

Communications — 8

	FT	PT	FTE	Grade
Communications Director	1		1	SL301
Communications Manager	1		1	M12
Public Information Officer I/II	1		1	M10/M10
Digital Media Specialist I/II	1		1	M09/M09
Multimedia Specialist I/II	1		1	M09/M09
Communications Consultant	3		3	M09

Community Development & Neighborhood Connections — 14

	FT	PT	FTE	Grade
Community Development and Neighborhood Connections Director	1		1	SL302
Housing Program Manager	1		1	M13
Ask Apex Manager	1		1	M12
Community Engagement Manager	1		1	M12
Ask Apex Supervisor	1		1	M10
Housing Specialist/Senior	2		2	M08/M12
Community Engagement Specialist I/II	2		2	M08/M08
Town Services Specialist I/II	5		5	M05/M05

Economic Development — 5

	FT	PT	FTE	Grade
Economic Development Director	1		1	SL301
Economic Development Manager	1		1	M11
Small Business Consultant I/II	1		1	M09/M09
Economic Development Marketing Coordinator	1		1	M07/M07
Program Support Specialist	1		1	M06

Electric — 49

	FT	PT	FTE	Grade
Electric Utilities Director	1		1	SL303
Assistant Electric Utilities Director	1		1	E15
Senior Electric Engineer	1		1	E14
Electric Technical Services Manager	1		1	E14
Electric Operations Manager	1		1	E14
Powerline Forest Operations Manager	1		1	E14
Electric Field Crew Supervisor	5		5	E13
Powerline Field Crew Supervisor	2		2	E13

Electric Engineering Assistant	3		3	E13
Electric Operations Assistant	1		1	E12
Electric Technical Services Specialist I/II	2		2	E10/E11
Electric Projects Specialist I/II	1		1	M10/M10
Electric Programs & Tech Coordinator I/II	1		1	M09/M09
Lead Utility Locate Technician	1		1	E7
Powerline Right of Way Technician I/II/Arborist	4		4	E8/E8/E11
Electric Line Technician Apprentice/I/II/III/Journey	19		19	E6/E8/E10/E11/E12
Utility Locate Technician I/II	3		3	E7/E7
Program Support Specialist I/II	1		1	M06/M06

Finance 26.75

	FT	PT	FTE	Grade
Finance Director	1		1	SL302
Assistant Finance Director	1		1	M15
Accounting Manager	1		1	M13
Purchasing and Contracts Manager	1		1	M12
Billing & Collections Manager	1		1	M12
Accountant I/II	3		3	M10/M10
Financial Systems Analyst I/II	1		1	M10/M10
Purchasing Contracts & MWBE Administrator I/II	1		1	M09/M09
Assistant Billing & Collections Manager	1		1	M08
Payroll Administrator I/II	1		1	M08/M08
Buyer I/II	1		1	M07/M07
Senior Billing & Collections Specialist	6		6	M07
Accounts Payable Technician I/II	2		2	M06/M06
Billing & Collections Specialist I/II	3		3	M06/M06
Inventory & Warehouse Specialist I/II	2		2	M05/M05
Mail Courier	0	1	0.75	M04

Fire & Rescue 122

	FT	PT	FTE	Grade
Fire Chief	1		1	SL303
Assistant Fire Chief	3		3	M14
Fire Battalion Chief	6		6	F109
Fire Marshal	1		1	F109
Deputy Fire Marshal I/II	1		1	F107/F107
Fire Training Coordinator I/II	2		2	F107/F107
Fire Captain I/Captain II	24		24	F107/F108
Fire Inspector I/II/III	2		2	F104/F104/F104
Fire Engineer I/II	24		24	F104/F104
Community Risk Reduction Coordinator I/II	1		1	F102/F102
Fire Accreditation Specialist I/II	1		1	F102/F102
Cadet/Firefighter/Senior Firefighter	54		54	F100/F102/F103
Admin Logistics Coordinator I/II	1		1	M07/M07
Executive Assistant I/II	1		1	M08/M08

Human Resources 14

	FT	PT	FTE	Grade
Human Resources Director	1		1	SL302
Assistant Human Resources Director	1		1	M15
Benefits & Wellness Manager	1		1	M13
Safety & Risk Manager	1		1	M13
Compensation Analyst	1		1	M11
Employee Relations Officer	1		1	M11
Human Resources Consultant I/II	2		2	M11/M11
Benefits Analyst	1		1	M10/M10
HRIS Administrator	1		1	M11/M11
Senior Talent Acquisition and Onboarding Experience Consultant	1		1	M11
Talent Acquisition Consultant I/II	1		1	M10/M10
Safety Specialist I/II	1		1	M09/M09
Executive Assistant I/II	1		1	M08/M08

Information Technology 26

	FT	PT	FTE	Grade
IT Director	1		1	SL302
IT Manager	4		4	M13

GIS Administrator	**1**		**1**	**M12**
IT Supervisor	**4**		**4**	**M12**
IT Consultant	**4**		**4**	**M12**
IT Analyst I/II	**4**		**4**	**M11/M11**
IT Specialist I/II	**5**		**5**	**M10/M10**
GIS Analyst I/II	**1**		**1**	**M10/M10**
GIS Specialist I/II	**2**		**2**	**M09/M09**

Inspections & Permits — 27

	FT	PT	FTE	Grade
Inspections & Permits Director	**1**		**1**	**SL301**
Building Code Supervisor	**2**		**2**	**M12**
Plans and Permits Supervisor	**1**		**1**	**M12**
Building Code Official I/II/III	**14**		**14**	**M08/M10/M11**
Plans Examiner I/II/Senior	**5**		**5**	**M08/M08/M11**
Permit Specialist I/II	**3**		**3**	**M06/M06**
Senior Program Support Specialist I/II	**1**		**1**	**M07/M07**

Legal Services — 5

	FT	PT	FTE	Grade
Town Attorney	**1**		**1**	**N/A**
Deputy Town Attorney	**1**		**1**	**M16**
Assistant Town Attorney	**2**		**2**	**M14**
Legal Assistant I/II	**1**		**1**	**M07/M07**

Organizational Excellence — 3

	FT	PT	FTE	Grade
Organizational Excellence Director	**1**		**1**	**SL301**
Senior Organizational Excellence Consultant	**1**		**1**	**M12**
Language Access and Community Coordinator I/II	**1**		**1**	**M10/M10**

Parks, Recreation & Cultural Resources — 79.25

	FT	PT	FTE	Grade
Parks, Rec and Cultural Resources Director	**1**		**1**	**SL301**
Assistant Parks, Recreation, and Cultural Resources Director	**2**		**2**	**M15**
Parks Planning Manager	**1**		**1**	**M13**
Park Manager	**1**		**1**	**M12**
Parks Operations Manager	**1**		**1**	**M13**
Special Events Manager	**1**		**1**	**M12**
Senior Parks Project Supervisor	**1**		**1**	**M12**
PRCR Center Manager (JMBCC, Senior, Cultural Arts)	**3**		**3**	**M11**
Parks Operations Supervisor	**2**		**2**	**M10**
Special Events Supervisor	**1**		**1**	**M10**
Athletics & Grounds Supervisor	**1**		**1**	**M09**
Recreation Program Supervisor	**5**		**5**	**M09**
Parks Planner I/II	**1**		**1**	**M09/M09**
Parks & Greenways Planning Tech I/II	**1**		**1**	**M08/M08**
Cultural Arts Specialist I/II	1		1	**M08/M08**
Lead Recreation Program Specialist	1		1	**M08**
Recreation Program Specialist I/II	2		2	**M08/M08**
Special Events Specialist I/II	1		1	**M08/M08**
Executive Assistant I/II	1		1	**M08/M08**
Marketing & Programs Coordinator I/II	1		1	**M08/M08**
Athletics & Grounds Team Leader	4		4	**M08**
Cultural Arts Marketing and Events Coordinator I/II	1		1	**M07/M07**
Parks Operations Team Leader	2		2	**M08**
Pleasant Park Operations Team Leader	1		1	**M08**
Parks Attendant Team Leader	1		1	**M07**
Camp Director (PT30)		2	1.5	**M07**
Volunteer Coordinator I/II	1		1	**M07/M07**
Recreation Customer Service Specialist I/II	5	4	8	**M06/M06**
Senior Parks Operations Worker I/II	2		2	**M07/M07**
Athletic & Grounds Technician I/II	1		1	**M06/M06**
Parks Operations Worker I/II	2		2	**M06/M06**
Pleasant Park Operations Worker I/II	5		5	**M06/M06**
Parks Operations Logistics Specialist		1	0.75	**M05/M05**

Park Attendant I/II	8		8	**M06/M06**
Pleasant Park Attendant I/II	2	2	3.5	**M06/M06**
Facility Attendant I/II		2	1.5	**M04/M04**
Athletics & Grounds Worker I/II	7		7	**M05/M05**

Planning — 25

	FT	PT	FTE	Grade
Planning Director	**1**		**1**	**SL302**
Assistant Planning Director	**1**		**1**	**M15**
Long-Range Planning Manager	**1**		**1**	**M13**
Planner I/Planner II/Planner III/Senior Planner	**10**		**10**	**M09/M10/M10/M12**
Senior Planning GIS Analyst	**1**		**1**	**M10/M11**
Zoning Compliance Supervisor	**1**		**1**	**M11**
Senior Zoning Compliance Officer-Landscape I/II	**1**		**1**	**M10/M10**
Environmental Programs Coordinator I/II	**1**		**1**	**M10/M10**
Lead Planning Technician	**1**		**1**	**M09**
Planning GIS Technician/Planning GIS Specialist/Planning GIS Analyst	**2**		**2**	**M08/M09/M10**
Zoning Compliance Officer/Senior Zoning Compliance Officer	**3**		**3**	**M08/M09**
Planning Technician I/II	**2**		**2**	**M08/M08**

Police — 153

	FT	PT	FTE	Grade
Police Chief	**1**		**1**	**SL303**
Deputy Police Chief	**1**		**1**	**M16**
Police Captain	4		4	**P207**
Police Lieutenant	7		7	**P206**
Police Sergeant	16		16	**P205**
Police Corporal	6		6	**P204**
Police Officers (I/II/III/Senior)	86		86	**P200/P201/P202/P203**
Compliance Manager	**1**		**1**	**M12**
Communications Center Manager	**1**		**1**	**M12**
Compliance Specialist I/II	**1**		**1**	**M10/M10**
Crime Scene Technician I/II	**1**		**1**	**M09/M09**
Police Crisis Counselor I/II	**1**		**1**	**M09/M09**
Victim Advocate I/II	**1**		**1**	**M09/M09**
Civilian Traffice Crash Investigator	**1**		**1**	**M09**
Communications Shift Supervisor	**4**		**4**	**M09**
Accreditation Specialist I/II	**1**		**1**	**M08/M08**
Police Records Supervisor	**1**		**1**	**M08**
Crime Analyst I/II	**1**		**1**	**M08/M08**
Criminal Intelligence Analyst	**1**		**1**	**M08/M08**
Executive Assistant I/II	**1**		**1**	**M08/M08**
Senior Program Support Specialist I/II	**1**		**1**	**M07/M07**
Telecommunicator I/II/Senior	**10**		**10**	**M06/M06/M07**
Evidence Tech/Quartermaster I/II	**2**		**2**	**M06/M06**
Police Records Technician I/II	**3**		**3**	**M05/M05**

Public Works — 58.5

	FT	PT	FTE	Grade
Public Works Director	**1**		**1**	**SL301**
Fleet Services Manager	**1**		**1**	**M13**
Public Works Solid Waste Manager	**1**		**1**	**M13**
Facilities & Grounds Manager	**1**		**1**	**M11**
Solid Waste Operations Supervisor	**1**		**1**	**M11**
Facility Services Supervisor	**1**		**1**	**M10**
Fleet Services Supervisor	**1**		**1**	**M11**
Streets Operations Supervisor	**1**		**1**	**M10**
Fleet Services Master Technician	**1**		**1**	**M10**
PW Data Operations Analyst I/II	**1**		**1**	**M10/M10**
Heavy Duty Diesel EVT Technician	**1**		**1**	**M09**
Grounds Maintenance Supervisor	**1**		**1**	**M09**
PW Data Operations Specialist I/II	**1**		**1**	**M08/M08**
Facilities Project Specialist	**1**		**1**	**TBD**
Street Maintenance Field Crew Supervisor	**3**		**3**	**M09**
Solid Waste Field Crew Supervisor	**1**		**1**	**M09**
Heavy Equipment Operator PW I/II	**1**		**1**	**M07/M07**
Senior Program Support Specialist I/II	**1**		**1**	**M07/M07**
Facility Maintenance Mechanic/Senior	**6**		**6**	**M07/M08**

Street Signs Technician I/II	1		1	M06/M06
Fleet Services Technician I/II/III	4		4	M07/M07/M08
Fleet Support Specialist I/II	1		1	M06/M06
Solid Waste Equipment Operator I/II	12		12	M06/M06
Street Maintenance Worker I/II/Senior	8		8	M05/M05/M06
General Maintenance Worker I/II	4		4	M05/M05
Street Signs Worker I/II	1		1	M04/M04
Public Works Attendant I/II	1	0.5	1.5	M05/M05

Town Clerk — 4

	FT	PT	FTE	Grade
Town Clerk	1		1	SL300
Deputy Town Clerk I/II	1		1	M09/M09
Public Records Coordinator I/II	1		1	M10
Legislative Assistant I/II	1		1	M07/M07

Transportation & Infrastructure — 24

	FT	PT	FTE	Grade
Transportation & Infrastructure Development Director	1		1	SL302
Transportation Engineering Manager	1		1	M14
Traffic Engineering Manager	1		1	M14
Traffic Engineer I/II	1		1	M12/M12
Traffic Safety Engineer I/II	1		1	M12/M12
Transportation Engineer	1		1	M12
Development Services Manager	1		1	M12
Infrastructure Inspections Manager	1		1	M12
Capital Projects Inspector I/II	3		3	M11/M11
Real Estate Acquisition Specialist I/II	1		1	M11/M11
Utilities Acquisition Specialist	1		1	M11/M11
Engineering Projects Coordinator I/II	1		1	M10/M10
Engineering Plan Reviewer	1		1	M10
Engineering Specialist I/II	1		1	M10/M10
Infrastructure Inspector I/II (Senior)	5		5	M09/M10
Development Services Specialist I/II	1		1	M09/M09
Senior Program Support Specialist I/II	1		1	M07/M07
Development Services Technician I/II	1		1	M06/M06

Water Resources — 82

	FT	PT	FTE	Grade
Water Resources Director	1		1	SL303
Assistant Water Resources Director	1		1	M15
Utilities Engineering Manager	1		1	M14
Stormwater Program Manager	1		1	M14
Senior Stormwater Engineer	1		1	M13
Utilities Operations & Maintenance Manager	1		1	M14
WRF Manager	1		1	M14
Stormwater Field Services Supervisor	1		1	M12
Utilities Engineer I/II	1		1	M12/M12
Stormwater Engineer Intern/Stormwater Engineer I/II	1		1	M11/M12
Assistant Operations and Maintenance Manager	1		1	M12
WRF Supervisor	1		1	M11
Utilities Specialist I/II	2		2	M11/M11
Water Quality Supervisor	1		1	M11
Utilities Engineer Intern I/II	2		2	M11/M11
Water Resources Specialist I/II	1		1	M11/M11
Stormwater Compliance Specialist I/II	1		1	M11/M11
Stormwater Specialist I/II	3		3	M10/M10
Collections System Supervisor	1		1	M11
Laboratory Supervisor	1		1	M12
Utility Maintenance Supervisor	1		1	M11
Pump Maintenance Supervisor	1		1	M11
Water Resources Compliance Supervisor	1		1	M10
Collections System Field Crew Supervisor	2		2	M10
Pump Maintenance Field Crew Supervisor	1		1	M10
Utility Maintenance Field Crew Supervisor	2		2	M10
Water Quality Field Crew Supervisor	2		2	M10
GIS Specialist I/II	1		1	M09/M09

Stormwater Utility Coordinator I/II	1	1	M09/M09
Meter Services Supervisor	1	1	M09
Pump Maintenance Electronics Technician	1	1	M08
WRF Operator/Mechanic I/II/III/IV	4	4	M07/M07/M09/M10
Utility Compliance Technician I/II	1	1	M07/M07
Stormwater Maintenance Crew Leader	1	1	M07
Heavy Equipment Operator - Water I/II	2	2	M09/M09
Pump Maintenance Mechanic I/II	3	3	M07/M07
Laboratory Analyst/Senior Laboratory Analyst	1	1	M08/M09
Senior Program Support Specialist I/II	2	2	M07/M07
Grounds Maintenance Team Lead	1	1	M07
Stormwater Maintenance Worker	3	3	M05/M05
Utility Maintenance Worker/Senior/Technician (Water)	14	14	M06/M08/M08
Utility Maintenance Worker/Senior/Technician (Sewer)	6	6	M06/M08/M08
Meter Technician/Senior	4	4	M06/M08
Grounds Maintenance Technician I/II	2	2	M05/M05

Total FTEs	742.5

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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Steve Adams, Real Estate and Utilities Acquisition Specialist

Department(s): Transportation and Infrastructure Development (TID)

Requested Motion

Motion to approve a resolution titled "Resolution to Abandon Portion of Existing Public Utility Easement" located at 1210 Laura Village Drive, Hendrick Toyota of Apex, which will abandon areas shown on the attached exhibits and authorize the area to be dedicated as illustrated in the attached exhibits.

Approval Recommended?

Yes

Item Details

The Town of Apex currently has a Public Waterline, Sewer and Access Easements on the property at 1210 Laura Village Drive shown on Book of Maps 2011 Pages 500-502.

As part of a remodeling project the owner is requesting to install new utilities in new easements and abandon the portions no longer being utilized.

They are also requesting abandonment of existing access easements and realigning and dedicating new easements as part of the realignment.

These abandonments will not become effective until recordation of the new easements.

Town staff has determined that the areas being abandoned are no longer needed since new easements are being dedicated.

Attachments

- CN21-A1: Resolution to Abandon Portion of Existing Public Utility Easement – 1210 Laura Village Drive – Hendrick Toyota of Apex ***(to be provided under separate cover)***
- CN21-A2: Toyota Phase 5 – Exhibit A – Public Water Area to be Abandoned – 1210 Laura Village Drive – Hendrick Toyota of Apex
- CN21-A3: Toyota Phase 5 – Public Water Easement Abandonment Legal Description 1210 Laura Village Drive – Hendrick Toyota of Apex

- CN21-A4: Toyota Phase 5 – Exhibit B – Public Water Area to be Dedicated – 1210 Laura Village Drive – Hendrick Toyota of Apex
- CN21-A5: Toyota Phase 5 – Public Water Easement Dedication Legal Description – 1210 Laura Village Drive – Hendrick Toyota of Apex
- CN21-A6: Book of Maps 2011; Pages 500-502 – 1210 Laura Village Drive – Hendrick Toyota of Apex

APEX 1873 NORTH CAROLINA

RESOLUTION NO. 26-_____

A Resolution to Abandon Portion of Waterline Easement

WHEREAS, Hendrick Automotive Group (the **"Owner"**) is the owner of a certain tract of land in or near the Town of Apex which is described in the deed recorded in Deed Book 12782, Page 1538, Wake County Registry (the **"Subject Property"**);

WHEREAS, public waterline easement interests across the Subject Property were conveyed to the Town by an instrument recorded in Book of Maps 2011, Pages 0500 - 0503, Wake County Registry;

WHEREAS, the Owner desires the Town to abandon any interest that the Town has in that portion of public waterline easement in that certain area designated as "20' TOWN OF APEX WATER EASEMENT TO BE ABANDONED" as shown on that certain survey plat entitled "TOWN OF APEX WATER EASEMENT TO BE ABANDONED" prepared by ACRO Development Services, dated April 30, 2026, said survey being attached hereto as Exhibit A; (the "**Abandoned Portion of Waterline Easement**");

WHEREAS, the Abandoned Portions of Waterline Easement is further described as follows:

> SITUATED IN THE STATE OF NORTH CAROLINA, COUNTY OF WAKE, TOWN OF APEX, BEING ACROSS THAT 28.27 ACRE TRACT CONVEYED TO HENDRICK AUTOMOTIVE GROUP, LLC BY DEED OF RECORD IN DEED BOOK 12782, PAGE 1538, BEING A PORTION OF THE WATERLINE EASEMENT AS RECORDED IN BOOK OF MAPS 2011, PAGE 500 (ALL REFERENCES REFER TO THE RECORDS OF THE REGISTER OF DEEDS OFFICE, WAKE COUNTY, NORTH CAROLINA) AND BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:
> BEGINNING, FOR REFERENCE, AT A SOUTHEASTERLY CORNER OF SAID 28.27 ACRE TRACT AND BEING AN ANGLE POINT IN THE NORTH RIGHT OF WAY LINE OF LAURA VILLAGE DRIVE;
> THENCE NORTH 16° 38' 33" EAST, ACROSS GRANTOR'S TRACT, A DISTANCE OF 191.67 FEET TO AN ANGLE POINT IN SAID WATERLINE EASEMENT, BEING THE TRUE POINT OF BEGINNING;

THENCE ACROSS GRANTOR'S TRACT, WITH THE PERIMETER OF SAID WATERLINE EASEMENT, THE FOLLOWING COURSES AND DISTANCES:
NORTH 22° 07' 13" EAST, A DISTANCE OF 139.14 FEET TO A POINT; AND
NORTH 33° 22' 13" EAST, A DISTANCE OF 72.11 FEET TO A POINT;
THENCE SOUTH 34° 17' 11" EAST, CONTINUING ACROSS GRANTOR'S TRACT AND ACROSS SAID WATERLINE EASEMENT, A DISTANCE OF 21.62 FEET TO A POINT IN SAID WATERLINE EASEMENT;
THENCE ACROSS GRANTOR'S TRACT, WITH THE PERIMETER OF SAID WATERLINE EASEMENT, THE FOLLOWING COURSES AND DISTANCES:
SOUTH 33° 22' 13" WEST, A DISTANCE OF 61.92 FEET TO A POINT; AND
SOUTH 22° 07' 13" WEST, A DISTANCE OF 128.96 FEET TO A POINT;
THENCE SOUTH 89° 48' 00" WEST, CONTINUING ACROSS GRANTOR'S TRACT AND ACROSS SAID WATERLINE EASEMENT, A DISTANCE OF 21.62 FEET TO THE TRUE POINT OF BEGINNING, CONTAINING 0.092 ACRE OF LAND, MORE OR LESS.

WHEREAS, the Town has no need for the Abandoned Portion of Waterline Easement and it has no market value; and

WHEREAS, the Town Council considers it advisable to abandon the Abandoned Portion of Waterline Easement.

NOW, THEREFORE, BE IT RESOLVED by the Town Council as follows:

1. The Town Council of the Town of Apex hereby abandons any and all interest it has in the Abandoned Portion of Waterline Easement as shown on Exhibit A in accordance with Paragraph (2) below, provided however, the Town specifically retains any and all property interest it may have in the property not specifically identified as abandoned herein.

2. The Abandoned Portion of Waterline Easement shall be abandoned effective upon, and only upon, the recording of instruments at the Wake County Register of Deeds that convey to the Town of Apex the areas labeled "20' TOWN OF APEX PUBLIC WATER EASEMENT HEREBY

DEDICATED" as shown on that certain survey plat entitled "TOWN OF APEX PUBLIC WATER EASEMENT DEDICATION" prepared by ACRO Development Services, dated April 30, 2026, said survey being attached hereto as Exhibit B.

3. That the Town Manager or Assistant Town Manager is hereby authorized to make, execute, and deliver to the owners of the Subject Property an instrument, in a form suitable for recording, releasing whatever interest the Town might have in and to the Abandoned Portion of Waterline Easement.

Upon motion duly made by Council Member_____, and duly seconded by Council Member _____, the above Resolution was duly adopted by the Apex Town Council at the meeting held on the ___ day of _____ 2026, in the Town Hall.

Upon call for a vote the following Council Members voted in the affirmative:

_____

_____

and the following Council Members voted in the negative:

_____

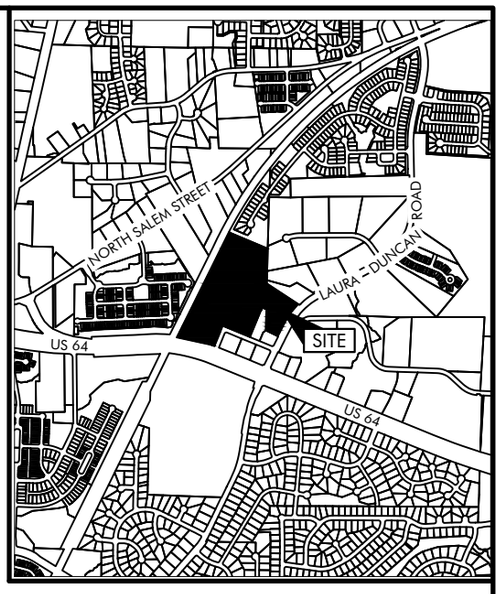
This the ____ day of _____ 2026.

TOWN OF APEX

_____
Jacques K. Gilbert
Mayor

ATTEST:

_____
Allen L. Coleman, CMC
Town Clerk



LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N20°05'51"W	81.88
L2	N28°55'37"E	104.51
L3	N73°43'29"E	72.19
L4	S35°51'00"E	21.39
L5	S73°50'59"W	71.11
L6	S28°55'37"W	87.15
L7	S20°20'08"E	80.11
L8	S89°48'00"W	21.62

MONUMENTATION

● 1/2" REBAR FOUND UNLESS OTHERWISE STATED

SURVEYOR'S CERTIFICATION

I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTIONS RECORDED IN THE DEEDS AND MAPS LISTED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM DOCUMENTS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS THAT OF A CLASS A SURVEY; THAT THIS GROUND SURVEY WAS PERFORMED AT THE 95 PERCENT CONFIDENCE LEVEL TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS; THAT THIS SURVEY WAS PERFORMED TO MEET THE REQUIREMENTS FOR A PLANIMETRIC SURVEY TO THE ACCURACY OF CLASS A AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56. 1600).

NOMENCLATURE

B.M.	BOOK OF MAPS
P.N.	PARCEL NUMBER
PG.	PAGE
AC.	ACRE
D.B.	DEED BOOK
TYP	TYPICAL
SDE	STORM DRAINAGE EASEMENT
SSMH	SANITARY SEWER MANHOLE
MISC.	MISCELLANEOUS
RPOB	REFERENCE POINT OF BEGINNING
TPOB	TRUE POINT OF BEGINNING

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.

PRELIMINARY PLAT
NOT FOR RECORDATION,
CONVEYANCES, OR SALES

BY: _____ _____
EDWARD J. MILLER, PLS L-4888 DATE
EMILLER@ACRO-DS.COM

Prepared By:

ACRO DEVELOPMENT SERVICES
LAND SURVEYING•CIVIL ENGINEERING

601 S. Cedar Street, Suite 101
Charlotte, NC 28202
980-224-8518
acro@acro-ds.com

NC Firm No. P-2329

ACRO Project Number:
2023-021

Survey Prepared For / Owner:
HENDRICK AUTOMOTIVE GROUP

Project Location:
1210 Laura Village Drive,
Town of Apex, Wake County,
North Carolina

Project Name:
TAC Toyota Apex

Date:
4/30/2026

Sheet Title:
TOWN OF APEX
PUBLIC WATER
EASEMENT
DEDICATION

Sheet Number:
1/2

File Location: N:\Shared\ACRO Projects_HAG\NC\2023-021 (HAG TAC Toyota Apex)\Civil 3D\7 - Survey\Easement\23-021_ESMT_11.dwg
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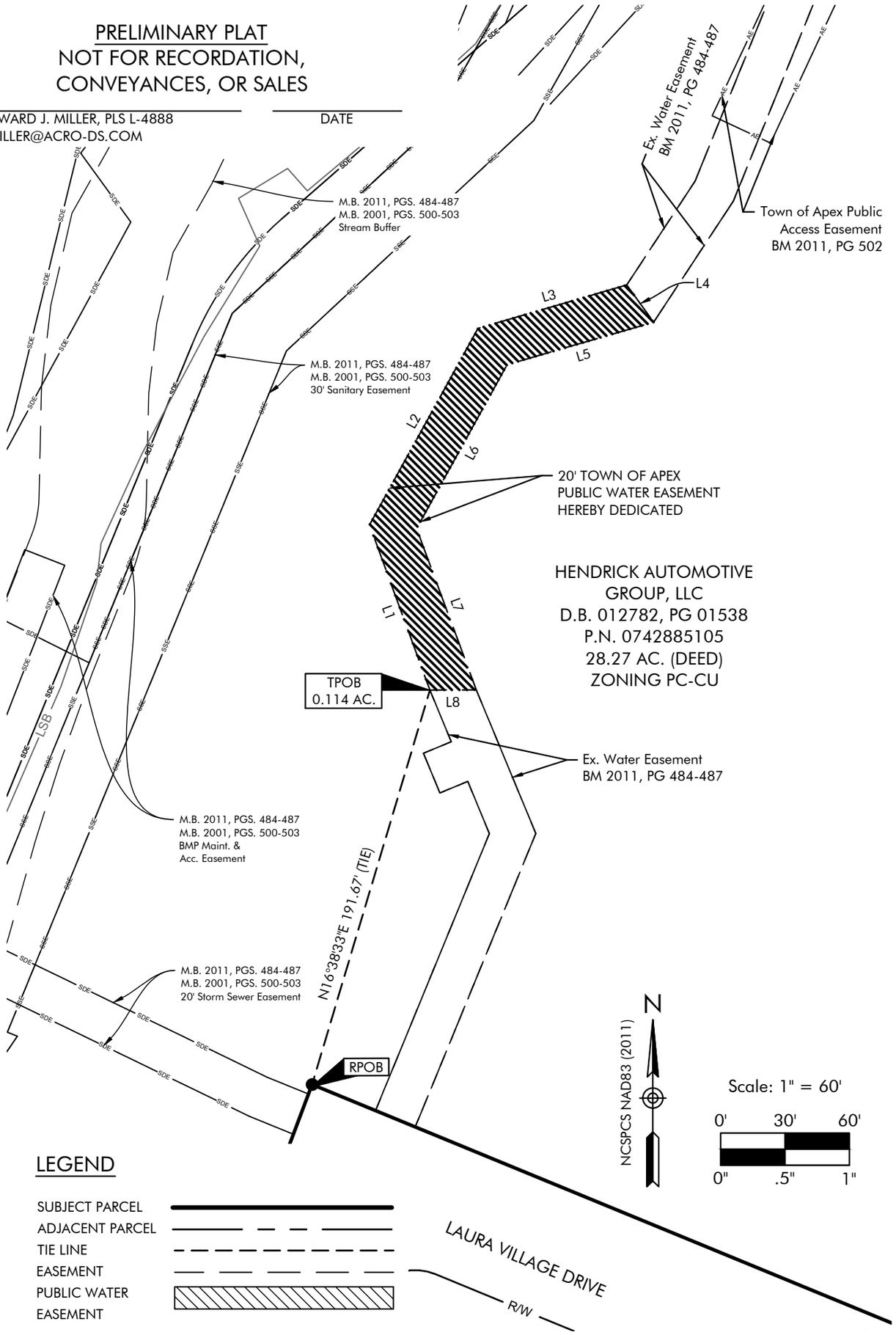

LEGEND

SUBJECT PARCEL
ADJACENT PARCEL
TIE LINE
EASEMENT
PUBLIC WATER EASEMENT

Prepared By:

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Date:
4/30/2026

Sheet Title:
TOWN OF APEX
PUBLIC WATER
EASEMENT
DEDICATION

Sheet Number:
2/2

PUBLIC WATER EASEMENT 0.092 ACRE ABANDONMENT

SITUATED IN THE STATE OF NORTH CAROLINA, COUNTY OF WAKE, TOWN OF APEX, BEING ACROSS THAT 28.27 ACRE TRACT CONVEYED TO HENDRICK AUTOMOTIVE GROUP, LLC BY DEED OF RECORD IN DEED BOOK 12782, PAGE 1538, BEING A PORTION OF THE WATERLINE EASEMENT AS RECORDED IN BOOK OF MAPS 2011, PAGE 500 (ALL REFERENCES REFER TO THE RECORDS OF THE REGISTER OF DEEDS OFFICE, WAKE COUNTY, NORTH CAROLINA) AND BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

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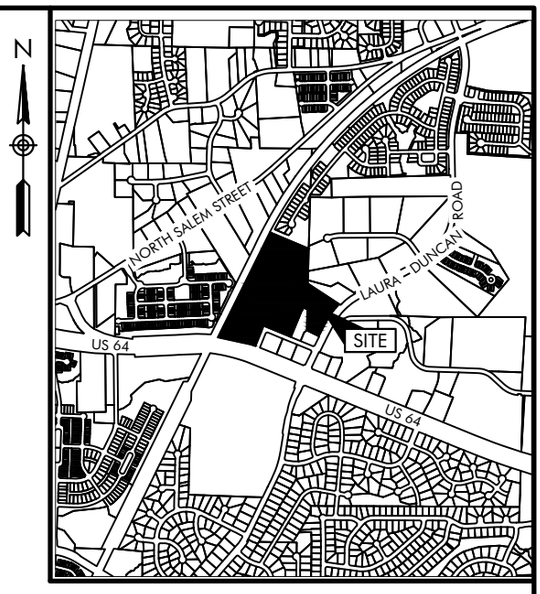

LINE TABLE		
LINE #	DIRECTION	LENGTH
L9	N22°07'13"E	139.14
L10	N33°22'13"E	72.11
L11	S34°17'11"E	21.62
L12	S33°22'13"W	61.92
L13	S22°07'13"W	128.96
L14	S89°48'00"W	21.62

MONUMENTATION

● 1/2" REBAR FOUND UNLESS OTHERWISE STATED

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PRELIMINARY PLAT
NOT FOR RECORDATION,
CONVEYANCES, OR SALES

BY: _____ _____
EDWARD J. MILLER, PLS L-4888 DATE
EMILLER@ACRO-DS.COM

Prepared By:
ACRO DEVELOPMENT SERVICES
LAND SURVEYING•CIVIL ENGINEERING
601 S. Cedar Street, Suite 101
Charlotte, NC 28202
980-224-8518
acro@acro-ds.com
NC Firm No. P-2329

ACRO Project Number:
2023-021

Survey Prepared For / Owner:
HENDRICK AUTOMOTIVE GROUP

Project Location:
1210 Laura Village Drive,
Town of Apex, Wake County,
North Carolina

Project Name:
TAC Toyota Apex

Date:
4/30/2026

Sheet Title:
TOWN OF APEX WATER EASEMENT TO BE ABANDONED

Sheet Number:
1/2

File Location: N:\Shared\ACRO Projects_HAG\NC\2023-021 (HAG TAC Toyota Apex)\Civil 3D\7 - Survey\Easement\23-021_ESMT_10.dwg
Last Saved on: 4/30/2026 3:58 PM Last Saved By: TomMiller

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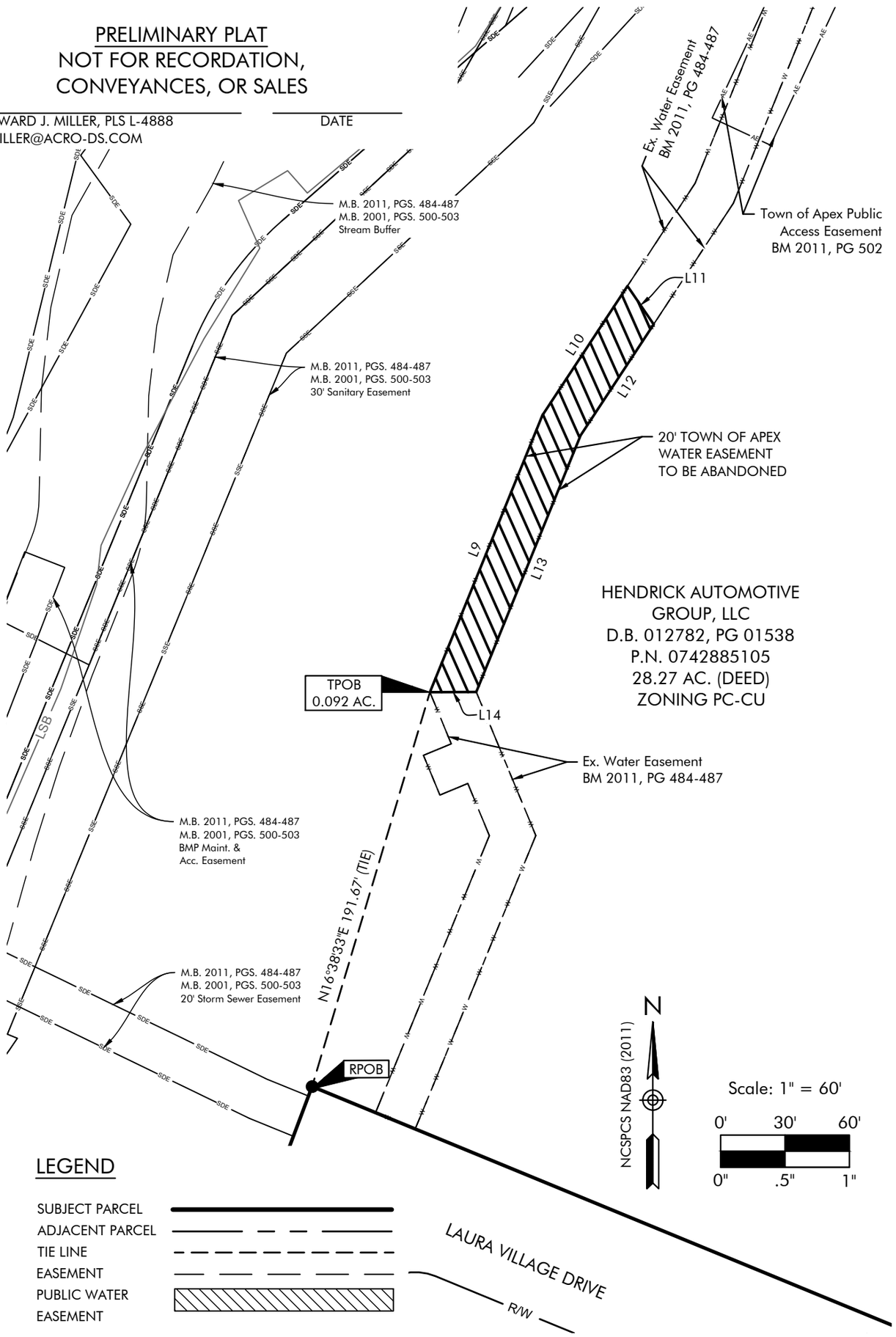

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Date:
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Sheet Title:
TOWN OF APEX WATER EASEMENT TO BE ABANDONED

Sheet Number:
2/2

PUBLIC WATER EASEMENT 0.114 ACRE

SITUATED IN THE STATE OF NORTH CAROLINA, COUNTY OF WAKE, TOWN OF APEX, BEING ACROSS THAT 28.27 ACRE TRACT CONVEYED TO HENDRICK AUTOMOTIVE GROUP, LLC BY DEED OF RECORD IN DEED BOOK 12782, PAGE 1538, (ALL REFERENCES REFER TO THE RECORDS OF THE REGISTER OF DEEDS OFFICE, WAKE COUNTY, NORTH CAROLINA) AND BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

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THENCE ACROSS GRANTOR'S TRACT, THE FOLLOWING COURSES AND DISTANCES:

NORTH 20° 05' 51" WEST, A DISTANCE OF 81.88 FEET TO A POINT;

NORTH 28° 55' 37" EAST, A DISTANCE OF 104.51 FEET TO A POINT; AND

NORTH 73° 43' 29" EAST, A DISTANCE OF 72.19 FEET TO A POINT ON SAID WATERLINE EASEMENT;

THENCE SOUTH 35° 51' 00" EAST, ACROSS SAID WATERLINE EASEMENT, A DISTANCE OF 21.39 FEET TO A POINT;

THENCE ACROSS GRANTOR'S TRACT, THE FOLLOWING COURSES AND DISTANCES:

SOUTH 73° 50' 59" WEST, A DISTANCE OF 71.11 FEET TO A POINT;

SOUTH 28° 55' 37" WEST, A DISTANCE OF 87.15 FEET TO A POINT; AND

SOUTH 20° 20' 08" EAST, A DISTANCE OF 80.11 FEET TO A POINT ON SAID WATERLINE EASEMENT;

THENCE SOUTH 89° 48' 00" WEST, ACROSS SAID WATERLINE EASEMENT, A DISTANCE OF 21.62 FEET TO THE TRUE POINT OF BEGINNING, CONTAINING 0.114 ACRE OF LAND, MORE OR LESS.

Rerecorded Book 2011 Page 500 BM:2011 Page: 00484

Certificate of Ownership and Dedication

"I hereby certify that I am the owner of the property shown and described herein, and all sheets related hereto, which is located in the subdivision jurisdiction of the Town of Apex, and that I hereby dedicate the easements shown hereon with my free consent."

Owner 5-24-11 Date — Notary Date 5/24/11

(Signature Must Be Notarized)

GLADYS TURNER NOTARY PUBLIC GASTON COUNTY, N.C.

"The Operation and Maintenance Agreement for all Structural BMP's has been recorded in the Wake County Register of Deeds Book 14967 Page XXX. All future development or redevelopment activities on this property shall be consistent with this approved plan. No changes to this plan shall be permitted without the Town of Apex's prior written approval.

Owner 5-24-11 Date

Certificate of compliance of easement location:

These easements generally comply with the approved construction plans.

Public Works & Utilities Department 6/1/11 Date

WAKE COUNTY, NC 100
LAURA M RIDDICK
REGISTER OF DEEDS
PRESENTED & RECORDED ON
06/01/2011 AT 10:46:09

BOOK:BM2011 PAGE:00500

Review Officer Certificate Previously recorded in error as BM:2011 Page: 00484-00487

I, Brendie Vega Review Officer of the Town of Apex, certify that this Plat meets all statutory requirements for recording.

Brendie Vega 5/26/11
Review Officer Date

Approval expires if not recorded on or before 8/26/11

All buffers reserved for the maintenance of trees and shrubs pursuant to Article 8 of the Apex Unified Development Ordinance, as amended. This area shall remain undisturbed except for supplementary plantings. No trees shall be removed and no structures are to be erected inside this buffer. Fences shall only be permitted in buffers where they are planned and constructed as an integral part of the buffer by the developer.

Owner 5-24-11 Date

"I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to Town specification and standards or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Apex has been received.

Planning Director Brendie Vega 5/26/11 Date

Director of Public Works 6/1/11 Date

Water Supply Watershed Certificate (for Primary and Secondary Watershed Protection Areas)
"I hereby certify that the plan shown hereon complies with the Watershed Protection Overlay District Ordinance of the Town of Apex and is approved for recording in the Wake County Register of Deeds office. This property is located within a protected watershed. Development restrictions apply."

Planning Director Brendie Vega 5/26/11 Date

"I hereby certify that the site plan final plat shown hereon has been found to comply with the Unified Development Ordinance for Apex, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Apex for recording in the office of the Register of Deeds of Wake County."

Planning Director Brendie Vega 5/26/11 Date

Proposed Town of Apex Public Waterline Easement

Proposed Town of Apex Public Sanitary Sewer Easement

Resource Conservation Area 11.212 Acres – See Note Sheet 2 of 4.

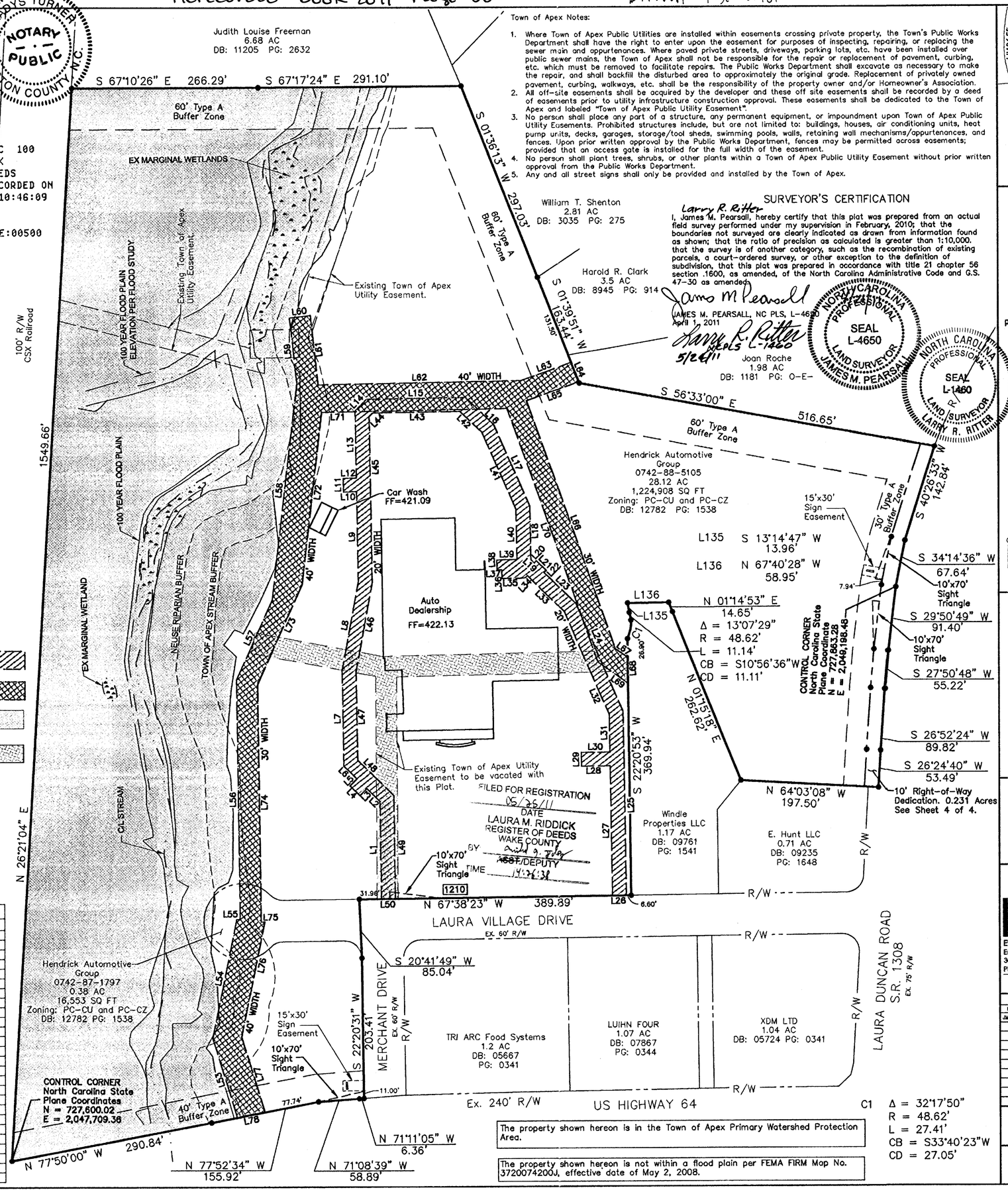
Existing Town of Apex Utility Easement to be vacated with this plat.

ZONING SETBACKS:

FRONT	20'
SIDE	20'
REAR	20'

LINE TABLE – WATERLINE EASEMENT		
LINE	BEARING	LENGTH
L1	N 22°22'41" E	139.43'
L2	N 22°29'35" W	26.30'
L3	S 67°30'25" W	14.03'
L4	N 22°29'35" W	20.00'
L5	N 67°30'25" E	14.03'
L6	N 22°29'35" W	26.03'
L7	N 22°08'51" E	139.14'
L8	N 33°23'51" E	129.37'
L9	N 22°08'51" E	128.94'
L10	N 67°51'09" W	18.63'
L11	N 22°08'51" E	20.00'
L12	S 67°51'09" E	18.63'
L13	N 22°08'51" E	97.95'
L14	N 67°08'51" E	23.84'
L15	S 67°51'09" E	141.41'
L16	S 22°51'09" E	56.24'
L17	S 00°21'09" E	130.30'
L18	S 22°08'51" W	76.87'
L19	S 22°51'09" E	6.72'
L20	N 67°08'51" E	4.32'
L21	S 22°51'09" E	20.00'
L22	S 67°08'51" W	4.32'
L23	S 22°51'09" E	63.22'
L24	S 00°21'09" E	169.48'
L25	S 22°08'51" W	264.89'
L26	N 67°37'19" W	20.00'
L27	N 22°08'51" E	186.24'
L28	N 67°51'09" W	41.08'
L29	N 22°08'51" E	20.00'
L30	S 67°51'09" E	41.08'
L31	N 22°08'51" E	54.59'
L32	N 00°21'09" W	161.52'
L33	N 22°51'09" W	73.41'
L34	S 67°08'51" W	4.49'
L35	N 67°51'06" W	33.42'
L36	N 22°08'54" E	12.67'
L37	N 67°51'06" W	6.79'
L38	N 22°08'54" E	14.33'
L39	S 67°51'06" E	28.65'
L40	N 22°08'51" E	72.08'
L41	N 00°21'09" W	122.35'
L42	N 22°51'09" W	43.98'
L43	N 67°51'09" W	124.84'
L44	S 67°08'51" W	7.27'
L45	S 22°08'51" W	240.58'
L46	S 33°23'51" W	129.37'
L47	S 22°08'51" W	128.96'
L48	S 22°29'35" E	72.38'
L49	S 22°22'41" W	147.69'
L50	N 67°37'19" W	20.00'

LINE TABLE – SANITARY SEWER EASEMENT		
LINE	BEARING	LENGTH
L53	N 06°00'11" E	118.82'
L54	N 34°22'35" E	176.10'
L55	S 67°41'06" E	5.00'
L56	N 22°18'54" E	345.14'
L57	N 47°04'24" E	126.12'
L58	N 29°34'20" E	315.02'
L59	N 16°46'27" E	94.59'
L60	S 73°13'33" E	30.00'
L61	S 16°46'27" W	100.14'
L62	S 68°03'12" E	291.24'
L63	S 86°54'31" E	75.77'
L64	S 01°39'51" W	30.01'
L65	N 86°54'31" W	79.60'
L66	S 03°33'31" W	380.02'
L67	S 31°34'58" E	21.35'
L68	S 22°20'53" W	37.11'
L69	N 31°34'58" W	52.70'
L70	N 03°33'31" E	388.30'
L71	N 68°03'12" W	265.69'
L72	S 29°34'20" W	250.07'
L73	S 47°04'24" W	157.41'
L74	S 22°18'54" W	342.78'
L75	S 67°41'06" E	5.00'
L76	S 34°22'35" W	170.21'
L77	S 06°00'11" W	112.99'
L78	N 77°52'34" W	40.23'



Town of Apex Notes:

1. Where Town of Apex Public Utilities are installed within easements crossing private property, the Town's Public Works Department shall have the right to enter upon the easement for purposes of inspecting, repairing, or replacing the sewer main and appurtenances. Where paved private streets, driveways, parking lots, etc. have been installed over public sewer mains, the Town of Apex shall not be responsible for the repair or replacement of pavement, curbing, etc. which must be removed to facilitate repairs. The Public Works Department shall excavate as necessary to make the repair, and shall backfill the disturbed area to approximately the original grade. Replacement of privately owned pavement, curbing, walkways, etc. shall be the responsibility of the property owner and/or Homeowner's Association.
2. All off-site easements shall be acquired by the developer and these off site easements shall be recorded by a deed of easements prior to utility infrastructure construction approval. These easements shall be dedicated to the Town of Apex and labeled "Town of Apex Public Utility Easement".
3. No person shall place any part of a structure, any permanent equipment, or impoundment upon Town of Apex Public Utility Easements. Prohibited structures include, but are not limited to: buildings, houses, air conditioning units, heat pump units, decks, garages, storage/tool sheds, swimming pools, walls, retaining wall mechanisms/appurtenances, and fences. Upon prior written approval by the Public Works Department, fences may be permitted across easements; provided that an access gate is installed for the full width of the easement.
4. No person shall plant trees, shrubs, or other plants within a Town of Apex Public Utility Easement without prior written approval from the Public Works Department.
5. Any and all street signs shall only be provided and installed by the Town of Apex.

SURVEYOR'S CERTIFICATION

Larry R. Ritter

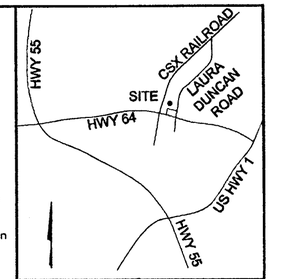
I, James M. Pearsall, hereby certify that this plat was prepared from an actual field survey performed under my supervision in February, 2010; that the boundaries not surveyed are clearly indicated as drawn from information found as shown; that the ratio of precision as calculated is greater than 1:10,000. that the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision, that this plat was prepared in accordance with title 21 chapter 56 section .1600, as amended, of the North Carolina Administrative Code and G.S. 47-30 as amended.

James M Pearsall
JAMES M. PEARSALL, NC PLS, L-4650
April 1, 2011

Larry R. Ritter PLS L-1460
5/24/11

NORTH CAROLINA PROFESSIONAL SEAL L-4650 LAND SURVEYOR JAMES M. PEARSALL

NORTH CAROLINA PROFESSIONAL SEAL L-1460 LAND SURVEYOR LARRY R. RITTER



VICINITY MAP
NOT TO SCALE

- ⊙ = STONE FND.
- ■ = MON. FND.
- ● = I.P. FND.
- ○ = IRON SET
- ⬢ = MAG. NAIL FND.
- ⬡ = MAG. NAIL SET
- ▲ = R.R. SPK. FND.
- △ = R.R. SPK. SET
- ⬟ = P.K. NAIL FND.

I.P. Set are 13/16" I.D. iron pipe with cap inscribed EMHT INC

Existing Annexation Nos.

# 134	BM 1993, PG 291
# 141	BM 1993, PG 1427
# 451	BM 2010, PG 643

NCGRID NORTH (NAD 83)

GRAPHIC SCALE

0 50 100 200
EMHT
1 inch = 100 feet

SITE PLAN FINAL PLAT

FOR

HENDRICK AT LAURA VILLAGE

1210 LAURA VILLAGE DR.
TOWN OF APEX
WHITE OAK TOWNSHIP
WAKE COUNTY, NC

CLIENT:
HENDRICK AUTOMOTIVE GROUP
6000 MONROE ROAD
CHARLOTTE, NC 28212
(704) 566-3208

PREPARED BY:

EMH&T
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
301 McCullough Dr., Ste. 109, Charlotte, NC 28262
Phone: 704.548.0333 Toll Free: 888.775.3648
emht.com

REVISIONS

MARK	DATE	DESCRIPTION
JMP/JDB	4/19/11	Comments per the Town of Apex

DATE	JOB NO.
APRIL 1, 2011	2010-0014
SCALE 1" = 100'	SHEET 1/4

Rerecorded Book 2011 Page 500 BM:2011 Page: 00484

Certificate of Ownership and Dedication

"I hereby certify that I am the owner of the property shown and described herein, and all sheets related hereto, which is located in the subdivision jurisdiction of the Town of Apex, and that I hereby dedicate the easements shown hereon with my free consent."

Owner 5-24-11 Date — Notary Date 5/24/11

(Signature Must Be Notarized)

GLADYS TURNER NOTARY PUBLIC GASTON COUNTY, N.C.

"The Operation and Maintenance Agreement for all Structural BMP's has been recorded in the Wake County Register of Deeds Book 14967 Page XXX. All future development or redevelopment activities on this property shall be consistent with this approved plan. No changes to this plan shall be permitted without the Town of Apex's prior written approval.

Owner 5-24-11 Date

Certificate of compliance of easement location:

These easements generally comply with the approved construction plans.

Public Works & Utilities Department 6/1/11 Date

WAKE COUNTY, NC 100
LAURA M RIDDICK
REGISTER OF DEEDS
PRESENTED & RECORDED ON
06/01/2011 AT 10:46:09

BOOK:BM2011 PAGE:00500

Review Officer Certificate Previously recorded in error as BM:2011 Page: 00484-00487

I, Brendie Vega Review Officer of the Town of Apex, certify that this Plat meets all statutory requirements for recording.

Brendie Vega 5/26/11
Review Officer Date

Approval expires if not recorded on or before 8/26/11

All buffers reserved for the maintenance of trees and shrubs pursuant to Article 8 of the Apex Unified Development Ordinance, as amended. This area shall remain undisturbed except for supplementary plantings. No trees shall be removed and no structures are to be erected inside this buffer. Fences shall only be permitted in buffers where they are planned and constructed as an integral part of the buffer by the developer.

Owner 5-24-11 Date

"I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to Town specification and standards or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Apex has been received.

Planning Director Brendie Vega 5/26/11 Date

Director of Public Works 6/1/11 Date

Water Supply Watershed Certificate (for Primary and Secondary Watershed Protection Areas)
"I hereby certify that the plan shown hereon complies with the Watershed Protection Overlay District Ordinance of the Town of Apex and is approved for recording in the Wake County Register of Deeds office. This property is located within a protected watershed. Development restrictions apply."

Planning Director Brendie Vega 5/26/11 Date

"I hereby certify that the site plan final plat shown hereon has been found to comply with the Unified Development Ordinance for Apex, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Apex for recording in the office of the Register of Deeds of Wake County."

Planning Director Brendie Vega 5/26/11 Date

Proposed Town of Apex Public Waterline Easement

Proposed Town of Apex Public Sanitary Sewer Easement

Resource Conservation Area 11.212 Acres – See Note Sheet 2 of 4.

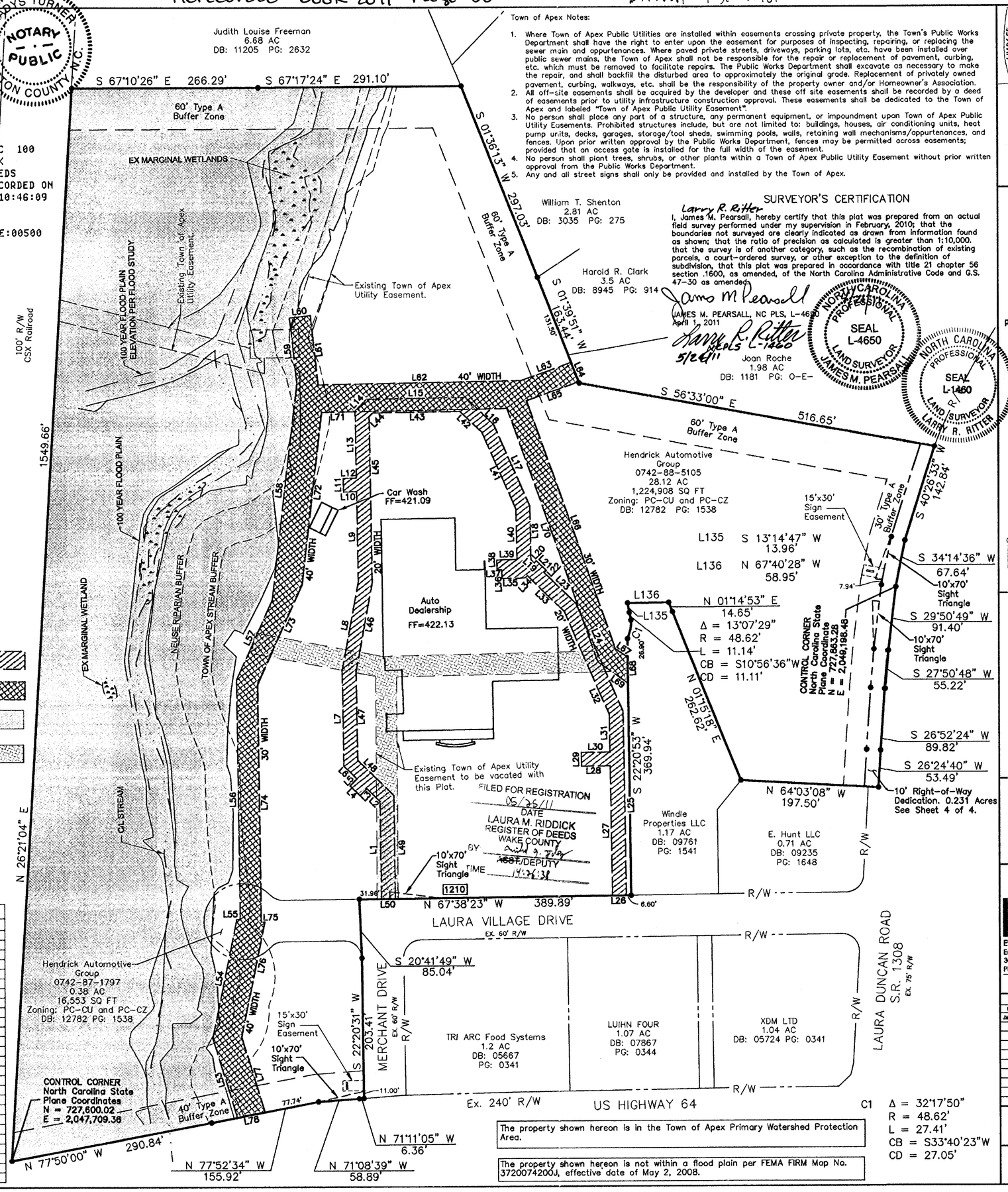
Existing Town of Apex Utility Easement to be vacated with this plat.

ZONING SETBACKS:

FRONT	20'
SIDE	20'
REAR	20'

LINE TABLE – WATERLINE EASEMENT		
LINE	BEARING	LENGTH
L1	N 22°22'41" E	139.43'
L2	N 22°29'35" W	26.30'
L3	S 67°30'25" W	14.03'
L4	N 22°29'35" W	20.00'
L5	N 67°30'25" E	14.03'
L6	N 22°29'35" W	26.03'
L7	N 22°08'51" E	139.14'
L8	N 33°23'51" E	129.37'
L9	N 22°08'51" E	128.94'
L10	N 67°51'09" W	18.63'
L11	N 22°08'51" E	20.00'
L12	S 67°51'09" E	18.63'
L13	N 22°08'51" E	97.95'
L14	N 67°08'51" E	23.84'
L15	S 67°51'09" E	141.41'
L16	S 22°51'09" E	56.24'
L17	S 00°21'09" E	130.30'
L18	S 22°08'51" W	76.87'
L19	S 22°51'09" E	6.72'
L20	N 67°08'51" E	4.32'
L21	S 22°51'09" E	20.00'
L22	S 67°08'51" W	4.32'
L23	S 22°51'09" E	63.22'
L24	S 00°21'09" E	169.48'
L25	S 22°08'51" W	264.89'
L26	N 67°37'19" W	20.00'
L27	N 22°08'51" E	186.24'
L28	N 67°51'09" W	41.08'
L29	N 22°08'51" E	20.00'
L30	S 67°51'09" E	41.08'
L31	N 22°08'51" E	54.59'
L32	N 00°21'09" W	161.52'
L33	N 22°51'09" W	73.41'
L34	S 67°08'51" W	4.49'
L35	N 67°51'06" W	33.42'
L36	N 22°08'54" E	12.67'
L37	N 67°51'06" W	6.79'
L38	N 22°08'54" E	14.33'
L39	S 67°51'06" E	28.65'
L40	N 22°08'51" E	72.08'
L41	N 00°21'09" W	122.35'
L42	N 22°51'09" W	43.98'
L43	N 67°51'09" W	124.84'
L44	S 67°08'51" W	7.27'
L45	S 22°08'51" W	240.58'
L46	S 33°23'51" W	129.37'
L47	S 22°08'51" W	128.96'
L48	S 22°29'35" E	72.38'
L49	S 22°22'41" W	147.69'
L50	N 67°37'19" W	20.00'

LINE TABLE – SANITARY SEWER EASEMENT		
LINE	BEARING	LENGTH
L53	N 06°00'11" E	118.82'
L54	N 34°22'35" E	176.10'
L55	S 67°41'06" E	5.00'
L56	N 22°18'54" E	345.14'
L57	N 47°04'24" E	126.12'
L58	N 29°34'20" E	315.02'
L59	N 16°46'27" E	94.59'
L60	S 73°13'33" E	30.00'
L61	S 16°46'27" W	100.14'
L62	S 68°03'12" E	291.24'
L63	S 86°54'31" E	75.77'
L64	S 01°39'51" W	30.01'
L65	N 86°54'31" W	79.60'
L66	S 03°33'31" W	380.02'
L67	S 31°34'58" E	21.35'
L68	S 22°20'53" W	37.11'
L69	N 31°34'58" W	52.70'
L70	N 03°33'31" E	388.30'
L71	N 68°03'12" W	265.69'
L72	S 29°34'20" W	250.07'
L73	S 47°04'24" W	157.41'
L74	S 22°18'54" W	342.78'
L75	S 67°41'06" E	5.00'
L76	S 34°22'35" W	170.21'
L77	S 06°00'11" W	112.99'
L78	N 77°52'34" W	40.23'



Town of Apex Notes:

1. Where Town of Apex Public Utilities are installed within easements crossing private property, the Town's Public Works Department shall have the right to enter upon the easement for purposes of inspecting, repairing, or replacing the sewer main and appurtenances. Where paved private streets, driveways, parking lots, etc. have been installed over public sewer mains, the Town of Apex shall not be responsible for the repair or replacement of pavement, curbing, etc. which must be removed to facilitate repairs. The Public Works Department shall excavate as necessary to make the repair, and shall backfill the disturbed area to approximately the original grade. Replacement of privately owned pavement, curbing, walkways, etc. shall be the responsibility of the property owner and/or Homeowner's Association.
2. All off-site easements shall be acquired by the developer and these off site easements shall be recorded by a deed of easements prior to utility infrastructure construction approval. These easements shall be dedicated to the Town of Apex and labeled "Town of Apex Public Utility Easement".
3. No person shall place any part of a structure, any permanent equipment, or impoundment upon Town of Apex Public Utility Easements. Prohibited structures include, but are not limited to: buildings, houses, air conditioning units, heat pump units, decks, garages, storage/tool sheds, swimming pools, walls, retaining wall mechanisms/appurtenances, and fences. Upon prior written approval by the Public Works Department, fences may be permitted across easements; provided that an access gate is installed for the full width of the easement.
4. No person shall plant trees, shrubs, or other plants within a Town of Apex Public Utility Easement without prior written approval from the Public Works Department.
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SURVEYOR'S CERTIFICATION

Larry R. Ritter

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James M Pearsall
JAMES M. PEARSALL, NC PLS, L-4650
April 1, 2011

Larry R. Ritter PLS L-1460
5/24/11

NORTH CAROLINA PROFESSIONAL SEAL L-4650 LAND SURVEYOR JAMES M. PEARSALL

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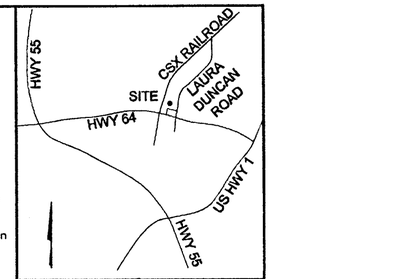

VICINITY MAP
NOT TO SCALE

- ⊙ = STONE FND.
- ■ = MON. FND.
- ● = I.P. FND.
- ○ = IRON SET
- ⬢ = MAG. NAIL FND.
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- △ = R.R. SPK. SET
- ⬟ = P.K. NAIL FND.

I.P. Set are 13/16" I.D. iron pipe with cap inscribed EMHT INC

Existing Annexation Nos.

# 134	BM 1993, PG 291
# 141	BM 1993, PG 1427
# 451	BM 2010, PG 643

NCGRID NORTH (NAD 83)

GRAPHIC SCALE

0 50 100 200

1 inch = 100 feet

SITE PLAN FINAL PLAT

FOR

HENDRICK AT LAURA VILLAGE

1210 LAURA VILLAGE DR.
TOWN OF APEX
WHITE OAK TOWNSHIP
WAKE COUNTY, NC

CLIENT:
HENDRICK AUTOMOTIVE GROUP
6000 MONROE ROAD
CHARLOTTE, NC 28212
(704) 566-3208

PREPARED BY:

EMH&T
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
301 McCullough Dr., Ste. 109, Charlotte, NC 28262
Phone: 704.548.0333 Toll Free: 888.775.3648
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REVISIONS

MARK	DATE	DESCRIPTION
JMP/JDB	4/19/11	Comments per the Town of Apex

DATE	JOB NO.
APRIL 1, 2011	2010-0014
SCALE 1" = 100'	SHEET 1/4

The property shown hereon is in the Town of Apex Primary Watershed Protection Area.

The property shown hereon is not within a flood plain per FEMA FIRM Map No. 3720074200J, effective date of May 2, 2008.

Rerecorded Book 2011 Page 502

BM: 2011 Page: 00486

Proposed Town of Apex Public Access Easement

Proposed Public Access Easement

Resource Conservation Area 11.212 Acres – See Note Sheet 2 of 4.

LINE TABLE – TOWN OF APEX ACCESS EASEMENT		
LINE	BEARING	LENGTH
L201	N 15°49'21" W	264.44'
L202	N 01°55'49" E	179.68'
L203	N 43°09'37" W	50.00'
L204	N 88°15'03" W	95.35'
L205	S 46°39'53" W	53.41'
L206	S 01°34'48" W	62.92'
L207	S 22°08'20" W	55.55'
L208	S 25°06'13" W	158.84'
L209	N 64°53'47" W	30.00'
L210	N 25°06'13" E	69.05'
L211	N 41°04'54" W	60.48'
L212	N 37°09'59" W	54.88'
L213	N 20°32'24" E	170.64'
L214	N 67°38'48" W	7.10'
L215	N 22°21'12" E	40.88'
L216	S 67°38'48" E	30.00'
L217	S 22°21'12" W	40.88'
L218	S 67°38'48" E	1.11'
L219	S 20°32'24" W	156.66'
L220	S 37°09'59" E	40.83'
L221	S 41°04'54" E	41.94'
L222	N 36°20'11" E	63.64'
L223	N 22°08'20" E	48.21'
L224	N 01°34'48" E	120.46'
L225	S 88°15'03" E	216.73'
L226	S 01°55'49" W	235.42'
L227	S 15°49'21" E	249.35'

CURVE TABLE – TOWN OF APEX ACCESS EASEMENT					
CURVE	LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD
C9	25.04'	78.00'	18°23'43"	S 89°55'07" W	24.94'

LINE TABLE – PUBLIC ACCESS EASEMENT		
LINE	BEARING	LENGTH
L230	S 34°14'36" W	14.32'
L231	S 29°50'49" W	24.77'
L232	N 63°31'26" W	20.42'
L233	N 13°14'47" E	4.19'
L234	S 63°07'13" W	10.90'
L235	N 67°38'23" W	33.42'
L236	S 63°31'26" E	20.28'

CURVE TABLE – PUBLIC ACCESS EASEMENT					
CURVE	LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD
C2	22.14'	45.50'	27°52'54"	N 49°34'59" W	21.92'
C3	48.80'	52.00'	53°46'14"	S 89°35'27" W	47.03'
C4	14.61'	20.50'	40°49'40"	S 42°42'23" W	14.30'
C5	12.26'	25.50'	27°32'17"	S 08°31'25" W	12.14'
C6	15.44'	25.50'	34°41'47"	N 39°38'27" E	15.21'
C7	128.22'	78.00'	94°11'01"	N 69°23'04" E	114.26'
C8	26.74'	45.50'	33°40'08"	S 80°21'30" E	26.35'

WAKE COUNTY, NC 102
LAURA M RIDDICK
REGISTER OF DEEDS
PRESENTED & RECORDED ON
06/01/2011 AT 10:46:09

BOOK:BM2011 PAGE:00502

Judith Louise Freeman
6.68 AC
DB: 11205 PG: 2632

S 67°10'26" E 266.29'

S 67°17'24" E 291.10'

S 01°36'13" W 297.03'

S 01°39'57" W 163.44'

S 56°33'00" E 516.65'

S 40°26'33" W 142.84'

EX MARGINAL WETLANDS

100' R/W CSX Railroad

100 YEAR FLOOD PLAIN ELEVATION PER FLOOD STUDY

1549.66'

N 26°21'04" E

EX MARGINAL WETLAND

NEUSE RIPARIAN BUFFER

TOWN OF APEX STREAM BUFFER

CL STREAM

William T. Shenton
2.81 AC
DB: 3035 PG: 275

Harold R. Clark
3.5 AC
DB: 8945 PG: 914

Joan Roche
1.98 AC
DB: 1181 PG: 0-E-

C10 Δ = 17°21'35"
R = 78.00'
L = 23.63'
CB = N72°12'13"W
CD = 23.54'

Hendrick Automotive Group
0742-88-5105
28.12 AC
1,224,908 SQ FT
Zoning: PC-CU and PC-CZ
DB: 12782 PG: 1538

L135 S 13°14'47" W 13.96'

L136 N 67°40'28" W 58.95'

20' WIDTH

Car Wash
FF=421.09

Auto Dealership
FF=422.13

C10 S 63°31'26" E 297.14'
N 63°31'26" W 297.55'

L136 N 01°14'53" E 14.65'
Δ = 13°07'29"
R = 48.62'
L = 11.14'
CB = S10°56'36"W
CD = 11.11'

26' WIDTH

S 34°14'36" W 67.64'
10'x70' Sight Triangle

S 29°50'49" W 91.40'
10'x70' Sight Triangle

S 27°50'48" W 55.22'

S 26°52'24" W 89.82'

S 26°24'40" W 53.49'

10' Right-of-Way Dedication. 0.231 Acres See Sheet 4 of 4.

N 64°03'08" W 197.50'

N 01°15'18" E 262.82'

377.01'

S 22°20'53" W 369.94'

N 22°17'33" E

S 22°17'33" W 336.49'

Windle Properties LLC
1.17 AC
DB: 09761 PG: 1541

E. Hunt LLC
0.71 AC
DB: 09235 PG: 1648

10'x70' Sight Triangle

N 67°38'23" W 389.89'

8.87'

LAURA VILLAGE DRIVE

EX. 60' R/W

S 20°41'49" W 85.04'

S 22°20'31" W 203.41'

MERCHANT DRIVE

EX. 60' R/W

Hendrick Automotive Group
0742-87-1797
0.38 AC
16,553 SQ FT
Zoning: PC-CU and PC-CZ
DB: 12782 PG: 1538

10'x70' Sight Triangle

TRI ARC Food Systems
1.2 AC
DB: 05667 PG: 0341

LUIHN FOUR
1.07 AC
DB: 07867 PG: 0344

XDM LTD
1.04 AC
DB: 05724 PG: 0341

LAURA DUNCAN ROAD
S.R. 1308
EX. 75' R/W

Ex. 240' R/W

US HIGHWAY 64

N 77°50'00" W 290.84'

N 77°52'34" W 155.92'

N 71°08'39" W 58.89'

N 71°11'05" W 6.36'

C1 Δ = 32°17'50"
R = 48.62'
L = 27.41'
CB = S33°40'23"W
CD = 27.05'

R/W

The property shown hereon is in the Town of Apex Primary Watershed Protection Area.

The property shown hereon is not within a flood plain per FEMA FIRM map No. 3720074200J, effective date of May 2, 2008.

FILED FOR REGISTRATION
05/26/11
DATE
LAURA M. RIDDICK
REGISTER OF DEEDS
WAKE COUNTY
BY: ASST./DEPUTY
TIME 14:36:38

SURVEYOR'S CERTIFICATION

Larry R. Ritter

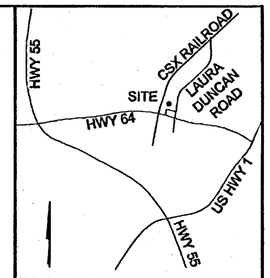
I, James M. Pearsall, hereby certify that this plat was prepared from an actual field survey performed under my supervision in February, 2010; that the boundaries not surveyed are clearly indicated as drawn from information found as shown; that the ratio of precision as calculated is greater than 1:10,000. that the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision, that this plat was prepared in accordance with title 21 chapter 56 section .1600, as amended, of the North Carolina Administrative Code and G.S. 47-30 as amended.

JAMES M. PEARSALL, NC PROF. L-4650
April 1, 2011

NCPLS L-1460
5/24/11

NORTH CAROLINA PROFESSIONAL SEAL L-4650 LAND SURVEYOR JAMES M. PEARSALL

NORTH CAROLINA PROFESSIONAL SEAL L-1460 LAND SURVEYOR LARRY R. RITTER



VICINITY MAP
NOT TO SCALE

GRAPHIC SCALE
0 50 100 200
1 Inch = 100 feet

SITE PLAN FINAL PLAT

FOR

HENDRICK AT LAURA VILLAGE

1210 LAURA VILLAGE DR.
TOWN OF APEX
WHITE OAK TOWNSHIP
WAKE COUNTY, NC

CLIENT:
HENDRICK AUTOMOTIVE GROUP
6000 MONROE ROAD
CHARLOTTE, NC 28212
(704) 566-3208

PREPARED BY:

EMH&T
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
301 McCullough Dr., Ste. 109, Charlotte, NC 28262
Phone: 704.548.0333 Toll Free: 888.775.3648
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REVISIONS		
MARK	DATE	DESCRIPTION
JMP/JDB	4/19/11	Comments per the Town of Apex

DATE	JOB NO.
APRIL 1, 2011	2010-0014
SCALE 1" = 100'	SHEET 3/4

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Ricardo Hayes, Police Captain

Department(s): Police

Requested Motion

Motion to adopt a Resolution Approving the Conveyance of Property to Another Governmental Unit in North Carolina Pursuant to General Statutes (G.S.) § 160A-274; at no cost, to be used by local law enforcement agencies for law enforcement training purposes at Central Carolina Community College (CCCC).

Approval Recommended?

Yes

Item Details

North Carolina General Statute §160A-274 authorizes one governmental unit in NC to sell to any other governmental unit personal property under the terms and conditions the selling unit determines, with or without financial consideration.

Apex Police Department (APD) proposes to provide eight police vehicles to Central Carolina Community College (CCCC), at no cost, to be used by local law enforcement agencies, including Apex PD, for law enforcement training purposes. CCCC will maintain the vehicles moving forward and make them available for Basic Law Enforcement Certification and other law enforcement training. In accordance with APD and Town of Apex fleet staff recommendations, these vehicles have surpassed the age or mileage guidelines to remain in daily service. Apex PD will remove all reusable equipment prior to conveying any of the identified vehicles.

Attachments

- CN22-A1: Resolution Approving Conveyance of Property to Another Governmental Unit - Central Carolina Community College - Eight (8) Vehicles

RESOLUTION: 2026-_____

RESOLUTION APPROVING CONVEYANCE OF PROPERTY TO ANOTHER GOVERNMENTAL UNIT IN NORTH CAROLINA PURSUANT TO G.S. 160A-274

WHEREAS, the Town of Apex owns multiple motor vehicles previously used by its Police Department for training purposes; and

WHEREAS, North Carolina General Statute § 160A-274 authorizes a governmental unit in this state to exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property upon such terms and conditions as the governmental unit deems wise, with or without consideration; and

WHEREAS, the Town of Apex has determined that it is in the best interest of the Town to convey the above referenced motor vehicles to Central Carolina Community College, and deems it wise to do so for no monetary consideration but in consideration of Central Carolina Community College maintaining said vehicles and making the same available for training by local law enforcement agencies at Central Carolina Community College.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF APEX RESOLVES THAT:

1. The Town of Apex hereby conveys to Central Carolina Community College the following property:

Unit 286: 2017 Ford SUV- VIN#1FM5K8AR7HGE14483

Unit 102: 2017 Ford SUV- VIN#1FM5K8AR1HGE14477

Unit 158: 2018 Ford Sedan- VIN#1FAHP2MK6JG102603

Unit 238: 2016 Ford Sedan- VIN#1FAHP2MK3GG137138

Unit 245: 2016 Ford SUV- VIN#1FM5K8AR5GGA86852

Unit 239: 2015 Ford Sedan- VIN#1FAHP2MK4FG157400

Unit 227: 2015 Ford SUV- VIN#1FM5K8AR2FGC27729

Unit 150: 2013 Chevrolet Tahoe- VIN#1GNLC2E03DR136334

2. Upon removal of reusable equipment, the property herein described shall be conveyed to Central Carolina Community College for no monetary consideration.

3. The Town Manager or his designee is hereby authorized to execute any documents on behalf of the Town necessary to complete this transaction.

Motion made by Council Member _____

Motion seconded by Council Member _____

With _____ Council Members voting aye.

With _____ Council Members voting no.

Adopted and effective this the ____ day of _____, 2026.

_____
Jacques K. Gilbert
Mayor

ATTEST:

_____
Allen L. Coleman, CMC, NCCCC
Town Clerk

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to approve various amendments to the Resident Advisory Board Administrative Policy (RABAP) for the Town of Apex

Approval Recommended?

[Yes or No]

Item Details

The Apex Town Council adopted the Resident Advisory Board Administrative Policy (RABAP) on June 24, 2025. This policy addresses administrative policies and procedures, roles and responsibilities of members and leadership, conflicts of interest, sub-committee formation, non-standing work groups/special committees, and much more. Since its adoption, the Town Clerk's Office has identified several sections that need addition clarification to ensure compliance and consistent application.

Below is a summary of the requested changes:

A. **Membership Eligibility – Youth Representative** (page 2) – clarify that students who attend an Apex Based School are eligible even if they do not reside in the corporate limits of the Town.

B. **Leadership Roles** (page 4) – add language consistent with the Code of Ordinances that states that Chair and Vice-Chairs shall not be eligible to serve more than 3 terms (e.g. 3 years).

C. **Compensation** (page 6) – require documentation for members who wish to waive the stipend. Currently we have a few members who do not wish to receive a stipend and as such, they do not complete the necessary forms. From a documentation standpoint – the Town Clerk would like to have something members can sign that states they waive these funds.
    a. Also adding that the report needs to be approved by the Town Council which has been our practice.

D. **Attendance** (page 8) – clarify that the Town Clerk's Office is tracking attendance on a rolling basis not singular to January through December. The attendance tracking does not resets at the beginning of each calendar year.

Attachments

- CN23-A1: Resident Advisory Board Administrative Policy Amendments – Youth Membership, Leadership Terms, Compensation, and Attendance Tracking

RESIDENT ADVISORY BOARD ADMINISTRATIVE POLICY

INTRODUCTION AND OVERVIEW

The Town of Apex encourages participation by its residents in local government through service on the Town's various Advisory Boards. Serving on a board is an opportunity to collaborate with local government and to help shape decisions and policies that impact our community. Members of boards provide an invaluable service to our Town.

Members advise the Mayor and Town Council on a wide variety of subjects by making recommendations on important policy matters. The mission, responsibilities and time commitments for each board vary.

The Town of Apex is committed to appointing diverse, qualified, and dedicated people to these boards to achieve board membership with people of all ages, interests and backgrounds.

The purpose of the Resident Advisory Board Administrative Policy is to establish clear procedures and policies related to the administrative operations of the Town's standing resident Advisory Boards, ad-hoc service limited Advisory Boards, and/or ad-hoc work groups.

APPLICABILITY

1. All permanent Advisory Boards shall be established by ordinance and incorporated into the Code of Ordinances or the Unified Development Ordinance (UDO) for the Town of Apex. The following Advisory Boards are active boards:
    - Culture and Arts Advisory Board (CAAB)
    - Board of Adjustment
    - Environmental Advisory Board (EAB)
    - Multimodal Transportation Advisory Board (MTAB)
    - Parks and Recreation Advisory Board
    - Planning Board
2. This policy shall also apply to all standing boards, commissions, councils, committees, or taskforces upon creation by the Apex Town Council.
3. All non-standing boards, commissions, councils, committees, or taskforces shall be subject to only the sections the following sections:
    - Code of Ethics
    - Conflicts of Interest
    - Membership Responsibilities
    - Rules Governing Special Work Groups, Taskforces, and Special Committees

MEMBERSHIP ELIGIBILITY – 18 YEARS OF AGE AND ABOVE

1. All members shall be eighteen (18) years of age or older unless applying for a youth representative position.
2. All members shall be voting unless otherwise specified or required.
3. All members shall reside within the corporate limits for the Town of Apex, unless otherwise specified or required. The Town Clerk shall confirm such residency.
4. All members shall be current on their Town of Apex and Wake County taxes. The Town Clerk has been authorized to verify tax status for applicants to the Town's standing

Advisory Boards. If appointed, all members shall remain non-delinquent on taxes. If the member's taxes become delinquent during their term of appointment, the member shall be allowed up to 30 days to bring the taxes current.

5. No person appointed to an advisory board may concurrently serve in any publicly elected office.
6. No person in active litigation against the Town shall be eligible for appointment to any standing or non-standing residents boards, commission, councils, committees, or taskforces.
7. The Apex Town Council may choose to waive any of the conditions within this section, with the exception of statutorily imposed conditions.
8. Members, when in service on a board, are not employees of the Town of Apex.
9. Employees of the Town, either full time or part-time, are not eligible to serve.

MEMBERSHIP ELIGIBILITY– YOUTH REPRESENTATIVE

1. All youth representatives shall be at least sixteen (16) years of age. ~~and reside in the corporate limits for the Town of Apex~~. Eligible applicants must either (a) reside within the corporate limits of the Town of Apex, or (b) attend a public, private, charter, or parochial high school located within the Town of Apex. The Mayor and Town Council may consider geographic diversity when appointing youth representatives.
2. All youth positions shall be for a term of one-year.
3. The following Boards shall have a voting position:
    a. Culture and Arts Advisory Board
    b. Environmental Advisory Board
    c. Multimodal Transportation Advisory Board
4. The following Advisory Boards shall have a non-voting position:
    a. Parks and Recreation Advisory Board
    b. Planning Board
5. The Board of Adjustment shall not have a youth representative as part of their membership.

MEMBER RESPONSIBILITIES

1. All members shall abide by the highest ethical and professional standards.
2. All members shall have good reputations for integrity and an interest in community service.
3. All members are representatives of the Town of Apex and shall conduct themselves, both in their official actions, and personal actions so as to be above reproach in their conduct and shall not bring disrepute to either the Town or the Mayor and Town Council.
4. All members must be prepared and committed to participating in advisory board work in a manner that enhances relationships between the Town and the community.

SELECTION CRITERIA / APPLICATION

1. The Mayor and Town Council shall establish an advisory board application for residents to use when applying for all standing Town Advisory Boards.
2. Members shall be appointed from applicants who have properly filed and submitted applications to the Town Clerk.

3. All applications shall remain on file in the Office of the Town Clerk for one (1) year, unless the applicant is appointed in which the current application will remain on file throughout their current term.
4. All appointed members who are eligible to continue their service at the conclusion of their term, shall be required to submit a new application.
5. Members who have reached the maximum term limit for a specific advisory board may be eligible for consideration after one (1) year from the date of their expiration.

TERMS / APPOINTMENT

1. Appointment authority, board terms, and term limits for all resident Advisory Boards shall be identified in the Code of Ordinances and/or the Unified Development Ordinance (UDO) for the Town of Apex. More information can be found using the references below:
    a. Culture and Arts Advisory Board – Town Code Chapter 2; Article V.
    b. Board of Adjustment – Town UDO Article 2; Subsection 2.1.3
    c. Environmental Advisory Board – Town Code Chapter 2; Article IV.
    d. Multimodal Transportation Advisory Board – Town Code Chapter 2; Article VI.
    e. Parks and Recreation Advisory Board – Town Code Chapter 15
    f. Planning Board – Town UDO Article 2; Subsection 2.1.2
2. Advisory Board members may not serve on two standing Advisory Boards. This restriction does not impact an individual's service on boards that are not Town of Apex Advisory Boards or short-term task forces or work groups.

VACANCIES

1. Upon the expiration of the term of service of members, or should a vacancy otherwise occur, the Mayor and Town Council shall have the responsibility of selecting and appointing new members to the Advisory Board pursuant to the appointment authority granted in the Code of Ordinances and/or the Unified Development Ordinance (UDO).
2. If a vacancy is created by an appointed member serving less than six (6) months, the Town Clerk may submit the previous names for consideration by the Mayor and Town Council without additional recruitment efforts.

RECRUITMENT

1. The Town Clerk shall administratively publicize vacancies on all standing Advisory Boards in advance of terms expiring to ensure appointment by the Town Council prior to the termination date of the term.
2. The Town Clerk shall establish the application cutoff date and if an unqualified number of applications are received and/or unqualified number of applications received due to residency requirements, then the Town Clerk will administratively republicize for the additional time period, prior to placing an item on the agenda.
3. In addition to publicizing procedures, the Town Clerk shall administratively solicit interested residents through professional organizations when appropriate.
4. The Town Clerk has been authorized to administrative disqualify applications which do not meet the position requirements. If the Town Clerk disqualifies an application, the Mayor and Town Council shall be notified in writing.
5. The Town Clerk or their designee shall furnish an advisory board appointment report to include each application and any additional documents to the Mayor and Town Council 30 days prior to the anticipated termination date.

6. The Town Clerk or their designee shall notify any current appointee whose terms are expiring so they may re-apply, if eligible and willing to serve.
7. The Town Clerk may solicit feedback from the current advisory board members and/or town staff regarding the proposed applicants.

LEADERSHIP ROLES AND STAFF ASSIGNMENTS

1. Each Advisory Board shall have a designated Chair and Vice-Chair. The Chair and Vice-Chair shall be appointed from the membership of the Board by the Mayor and confirmed by the Town Council.
2. The responsibilities of the Advisory Board chair are:
    a. Serves as the presiding officer and conducts Advisory Board meetings.
    b. Acts as the authorized spokesperson for the Advisory Board.
    c. Appoints and dissolves subcommittees, and the Chair and members thereof, of the board in consultation and with the approval of the entire Advisory Board.
    d. In collaboration with Town staff, writes and presents the Annual Advisory Board Report to the Mayor and Town Council.
    e. Sets goals for the Advisory Board in consultation with the assigned professional staff liaison, department director(s), Town leadership, and/or the Mayor and Town Council.
    f. Reviews all Advisory Board minutes and proposed recommendations.
    g. Sign documents such as recommendation statements, resolutions, correspondences or memos, etc. on behalf of the Board.
3. The responsibilities of the Advisory Board vice-chair are:
    a. Serves as the presiding officer and conducts Advisory Board meetings in the absence of the chair.
    b. Has all responsibilities of the Chair in the Chair's absence.
4. Each Advisory Board may select an alternative spokesperson, other than the Chair or Vice-Chair, by a majority vote of the board membership.
5. The Chair and/or Vice-Chair may be removed or replaced at any time by a majority vote of the Town Council.
6. Each Advisory Board shall have assigned professional staff. Assigned professional staff shall be at the discretion of the Town Manager or their designee.
7. Each Advisory Board shall have an assigned board liaison for administrative support. In the absence of the assigned board liaison, the Town Clerk or their designee shall be responsible for providing administrative support.
~~7.~~8. A past chair or vice-chair may be re-appointed, even though no chair or vice-chair shall serve for more than three consecutive terms.

RECOMMENDATIONS OF THE BOARD

1. Routine items associated with a particular Advisory Board will be presented by the assigned professional staff or other staff members as appropriate (examples include: Rezoning Cases, Transportation Plan Amendments, Fee-In-Lieu Recommendations, Long-Range Plans, etc.)
2. Recommendation and reports of an Advisory Board, approved in the form of a motion, shall be conveyed to the Mayor and Town Council in writing for consideration and submitted to the Town Clerk.

3. The Town Clerk shall place any Advisory Board recommendation submitted for consideration on the next regular Town Council meeting agenda or within 30 days of receipt.
4. The Advisory Board chair or professional staff shall be responsible for presenting the recommendation on behalf of the board. Outcomes of the recommendation are to be reported back to the Advisory Board by the Chair or the Town Clerk.

REMOVAL

1. All members of each advisory board shall serve at the pleasure of the Mayor and Town Council for the Town of Apex.
2. The Town Council may remove any advisory board member for cause (neglect of duty, malfeasance, misconduct or failure to faithfully attend meetings), or without cause for any reason by a majority vote.

RESIGNATIONS

1. If a member wishes to resign, the member shall submit their resignation in writing to the Town Clerk, noting the effective date of the resignation.
2. The Town Clerk shall notify the Mayor, Town Council, Chair of the Board, Professional Staff, and Board Liaison, on which the member serves of the resignation.
3. All vacancies shall be filled as outlined in the vacancy section of this policy.

MEETING MINUTES AND RECORDING

1. Minutes shall be taken for all advisory board meetings by the Town Clerk or their designee.
2. Except the Board of Adjustment, Advisory Board meeting minutes may be in summary format.
3. All approved minutes shall be retained in the Office of the Town Clerk and distributed to the Mayor and Town Council monthly.
4. All advisory board meetings, except the Board of Adjustment, shall be livestreamed for accessibility and participation purposes. The Town Clerk or their designee shall be responsible for coordinating technology support.
    a. Livestreaming of an advisory board meeting shall only commence once quorum has been confirmed by the Chair or presiding officer.
    b. If quorum is not met at the scheduled start time, the livestream shall remain inactive until quorum is achieved.
    c. If quorum is not reached within 10 minutes of the scheduled start time, the meeting may be cancelled or rescheduled at the discretion of the Chair in coordination with the Town Clerk and assigned board liaison.
5. All livestreamed recordings shall be archived and made available on the Town's website following the meeting and may remain active until official meeting minutes are approved and properly posted pursuant to the Town's Record Retention Schedule.
6. Archived recordings do not replace the official written meeting minutes.
7. In the event of technical failure, the meeting may still proceed with the failure reported and documented to the Office of the Town Clerk.

COMPENSATION

RESIDENT ADVISORY BOARD
ADMINISTRATIVE POLICY

1. All advisory board members shall be eligible to receive a stipend of fifty dollars ($50) for each meeting held.
2. Stipends shall be issued on a quarterly basis and contingent upon monthly attendance reports as submitted by the town staff advisory board liaison and approved by the Town Council.
3. Each member shall complete a federal form W-9 and Electronic Fund Transfer (EFT) form in order to receive their stipend. These documents will be provided by the Town Clerk or their designee during the members' initial orientation.
4. The Town Clerk or their designee shall be responsible for providing payment information to the Finance Department.
4.5. Each member who does not wish to receive a stipend shall complete a waiver form declining such payments. Members may change their election at any time by notifying the Town Clerk in writing and completing all required forms noted above.

CODE OF ETHICS

1. All Advisory Board members should act with integrity and with independence from improper influence as they exercise the functions of their offices. Characteristics and behaviors that are consistent with this standard are:
    a. Adhering firmly to the code of sound values.
    b. Behaving consistently and with respect towards everyone with whom they interact.
    c. Exhibiting trustworthiness.
    d. Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
    e. Remaining incorruptible, self-governing, and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.
    f. Disclosing contacts and information about issues that they receive outside of public meetings, and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
    g. Treating other Advisory Boards, advisory board members, developers/applicants, and the public with respect, and honoring the opinions of others even when they disagree.
    h. Being careful not to reach conclusions on issues until all sides have been heard.
    i. Showing respect for their appointed office and not behaving in ways that reflect badly on the office, the Advisory Board, the Mayor and/or the Town Council, or the Town of Apex.
    j. Recognizing that they are part of a larger group and acting accordingly.
    k. Recognizing that individual Board members are not generally allowed to act on behalf of the board, but may only do so if the board specifically authorizes, and that the Board must take action as a body.
    l. Being faithful in the performance of duties of their offices.
    m. Acting as especially responsible residents whom others can trust and respect.
    n. Faithfully attending and preparing for meetings.
    o. Carefully analyzing all credible information that is properly submitted to them, and when applicable, being mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.
    p. Being willing to bear their fair share of the board's workload.

   q. To the extent appropriate, they should be willing to put the board's interests ahead of their own and shall avoid the appearance of a conflict of interest and shall, under no circumstances, use their position on any board for personal gain or profit.
2. Members of the Planning Board and the Board of Adjustment shall upon initial appointment, and prior to December 31 annually thereafter disclose:
   a. Any interest they or their spouse or domestic partner having real property situated in whole or in part in the Town of Apex and the general description of that property.
   b. Any legal, equitable, beneficial or contractual interest they or their spouse or domestic partner has in any business, firm or corporation, which is currently doing business with the Town of Apex pursuant to contracts awarded by the Town of Apex, or which is attempting, or has attempted in the past calendar year, to secure the award of a bid from the Town of Apex.
   c. Failure to file a disclosure statement setting out the above required information shall result in immediate removal of the member from the applicable board.
   d. All disclosures should be submitted to the Town Clerk.
3. Gifts
   a. An advisory board member shall not directly or indirectly ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive any gift or honorarium for the advisory board member, or for another person, in return for being influenced in the discharge of the advisory board member's official responsibilities.

CONFLICT OF INTEREST

1. During advisory board meetings, a member shall immediately disclose any potential conflict of interest and request to be recused from voting when he or she has a conflict of interest.
2. During an appeal proceeding, the applicant has the right to question the interest of any voting member. The advisory board chair should consult with the Town Attorney or their legal designee on any potential conflict of interest in appeal matters.
3. In determining from existing facts and circumstances whether a conflict of interest exists, the determining party shall consider the facts and circumstances as would an ordinary and reasonable person exercising prudence, discretion, intelligence, and due care.
4. If you have any questions related to potential conflicts of interest or the process, please contact the Town Attorney.

CONFIDENTIALITY

1. If a closed session is called during an Advisory Board meeting pursuant to North Carolina General Statutes 143-318.11(a), the Town Attorney or their designee and the Town Clerk or their designee shall be present.

ANNUAL REPORTING

1. All Advisory Boards will submit a written report to the Town Clerk by December 31 each calendar year and consist of the following:
   a. What was done that made a difference;
   b. Established goals, projects, and major accomplishments from the previous twelve-month period;

   c. Outreach efforts to increase awareness of various projects;
   d. The proposed plans and objectives for the upcoming twelve-month period;
   e. What type of resources (if any) may be needed in pursuing the upcoming plans and goals;
   f. Recap of annual attendance report.
2. The Advisory Board Chair shall work with the Town Clerk to identify a date in January or February to present their report to the Mayor and Town Council at a regular council meeting.
3. The Town Clerk shall establish the annual report template and distribute to each Advisory Board chair.

ATTENDANCE

1. Members shall make every effort to attend all meetings of the resident Advisory Board, serve on subcommittees of said board, and perform other functions assigned by the Advisory Board chair with approval of the Advisory Board members.
2. If a member is unable to attend a meeting, the member shall contact the Town Clerk and their Board Chair as soon as possible, and at least forty-eight (48) hours before the scheduled meeting.
3. Any member missing three (3) consecutive meetings shall be removed from their position.
4. Any member missing twenty-five percent (25%) of meetings held within a rolling 12-month period shall be removed from their position.
5. The Town Clerk shall provide written notice to any Advisory Board member being removed related to attendance and provide a copy to the Mayor, Town Council, assigned professional staff, assigned Board liaison, and Board Chair.

ATTENDANCE REPORTING

1. The Town Clerk shall provide an attendance report to the Mayor and Town Council on a quarterly basis. The Attendance Report shall illustrate each advisory board and the meetings held within the reporting period.
2. The Town Clerk shall notify any member at risk of being removed pursuant to this section.
3. When an attendance report submitted to the Mayor and Town Council shows that a member of a board has not complied with the attendance policy, the Town Clerk shall notify the chair of the board in writing regarding the member's lack of attendance. Further, when the subsequent attendance report submitted to the Mayor and Town Council shows that same member of the board has not complied with the attendance policy, the Town Clerk shall notify the board member in writing that such member has been removed from the board and initiate the recruitment process.

REQUIRED TRAINING

1. The Town of Apex will make available for advisory board members and department staff periodic training on local, county, or state goals and priorities as well as relevant statutes and policies.
2. The Town Clerk shall establish an orientation program for all Advisory Boards and confirm each member has successfully completed their training within 30 days of appointment.

3. The Chair and Vice-Chair, shall attend additional training to familiarize themselves with the duties and responsibilities of the Chair and Vice-Chair and the guidelines for conducting meetings.
4. All members shall attend an ethics and conflicts of interest training each appointment term. A copy of the training certificate shall be provided to the Town Clerk.

COMMITMENT TO DIVERSITY

1. All appointments of residents to Advisory Boards shall be representative of the age, ethnicity, race, and gender of the population of Apex when possible.
2. The Mayor and Town Council may consider geographic diversity when appointing members.

PERODIC REVIEW

1. The Resident Advisory Board Administrative Policy shall be reviewed every two (2) years by the Mayor and Town Council.
2. The Town Clerk shall be responsible for tracking all changes and notifying the Mayor and Town Council of any recommended amendments.
3. This policy may be changed or adjusted as deemed necessary by the Apex Mayor and Town Council regardless of whether it is scheduled for a review.

SUBCOMMITTEE FORMATION

1. Subcommittees may be formed by the standing Advisory Board to research and make special recommendations on special issues or areas in order to carry out the duties as established in the Advisory Boards scope of responsibilities.
2. The Advisory Board Chair, upon a majority vote of the Advisory Board, shall form subcommittees.
3. No subcommittee shall be a majority of the Advisory Board.
4. The Advisory Board Chair shall notify the Town Clerk of any subcommittees that are formed and provide the established goals and timeline for such subcommittees.
5. No subcommittee of a standing advisory board shall exist for longer than one (1) year.

RULES GOVERNING WORK GROUP, TASK FORCE, SPECIAL COMMITTEES TO BE CONSIDERED NON-STANDING

1. Town Staff may recommend, through the Town Clerk, a work group, task force, or special committee be formed for a set purposes which is for an established set period of time.
2. All work group, task force, or special committees shall be considered non-standing committees and shall be established by resolution.
3. Once established by resolution, Town staff may recommend members to the Mayor and Town Council outside of the standard recruitment process. Any member who applies for a special work group, task force, or special committee may also be considered.
4. The Town Clerk shall provide a list of the recommended members of any town work group, task force, or special committee to the Mayor and Town Council for initial adoption.
5. No non-standing board shall exist for longer than a period of twenty-four (24) months or unless otherwise prescribed in the establishment resolution.

6. If a work group, task force, or special committee needs to exist beyond the timeline identified, the Mayor and Town Council may modify the resolution or consider establishment as a standing Advisory Board through the adoption of an ordinance.
7. Non-standing work groups, task forces, or special committees shall be considered advisory in nature and assist with large projects including, but not limited to: fee studies, comprehensive planning or master plan development, and projects that require two or more meetings with the same community members.
8. Community Open Houses, Development Project Charettes, Stakeholder Meetings, or any other Community Engagement Meetings that are intended to occur no more than twice with the same individuals shall not be subject to the creation of a non-standing board as defined in this section.

CONTACT

In addition to the authority and duties that may be conferred upon the Town Clerk by general or special law, the Town Clerk shall enforce and provide interpretation of the Resident Advisory Board Administrative Policy.

Adopted by the Town Council on

This the 24th day of June, 2025.

Amended on the 23rd day of June, 2026.

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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Jon Griffin, Director

Department(s): Finance Director

Requested Motion

Motion to authorize the Finance Director/Officer to revise the purchase order threshold as outlined in the Town's Purchasing Policy for purchase orders to $5,000 (currently $2,500) and to revise the asset capitalization threshold to $10,000 (currently $10,000) as a temporary adjustment through October 31, 2026.

Approval Recommended?

Yes

Item Details

The Finance Department intended to present a comprehensive revised purchasing policy for approval by Town Council, combining the Town's Purchasing Policy, which covers the acquisition of goods and services using local funds, and the Town's Uniform Guidance and Conflict of Interest Policy, which covers procurement of goods and services when financed through state or federal revenues.

However, on May 29th, 2026, the United States (US) Office of Management and Budget (OMB) announced its intent to promulgate regulations that will provide significant edits to the 2 Code of Federal Regulations Part 200 (the "Uniform Guidance"). This regulatory action is out to public comment through July 13, 2026 and anticipated to go into legal effect October 1, 2026.

Accordingly, it is no longer reasonable for the Town to consider a revised document at this time, since at the end of the public comment and regulation-making period the Town will need to either re-write policies in response to 2 CFR 200 or to acknowledge new provisions 2 CFR 200.

There are two policy changes that would provide an opportunity for administrative streamlining:

- Adjusting the purchase order threshold to $5,000 (currently $2,500). This threshold has not been adjusted in several years, despite inflation.

    - This does not impact any competitive bidding or pricing requirements of state law. The Town only requires purchase orders from $2,500 to $4,999 for tracking budgetary resources purposes.
    - Raising the purchase order threshold reduces the amount of data entry that must be performed and reviewed by Purchasing staff and should generally better align data entry with higher prices.
    - One example of administrative streamlining is in Parks and Recreation instructors, instructors sign up to facilitate classes with the Parks and Recreation department, but the number of classes they will teach may require tracking via PO, whereas some instructors/class loads do not require it and it can revolve entirely around the number of participants in a class whether or not a purchase order is required.
- Adjusting the fixed asset capitalization threshold to $10,000 (currently $5,000).
    - Currently, equipment, fixtures, improvements or other investments that have a useful life of greater than 2 years made by the Town in excess of $5,000 are recorded on a log of assets and depreciated over their useful lives.
    - Based on a review of the Town's prior annual financial reports, the Town has used $5,000 for this purpose since the requirement to present capital asset accounting was implemented in FY 2003.
    - The US Bureau of Labor Statistics Core Price Inflation calculator indicates that the buying power of $5,000 in 2003 is equivalent to $9,221 in May 2026.
    - At fiscal year end June 30, 2025 – the Town's register of capital assets listed 2,259 individual assets, of which 403 had a value of less than $10,000. Their aggregated value represented $2,533,428 or approximately .154% of the register.
    - The federal uniform requirement that would apply to any assets acquired by the Town using federal or state grant funds has already been raised to $10,000 since October 1, 2024.

Combined, these two minor policy changes reflect a reasonable approach to inflation and the need to focus the Town's financial tracking on items of more significant. These changes would be incorporated and finalized as a part of a forthcoming fully revised Purchasing Policy.

Attachments

- N/A

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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Jon Griffin, Director

Department(s): Finance

Requested Motion

Motion to authorize the Finance Director/Officer to make temporary revisions to the Town of Apex's Customer Service Policy effective through October 31st, 2026

Approval Recommended?

Yes

Item Details

The Finance Department intended to present revised customer service policy for consideration by Town Council at this meeting, however the development of that policy has been delayed by the need for additional internal review and revision to the Town's code of ordinances.

The current policy document dates to 1995 and no longer offers a reasonable reflection of the Town's procedures. Additionally, it acts as a catch all document, covering additional policies formulated by the Water Resources Department (covering both drinking water, sewer, stormwater), and the Electric Department (covering service standards).

Town Staff intend to present both the refined code of ordinances and their associated policies in a future work session for Council review later in the fall. In the meantime, as the return to standard operational processes/procedures continues, staff request the following temporary policies be authorized by the Council.

- The Finance Director is authorized to assess and adjust bills for abnormal usages or consumption through October 31st, 2026 for bills covering services provided beginning May 2024 and ending June 2026. Any such adjustments authorized under this temporary policy would be reported to and subject to oversight by the Town Manager or their designee.

- The justification for this policy is that the Town's customer service policy currently does not entertain that customers could dispute services from a different time period. (most services cannot be disputed for a period older than 12 months). However, given the extended of unusual policies (no late fees or disconnections), an increasing number of customers are coming forward with request for considerations for leaks that would not be covered by this period.
- This provides a customer-focused approach to resolving any potential disputes that arise as the Town enters standard operating procedures.

- The Finance Director is authorized to adjust the month for generation credits to expire October 31st, 2026.
  - The Town's existing policy currently causes credits for power generation to expire in June, with the credits beginning anew in July bills.
  - The reason for the existing policy appears to be the need to perform year end accounting procedures around the value of credits and the prior practice of allowing credits to impact other services, given the Town's new billing system's ability to report and provide values for credits resetting June 30th is no longer necessary.
  - Staff intended to propose an alternative date for the annual reset, but need more time to align the Town's proposed practices with that of other providers, but at this time would at least like to extend credits through October 31st.

Finance staff consider both of these policies to be reasonable adjustments that are worth implementing immediately, and other policies will be proposed in the fall for Council review.

Attachments

- N/A

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to adopt an amendment to the Apex Town Council Rules of Procedures to incorporate direction previously provided at the April 21, 2026, Town Council Work Session which requires ballot voting for Resident Advisory Board appointments and a process for interviewing when candidates receive a similar number of nominations.

Approval Recommended?

Yes

Item Details

During the April 21, 2026, Town Council Work Session, the Council expressed interest in moving to a ballot style voting process for Resident Advisory Board appointments and amending the appointment selection process to include a step for conducting interviews when candidates receive a similar number of nominations.

Attachments

- CN26-A1: Proposed Amendment to the Apex Town Council Rules of Procedures – Resident Advisory Boards

Rules of Procedure for Apex Town Council

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Apex Town Council. For purposes of these rules, a meeting of the council occurs whenever a majority of the council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the council to conduct business. A majority of the council's actual membership excluding the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Part III. Open Meetings

Rule 3. Remote Participation in Council Meetings

Except as permitted by North Carolina General Statute 166A-19.24, no member who is not physically present for a council meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the council. [Although a member who attends a meeting electronically pursuant to such a policy may take part in debate, the member may neither be counted toward a quorum nor vote on any matter before the council.]

Rule 4. Meetings to Be Open to the Public

Except as permitted by Rule 5, all meetings of the council shall be open to the public, and any person may attend its meetings.

Rule 5. Closed Sessions

(a) Motion to Enter Closed Session. The town council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in North Carolina General Statute 143-318.11.

(b) Closed Session Participants. Unless the council directs otherwise, the town manager, town attorney, town clerk, or other town staff as required may attend closed sessions of the council. No other person may attend a closed session unless invited by majority vote of the council.

(c) Motion to Return to Open Session. Upon completing its closed session business, the council shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

(a) Minutes Required for All Meetings. The council must keep full and accurate minutes of all of its meetings, including closed sessions. To be "full and accurate," minutes must record all actions taken by the council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the council, though the council in its discretion may decide to incorporate such details into the minutes.

(b) Record of "Ayes" and "Noes." At the request of any member of the council, the minutes shall list each member by name and record how each member voted on a particular matter.

(c) General Accounts of Closed Sessions. In addition to minutes, the council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

(d) Sealing Closed Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the council or, if the council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

(a) Right to Broadcast and Record. Any person may photograph, film, tape-record, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a council meeting.

(b) Advance Notice. Any radio or television station that plans to broadcast any portion of a council meeting shall so notify the town clerk no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a council meeting.

(c) Equipment Placement. The Town Clerk may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the Town Clerk determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the Town Clerk may require the pooling of the equipment and the personnel operating it.

(d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the council grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

Part IV. Organization of the Council

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

(a) Scheduling Organizational Meeting. The council must hold an organizational meeting following each general election in which council members are elected. The organizational meeting must be held either (1) on the date and at the time of the council's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected members of the council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. At the organizational meeting, or if a vacancy occurs, the council shall elect from among its members a mayor pro tempore. The mayor pro tempore shall serve at the council's pleasure.

Part V. Types of Meetings

Rule 9. Regular Meetings

(a) Regular Meeting Schedule. The council shall hold a regular meeting on the second and fourth Tuesday of each month. The meeting shall be held at Town Council Chambers at 73 Hunter Street Apex and begin at 6:00 pm. The council shall adopt a meeting schedule each year consistent with this rule. A copy of the council's current meeting schedule shall be filed with the town clerk and posted on the town's website. Regular meetings of the council shall adjourn no later than 11:00 pm.

(b) Change to Meeting Schedule. Notwithstanding paragraph (a) of this rule, the council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

Rule 10. Special Meetings

(a) Calling Special Meetings. A special meeting of the council may be called by the mayor, the mayor pro tempore, or any two council members. A special meeting may also be called by vote of the council in open session during a regular meeting or another duly called special meeting.

(b) Notice to the Public. At least forty-eight hours before a special meeting of the council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the council's principal bulletin board or, if the council has no such board, at the door of the council's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Furthermore, if

the council has a website maintained by at least one town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

(c) Notice to Members.

(1) *Meeting called by the mayor, the mayor pro tempore, or any two council members*. At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two council members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each council member or left at his or her usual dwelling place.

(2) *Meeting called by vote of the council in open session*. When a special meeting is called by vote of the council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. [Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each council member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.]

(d) Transacting Other Business. Unless all members are present or any absent member has signed a written waiver of notice, only those items of business specified in the notice to council members may be taken up at a special meeting. [Even when all members are present or any absent member has signed a waiver, the council may take up an item of business not covered by the notice only if the council first determines in good faith that the item must be discussed or acted upon immediately.]

Rule 11. Emergency Meetings

(a) Grounds for Emergency Meeting. Emergency meetings of the town council may be called only to address generally unexpected circumstances demanding the council's immediate attention.

(b) Calling Emergency Meetings. There are two methods by which an emergency meeting of the council may be called.

(1) The mayor, the mayor pro tempore, or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held when the mayor and all members of the council are present and consent thereto, or when any absent member has signed a written waiver of notice.

(c) Notice to Media of Emergency Meetings. Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify council members. Notice must be provided immediately after council members have been notified and at the expense of the party notified.

(d) Transaction of Other Business Prohibited. Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

(a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 27, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

(b) Notice of Recessed Meetings. If the council has a website maintained by one or more town employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

(1) *Preparation*. The Town Clerk shall prepare a draft agenda in advance of each meeting of the Town Council.

(2) *Requesting placement of items on draft agenda*. For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the Town Clerk at least [two] working days before the date of the meeting. The Town Clerk must place an item on the draft agenda in response to a council member's timely request provided that the item is eligible for adoption considering by limited to any applications of Rule 26, Rule 27, Motions 8, 10 or 11.

(3) *Supplemental information/materials*. If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.

(4) *Delivery to council members*. Each council member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each member at least twenty-four hours before the meeting.

(5) *Public inspection*. The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

(b) Adoption of the Agenda.

(1) *Adoption*. As its first order of business at each meeting, the council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.

(2) *Amending the agenda*. Both before and after it adopts the agenda, the council may add or subtract agenda items by majority vote of the members present and voting, except that

the council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and only business connected with the emergency may be considered at an emergency meeting.

(3) *Designation of items "For Discussion and Possible Referral to Committee."* The council may designate an agenda item "for discussion and possible referral to committee." The designation signifies that the council intends to discuss the item and may, if it so chooses, refer the item to committee for further consideration. No additional action may occur at the initial hearing of the matter.

(c) Consent Agenda. The council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the agenda item if the items are judged to be noncontroversial and routine and subject to review and approval by the Town Manager, or their designee, and the Town Clerk. Prior to the council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to new business must be honored by the council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

(d) Informal Discussion of Agenda Items. The council may informally discuss an agenda item even when no motion regarding that item is pending.

Rule 14. Order of Business

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- Commencement, Invocation, and Pledge of Allegiance
- Announcements and Petitions by the Governing Body
- Adoption of the Meeting Agenda
- Consent Agenda
- Town Council Committee Reports
- Town Manager's Report
- Town Clerk's Report
- Public Art Moment (Quarterly)
- Proclamations/Special Presentations
- Public Forum/General Comments
- Public Hearings
- Regular Meeting Agenda
- Information Items
- Closed Session
- Adjournment

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

Part VII. Role of the Presiding Officer

Rule 15. The Mayor

(a) Presiding Officer. When present, the mayor shall preside at meetings of the council.

(b) Right to Vote. The mayor may vote only when an equal number of affirmative and negative votes have been cast, though in no event may the mayor break a tie on a motion on which he or she has already voted.

(c) Recognition of Members. A member must be recognized by the mayor (or other presiding officer) in order to address the council, but recognition is not necessary for an appeal pursuant to Rule 27, Motion 1.

(d) Powers as Presiding Officer. As presiding officer, the mayor is to enforce these rules and maintain order and decorum during council meetings. To that end, the mayor may

(1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
(2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
(3) entertain and answer questions of parliamentary procedure; and,
(4) adjourn in an emergency.

(e) Appeals of Procedural Rulings. A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 27, Motion 1.

Rule 16. The Mayor Pro Tempore

(a) Presiding in Mayor's Absence. When present, the mayor pro tempore shall preside over council meetings in the mayor's absence with all the powers specified in Rule 17(d).

(b) Delegation of Mayor's Powers/Duties. In the mayor's absence, the council confers on the mayor pro tempore the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties.

(c) Duty to Vote. Even when presiding over a council meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

(d) Term Limit. The appointment of Mayor Pro-Tempore shall be for a maximum of a two-year term. No member of the Council shall serve as Mayor Pro-Tempore more than one-term unless all members of the current Council have served as Mayor Pro-Tempore.

Rule 17. Other Presiding Officer

If both the mayor and mayor pro tempore are absent, the council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 15(d). Service as a temporary presiding officer does

not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 24.

Part VIII. Motions and Voting

Rule 18. Action by the Council

Except as otherwise provided in these rules, the council shall act by motion. Any member may make a motion, not including the mayor.

Rule 19. One Motion at a Time

A member may make only one motion at a time.

Rule 20. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

Rule 21. Debate

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- Members may speak an unlimited number of times subject to motion to end debate.

Rule 22. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

Rule 23. Changing a Vote

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Rule 24. Duty to Vote

(a) Duty to Vote. Every council member must vote except when excused from voting as provided by this rule.

(b) Grounds for Excusal. A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to

member), G.S. 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160D-109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

(c) Procedure for Excusal.

(1) *At member's request*. Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.

(2) *On council's initiative*. Even when a member has not asked to be excused from voting on a matter, a majority of the remaining council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

(d) Consequence of Non-Excused Failure to Vote. Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

(1) the member is physically present in the council chamber or

(2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

(e) Failure to Vote on Certain Zoning Matters. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

(f) Mayor's Duty to Vote. The provisions of this rule apply to the mayor when the mayor is permitted to vote to break the tie.

Rule 25. Voting by Written Ballot

(a) Secret Ballots Prohibited. The council may not vote by secret ballot.

(b) Rules for Written Ballots. The council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 26. Substantive Motions

A "substantive motion," also known as "main motion," refers to the main topic of discussion that directly impacts a decision or policy, as opposed to procedural motions that manage the meeting process. A substantive motion is not in order if made while another motion is pending. Once the council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 27, Motion 14.

Rule 27. Procedural Motions

(a) Certain Motions Allowed. The council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

(b) Priority of Motions. The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the council is in closed session.

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the council is in closed session.

Motion 4. To Take a Brief Recess.

Motion 5. To Follow the Agenda. This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The council may not suspend provisions in these rules that are required under state law. (*By way of example and not limitation, the council may not suspend the rules to add a proposed zoning amendment unless it has complied with the statutory public notice and hearing requirements. A Council may not suspend the notice requirements for a special meeting because they are required by state law.*)

Motion 7. To Divide a Complex Motion. Pursuant to Apex Town Code, Section 2-35, this action shall be granted upon request and proper second, except a motion to strike and insert shall be indivisible.

Motion 8. To Defer Consideration. The council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the council votes to revive it pursuant to Motion 13 within [365] days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. To End Debate (Call the Previous Question). To be adopted, this motion must receive votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor. If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer an Item to a Committee. The council may vote to refer an item to a committee for study and recommendations. Debate on motion to refer an item to a committee is limited to 5 minutes. While the item is pending before a committee, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to act on the item within 90 days of the referral date, the council must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

(c) Amendments to Ordinances. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within [100] days of its vote to defer consideration.

Motion 14. To Reconsider. The council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting or next regular meeting during which the action to be reconsidered was take and (b) by a member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the council's deliberation on a pending matter.

Part IX. Ordinances and Contracts

Rule 28. Introduction of Ordinances

For purposes of these rules, the "date of introduction" for a proposed ordinance is the date on which the council first votes on the proposed ordinance's subject matter.

Rule 29. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

(1) *Proposed ordinances to be in writing*. No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.

(2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance, except an ordinance on which a public hearing must be held pursuant to N.C.G.S. § 160D-601 before an ordinance be adopted, must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the council.

(3) *Adoption after date of introduction*. To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all council members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the council shall count the mayor if he or she votes on all questions. If the mayor votes only in the case of tie, the mayor's vote counts if there is an equal division.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 30. Adoption of the Budget Ordinance

(a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the town charter, general law, or local act,

(1) the council may adopt or amend the budget ordinance at a regular or special meeting of the council by a simple majority of those members present and voting, a quorum being present;

(2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and

(3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

(b) Notice Requirements for Budget Meetings. During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

(c) No Authority for Closed Sessions. This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set out in Rule 5.

Rule 31. Approval of Contracts and Authorization of Expenditures

(a) Contracts to be in Writing. No contract shall be approved or ratified by the town council unless it has been reduced to writing at the time of the council's vote.

(b) Approval of Contracts. To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all council members not excused from voting on the contract, including the mayor's vote in the event of a tie.

(c) Authorization of Expenditure of Public Funds. The same vote necessary to approve or ratify a contract is required for the council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

Part X. Public Hearings and Comment Periods

Rule 32. Public Hearings

(a) Calling Public Hearings. In addition to holding public hearings required by law, the council may hold any public hearings it deems advisable. The council may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the council itself to call the hearing. If the council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

(b) Public Hearing Locations. Public hearings may be held anywhere within the town or within the county where the town is located.

(c) Rules for Public Hearings. The council may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(d) Notice of Public Hearings. Any public hearing at which a majority of the council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

(e) Continuing Public Hearings. The council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session.

Except for hearings conducted pursuant to paragraph (g), if a quorum of the council is not present for a properly scheduled public hearing, the hearing must be continued until the council's next regular meeting without further advertisement.

(f) Conduct of Public Hearings. At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the council for the hearing. Unless the council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed, and the council shall resume the regular order of business.

Rule 33. Public Comment Periods

(a) Frequency of Public Comment Periods. The council must provide at least one opportunity for public comment each month at a regular meeting, except that the council need not offer a public comment period during any month in which it does not hold a regular meeting.

(b) Rules for Public Comment Periods. The council may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(c) Content-Based Restrictions Generally Prohibited. The council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the council's real or apparent jurisdiction.

Part XI. Appointments and Appointed Bodies

Rule 35. Committees and Boards

(a) Establishment and Appointment. The council may establish temporary and standing committees to help carry on the work of town government. Unless otherwise provided by law or the council, the power of appointment of vacancies to such bodies lies with the mayor. The council may prescribe the membership of temporary or non-standing committees at the time of establishment by resolution.

At the time of adoption of these rules, the current council committees consist of the following:

(i) Governance, Fiscal Stewardship, and Internal Support
(ii) Environmental Leadership
(iii) Responsible Development
(iv) Vibrant Community and Economic Vitality
(v) Public Safety

(b) Open Meetings Law. The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

(c) Procedural Rules. The council may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. [In the absence of rules adopted by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.]

Rule 36. Resident Advisory Boards – Standing and Non-Standing

(a) Advertisement. The Town Clerk will announce and facilitate the recruitment of resident advisory board positions, collection and maintain applications, and present them to the Town Council. Council members may recommend the number of candidates equal to the number of available positions; their preferences are shared with the Mayor for potential recommendation. The council may establish a process to interview candidates selected to serve on any of the statutorily required boards. The interview process may be outlined in the Resident Advisory Board Administrative Policy.

(b) Appointments:

i. **Open Session.** Appointments must be made in open session.

ii. **Nomination.** Unless otherwise provided by law, the Mayor shall recommend one or more individuals for consideration by the Council for appointment. The Town Council members may also submit nominations from the list of applicants.

iii. **Voting Procedure.** If more than one nominee is under consideration by the Council, voting may be conducted by written ballot. If conducted by written ballot, the Town Clerk shall distribute ballots to each Town Council member for the purpose of selecting from among the nominees. Each council member shall sign their ballot. Town Clerk shall tabulate and announce the results of each ballot. A nominee receiving a majority of the votes cast shall be appointed. If no nominee receives a majority of the votes cast, the nominee receiving the fewest votes shall be eliminated from consideration, and additional ballots shall be distributed. Balloting shall continue in this manner until a nominee receives a majority of the votes cast. If only one individual is nominated, a motion to appoint by acclamation is in order.

iv. **Multiple Appointments.** If the council is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

v. **Duty to Vote.** It is the duty of each member to vote for as many appointees as there are appointments to be made. The minutes shall show the vote of each member

voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Part XII. Miscellaneous

Rule 36~~7~~. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a two-thirds of the council's members, excluding vacant seats.

Rule 37~~8~~. Reference to Robert's Rules of Order Newly Revised

The council shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the council under Rule 27, Motion 1.

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A. Motion to move Heidi Marie Sico from Alternate 1 to a Regular Member on the Town of Apex Board of Adjustment (BOA). Her term remains unchanged (January 1, 2024 – December 31, 2026).
B. Motion to move Casey Angel from Alternate 2 to Alternate 1 on the Town of Apex Board of Adjustment (BOA). His term remains unchanged (October 14, 2025 – August 31, 2028).
C. Motion to move Aaron Barnes from Alternate 3 to Alternate 2 on the Town of Apex Board of Adjustment (BOA). His term remains unchanged (April 1, 2026 – March 31, 2029).
D. Motion to confirm William Gerhard as Alternate 3 on the Town of Apex Board of Adjustment (BOA). His term remains unchanged (June 1, 2026 – December 31, 2026).

Approval Recommended?

Yes

Item Details

On March 10, 2026, the Apex Town Council unanimously appointed Mr. William Gerhard to the Board of Adjustment (BOA) effective June 1, 2026 following the resignation of Mr. William Hart (Regular Member). The Town Clerk's Office has consistently moved alternate members up in the queue and not customarily placed a new member into a regular member position, unless otherwise directed by the Mayor and Town Council. The action taken on March 10 did not clearly establish Mr. Gerhard's appointment to the Alternate 3 position; therefore, this agenda item requests confirmation of that appointment and the corresponding adjustment of the remaining alternate positions.

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.

Attachments

- TC1-A1: March 10, 2026 Meeting Minute Excerpt

- **Shamrock Showdown** – New annual celebration featuring basketball, St. Patrick's Day festivities, and community activities in partnership with local restaurants and businesses. More details on the town's website.

[TOWN CLERK'S REPORT]

Clerk Coleman said there were three (3) items related to Resident Advisory Board Appointments for the Town Council's consideration. He said if there was consensus on the recommended slate of candidates, the appointments could be approved in one motion. He said if their was not consensus in the recommended slate of candidates, he would recommend the motions be separated for individual motions. He said each item would begin by stating those eligible and recommended for reappointment and then move to new recommended appointees. He said he was appreciative for the nominations submitted by the Mayor and Town Councilmembers prior to the meeting. A copy of the nomination record can be viewed in the Town Clerk's Office **(OTHER-2026-044)**.

TC1 Appointments – Board of Adjustment (BOA)

Clerk Coleman said the Board of Adjustment (BOA) had three individuals who were seeking reappointment and the Mayor had recommended the following individuals: Mr. Umesh Pai, Mr. William Hollenbeck and Mr. Michael Sayers to the Apex Board of Adjustment for a three-year term effective March 1, 2026 through December 31, 2029.

A **motion** was made by **Councilmember Zegerman,** and seconded by **Mayor Pro-Tempore Mahaffey,** to reappoint Mr. Umesh Pai, Mr. William Hollenbeck and Mr. Michael Sayers to the Apex Board of Adjustment for a three-year term effective March 1, 2026 through December 31, 2029.

VOTE: UNANIMOUS (5-0)

Clerk Coleman said Mr. Aaron Barnes had requested a transfer from the Culture and Arts Advisory Board to the open position on the Board of Adjustment (BOA). He said the Mayor supported this request.

A **motion** was made by **Mayor Pro-Tempore Mahaffey,** and seconded by **Councilmember Zegerman,** to transfer Aaron Barnes from the Culture Arts Advisory

Board (CAAB) to the Board of Adjustment (BOA)for a new three-year term beginning April 1st, 2026 through March 31st 2029.

VOTE: UNANIMOUS (5-0)

Clerk Coleman said that Mr. Hart had submitted his resignation from the Board of Adjustment (BOA) effective May 19, 2026. He said this resignation would create an additional vacancy and the Town Council could chose to select a replacement for Mr. Hart which would be effective June 1, 2026.

A **motion** was made by **Councilmember Zegerman,** and seconded by **Councilmember Gray,** to appoint William Gerherd to the Apex Board of Adjustment (BOA) for the unexpired term beginning June 1st, 2026 through December 31st, 2026.

VOTE: UNANIMOUS (5-0)

TC2 Appointments - Environmental Advisory Board (EAB)

Clerk Coleman said that eight (8) applications were received for the open positions on the Environmental Advisory Board (EAB) with the Town of Apex. He said one of the applicants was seeking reappointment while the other individuals would be considered new appointees to the EAB. He said similar to the item above, he would begin by stating the individuals requesting reappointment and recommended by the Mayor.

A **motion** was made by **Mayor Pro-Tempore Mahaffey,** and seconded by **Councilmember Gray,** to reappoint Mr. William "Bill" Jensen to the Apex Environmental Advisory Board (EAB) for a two-year term effective February 1st, 2026 through January 31st, 2028.

VOTE: UNANIMOUS (5-0)

Clerk Coleman said Sean Crowell was not seeking reappointment and his position was fully completed. He said the elected body previously submitted their nominations and Melissa Ripper had received a majority of the votes.

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for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A. Motion to confirm Umesh Pai as the Vice-Chair on the Board of Adjustment (BOA) for the Town of Apex effective July 1, 2026 through December 31, 2026. His Regular Member term remains unchanged (January 1, 2026 through December 31, 2028).

Approval Recommended?

Yes

Item Details

On June 16, 2026, the Board of Adjustment (BOA) members unanimously recommended the appointment of Mr. Umesh Pai to the position of Vice-Chair on the Board of Adjustment (BOA). Mr. Pai is the longest serving member next to the Chair. Mr. William Hart was serving as Vice-Chair until his resignation effective May 19, 2026 and Mr. Pai will replace him effective July 1, 2026. Mr. Pai's term does not change as the leadership appointments are only one year terms.

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.

Attachments

- N/A

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for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A) Motion to reappoint Mr. Darryl Harrien to the Culture and Arts Advisory Board (CAAB) effective July 1, 2026 through June 30, 2028 (1st Full Term).

B) Motion to appoint one individual to serve on the Culture and Arts Advisory Board (CAAB) effective July 1, 2026 through June 30, 2028 (Full Term previously occupied by Sean Durham).

C) Motion to reappoint Julianna Corsetti as the Voting Youth Representative on the Culture and Arts Advisory Board (CAAB) effective July 1, 2026 through June 30, 2027 (Final Term).

Approval Recommended?

Yes

Item Details

A total of fourteen **(14) applications** were received for appointment consideration, and they are (in alphabetical order by last name). Names denoted with an asterisk (*) are current members seeking reappointment:

- **Broadnax, Jessica** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Chappidi, Sathvika** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Corsetti, Julianna*** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Famlare, Christy** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Harrien, Darryl* –** Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Jain, Nirjara** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Koshti, Ritu** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Linson, Makyia** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Liu, Angela** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Mohammad, Ishak** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position

- **Premlata, Vaishnava** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Prendes, Amie** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Schultz, Erin** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Shoyoye, Adesiyan "Shiyan"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position

The Culture and Arts Advisory Board (CAAB) for the Town of Apex is responsible for increasing community awareness for various forms of art and building a vital and ever-expanding creative community. The CAAB will gather public input through surveys, focus groups, meetings with civic groups, neighborhood groups, etc., and liaising with Town Departments and other Town Committees related to culture and arts initiatives. CAAB shall be responsible for recommending projects, programs, and potential artist to the Town Council for consideration in the development of certain projects.

The Culture and Arts Advisory Board (CAAB) shall consist of nine (9) voting members, including one (1) youth representative as defined in the Resident Advisory Board Administrative Policy. All members shall be recommended by the Mayor and appointed by the Town Council. Members shall be appointed for two-year (2) terms, except the voting youth representative which shall have a term of one-year. Membership shall be restricted to residents of the town's corporate limits except that no more than two (2) members may be residents of the Town's established Extraterritorial Jurisdiction (ETJ).

Attachments

- TC3-A1: Applicants at A Glance – Culture and Arts Advisory Board (CAAB) w-applications
- TC3-A2: Nomination Summary by Councilmember – Multiple Boards

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
CAAB	Broadnax	Jessica	New	CL	BOA, EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Famlare	Christy	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Harrien	Darryl	Reappoint	CL	PRAB		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Mohammad	Ishak	New	CL	BOA, EAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
CAAB	Premlata	Vaishnava	New	CL	BOA, EAB		TM	AZ	EG	SR	SM	**0**
CAAB	Prendes	Amie	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
CAAB	Schultz	Erin	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Shoyoye	Adesiyan "Shiyan"	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Chappidi	Sathvika	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Corsetti	Julianna	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
CAAB-Youth	Jain	Nirjara	New	CL	MTAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Koshti	Ritu	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
CAAB-Youth	Linson	Makyia	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Liu	Angela	New	CL	EAB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Broadnax	Jessica	New	CL	BOA, CAAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Gerhard	William "Billy"	Other	CL	BOA, MTAB, PB		TM	AZ	**EG**	SR	SM	**1**
EAB	Landoll	Courtney	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
EAB	McQuaig	Jessica	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Mohammad	Ishak	New	CL	BOA, CAAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
EAB	Nallavolu	Ramesh	New	CL	N/A		**TM**	**AZ**	EG	SR	**SM**	**3**
EAB	Pierson	Kimberly	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
EAB	Pryar	Jack	New	CL	BOA, PB		TM	AZ	**EG**	**SR**	SM	**2**
EAB	Rabino	Adrien	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
EAB	Vaishnava	Prelata	New	CL	BOA, CAAB		TM	AZ	EG	SR	SM	**0**
EAB	Zhang	Tianduo	New	CL	BOA, PB		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Andrady	Alana	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Green	Alexis	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Linson	Makyia	New	CL	CAAB		TM	AZ	**EG**	SR	SM	**1**
EAB-Youth	Liu	Angela	New	CL	CAAB, PRAB		**TM**	AZ	EG	**SR**	**SM**	**3**
EAB-Youth	Pancras	Arni	New	CL	MTAB, PB, PRAB		TM	**AZ**	EG	SR	SM	**1**
EAB-Youth	Singareddy	Vishwacq	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Strobl	Graham	New	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
MTAB	Bacola	Robert	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Gerhard	William "Billy"	**Other**	CL	BOA, EAB, PB		**TM**	**AZ**	EG	SR	SM	**2**
MTAB	Gregus	Louis	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
MTAB	Jain	Nijara	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
MTAB	Lawrence	Kevin	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Meadows	John	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, PB		TM	AZ	EG	SR	**SM**	**1**
MTAB	Poythress	Michael	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Pritchard	Ewan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Rodgers	Martha	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Saket	Jain	**Other**	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Shealey	Christopher	New	CL	PB		TM	AZ	EG	**SR**	SM	**1**
MTAB	Waldorf	William	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Bang	Elizabeth	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Kadari	Samiksha	Reappoint	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
MTAB-Youth	Pancras	Arni	New	CL	EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Tadishetti	Ritika	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
PRAB	Baber	Robert	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Broadnax	Jessica	New	CL	BOA, CAAB, EAB, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Croom	Jeremy	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Famolare	Christy	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB	McQuaig	Jessica	New	CL	EAB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Shoyoye	Adesiayn "Shiyan"	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Herbst	James "Jim"	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB-Senior	McClellan	Beverly	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, MTAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Staiano	Adriana	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB-Youth	Liu	Angela	New	CL	CAAB, EAB		TM	**AZ**	EG	SR	SM	**0**
PRAB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PB		**TM**	AZ	**EG**	**SR**	**SM**	**4**
PRAB-Youth	Rao	Adhvick	Reappoint	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
PB-Youth	Bang	Elizabeth	New	CL	EAB, MTAB		TM	AZ	EG	SR	**SM**	**1**
PB-Youth	Cook	Kaleb	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Dickerson	Maxwell "Max"	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
PB-Youth	Jesperson	Nathan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PRAB		TM	AZ	EG	SR	SM	**0**
PB-Youth	Stanley	Renita	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	SM	**3**
PB-Youth	Tadishetti	Ritika	New	CL	EAB, MTAB		TM	AZ	EG	SR	SM	**0**

LEGEND	
	Nominations
Other	Currently Appointed to Another Board / Serving

06/18/2026
Prepared by Town Clerk Allen Coleman

CULTURE AND ARTS ADVISORY BOARD

APPLICANTS AT A GLANCE

Requested Action(s):

A. Recommendations are needed to fill two (2) positions on the Culture and Arts Advisory Board (CAAB) both positions serving two-year terms from July 1, 2026 through June 30, 2028. The following candidate is eligible for reappointment:

- Durham, Sean - *has served maximum allowable years of service*
- Harrien, Darryl – *confirmed interest in being reappointed*

B. Recommendations needed to fill one (1) youth non-voting representative on the Culture and Arts Advisory Board (CAAB) serving one-year term expiring June 30, 2027.

- Corsetti, Juliana – *has confirmed interest in being reappointed*

APPLICANTS AT A GLANCE - CURRENT

Position No.	Member(s)	Status	Resident Status	Notes
CAAB-003	Barnes, Aaron	Active Current Member	Corporate Limits	Served maximum 6 years of service
CAAB-008	Corsetti, Juliana	Active Youth Voting Rep.	Corporate Limits	Seeking Reappointment
CAAB-007	Harrien, Darryl	1st Term/Partial	Corporate Limits	Seeking Reappointment

APPLICANTS AT A GLANCE – NEW APPLICANTS

Applicant(s)	Status	Resident Status	Notes
Broadnax, Jessica	NEW	Corporate Limits	Eligible for Appointment
Chappidi, Sathvika	NEW	Corporate Limits	Eligible for Youth Voting Rep.
Famlare, Christy	NEW	Corporate Limits	Eligible for Appointment
Jain, Nirjara	NEW	Corporate Limits	Eligible for Youth Voting Rep
Koshti, Ritu	NEW	Corporate Limits	Eligible for Youth Voting Rep
Linson, Makyia	NEW	Corporate Limits	Eligible for Youth Voting Rep
Liu, Angela	NEW	Corporate Limits	Eligible for Youth Voting Rep
Mohammad, Ishak	NEW	Corporate Limits	Eligible for Appointment
Premlata, Vaishnava	NEW	Corporate Limits	Eligible for Appointment
Prendes, Amie	NEW	Corporate Limits	Eligible for Appointment
Schultz, Erin	NEW	Corporate Limits	Eligible for Appointment
Shoyoye, Adesiyan "Shiyan"	NEW	Corporate Limits	Eligible for Appointment

APPLICATIONS ELIGIBLE FOR RE-APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	**Status**	**Residency**
Corsetti, Juliana	Youth-Voting Rep	Corporate Limits
Harrien, Darryl	1st Term / Partial	Corporate Limits

Entry #: 817 **Status:** Submitted **Submitted:** 5/20/2026 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
Juliana L Corsetti

Pronouns
She/Her/Hers

Preferred First Name
Juliana

Spouse/Partner Name (If applicable)
N/A

Phyiscal Address
329 Briarfield Dr, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email
jcorsetti25@gmail.com

Mobile Phone
(984) 255-3099

Alternate Phone (work/home)
(984) 255-3099

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)

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

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

Apex, 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.

Serving on the Culture and Arts Advisory Board has and will continue to enhance my growth as a human and my relationship with the Apex community, creating more unified community engagement and interactions. As an active community member serving for Mayor Gilbert with a Think Apex Award Honorable Mention, I will fulfill my promise to serve with authenticity, various perspectives, and to strengthen the heart of our community by remaining responsible, dedicated, mature, and motivated to accomplish projects and other important tasks/objectives.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Working for a residential board in Apex as a youth provides me with the opportunity to speak up for those in the younger generation, bring new experiences and viewpoints to the table that haven't been explored, and dedicate myself to the local community in any way that shapes the town to become the most prosperous and overall successful.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

I plan to lead by example and integrity for the citizens of Apex, expand my horizon of ideas for the town, and develop a deeper understanding of new local artworks and pieces.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Recently, I had the opportunity of assisting Mayor Gilbert at the Men's March for 1,000 in Apex as one of his interns. During the event, tasks included setting up, managing the drink cooler, announcing the raffle winners, cleaning up any litter, and closing up. Volunteering at this event helped me and others see the value in celebrating the importance and awareness of mental health. Furthermore, the awareness, attention, and fellowship that has grown during this event has been increasing the number of attendees, ultimately getting more citizens involved and acting as a lead for mental wellness.

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.

Culture and Arts Advisory Board (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.

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?

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):

16 to 18

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?

Yes

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 #: 789 **Status:** Submitted **Submitted:** 1/25/2026 4:24 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
DARRYL HARRIEN

Pronouns

Preferred First Name
DARRYL

Spouse/Partner Name (If applicable)

Phyiscal Address
300 James St Apt 6A, Apex, North Carolina 27502-2174

Mailing Address
300 James St Apt 6A, Apex, North Carolina 27502-2174

Email

Mobile Phone

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)

Culture and Arts Advisory Board (CAAB), PRAB

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

Trades School

Current Employer

HARRIEN CONSULTING LLC

Current Job Title

OWNER

Employer Main Work Telephone Number

984-664-2137

Employer Onsite Office Location

NEWHILL, North Carolina 27562

Please briefly describe your job function and core duties,

My mission is to build long-term relationships based on trust, transparency, and service. I measure success not by sales, but by peace of mind—knowing my clients feel confident and protected in their healthcare decisions.

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 interests center on community enrichment, youth recreation, and creating safe, inclusive spaces for families. I have experience supporting community initiatives, assisting seniors with healthcare education, and collaborating with local businesses. My volunteer and civic involvement reflect a strong commitment to improving quality of life through accessible services, community partnerships, and opportunities that encourage physical activity and social connection.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1.Strong Community Advocacy and Engagement

I bring a people-centered approach and a strong commitment to community engagement. Through my professional and volunteer experience, I have worked closely with residents, seniors, families, and small businesses, which allows me to effectively listen to community needs and advocate for inclusive, practical solutions that reflect the diverse voices of Apex.

2.Business, Development, and Financial Awareness

My background includes working with small businesses, understanding financial planning considerations, and exploring community-focused development projects. This experience enables me to contribute thoughtful input on economic growth, land use, and sustainable development while balancing fiscal responsibility and long-term community impact for the Town of Apex.

3.Collaborative Leadership and Long-Term Vision

I value collaboration, transparency, and strategic thinking. I work well with diverse stakeholders and approach decision-making with a long-term perspective that prioritizes quality of life, accessibility, and community well-being. My service on the board would support Apex's continued growth while preserving its strong sense of community.

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 Development of a Community Roller Skating Rink

Advocate for planning and development processes that support a safe, well-designed roller skating rink as a recreational asset that promotes youth engagement, family activity, and community connection in alignment with Apex's long-term planning goals.

2.Expand Accessible Youth Programs

Support parks and recreation initiatives that increase accessible, inclusive programming for youth, ensuring equitable opportunities for physical activity, skill-building, and positive social development.

3.Encourage Mission-Aligned Economic Growth

Promote economic development that supports local businesses, creates jobs, and enhances community amenities while aligning with Apex's mission of thoughtful growth, fiscal responsibility, and quality of life.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am an active member of the Apex Chamber of Commerce and have volunteered at community fundraising events that support local initiatives and town activities. I have also served the community by educating residents about available health services at a local downtown event, helping improve access to important information and resources. In addition, I regularly attend ribbon cuttings to support and promote small businesses, strengthening community relationships and contributing to Apex's local economic vitality.

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.

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

Black or African American

Do you rent or own your home?

I rent my apartment/condo

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



APPLICATIONS ELIGIBLE FOR APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	**Status**	**Residency**
Broadnax, Jessica	NEW	Corporate Limits
Chappidi, Sathvika	NEW - Youth	Corporate Limits
Famlare, Christy	NEW	Corporate Limits
Jain, Nirjara	NEW - Youth	Corporate Limits
Koshti, Ritu	NEW - Youth	Corporate Limits
Linson, Makyia	NEW - Youth	Corporate Limits
Liu, Angela	NEW - Youth	Corporate Limits
Mohammad, Ishak	NEW	Corporate Limits
Vaishnava, Premlata	NEW	Corporate Limits
Prendes, Amie	NEW	Corporate Limits
Schultz, Erin	NEW	Corporate Limits
Shoyoye, Adesiyan “Shiyan”	NEW	Corporate Limits

Entry #: 821 **Status:** Submitted **Submitted:** 5/27/2026 10:30 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
Jessica Broadnax

Pronouns

Preferred First Name
Jessica

Spouse/Partner Name (If applicable)

Phyiscal Address
1145 Lookout Ridge Rd, Apex, North Carolina 27502

Mailing Address
1145 Lookout Ridge Rd, Apex, North Carolina 27502

Email

Mobile Phone

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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Planning Board (PB), PRAB

How did you hear about this opportunity to serve?

Nextdoor

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

Meridian

Current Job Title

Scrum Master/Implementation Consultant

Employer Main Work Telephone Number

7704148400

Employer Onsite Office Location

Atlanta, Georgia 30346

Please briefly describe your job function and core duties,

Lead Agile Transformation: Facilitating Daily Stand-ups, Sprint Planning, Retrospectives, and Reviews for cross-functional teams, ensuring smooth execution of Agile methodologies and successful project delivery.
Collaborative Stakeholder Management: Work closely with Product Owner to refine and groom the product backlog, prioritizing tasks based on current development status and business goals, enhancing overall project flow.
Cross-Team Coordination: Act as a bridge between clients and technical teams, effectively translating customer requirements into actionable tasks, and providing ongoing solutions to complex issues and data challenges.
End-to-End ERP Implementation: Map, configure, test, and train users on ERP Accounting/HR systems, ensuring successful system integration and user adoption.
Customer Engagement & Training: Provide on-site customer support (up to 40% travel) during project lifecycle, resolving queries, delivering tailored training, and recommending system enhancements to optimize business operations.
Continuous Process Improvement: Collaborate with end-users to identify opportunities for system improvements, ensuring the development of tools that meet both functional and business needs.

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 this board because I care about contributing to the continued growth and quality of life in Apex. As our community continues to expand, I believe it's important to have engaged residents who are willing to listen, collaborate, and thoughtfully consider the needs of both current and future residents.

I would bring a professional, organized, and solutions oriented mindset to the board. I value clear communication, fairness, and community engagement, and I'm comfortable working with different perspectives to help reach balanced decisions. I'm especially interested in ensuring that growth, community resources, and long term planning continue to reflect the values that make Apex a strong and welcoming town.

In addition to my professional experience managing projects and working with diverse groups of people, I'm motivated by a genuine desire to give back to the community and become more involved in local government and civic service. I would approach the role with reliability, preparation, and a willingness to learn.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I would bring a collaborative and community focused perspective to the board. I value listening to residents, understanding different viewpoints, and helping find practical solutions that support the long-term success of Apex.

2. My professional experience in project coordination and communication has helped me develop strong organizational, problem solving, and decision making skills. I can contribute thoughtful preparation, attention to detail, and a reliable work ethic when reviewing issues and participating in board discussions.

3. I am genuinely invested in the future of Apex and want to contribute positively to the community's growth and quality of life. I would approach the role with professionalism, openness to learning, and a commitment to serving the best interests of residents and the Town as a whole.

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 thoughtful and balanced growth that preserves the character of Apex while also planning responsibly for future residents, infrastructure, and community needs.

2. Encourage stronger community engagement by helping residents feel informed, heard, and included in local discussions and decision making processes. I believe transparency and communication are important to building trust and participation.

3. Contribute to initiatives that improve overall quality of life in Apex, including maintaining strong public spaces, supporting local businesses, and promoting long term planning that keeps the town welcoming, accessible, and sustainable for all residents.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteer experience has included supporting food pantries in Wake County as well as participating in fundraising and awareness runs for organizations focused on St. Jude Children's Research Hospital and breast cancer awareness initiatives. Through food pantry volunteer work, I had the opportunity to help support individuals and families facing food insecurity by assisting with organization, distribution, and community support efforts.

Participating in charity runs and awareness events allowed me to contribute to causes that promote health, research, and community connection. These experiences strengthened my appreciation for service, teamwork, and community involvement, and they reinforced the importance of supporting programs that improve quality of life for residents both locally and beyond. I believe volunteerism helps create a stronger and more connected community, which is something I value for 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.

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.

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

Black or African American

Do you rent or own your home?

I rent my apartment/condo

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.

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.

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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
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

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)
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 #: 825 **Status:** Submitted **Submitted:** 5/28/2026 3:49 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
Christy Famolare

Pronouns
She/Her/Hers

Preferred First Name
Christy

Spouse/Partner Name (If applicable)

Phyiscal Address
2401 Balmoor Trace, Apex, North Carolina 27523

Mailing Address
2401 Balmoor Trace, Apex, North Carolina 27523

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)

Culture and Arts Advisory Board (CAAB), Parks & Recreation Advisory

How did you hear about this opportunity to serve?

Peak Weekly

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

Owner/CEO

Employer Main Work Telephone Number

9198151541

Employer Onsite Office Location

Apex, North Carolina 27523

Please briefly describe your job function and core duties,

I am in the process of creating an Event Venue Space

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 15 years experience in municipal parks and recreation focusing on cultural programming and working with immigrants populations and while I'm no longer in the industry I would love to stay involved through participation on an advisory board. I have also lived internationally and speak English and Spanish fluently.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I have created and implemented community assessments in English and Spanish and would be willing to help admin that when departments are planning their long-term strategic plan.
2. I have experience and have spoken nationally on accessibility at the NRPA conference in event planning.
3. I have experience in creating and implementing town-wide cultural program initiatives (as well as a couple of public art programs).

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 really like to serve on juts one board but am amicable to either (wherever I'm most needed) my goals would be the same
1. Gather and use community-centric assessments to guide advising
2. I would like to ensure programs and initiatives are accessible to all and so would advise with that lens.
3. Connect the community with P&R and/or Culture & Arts in apex (awareness)

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am currently volunteering for NeighborUp. I understand that the Town and the organization have a continuing partnership

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.

Wake County Juvenile Crime Prevention Council (JCPC) 2011-2021

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.

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

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

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.

maybe. it has not opened however I am trying to create an event space for rent

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 #: 831 **Status:** Submitted **Submitted:** 5/30/2026 12:00 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
Nirjara Jain

Pronouns
She/Her/Hers

Preferred First Name
Nirjara

Spouse/Partner Name (If applicable)

Phyiscal Address
1730 Pershore Drive, Apex, North Carolina 27502

Mailing Address
1730 Pershore Drive, 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)

Culture and Arts Advisory Board (CAAB), Multimodal Transportation Advisory Board (MTAB)

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

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.

As a student, I have written about my passion in public transportation so much that every teacher I have can individually point it out. Multimodal transportation is an active part of my everyday lifestyle, and I aspire to implement a variety of transportation styles for the community I grew up in. Serving on the Multimodal Transportation Advisory Board would let me learn more about multimodal transportation and municipal policy – and it would let me do something I have genuinely always been interested in: continually improving access to all different kinds of transportation.

Through another perspective, music has been running through my veins for generations. In college, I want to study anthropology and partake in musical ensembles. The Arts and Culture board feels like a natural choice for me; living in arts throughout my life has given me a deep respect and care for the kind of rigor that art takes, and I love immersing myself in and analyzing culture. Serving on this board would allow me to put my artistic experience and cultural passion into practice in a way I've never done before: by giving my knowledge to the Town of Apex to improve our lifestyle.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Being on either the Multimodal Transportation Advisory Board or Arts and Culture Board I would need to be fact-based. I have learned through school leadership that it is important to have any decision-making group understand the opinions of the diverse groups of our community. I have experience with public speaking and information synthesis through activities like Model UN and Speech and Debate. With these experiences, I would be able to use my skills to contribute to keeping the group well-organized, and I would make sure that all of my opinions are fact-based.

Working with arts and culture organizations, as well as being in touch with all sorts of people with different access to transportation, I hear from a diverse range of opinions, allowing me to convey the impressions of a particular action on a wide group of people. This would let the multimodal transportation board or the arts and culture board learn from sentiments they don't always necessarily hear.

I am genuinely passionate about both multimodal transportation and arts and culture, and I have done years of both formal and informal research on both of these subjects. As such, I would be able to serve the town by using my care for and knowledge of these topics, combined in such a way that would lead to me being vocal about causes that would be beneficial to the Town of Apex.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Multimodal Transportation Advisory Board:

Make knowledge of multimodal transportation widespread through effective advertisement in targeted places to reach specific populations (e.g. putting informational flyers about bus routes in Apex in businesses in Downtown Apex or in popular gathering places)

Have pedestrian and biking transportation be safer around Apex schools, especially by having increased walkways and school zone lights around schools like Apex Elementary and Apex Friendship High School.

Organize a well-known walk-to-school/bike-to-school day to encourage greater knowledge of different walking and biking routes for kids to take to school.

Arts & Culture Advisory Board:

Having more town-organized events for multicultural appreciation, allowing for a better sense of community and inclusion with everyone in Apex as well as greater appreciation for arts overall.

Giving more highlight to the student arts in Apex schools, whether that be performing or visual arts, especially through featured performances and advertisement. Apex's arts departments are some of the best in the state, and highlighting these achievements would solidify Apex's position as the cultural and artistic center for many students that it is.

Popularizing historic part of Apex like Downtown by continuing to add historic signs and information throughout the city, and actively advertising that historic significance in new ways. This would let the true long-standing nature of Apex shine through.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Volunteering with the Mental Health Task Force in Apex has led to a greater awareness of mental health in the Town of Apex. As well as this, on May 29th, the first Behavioral Health Community Workshop was hosted, with a variety of organization and ideas contributed from all members in the Mental Health Task Force. Taking part in this task force has led me to think about the intersection of mental health and government, and when I attend meetings, I'm able to vocalize my learnings, which have helped the task force meet our end goals.

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 Mental Health Task Force

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.

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 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.

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 #: 815 **Status:** Submitted **Submitted:** 5/20/2026 3:45 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
Ritu e Koshti

Pronouns

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
2632 Jordan Pointe Blvd, New Hill, North Carolina 27562

Mailing Address
2632 Jordan Pointe Blvd, New Hill, North Carolina 27562

Email

Mobile Phone

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)

Culture and Arts Advisory Board (CAAB)

How did you hear about this opportunity to serve?

School

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

Green Level High School

Current Job Title

Student

Employer Main Work Telephone Number

919-694-8222

Employer Onsite Office Location

Cary, North Carolina 27519

Please briefly describe your job function and core duties,

High school junior at Green Level High School applying for a Youth Rep role.

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 Culture and Arts Advisory Board because I care deeply about how arts and culture shape a community's identity, especially for young people. As a high school student, I see every day how music, visual arts, theater, and cultural events help students feel seen, connected, and proud of who they are. I want to bring that youth perspective into the conversations and decisions that guide our city's cultural priorities.

I'm particularly interested in how the board can make arts more accessible and inclusive—both in terms of whose stories are represented and who feels welcome to participate. As a youth representative, I would listen to my peers, share what matters to them, and help bridge the gap between young people and decision-makers. Serving on this board would allow me to contribute my ideas, learn how public decisions are made, and help ensure that our community's cultural spaces and programs reflect the diversity, creativity, and voices of the next generation.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1.Fresh Youth Perspective on Arts & Culture
As a young person who actively experiences the arts in school and in the community, I can offer insight into what resonates with youth and what types of programs would increase participation among students and families. My perspective can help the board design events, public art, and cultural initiatives that feel relevant, inclusive, and engaging for the next generation.
2.Strong Connection to the Community and Local Schools
Because I am involved in the Apex community through school activities, clubs, and local events, I understand what students are excited about and what opportunities they feel are missing. I can serve as a bridge between the board and local youth by sharing feedback, gathering input, and helping the board stay connected to the needs and interests of younger residents.
3. Commitment to Expanding Access and Representation in the Arts
I care deeply about making arts and cultural experiences accessible to everyone, regardless of background. I would bring a focus on diversity, representation, and inclusion—ensuring that programs reflect the wide range of cultures, identities, and creative interests within Apex. My goal is to help the board create spaces where all residents feel welcome and inspired.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Increase Youth Engagement in Arts & Cultural Programs
My first goal would be to help the Town of Apex create more opportunities for young people to participate in arts and cultural events. This could include gathering feedback from students, promoting events through schools, and suggesting programs that appeal to a wider range of youth interests. By strengthening the connection between the board and local students, I hope to help build a more vibrant, youth-inclusive arts community.
2. Promote Diversity and Cultural Representation in Town Events and Public Art
I would like to support initiatives that highlight the diverse cultures within Apex. This could include recommending multicultural performances, supporting public art that reflects different backgrounds, or encouraging events that celebrate global traditions. My goal is to help ensure that all residents feel seen, valued, and represented in the town's cultural programming.
3. Expand Access to Creative Opportunities for All Residents
I hope to advocate for programs that make arts participation more accessible — whether through free community workshops, youth-friendly events, or partnerships with schools and local organizations. I want to help remove barriers so that more people, especially students, can explore creative activities regardless of experience or resources.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

In the past year, I have been involved in several volunteer activities that have helped me stay connected to the Apex community and contribute in meaningful ways. I have volunteered at local school events, community gatherings, and service projects where I helped with setup, organization, and supporting younger students. Through these experiences, I've learned how important it is to create welcoming, well-run events that bring people together.

My volunteer work has helped the Town of Apex by supporting events that strengthen community engagement and by contributing to a positive environment for families and students. I've also had opportunities to listen to community members and understand what kinds of programs and activities they value. These experiences have given me a deeper appreciation for how arts, culture, and community events shape the identity of Apex, and they motivate me to continue serving in ways that help make our town more vibrant, inclusive, and connected.

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.

NA

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

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

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.

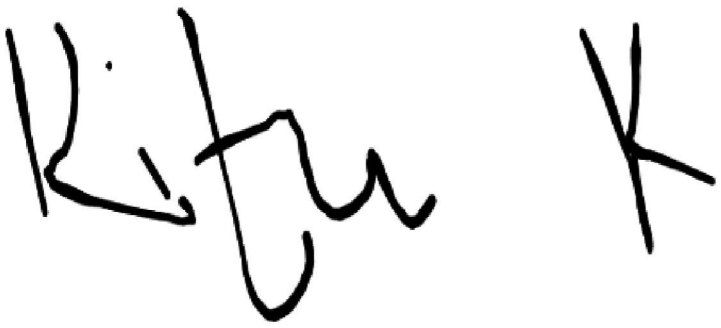
NA

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 #: 781 **Status:** Submitted **Submitted:** 11/18/2025 6:46 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
Makyia Linson

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
503 Stonecreek drive, Apex, North Carolina 27539

Mailing Address
SAME, SAME, North Carolina 27539

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)

Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official, Town Website

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 27539-5369

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 want to join this board because I really care about making decisions that matter—and honestly, I'm excited to get some real leadership experience along the way. As a student, I think it's crucial for young people to actually have a say in the programs and policies that shape our lives. If I get the chance to serve, I'll bring the student perspective to the table, but I'm also looking forward to learning from people who've been doing this longer than I have.

I've got a few strengths I can offer. My classes have sharpened my communication, critical thinking, and problem-solving skills. Working on group projects and getting involved outside the classroom taught me how to work with all kinds of people, listen to different opinions, and keep an open mind—even when things get tough. I'm organized, I stay motivated, and I make sure to follow through on what I start.

On top of that, I know what it's like to be a student right now. I get the pressure of academic expectations, the juggling act of campus activities, and the challenge of balancing school with everything else. These real-life experiences help me understand what my peers need and what they're worried about, and I want to bring that insight to the board's decisions.

In the end, I want to give back to my community and keep growing as a leader. I'm ready to bring energy, curiosity, and a genuine student point of view to the board. I'd be proud to help support its mission.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

The reason why my service on my chosen boards could be beneficial is so I can offer my perspective as a long-term resident, contribute to better decision-making, and as a student, I can help my other board members thing critically about decisions.

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 the most important goals that I wish to achieve during my term is to garner awareness of consumer waste and the importance of reusing, reducing, and reusing products we take for granted. Another issue that I wish to execute is the deforestation epidemic that we are currently facing in Apex. I wish to make further use of the land that we still have and produce multiple urban green spaces out of them. My last concern that I would love to fix is the major water quality degradation that is now prevalent in our communities.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One of my most recent volunteer experiences that executed is by reading to the seniors of Apex. By understanding our older class, I can further realize the dynamic between our present and future generations.

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, but I have spent a couple years in student body leadership.

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.

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

Black or African American

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

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?

Yes

If you selected yes, please provide additional details below. If not, please indicate NA.

My school work and responsibilities

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 #: 812 **Status:** Submitted **Submitted:** 5/19/2026 12:12 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
Angela X Liu

Pronouns
Prefer not to say

Preferred First Name
Angela

Spouse/Partner Name (If applicable)

Phyiscal Address
329 Gartrell Way, Cary, North Carolina 27519

Mailing Address
329 Gartrell Way, Apex, North Carolina 27519

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)

Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Recreational and PArk usage Advisory Board

How did you hear about this opportunity to serve?

Teacher

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 27519

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 highly interested in serving on the Recreational and Environmental Board to bridge the gap between community use and ecological preservation. My interest is rooted in two distinct perspectives. As an avid cyclist who spends hundreds of hours on our local greenways, I interact daily with a diverse cross-section of residents. This gives me a firsthand, user-level understanding of our infrastructure's safety, accessibility, and maintenance needs. Secondly, my love for environmental science allows me to view these spaces as critical ecological assets. I look forward to helping the board balance public recreation with sustainability, advocating for biodiversity, native landscaping, and smart stormwater management. Ultimately, I offer a unique fusion of practical trail insight and scientific curiosity, making me a dedicated advocate for resilient, accessible green spaces.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Biking Apex's trails lets me serve as a mobile listening post. The casual conversations I have with families, runners, and commuters give me real-time feedback on what our trail users actually need. Secondly, I bridge the gap between human enjoyment and environmental science. I will help the town design spaces that serve a dual purpose: vibrant parks for residents that simultaneously function as thriving, biodiverse ecosystems. Lastly, I will advocate for our greenways to grow with it. As the apex community increases in population, it is very crucial for us to advocate for further environmental policies that help us conserve ecosystems and recreational parks.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

As an avid insect collector and learning entomologist, I want to advocate for planting native flora and creating pollinator habitats directly along the margins of existing and new greenways. I also want to use my frequent rides to audit and advocate for closing gaps between existing trails and neighborhoods. I hope to increase community-driven environmental science programs that help educate the public on the conservation of our environment.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

At Triangle Chess, I instructed children from all walks of life, diverse backgrounds, and varying learning styles, helping them find common ground over a shared board. From my experience as a coach and assistant coach (with no pay), I was able to increase many of my students' passion for chess and other topics they were interested in. Frequently, my students placed top in their local tournaments and saw massive success in their own learning with my guidance. This experience honed my ability to communicate complex ideas clearly and adapt my approach to meet diverse needs. I understand how to build inclusive environments where people feel valued. On a town board, I will apply this exact mindset to ensure Apex's public parks, greenways, and programs are accessible and welcoming to every resident.

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 any governmental board yet, but I am disciplined and motivated internally to pursue what I want. I am confident in my ability to provide creative solutions to hard problems that the Town of Apex might experience environmentally. You will not hesitate or reject my presence in a potential board because I can provide solid solutions and feedback to any problem I'm interested in.

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

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?
I rent my single family home

My age range is (please select one):
16 to 18

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 #: 813 **Status:** Submitted **Submitted:** 5/20/2026 12:53 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
Ishak Mohammad

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3413 Dropseed Dr, Apex, North Carolina 27502

Mailing Address
3413 Dropseed Dr, 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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

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

Masters Degree

Current Employer

Private Inc

Current Job Title

Software Solutions Architect

Employer Main Work Telephone Number

3108958691

Employer Onsite Office Location

Durham, North Carolina 27703

Please briefly describe your job function and core duties,

As a Software Architect, my primary function is to serve as a trusted advisor, providing clarity in ambiguity by designing effective and fit-for-purpose software solutions while ensuring strong governance. My core duties include:

Problem Analysis: Identifying and understanding the specific challenges faced by clients or users to develop tailored solutions.
Solution Design: Creating architectural designs that align with business objectives and technical requirements.
Collaboration: Working closely with customers and stakeholders to ensure their needs are understood and addressed through effective software solutions.
Technical Leadership: Guiding development teams in implementing best practices and adhering to architectural standards.
Governance Oversight: Establishing and enforcing architectural guidelines and policies to ensure compliance, security, and quality throughout the development process.
Continuous Improvement: Evaluating existing systems and processes to recommend enhancements and ensure optimal performance.

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.

Living in Raleigh, Durham Area since 2015.
Qualifications: MBA from NC university and Computer-science college degree with 20 years of experience.
Profession: Enterprise/Solutions Architect
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

My interest in serving on the Apex advisory board stems from a deep commitment to community development, supported by my MBA and Computer Science degree, along with 20 years of professional experience, particularly as a Software Architect. In this role, I have honed my skills in system design, technical leadership, and collaborative problem-solving.

As the Architecture Chairman and Vice President of my HOA from 2023 to 2026, I gained valuable leadership and collaboration skills, while my role as Vice President of Public Relations for Toastmasters has enhanced my communication abilities.

Additionally, my extensive volunteer work with various non-profits demonstrates my dedication to serving others and understanding community needs. My unique blend of technical expertise, managerial experience, and passion for community engagement positions me well to advocate for initiatives that benefit all residents of Apex.

Through my architectural experience, I can leverage analytical thinking and a structured approach to decision-making, which will be invaluable in addressing community challenges and promoting sustainable development.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Reason 1: Diverse Experience and Insights
My background in Governance and Architecture equips me with valuable insights and perspectives that can inform the board's decision-making process. I can bring a fresh viewpoint on community issues, utilizing best practices from other contexts to enhance initiatives. This diversity in experience can foster innovative solutions and create well-rounded policies that benefit all residents.

Reason 2: Strong Community Connections
Living in Raleigh, Durham area since 2015. I have established relationships with various community groups, local organizations, and residents, which can facilitate collaboration and engagement. By leveraging these connections, I can ensure that the advisory board remains in touch with the needs and interests of the community. This can lead to increased participation in board initiatives and stronger support for decisions made.

Reason 3: Commitment to Community and Effective Advocacy
My dedication to serving the Town of Apex is unwavering, and I am passionate about advocating for the best interests of our residents. I will work diligently to represent community voices and amplify concerns that might otherwise go unheard. My proactive approach can help the board effectively address community needs, fostering a sense of trust and collaboration between residents and local governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

To Keep Apex at Its Peak
Goal 1: Enhance Community Engagement
Develop initiatives to increase participation in local governance, such as town hall meetings and online feedback platforms, ensuring diverse voices are heard.

Goal 2: Improve Local Economic Opportunities
Support local economic development by fostering partnerships with small businesses, advocating for job training, and promoting Apex as an attractive destination for new businesses.

Goal 3: Foster Inclusivity and Diversity
Create programs celebrating diversity, organize cultural events, and establish support networks for underrepresented groups, strengthening community ties.

Goal 4: Improve Infrastructure and Transportation
Prioritize enhancements in transportation, advocate for better public transit, and upgrade community facilities to meet residents' needs and promote economic growth.

Goal 5: Support Education and Youth Programs
Strengthen educational opportunities for youth by collaborating with local schools, promoting mentorship programs, and increasing funding for resources, empowering the next generation.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I'm new to Apex but I have rich previous volunteer experience with several non-profits. Some of them are
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

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.

Served as HOA Architecture Chairman and Vice President 2023 to 2026. I was responsible for chairing meetings, making decisions and reviewing 200+ Architecture requests and rendering decision. Also, contributed in beautification projects and safety committees.

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
Asian or Pacific Islander

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
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 #: 828 **Status:** Submitted **Submitted:** 5/29/2026 6:48 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
Premlata Vaishnava

Pronouns
She/Her/Hers

Preferred First Name
Pinki

Spouse/Partner Name (If applicable)

Phyiscal Address
1005 Wild Sonnet Ct., Apex, North Carolina 27502

Mailing Address
1005 Wild Sonnet ct, 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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Community Health and Yoga

How did you hear about this opportunity to serve?

Friend / Neighbor

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

Onelife Fitness

Current Job Title

Yog Instructor

Employer Main Work Telephone Number

(919) 975-5515

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Planning and teaching Yog postures as a Slow Flow motion.

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.

Being an Apex resident I find it important to know about my community's future plans for development, social events, education and healthy life.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1.I am an immigrant with multicultural and multilingual background and my experiences and advocacy can help shape our community.

2. As an academic I can bring ideas to include intercultural aspects in our school curriculum and/or adult community members.

3. As a certified Yog instructor and Yog therapist I can speak about the importance of Yog for our community.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Making our community more safe and welcoming for immigrants
2. Foreign langauge and culture classes
3. Intercultural meetings such a trading groups where cretive minds can share their creative pieces (they don't have to be famous, just be creative).

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have not specifically worked as a volunteer in Apex but I have volunteered at the Eno River festival in Durham where I cooked food for the performers and sold tickets. Such events are a great success because community members like me participate and contribute. I also volunteered for the meal drive.

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.

NA

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 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?

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 #: 814 **Status:** Submitted **Submitted:** 5/20/2026 2:36 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
Amie Prendes

Pronouns

Preferred First Name
Amie

Spouse/Partner Name (If applicable)
Matthew Johnson

Phyiscal Address
105 Kelly Brook Court, Apex, North Carolina 27502

Mailing Address
105 Kelly Brook Court, 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)

Culture and Arts Advisory Board (CAAB)

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

Amie's Academy

Current Job Title

Owner/Teacher

Employer Main Work Telephone Number

4026180148

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Own and operate music studio including budgeting, marketing, and scheduling. Select age and skill level appropriate materials for students of all ages studying piano/and or brass instruments, produce yearly recitals.

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 former middle school band director, I have witnessed the transformative power of the arts. I also have a Masters in Arts Leadership and Cultural Management. While earning this degree, I had the opportunity to research the other communities on the global and national level and learn of the efforts being made to create cultural awareness and access to the arts for all. I worked for Opera Omaha, The Omaha Symphony, and Omaha Performing Arts creating and promoting various community events. As manger of donor relations at The Durham Museum in Omaha, NE, I promoted the mission of the museum and engaged with patrons wanting to learn more about the history and culture of Omaha and the surrounding area. Now that I have lived in Apex for three years, I am ready to jump in and give back to the community that has already given so much to me.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. Arts and culture have been at the root of my soul since attending my first musical at the age of seven. 2. I excel at engagement and promotion of arts and culture. 3. I am Apex proud and it would be an honor to see the community grow in artistic and cultural richness.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. City wide art installations 2. A city wide art/cultural project 3. Formation of a city wide band or choir. 4. Greater promotion of The Halle Center

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have not had the opportunity to volunteer in Apex yet. While living in Omaha, NE I started a non profit called Arts ConNEct whose purpose was to connect students and aging members of thee community through musical performances. ArtsConNEct started as a project for graduate school, however it became evident that connecting generations through the arts was a bridge that has not yet been built in thee community. These efforts quickly spread statewide.

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.

NA

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

Two or more

Do you rent or own your home?

I rent 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 #: 823 **Status:** Submitted **Submitted:** 5/27/2026 7:05 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
Erin Schultz

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)
Hannah Schultz

Phyiscal Address
1020 Drayman Pl, Apex, North Carolina 27502

Mailing Address
1020 Drayman Pl, 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)

Culture and Arts Advisory Board (CAAB)

How did you hear about this opportunity to serve?

Facebook

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

WCPSS

Current Job Title

Substitute Teacher

Employer Main Work Telephone Number

919-363-2865

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

As a substitute teacher I have to be prepared to step into any classroom and provide education based on plans left by the teacher. I am also responsible for student safety and behavior management.

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 believe that the arts are vital to a thriving community. I have been the cultural arts chair at Salem Elementary School for the past 4 years and have focused on bringing a variety of artistic experiences to the students. We work with the United Arts Council to find artists that represent the diversity present in our school community.
I also have experience working professional theatre and love being behind the scenes producing a show. I especially love fostering a love of music and theatre for youth.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I have a love for the arts, particularly when art represents community. I am a strong leader, with 2 years of experience as PTA president. I am familiar with the government and programs through Peak Academy and working with Ellison in the volunteer office.

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 love to see a community theatre program that would include people of all ages, including youth and seniors.
I would like to work on bringing diverse artists and performances to Apex, especially those representing marginalized communities.
I would like to work on promotion and visibility for local Apex artists, especially at town events.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have been a volunteer with the PTA at Salem Elementary School for 5 years. The past 4 years I have been the cultural arts chair and book fair chair. The past 2 years I have also been the PTA president. Through the PTA, I worked with Ellison in the ToA volunteer office to create and implement a Senior Reading buddy program which pairs senior volunteers with students at Salem to read together. The program has been a huge success for our seniors, students, and teachers. Our senior volunteers have helped many students gain confidence in reading.

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

No, I have not read the current scope of responsibilities assigned to my preferred 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?

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

White/Non-Hispanic

Do you rent or own your home?

I own my townhome

My age range is (please select one):

46 to 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?

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 #: 776 **Status:** Reviewed **Submitted:** 9/5/2025 1:11 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
Adesiyan Shoyoye

Pronouns
She/Her/Hers

Preferred First Name
Shiyan

Spouse/Partner Name (If applicable)
Michael Monsees

Phyiscal Address
586 Village Loop Drive, Apex, North Carolina 27502

Mailing Address
586 Village Loop Drive, 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)

Culture and Arts Advisory Board (CAAB), Parks and Recreation Advisory Board (PRAB)

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

Aetna, a CVS Health Company

Current Job Title

Program Manager, Medical Affairs

Employer Main Work Telephone Number

(919) 337-1800

Employer Onsite Office Location

Cary, North Carolina 27513

Please briefly describe your job function and core duties,

- Utilize agile-based methodologies to implement various Medical Affairs projects, increasing delivery speed and efficiency in programs with budgets of more than $1,000,000.
- Lead the Aetna Medicaid Population Health Management Program, ensuring comprehensive implementation and adherence to NCQA and AHRQ quality standards.
- Develop the Enterprise Maternity Pilot Program, including managing budget, planning, and execution in collaboration with premier universities.
- Create and maintain Aetna Medical Affairs' first centralized Full-Time Equivalent (FTE) QuickBase, streamlining tracking, department budgeting, and organization of department staff saving the enterprise $500,000+ a year through Labor Cost Savings through Process Automation
- Key accomplishment: Successfully launched the Enterprise Maternity Pilot Program in collaboration with premiere universities, resulting in a 20% improvement in patient engagement and a 15% reduction in program costs by leveraging innovative data-driven strategies and optimizing resource allocation.

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 motivated to serve on this board because community is more important than ever in a time when divisiveness is at an all-time high. I believe that by engaging our residents through meaningful programs, we can highlight what we share in common and strengthen our connections. As a Nigerian-American, cultural competency is a core value in my life, and I bring that perspective to ensure inclusivity and accessibility for all.

Professionally, I am a Program Manager with a proven record of process improvement, stakeholder engagement, and building collaborative programs. These skills directly translate to board service, where thoughtful planning, organization, and inclusivity are essential. Beyond my career, Apex has become a town I love and want to permanently call home. My drive to excel and my desire to raise a family here inspire me to contribute to building community programs and youth opportunities that enrich the lives of all residents.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Arts & Cultural Board:
1. I bring strong cultural competency and firsthand experience as a Nigerian-American, which will help ensure Apex's cultural programming reflects and celebrates our town's diversity.
2. My professional background in project management equips me to support efficient planning and delivery of cultural initiatives.
3. I am committed to youth enrichment, which can be expanded through cultural programming that connects young people to the arts and to one another.

Parks & Recreation:
1. Apex's parks are a defining feature of the town, and I want to help maintain and expand them to match our community's growth.
2. My project management expertise can support long-term planning and process improvement for programs and facilities.
3. I bring a commitment to accessibility, ensuring that recreational opportunities remain available and welcoming to all children and families.

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, I hope to:
1. Meet more members of the Apex community and build rapport across diverse groups.
2. Gain knowledge of what it takes to properly participate in a town board and apply my project management background to strengthen Apex's initiatives.
3. Contribute to the continued growth and beautification of Apex, ensuring that programs remain enriching, accessible, and reflective of community needs.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My most recent volunteer work was with the Interfaith Food Shuttle, where I helped till the land alongside a diverse group of volunteers. This experience reinforced for me the value of building community through service and reminded me of how much can be achieved when people from different walks of life come together. I would love to see more programs like this in Apex, where residents can connect while serving a shared purpose.

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.

While I have not yet served on a governmental board, I view this as a tremendous opportunity to contribute my skills and passion to my community. I am eager to learn and grow through service to Apex and believe my professional background and lived experiences position me to make a meaningful impact.

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

Black or African American

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

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



| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A) Motion to appoint a Chair for the Culture and Arts Advisory Board (CAAB) for fiscal year 2026-2027, expiring June 30, 2027.

B) Possible motion to appoint a Vice-Chair for the Culture and Arts Advisory Board (CAAB) for fiscal year 2026-2027, expiring June 30, 2027.

Approval Recommended?

Yes

Item Details

The Culture and Arts Advisory Board (CAAB) became a standing Advisory Board effective July 1, 2025 and has almost completed its full first year since the name and scope change. During the regular Culture and Arts Advisory Board (CAAB) meeting on Monday, June 15, 2026, the Board unanimously recommended the appointment of Mr. Tom Colwell and Mrs. Susan Kirley to serve in the leadership roles for fiscal year 2026-27. A recording of this process is on the Town's Youtube Page (HERE) beginning at 30:48 meeting minute mark.

Mr. Tom Colwell has served as Chair of the Culture and Arts Advisory Board over the last year and previously served as the Chair of the Public Art Committee. He is eligible, and interested, in continuing to serve as Chair. Mr. Sean Durham served as Vice-Chair but has reached the maximum amount of eligible terms to serve on the Board and will be retiring effective June 30, 2026. As such CAAB has recommended Mrs. Susan Kirley to serve as Vice-Chair for the upcoming fiscal year (2026-27).

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.

Attachments

- N/A

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A) Motion to appoint three (3) individuals to serve on the Environmental Advisory Board (EAB) for partial terms effective July 1, 2026 through December 31, 2026, positions previously occupied by Mark Schwegel, Changling Hu, and Sandra Villasenor.

B) Motion to appoint a Voting Youth Representative to the Environmental Advisory Board (EAB) effective July 1, 2026 through June 30, 2027.

Approval Recommended?

Yes

Item Details

Mr. Mark Schwegel, Mr. Changling Hu, and Ms. Sandra Villasenor all submitted resignations over the last 60-days as they were either relocating outside of the corporate limits or unable to commit the time needed to be an active and engaged member. In addition, the current youth representative, Ms. Dhavani Joshi's term expires on June 30, 2026 and she is not seeking reappointment.

A total of **eighteen (18) applications** were received for appointment consideration, and they are (in alphabetical order by last name):

- **Andrady, Alana** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Broadnax, Jessica** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Gerhard, William "Billy"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Green, Alexis** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Landoll, Courtney** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Linson, Makyia** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Liu, Angela** – Corporate Limits Resident – Eligible for Voting Youth Representative Position

- **McQuaig, Jessica** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Mohammad, Ishak** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Nallavolu, Ramesh** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Pancras, Arni** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Pierson, Kimberly** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Pryar, Jack** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Rabino, Adrien** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Singaereddy, Vishwacq** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Strobl, Graham** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Vaishnava, Prelata** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Zhang, Tianduo** – 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

- TC5-A1: Applicants At A Glance – Environmental Advisory Board (EAB) w-applications
- TC5-A2: Nomination Summary by Councilmember – Multiple Boards

ENVIRONMENTAL ADVISORY BOARD

APPLICANTS AT A GLANCE

Requested Action(s):

A. Recommendations needed on the Environmental Advisory Board (EAB) to fill three (3) partial terms expiring December 31, 2026. These positions were formerly occupied by:
   - Hu, Changling - *submitted resignation letter*
   - Schwegel, Mark – *submitted resignation letter*
   - Villasenor, Sandra – *submitted resignation letter*

B. Recommendations needed to fill one (1) youth voting representative on the Environmental Advisory Board (EAB) serving a one-year term expiring June 30, 2027.
   - Dhavani, Joshi – *not seeking reappointment*

APPLICANTS AT A GLANCE - CURRENT

Position No.	Applicant(s)	Status	Resident Status	Notes
EAB-002	Vacant	Member Resigned – Partial Term	Corporate Limits	Changling Hu resigned May 12, 2026
EAB-010	Vacant	Member Resigned – Partial Term	Corporate Limits	Mark Schwegel resigned May 22, 2026
EAB-003	Vacant	Member Resigned – Partial Term	Corporate Limits	Sandra Villasenor resigned May 12, 2026
EAB-011	Dhavani, Joshi	Current Active Youth-Voting Rep.	Corporate Limits	Not Seeking reappointment

APPLICANTS AT A GLANCE – NEW APPLICANTS

Applicant(s)	Status	Resident Status	Notes
Andrady, Alana	NEW	Corporate Limits	Eligible for Youth-Voting Rep.
Broadnax, Jessica	NEW	Corporate Limits	Eligible for Appointment
Gerhard, William "Billy"	NEW	Corporate Limits	Eligible for Appointment
Green, Alexis	NEW	Corporate Limits	Eligible for Youth-Voting Rep.
Landoll, Courtney	NEW	Corporate Limits	Eligible for Appointment
Linson, Makyia	NEW	Corporate Limits	Eligible for Youth-Voting Rep.
Liu, Angela X	NEW	Corporate Limits	Eligible for Youth-Voting Rep.
McQuaig, Jessica	NEW	Corporate Limits	Eligible for Appointment
Mohammad, Ishak	NEW	Corporate Limits	Eligible for Appointment
Nallavolu, Ramesh	NEW	Corporate Limits	Eligible for Appointment
Pancras, Arni	NEW	Corporate Limits	Eligible for Youth-Voting Rep.
Pierson, Kimberly	NEW	Corporate Limits	Eligible for Appointment
Pryar, Jack	NEW	Corporate Limits	Eligible for Appointment
Rabino, Adrien	NEW	Corporate Limits	Eligible for Appointment
Singareddy, Vishwacq	NEW	Corporate Limits	Eligible for Youth-Voting Rep.

Strobl, Graham	NEW	Corporate Limits	Eligible for Youth-Voting Rep.
Vaishnava, Prelata	NEW	Corporate Limits	Eligible for Appointment
Zhang, Tianduo	NEW	Corporate Limits	Eligible for Appointment

APPLICATIONS ELIGIBLE FOR APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	Status	Residency
Andrady, Alana	NEW - Youth	Corporate Limits
Broadnax, Jessica	NEW	Corporate Limits
Gerhard, William "Billy"	NEW	Corporate Limits
Green, Alexis	NEW – Youth	Corporate Limits
Landoll, Courtney	NEW	Corporate Limits
Linson, Makyia	NEW - Youth	Corporate Limits
Liu, Angela X	NEW - Youth	Corporate Limits
McQuaig, Jessica	NEW	Corporate Limits
Mohammad, Ishak	NEW	Corporate Limits
Nallavolu, Ramesh	NEW	Corporate Limits
Pancras, Arni	NEW – Youth	Corporate Limits
Pierson, Kimberly	NEW	Corporate Limits
Pryar, Jack	NEW	Corporate Limits
Rabino, Adrien	NEW	Corporate Limits
Singareddy, Vishwacq	NEW - Youth	Corporate Limits
Strobl, Graham	NEW - Youth	Corporate Limits
Vaishnava, Prelata	NEW	Corporate Limits
Zhang, Tianduo	NEW	Corporate Limits

Entry #: 833 **Status:** Submitted **Submitted:** 5/31/2026 11:29 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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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 Andrady

Pronouns

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1824 Grande Chateau Ln, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email

Mobile Phone

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 our town grows, I want to preserve what makes this area truly special to me - the natural environment. I have watched huge sections of trees get cut down for new neighborhoods and seen grassy meadows that were havens for pollinators get covered by large townhouses. But I've also witnessed the way people can come together to save an incredibly old tree that's seen Apex grow since the very beginning. It's these kinds of experiences that inspire me to join the government board as a youth representative. I want to be able to help make big projects more sustainable and safer for the native flora and fauna. Also, since I'm very involved in my school community, I would love to be able to help connect students to Apex and the environment, because I've seen what can happen when we all come together to support our environment. I'm eager to use my creativity and problem-solving skills to improve the natural environment. It would be such an honor to make a positive impact on the trees, parks, and green spaces that always make Apex feel like home to me.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

One reason why my service would be beneficial is that my age can not only provide the board with a different perspective on the issues that it is presented with, but can also connect it with a whole new demographic that is typically a little more difficult to reach. I'm involved in several clubs at my school, and have leadership positions in many of them, which will make it easy for me to reach out and educate groups of kids on the importance of the environment and the ways that they can get involved. Secondly, my service will be beneficial to the environmental advisory board because I have lived in Apex for almost my whole life. This means I know exactly how Apex has changed over the years, giving me a unique perspective on what green spaces and environments have been lost. It also allows me to have a more long-term vision for Apex. I'm ready to make decisions based on my knowledge of both how the town has grown over the years and the path it needs to take in the future. Finally, my service will be beneficial because I already know how to look at and explain complex problems, especially through a scientific lens. I've won multiple awards at Speech and Debate and state level awards at competitions like DECA (large business competition). I am also a leader in the Women in Science and Engineering club. All of these experiences come together to give me the skills to analyze complex issues regarding the environment and make the right decision.

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 initiatives for this term is to increase awareness about Apex's environment among our youth, and to spread the word about ways that the younger generation can get involved. Specifically, I'd like to connect either a club that I create or existing clubs at my school, such as Key Club (a club dedicated to volunteering), to the Environmental Advisory Board by sharing ways for kids to volunteer and contribute to keeping Apex clean and beautiful. I believe that the more the younger generation is educated about the environment and the more they are able to participate in keeping the environment clean and healthy, the more likely they are to become good stewards of the environment later on. Another one of my top initiatives is to make sure that Apex's rapid development is balanced out with the improvement of existing green spaces, such as planting more native plants and increasing support of little-known environmental problems. For example, one important but overlooked issue is the knowledge and support of building sustainable habitats for native pollinators. While the new building projects in Apex are essential, I think we should also be making sure that Apex remains as healthy and green as ever, since that is part of the main charm of our town! The final goal I want to achieve during my term is to advocate for strict environmental criteria when it comes to new projects, such as the data centers potentially coming to Apex. As I have read in Mr. Terry Mahaffey's updates, the decision on data centers has been pushed off, and one of the key reasons is environmental issues such as water usage and pollution. I hope to push for strict guidelines so that if data centers do end up in Apex, they will not poison the environment, allowing our town to retain its green spaces.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Although I applied for the Apex Youth Council, due to the overwhelming number of applicants in the lottery-based system, I unfortunately wasn't chosen to become a member. This led me to find new, more creative ways to get involved in the community. I do a lot of volunteering in my school, such as mentoring younger members in my Speech and Debate club. This has taught me skills such as communication and ways to make difficult topics easy to understand. These will be invaluable in connecting Apex's youth to issues in the environment. I also serve on my school's WISE council board, and was just reelected to my second year. In this role, I help plan and lead meetings, educating about 100 young women in my school about different aspects of science. My connection to WISE and my experience as a student leader will be very helpful on the environmental advisory 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?

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

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 #: 821 **Status:** Submitted **Submitted:** 5/27/2026 10:30 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
Jessica Broadnax

Pronouns

Preferred First Name
Jessica

Spouse/Partner Name (If applicable)

Phyiscal Address
1145 Lookout Ridge Rd, Apex, North Carolina 27502

Mailing Address
1145 Lookout Ridge Rd, Apex, North Carolina 27502

Email

Mobile Phone

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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Planning Board (PB), PRAB

How did you hear about this opportunity to serve?

Nextdoor

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

Meridian

Current Job Title

Scrum Master/Implementation Consultant

Employer Main Work Telephone Number

7704148400

Employer Onsite Office Location

Atlanta, Georgia 30346

Please briefly describe your job function and core duties,

Lead Agile Transformation: Facilitating Daily Stand-ups, Sprint Planning, Retrospectives, and Reviews for cross-functional teams, ensuring smooth execution of Agile methodologies and successful project delivery.
Collaborative Stakeholder Management: Work closely with Product Owner to refine and groom the product backlog, prioritizing tasks based on current development status and business goals, enhancing overall project flow.
Cross-Team Coordination: Act as a bridge between clients and technical teams, effectively translating customer requirements into actionable tasks, and providing ongoing solutions to complex issues and data challenges.
End-to-End ERP Implementation: Map, configure, test, and train users on ERP Accounting/HR systems, ensuring successful system integration and user adoption.
Customer Engagement & Training: Provide on-site customer support (up to 40% travel) during project lifecycle, resolving queries, delivering tailored training, and recommending system enhancements to optimize business operations.
Continuous Process Improvement: Collaborate with end-users to identify opportunities for system improvements, ensuring the development of tools that meet both functional and business needs.

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 this board because I care about contributing to the continued growth and quality of life in Apex. As our community continues to expand, I believe it's important to have engaged residents who are willing to listen, collaborate, and thoughtfully consider the needs of both current and future residents.

I would bring a professional, organized, and solutions oriented mindset to the board. I value clear communication, fairness, and community engagement, and I'm comfortable working with different perspectives to help reach balanced decisions. I'm especially interested in ensuring that growth, community resources, and long term planning continue to reflect the values that make Apex a strong and welcoming town.

In addition to my professional experience managing projects and working with diverse groups of people, I'm motivated by a genuine desire to give back to the community and become more involved in local government and civic service. I would approach the role with reliability, preparation, and a willingness to learn.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I would bring a collaborative and community focused perspective to the board. I value listening to residents, understanding different viewpoints, and helping find practical solutions that support the long-term success of Apex.

2. My professional experience in project coordination and communication has helped me develop strong organizational, problem solving, and decision making skills. I can contribute thoughtful preparation, attention to detail, and a reliable work ethic when reviewing issues and participating in board discussions.

3. I am genuinely invested in the future of Apex and want to contribute positively to the community's growth and quality of life. I would approach the role with professionalism, openness to learning, and a commitment to serving the best interests of residents and the Town as a whole.

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 thoughtful and balanced growth that preserves the character of Apex while also planning responsibly for future residents, infrastructure, and community needs.

2. Encourage stronger community engagement by helping residents feel informed, heard, and included in local discussions and decision making processes. I believe transparency and communication are important to building trust and participation.

3. Contribute to initiatives that improve overall quality of life in Apex, including maintaining strong public spaces, supporting local businesses, and promoting long term planning that keeps the town welcoming, accessible, and sustainable for all residents.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteer experience has included supporting food pantries in Wake County as well as participating in fundraising and awareness runs for organizations focused on St. Jude Children's Research Hospital and breast cancer awareness initiatives. Through food pantry volunteer work, I had the opportunity to help support individuals and families facing food insecurity by assisting with organization, distribution, and community support efforts.

Participating in charity runs and awareness events allowed me to contribute to causes that promote health, research, and community connection. These experiences strengthened my appreciation for service, teamwork, and community involvement, and they reinforced the importance of supporting programs that improve quality of life for residents both locally and beyond. I believe volunteerism helps create a stronger and more connected community, which is something I value for 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.

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.

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

Black or African American

Do you rent or own your home?

I rent my apartment/condo

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.

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 #: 780 **Status:** Submitted **Submitted:** 10/27/2025 10:07 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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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
William Gerhard

Pronouns
He/Him/His

Preferred First Name
Billy

Spouse/Partner Name (If applicable)
Alexa Waters

Phyiscal Address
2076 Toad Hollow Trl, Apex, North Carolina 27502

Mailing Address
SAME, SAME, 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)

Board of Adjustment (BOA), Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

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

Masters Degree

Current Employer

Three Ships

Current Job Title

Chief Technology Officer

Employer Main Work Telephone Number

7043157960

Employer Onsite Office Location

Raleigh, North Carolina 27605

Please briefly describe your job function and core duties,

As Chief Technology Officer at Three Ships, I lead the company's technology, data, and analytics strategy across a portfolio of digital marketing and consumer services businesses. My core duties include overseeing software development, data infrastructure, and AI initiatives that improve efficiency and decision-making. I work closely with business and operations leaders to design and implement technology solutions that drive growth, transparency, and better customer experiences.

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.

Apex has been an incredible place for my family, and I'm eager to give back by contributing to the town's continued growth and success. I've built my career at the intersection of technology, data science, and organizational leadership, and I believe those skills can add real value to the board's work.

As the Chief Technology Officer of a North Carolina–based company, I lead cross-functional teams that design and implement data systems used to make complex decisions more transparent and efficient. My work often involves translating technical insights into practical, people-centered policies -- an approach I believe mirrors the kind of thoughtful governance that helps a town like Apex thrive.

I'm particularly passionate about using data and technology to improve service delivery, enhance transparency, and support long-term planning grounded in evidence rather than opinion. I see public service as an opportunity to apply that same analytical rigor and collaborative spirit in a way that benefits the community I call home.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Data-Driven Decision Making:
I bring extensive experience using analytics and technology to inform strategic decisions. I can help the Town use data more effectively to evaluate policies, optimize resource allocation, and measure outcomes—ensuring decisions are transparent, evidence-based, and grounded in long-term impact.

Technical and Operational Expertise:
As a Chief Technology Officer leading interdisciplinary teams across software, data science, and process design, I have firsthand experience managing complex systems and translating technical insights into practical action. I can contribute to modernizing how the Town approaches digital transformation, cybersecurity, and citizen services.

Collaborative and Community-Oriented Leadership:
My professional success has depended on building cross-functional alignment among people with diverse perspectives. I value respectful debate, clear communication, and finding common ground—skills that are essential for effective public service. My goal is to apply that same collaborative mindset to help Apex grow in a way that balances innovation with preserving the character that makes it special.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Use Data to Strengthen Decision-Making and Transparency:
I would like to help the Town of Apex make more informed decisions by using data and technology to track performance, measure impact, and communicate outcomes clearly to residents. By establishing simple, transparent dashboards or periodic reporting frameworks, we can ensure that policy and resource decisions are grounded in evidence and understood by the community.

Promote Smart, Sustainable Growth:
Apex is growing rapidly, and I want to support initiatives that balance development with livability -- focusing on traffic management, infrastructure planning, and maintaining the town's unique character. My goal would be to help apply analytical tools and scenario modeling to anticipate long-term needs and ensure our growth remains responsible and financially sound.

Advance Digital Efficiency and Citizen Engagement:
I would like to help modernize how the Town communicates and delivers services -- making it easier for residents to access information, provide feedback, and engage with local government. Drawing from my background in building digital systems and automation tools, I'd focus on practical ways to streamline internal workflows and improve the resident experience.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

While I haven't recently volunteered within the Town of Apex, I've long believed in the importance of community-driven service. During my undergraduate studies, I volunteered for hundreds of hours to establish the first water quality monitoring program in the Galápagos Islands. That initiative -- still active more than a decade later -- provides ongoing testing to ensure clean drinking water for both residents and visitors. The experience taught me how data, collaboration, and local partnerships can create sustainable, real-world impact, and it continues to shape how I think about community problem-solving and long-term stewardship 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.

NA

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):

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 #: 829 **Status:** Submitted **Submitted:** 5/29/2026 9:56 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
Alexis E Green

Pronouns
Prefer not to say

Preferred First Name
Alexis

Spouse/Partner Name (If applicable)

Phyiscal Address
2717 Hilltop Farms Rd, Apex, North Carolina 27502

Mailing Address
2717 Hilltop Farms Rd, 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)

Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?

Facebook

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

Student

Employer Main Work Telephone Number

N/A

Employer Onsite Office Location

Apex, North Carolina 27502

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.

This year as a sophomore I took AP environmental science. I found myself wanting to do more for my community, especially because I live in the ETJ and found that a lot of development has negatively affected the tree canopy causing the ripple effect. This isn't just textbook but I see it happening in my community and am living through the consequences of the ratifications of these action.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

-I have hands on real life experience with the hidden costs of mass development
-I bring a youthful, and pragmatic approach to issues affecting Apex residents and the wildlife it affects
-I represent an ETJ view on the policies that the Town of Apex imposes

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

- Creating practical ways for Apex residents who have large land lots to be incentivized to protect their land and the tree canopy as a whole
-Engage all citizens, specifically Apex's youth and young voters to listen in and be the change they want to see in our community
-Continue to listen, learn, and grow as a community. Simultaneously, seek sustainable ways to protect our environment while still achieving our goals.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have started volunteering at NeighborUp and have done outreach through my school for food insecurity, unfortunately I have been recovering from a surgery, however this does not stop my future plans to continue serving the greater Apex region in 2026 and beyond.

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.

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

Female

Ethnicity

Two or more

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 #: 819 **Status:** Submitted **Submitted:** 5/21/2026 2:38 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
Courtney H Landoll

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)
Chris Landoll

Phyiscal Address
104 Lanewood Way, Apex, North Carolina 27502

Mailing Address
104 Lanewood Way, Apex, North Carolina 27601

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)

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

Bachelors Degree

Current Employer

WithersRavenel

Current Job Title

Practice Area Lead - Design+Planning

Employer Main Work Telephone Number

919-535-5200

Employer Onsite Office Location

Raleigh, North Carolina 27601

Please briefly describe your job function and core duties,

I manage a team of 33 Planners, Landscape Architects, and Civil Engineers who focus on the planning, design, and permitting of development projects within the State of North Carolina.

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 landscape architect with 24 years of experience designing and permitting projects across the country. While I currently work in the land development industry, I spent nearly 12 years working as a landscape architect embedded within an environmental consulting company in the Seattle, Washington area. In that role, I designed and permitted environmental restoration, mitigation, and enhancement projects. Our role was to help ensure there was no net loss of environmental function from development projects and in some cases, there was even a net benefit.

In my current role, I developed a 100-page document for Chatham Park, called Sustainability Strategies - Environmental Solutions for Land Development, that incorporated existing landscape performance research into strategies to reduce carbon emissions and improve overall sustainability and addressed factors such as biodiversity, carbon emissions, community, health and wellbeing, and water resources. It contains 31 strategies and metrics that could serve as a potential starting point for discussions about how encourage sustainable development projects within the Town of Apex.

Between my current and past roles, I understand the need to balance economic development and the needs of the environment and I would like to bring these skills to my home community of Apex.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1) I understand zoning regulation and the permitting of projects and the needs of development clients. 2) I have experience designing, permitting, installing, monitoring and maintaining environmental and sustainable projects. 3) I am no stranger to volunteer boards, having served as President of the North Carolina and Washington Chapters of the ASLA and many other volunteer positions. I do my homework and come to meetings prepared to have informed discussions and how to develop and track action items to move items forward.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1) Promote and encourage smart, sustainable, and vibrant growth for the Town of Apex. 2) Help balance development pressures with the needs of the natural environment to the best of our ability. 3) Help educate others about simple measures that can have a long-term beneficial impact.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have volunteered for cleanups at Apex Community Park and Salem Street Cleanups as part of Apex UMC. Outside of that, I serve on the ULI Triangle Programs Committee and have served in positions as part of the North Carolina ASLA. Both organizations work to promote smart and creative growth and development.

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 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.

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

Female

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I own my townhome

My age range is (please select one):

46 to 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.

I work for a company that occasionally may have projects within the Town limits. I may also have clients permitting projects within the Town that are being designed and permitted by others. In those instances and any other that might be perceived as a potential conflict of interest, I will identify the potential conflict and recuse myself.

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 #: 781 **Status:** Submitted **Submitted:** 11/18/2025 6:46 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
Makyia Linson

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
503 Stonecreek drive, Apex, North Carolina 27539

Mailing Address
SAME, SAME, North Carolina 27539

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)

Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official, Town Website

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 27539-5369

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 want to join this board because I really care about making decisions that matter—and honestly, I'm excited to get some real leadership experience along the way. As a student, I think it's crucial for young people to actually have a say in the programs and policies that shape our lives. If I get the chance to serve, I'll bring the student perspective to the table, but I'm also looking forward to learning from people who've been doing this longer than I have.

I've got a few strengths I can offer. My classes have sharpened my communication, critical thinking, and problem-solving skills. Working on group projects and getting involved outside the classroom taught me how to work with all kinds of people, listen to different opinions, and keep an open mind—even when things get tough. I'm organized, I stay motivated, and I make sure to follow through on what I start.

On top of that, I know what it's like to be a student right now. I get the pressure of academic expectations, the juggling act of campus activities, and the challenge of balancing school with everything else. These real-life experiences help me understand what my peers need and what they're worried about, and I want to bring that insight to the board's decisions.

In the end, I want to give back to my community and keep growing as a leader. I'm ready to bring energy, curiosity, and a genuine student point of view to the board. I'd be proud to help support its mission.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

The reason why my service on my chosen boards could be beneficial is so I can offer my perspective as a long-term resident, contribute to better decision-making, and as a student, I can help my other board members thing critically about decisions.

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 the most important goals that I wish to achieve during my term is to garner awareness of consumer waste and the importance of reusing, reducing, and reusing products we take for granted. Another issue that I wish to execute is the deforestation epidemic that we are currently facing in Apex. I wish to make further use of the land that we still have and produce multiple urban green spaces out of them. My last concern that I would love to fix is the major water quality degradation that is now prevalent in our communities.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One of my most recent volunteer experiences that executed is by reading to the seniors of Apex. By understanding our older class, I can further realize the dynamic between our present and future generations.

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, but I have spent a couple years in student body leadership.

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.

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

Black or African American

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

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?

Yes

If you selected yes, please provide additional details below. If not, please indicate NA.

My school work and responsibilities

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 #: 812 **Status:** Submitted **Submitted:** 5/19/2026 12:12 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
Angela X Liu

Pronouns
Prefer not to say

Preferred First Name
Angela

Spouse/Partner Name (If applicable)

Phyiscal Address
329 Gartrell Way, Cary, North Carolina 27519

Mailing Address
329 Gartrell Way, Apex, North Carolina 27519

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)

Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Recreational and PArk usage Advisory Board

How did you hear about this opportunity to serve?

Teacher

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 27519

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 highly interested in serving on the Recreational and Environmental Board to bridge the gap between community use and ecological preservation. My interest is rooted in two distinct perspectives. As an avid cyclist who spends hundreds of hours on our local greenways, I interact daily with a diverse cross-section of residents. This gives me a firsthand, user-level understanding of our infrastructure's safety, accessibility, and maintenance needs. Secondly, my love for environmental science allows me to view these spaces as critical ecological assets. I look forward to helping the board balance public recreation with sustainability, advocating for biodiversity, native landscaping, and smart stormwater management. Ultimately, I offer a unique fusion of practical trail insight and scientific curiosity, making me a dedicated advocate for resilient, accessible green spaces.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Biking Apex's trails lets me serve as a mobile listening post. The casual conversations I have with families, runners, and commuters give me real-time feedback on what our trail users actually need. Secondly, I bridge the gap between human enjoyment and environmental science. I will help the town design spaces that serve a dual purpose: vibrant parks for residents that simultaneously function as thriving, biodiverse ecosystems. Lastly, I will advocate for our greenways to grow with it. As the apex community increases in population, it is very crucial for us to advocate for further environmental policies that help us conserve ecosystems and recreational parks.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

As an avid insect collector and learning entomologist, I want to advocate for planting native flora and creating pollinator habitats directly along the margins of existing and new greenways. I also want to use my frequent rides to audit and advocate for closing gaps between existing trails and neighborhoods. I hope to increase community-driven environmental science programs that help educate the public on the conservation of our environment.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

At Triangle Chess, I instructed children from all walks of life, diverse backgrounds, and varying learning styles, helping them find common ground over a shared board. From my experience as a coach and assistant coach (with no pay), I was able to increase many of my students' passion for chess and other topics they were interested in. Frequently, my students placed top in their local tournaments and saw massive success in their own learning with my guidance. This experience honed my ability to communicate complex ideas clearly and adapt my approach to meet diverse needs. I understand how to build inclusive environments where people feel valued. On a town board, I will apply this exact mindset to ensure Apex's public parks, greenways, and programs are accessible and welcoming to every resident.

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 any governmental board yet, but I am disciplined and motivated internally to pursue what I want. I am confident in my ability to provide creative solutions to hard problems that the Town of Apex might experience environmentally. You will not hesitate or reject my presence in a potential board because I can provide solid solutions and feedback to any problem I'm interested in.

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

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?
I rent my single family home

My age range is (please select one):
16 to 18

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 #: 826 **Status:** Submitted **Submitted:** 5/28/2026 8:40 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
Jessica McQuaig

Pronouns
She/Her/Hers

Preferred First Name
Jessica

Spouse/Partner Name (If applicable)

Phyiscal Address
9101 Haybeck Ln, Apex, North Carolina 27523

Mailing Address
9101 Haybeck Ln, Apex, North Carolina 27523

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)

Environmental Advisory Board (EAB), Parks and Recreation Advisory Board (PRAB)

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

Wake County Public Schools - Lufkin Road Middle School

Current Job Title

Career Development Coordinator

Employer Main Work Telephone Number

919-387-4465

Employer Onsite Office Location

Apex, North Carolina 27539

Please briefly describe your job function and core duties,

As the Career Development Coordinator at Lufkin Road Middle School, my role is to help students explore career interests, develop academic and personal goals and prepare for future educational & workforce opportunities. I coordinate career awareness activities, support career and college readiness programs and connect students with resources that encourage informed decision-making about their futures.

My core duties include:
- Delivering career exploration lessons and guidance activities
- Assisting students with academic and career planning
- Coordinating career-focused events, guest speakers, and enrichment opportunities
- Supporting students' social-emotional and leadership development
- Collaborating with teachers, counselors, families, and community partners
- Managing career development program materials, data, and student records
- Promoting awareness of high school pathways, college readiness, and workforce skills

The goal of my position is to ensure students are equipped with the knowledge, skills and confidence needed to make successful transitions to high school and beyond.

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 the Career Development Coordinator at Lufkin Road Middle School, I work closely with students, families, educators and community partners to help prepare young people for future success. My professional role has strengthened my commitment to public service, community engagement and creating opportunities that positively impact residents of all ages. I am interested in serving on this board because I believe strong local leadership and community collaboration are essential to maintaining the high quality of life that makes Apex a desirable place to live and work.

My daily work requires communication, problem-solving, program coordination and relationship building among diverse groups of stakeholders. These experiences have equipped me with the ability to listen thoughtfully, work collaboratively and contribute meaningfully to discussions and decision-making processes. In addition, my experience supporting youth development and educational initiatives gives me a unique perspective on how local policies and community programs can influence families and future generations.

As both an educator and community member, I am passionate about giving back to the Town of Apex and helping ensure continued growth, inclusivity and opportunities for residents. I believe my professional background, dedication to service and collaborative leadership style would allow me to make a positive contribution to the board.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Youth and Family Perspective:
Through my work in education, I regularly engage with students and families and understand many of the challenges and opportunities facing our community. I can help ensure that decisions consider the long-term impact on youth, schools and families.

Strong Community Collaboration Skills:
My role requires coordinating with educators, administrators, local organizations and community stakeholders. I bring strong communication and teamwork skills that would support productive collaboration and community-centered decision-making.

Commitment to Community Growth and Inclusion:
I am invested in the continued success of Apex and value initiatives that promote accessibility, opportunity and engagement for all residents. I would approach board service with professionalism, integrity and a genuine desire to serve the community effectively.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Increase Community Engagement:
I would like to help strengthen communication and outreach efforts so residents feel informed, included and encouraged to participate in local initiatives and decision-making opportunities.

Support Youth and Family-Focused Initiatives:
I hope to advocate for programs and partnerships that provide meaningful opportunities for youth development, education, recreation and community involvement.

Promote Collaborative and Sustainable Growth:
As Apex continues to grow, I would support initiatives that balance development with preserving the community values, resources and quality of life that residents appreciate.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteer experiences have primarily focused on supporting students, families, and school-community initiatives through educational programs, mentorship opportunities, school events and community partnerships. I have participated in activities that promote student achievement, career readiness and family engagement, while also collaborating with local organizations to connect students with meaningful resources and experiences.

These efforts contribute positively to the Town of Apex by helping prepare young people for future success, strengthening relationships between schools and the community and encouraging a culture of service, leadership, and civic involvement.

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.

At this time, I have not previously served on a governmental board. However, my professional experience includes participating in school leadership teams, collaborative committees and community partnership initiatives that required strategic planning, communication and consensus-building among multiple stakeholders.

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

White/Non-Hispanic

Do you rent or own your home?

I rent my apartment/condo

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.

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.

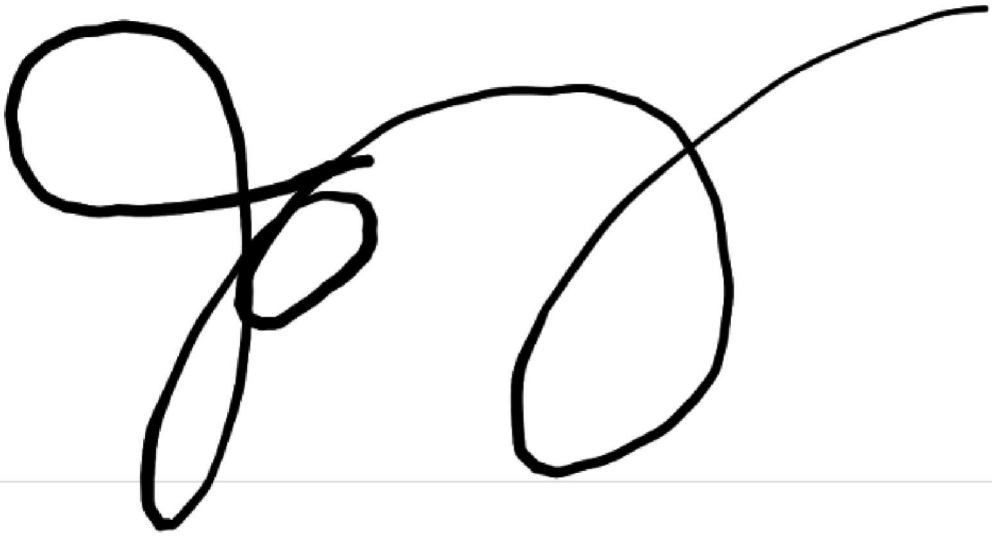
NA

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 #: 813 **Status:** Submitted **Submitted:** 5/20/2026 12:53 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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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
Ishak Mohammad

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3413 Dropseed Dr, Apex, North Carolina 27502

Mailing Address
3413 Dropseed Dr, 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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

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

Masters Degree

Current Employer

Private Inc

Current Job Title

Software Solutions Architect

Employer Main Work Telephone Number

3108958691

Employer Onsite Office Location

Durham, North Carolina 27703

Please briefly describe your job function and core duties,

As a Software Architect, my primary function is to serve as a trusted advisor, providing clarity in ambiguity by designing effective and fit-for-purpose software solutions while ensuring strong governance. My core duties include:

Problem Analysis: Identifying and understanding the specific challenges faced by clients or users to develop tailored solutions.
Solution Design: Creating architectural designs that align with business objectives and technical requirements.
Collaboration: Working closely with customers and stakeholders to ensure their needs are understood and addressed through effective software solutions.
Technical Leadership: Guiding development teams in implementing best practices and adhering to architectural standards.
Governance Oversight: Establishing and enforcing architectural guidelines and policies to ensure compliance, security, and quality throughout the development process.
Continuous Improvement: Evaluating existing systems and processes to recommend enhancements and ensure optimal performance.

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.

Living in Raleigh, Durham Area since 2015.
Qualifications: MBA from NC university and Computer-science college degree with 20 years of experience.
Profession: Enterprise/Solutions Architect
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

My interest in serving on the Apex advisory board stems from a deep commitment to community development, supported by my MBA and Computer Science degree, along with 20 years of professional experience, particularly as a Software Architect. In this role, I have honed my skills in system design, technical leadership, and collaborative problem-solving.

As the Architecture Chairman and Vice President of my HOA from 2023 to 2026, I gained valuable leadership and collaboration skills, while my role as Vice President of Public Relations for Toastmasters has enhanced my communication abilities.

Additionally, my extensive volunteer work with various non-profits demonstrates my dedication to serving others and understanding community needs. My unique blend of technical expertise, managerial experience, and passion for community engagement positions me well to advocate for initiatives that benefit all residents of Apex.

Through my architectural experience, I can leverage analytical thinking and a structured approach to decision-making, which will be invaluable in addressing community challenges and promoting sustainable development.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Reason 1: Diverse Experience and Insights
My background in Governance and Architecture equips me with valuable insights and perspectives that can inform the board's decision-making process. I can bring a fresh viewpoint on community issues, utilizing best practices from other contexts to enhance initiatives. This diversity in experience can foster innovative solutions and create well-rounded policies that benefit all residents.

Reason 2: Strong Community Connections
Living in Raleigh, Durham area since 2015. I have established relationships with various community groups, local organizations, and residents, which can facilitate collaboration and engagement. By leveraging these connections, I can ensure that the advisory board remains in touch with the needs and interests of the community. This can lead to increased participation in board initiatives and stronger support for decisions made.

Reason 3: Commitment to Community and Effective Advocacy
My dedication to serving the Town of Apex is unwavering, and I am passionate about advocating for the best interests of our residents. I will work diligently to represent community voices and amplify concerns that might otherwise go unheard. My proactive approach can help the board effectively address community needs, fostering a sense of trust and collaboration between residents and local governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

To Keep Apex at Its Peak
Goal 1: Enhance Community Engagement
Develop initiatives to increase participation in local governance, such as town hall meetings and online feedback platforms, ensuring diverse voices are heard.

Goal 2: Improve Local Economic Opportunities
Support local economic development by fostering partnerships with small businesses, advocating for job training, and promoting Apex as an attractive destination for new businesses.

Goal 3: Foster Inclusivity and Diversity
Create programs celebrating diversity, organize cultural events, and establish support networks for underrepresented groups, strengthening community ties.

Goal 4: Improve Infrastructure and Transportation
Prioritize enhancements in transportation, advocate for better public transit, and upgrade community facilities to meet residents' needs and promote economic growth.

Goal 5: Support Education and Youth Programs
Strengthen educational opportunities for youth by collaborating with local schools, promoting mentorship programs, and increasing funding for resources, empowering the next generation.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I'm new to Apex but I have rich previous volunteer experience with several non-profits. Some of them are
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

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.

Served as HOA Architecture Chairman and Vice President 2023 to 2026. I was responsible for chairing meetings, making decisions and reviewing 200+ Architecture requests and rendering decision. Also, contributed in beautification projects and safety committees.

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
Asian or Pacific Islander

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
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 #: 747 - Planning Board **Status:** Submitted **Submitted:** 7/15/2025 11:44 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
Ramesh Nallavolu

Pronouns

Preferred First Name
Ramesh

Spouse/Partner Name (If applicable)
Vasundhara Nallavolu

Phyiscal Address
3401 Writt Ct, New Hill, North Carolina 27562

Mailing Address
3401 Writt Ct, New Hill, North Carolina 27562

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)

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

Masters Degree

Current Employer

CWT US LLC

Current Job Title

Manager , Test Engineering

Employer Main Work Telephone Number

8002137295

Employer Onsite Office Location

Minnetonka, Minnesota 55305

Please briefly describe your job function and core duties,

I am IT QA Manager, managing team of 8 people for IT functions and quality assurance for Customer, and ERP applications

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 passionate about civic involvement and committed to contributing meaningfully to the town I call home. Having served as an elected Town Meeting Member in Lexington, Massachusetts, I was actively involved in reviewing and voting on zoning changes, land use proposals, and development policies — all of which directly intersect with the responsibilities of a Planning Board. That experience gave me a solid foundation in municipal governance and a deep respect for transparent, inclusive planning processes.

Since relocating to NC in 2022, I have continued serving the public as a commissioned Notary in North Carolina and as a STAR election official for Wake County, ensuring election integrity and citizen trust in democratic systems. These roles have further strengthened my skills in public service, attention to detail, and working respectfully with diverse populations.

I'm drawn to the Planning Board because it plays a critical role in shaping the character and livability of Apex. As the town grows, I want to help ensure that development is thoughtful, balanced, and aligned with long-term community goals. I bring strong listening skills, a collaborative spirit, and a practical understanding of how policy decisions impact residents on the ground. I would be honored to contribute my experience and dedication to help Apex grow in a smart, sustainable way

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Experience in Local Governance and Zoning Review:
As a former elected Town Meeting Member in Lexington, MA, I participated in deliberations on zoning bylaws, land use, and development proposals. This direct experience equips me with a solid understanding of how planning decisions affect community growth, infrastructure, and residents' quality of life.

Commitment to Civic Engagement and Public Service:
Since moving to Apex, I have continued serving the community as a commissioned Notary Public and as a STAR election official for Wake County. These roles reflect my dedication to civic responsibility, transparency, and trust in public institutions—values I would carry into my work on the Planning Board.

Balanced, Community-Centered Perspective:
I bring a thoughtful, inclusive approach to public service, informed by both my prior civic experience and my passion for community development. I understand the importance of balancing growth with sustainability and neighborhood character, and I am committed to decisions that serve both current and future residents of Apex

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Support Smart, Sustainable Growth:
I would work to ensure that development in Apex aligns with the town's long-term comprehensive plan. This includes encouraging responsible land use, protecting green spaces, and supporting infrastructure that grows with the population — such as transportation, utilities, and public services.

Promote Community Input and Transparency:
I believe public engagement is critical to good planning. I would advocate for increased transparency in decision-making and seek ways to ensure residents, including underrepresented groups, have a voice in shaping Apex's future. Public trust grows when the community feels informed and heard.

Balance Economic Development with Quality of Life:
Apex's appeal comes from its vibrant neighborhoods, schools, and small-town charm. I want to support policies that attract thoughtful commercial and residential development while preserving the character of existing communities and addressing concerns like traffic, affordability, and access to amenities.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Since moving to Apex , NC, I have actively contributed to the community through my role as a STAR election official with Wake County Board of Elections. In this capacity, I've helped ensure smooth, secure, and transparent voting processes — a vital part of civic life that directly supports Apex/NC residents' participation in local democracy. I've also served as a Notary Public in North Carolina, offering my services to the public, often free of charge, to help residents with important legal and administrative needs.

While these roles may seem behind the scenes, they build the foundation of trust, access, and civic engagement that every community relies on. My presence in these positions has allowed me to meet people from all walks of life in Apex, understand their concerns, and deepen my commitment to serve in broader capacities like 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.

I previously served as an elected Town Meeting Member in Lexington, Massachusetts for three years, where I was actively involved in reviewing and voting on town bylaws, budgets, and zoning and land use proposals. This experience gave me a strong foundation in municipal governance and community planning.

Since relocating to North Carolina, I have been volunteering as a STAR election official with Wake County, contributing to the electoral process at the county level

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):

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.

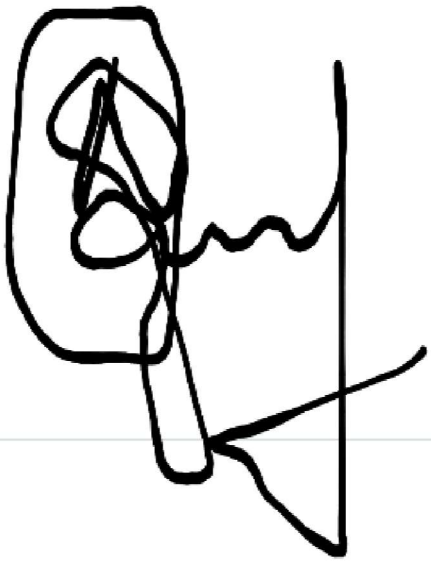
NA

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 #: 832 **Status:** Submitted **Submitted:** 5/30/2026 10:40 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
Arni Pancras

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
604 Pointe Grove Ln, Apex, North Carolina 27523

Mailing Address
604 Pointe Grove Ln, Apex, North Carolina 27523

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)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Parks and Recreation Advisory Board (PRAB)

How did you hear about this opportunity to serve?

Friend / Neighbor

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

High School Diploma or GED

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

2200 Hillsborough St, Raleigh, NC 27607, North Carolina 27607

Please briefly describe your job function and core duties,

Currently in 3rd year of College at NCSU studying environmental engineering

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 applying to serve on the Multimodal Transportation Advisory Board, Planning Board, Environmental Advisory Board, and Parks and Recreation Advisory Board because each connects strongly with my background in engineering, infrastructure, sustainability, public service, and community development. I am especially interested in helping Apex grow in a way that is thoughtful, connected, environmentally responsible, and beneficial to residents of all ages. As an environmental engineering student at NC State, I have developed a strong foundation in water quality, wastewater systems, sustainability, and infrastructure planning. I was also selected as a 2025 Undergraduate Engineering Scholar by the ASHE Carolina Triangle Section, which connects directly to transportation and infrastructure and strengthened my interest in how communities plan safe, efficient, and accessible transportation systems.

My experience also matches the responsibilities of the other boards I am applying for. Through my research assistant role at NC State, I collect and process water samples to support freshwater contamination research, which connects to environmental protection and public health. As a summer research intern at UNC Charlotte, I studied water conservation, wastewater management, stormwater/wastewater best practices, stakeholder perspectives, equity, cost, and implementation challenges, which connects to planning, environmental sustainability, and responsible growth. My experience with the U.S. EPA gave me additional exposure to research, lab procedures, quality control, and environmental science. I also bring community leadership experience from Wake County 4-H Teen Council, where I served as Vice President and Secretary, helped coordinate county-wide events, and supported youth programs. In addition, my YMCA experience working with children and families connects to parks, recreation, and community programming. These experiences allow me to bring a technical, service-oriented, and younger resident perspective to Apex's advisory boards.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

First, my academic and research background in environmental/civil engineering would allow me to contribute a strong sustainability-focused perspective. I have experience with water quality research, wastewater management, water conservation, and environmental best practices, which aligns well with Apex's goals around responsible growth and environmental stewardship.

Second, I would bring a younger resident's perspective to town decision-making. Apex is growing quickly, and decisions about transportation, parks, land use, and environmental protection will affect younger residents for decades. I can help represent the perspective of students, young adults, and future professionals who want Apex to remain livable, connected, and environmentally responsible.

Third, I have experience working with both technical and non-technical groups. Through research, 4-H leadership, the YMCA, and a couple more public-facing jobs, I have learned how to communicate clearly, listen to community needs, and work collaboratively. I believe this would help me contribute respectfully and effectively in meetings, discussions, and recommendations.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My first goal would be to support environmentally responsible growth in Apex. As the town continues to develop, I would like to help encourage decisions that protect water quality, preserve green space, reduce environmental impacts, and promote sustainable infrastructure.

My second goal would be to improve community awareness and engagement, especially among younger residents. I would like to help make environmental, transportation, planning, and parks-related discussions more accessible so residents understand how town decisions affect their daily lives.

My third goal would be to support a more connected and resilient Apex. This includes encouraging safe walking and biking options, thoughtful park and greenway planning, and development decisions that balance growth with environmental protection and quality of life.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One of my most meaningful volunteer experiences has been my involvement with Wake County 4-H Teen Council, where I served as Vice President from 2023 to 2024 and Secretary from 2022 to 2023. In these roles, I helped coordinate events, support youth programs, take and distribute meeting minutes, and participate in community-centered activities such as the NC State Fair, mental health walks, STEAM camps, and council meetings.

This positively contributed to the Wake County (including Apex) community by supporting youth leadership, education, service, and civic engagement. It helped create opportunities for younger students to learn, participate in community events, and build confidence. It also helped me grow as a leader and taught me the importance of organized, responsible service to 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 have not previously served on a formal Town of Apex governmental board. However, I served in leadership roles with Wake County 4-H Teen Council for several years as a member, and then as Secretary from 2022 to 2023 and Vice President from 2023 to 2024. Through this experience, I participated in organized meetings, helped coordinate county-wide events, supported youth programming, and developed skills in leadership, communication, public service, and collaboration.

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):

18 to 29

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 #: 805 **Status:** Reviewed **Submitted:** 3/16/2026 2:07 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
Kimberly Pierson

Pronouns
She/Her/Hers

Preferred First Name
Kim

Spouse/Partner Name (If applicable)

Phyiscal Address
3073 Mavisbank Circle, Apex, North Carolina 27502

Mailing Address
SAME, SAME, 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)

Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official, Town Website

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

Moseley

Current Job Title

Director of Energy and Asset Management

Employer Main Work Telephone Number

9198400091

Employer Onsite Office Location

Raleigh, North Carolina 27603

Please briefly describe your job function and core duties,

Currently, I am a senior associate at Moseley, a full service architectural and engineering firm. My role is Director of Energy and Asset Management. I am responsible for internal education of our staff of 300+ regarding energy and sustainability within building design. I also work with our staff to determine appropriate energy goals, codes, and strategies for projects. For projects with efficiency goals, I assist with life cycle cost analysis, energy modeling, and shareholder presentations. In addition, I lead projects for clients that focus solely on energy, such as energy audits or masterplans, or long-term planning, such as facility condition assessments and capital investment plans.

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 previously on the EAB but had to step down due to in-person meetings conflicting with my spouse's deployment. My spouse is now stateside and should not be deploying for the next 5 years. I want to serve on the EAB because building energy and sustainability are my passion and I would love to take my professional experiences and skills and apply them to our community. We live in Apex because the Town offered a better life than living at Fort Bragg, and I want to be an active part of our community and help shape it for the long-term, making sure that we are stewards of the environment and creating a healthy place for our child and future Apex residents. In addition to being an architectural engineer, I spent my entire career working with municipalities and designing building systems with a focus on energy and sustainability. In the past few years, I have shifted my focus to energy, sustainability, and long-term planning. I hold the following credentials: Professional Engineer, Certified Energy Manager, Building Energy Assessment Professional, Certified Decarbonization Professional, High-Performing Building Design Professional, Green Building Engineer, Project Management Professional, Lighting Certified, and LEED Green Associate.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. My career focuses on energy and sustainability – I understand how to incorporate this into design, the technology and system options available, and how to decrease the environmental impact of buildings. I do this every day professionally and I will bring these skills to the EAB on behalf of the Town.
2. I understand code language and contractor language so I will be able to successfully communicate the thoughts, concerns, and desires of the EAB with developers, contractors, and Town staff. I can also interpret code and provide guidance on what other municipalities are using for basis of design and design guidelines.
3. I am volunteering out of my own desire to serve on the EAB; I want to help the community be more environmentally conscious. Because of this, I will be dedication to the cause, btu willing to go above the typical tasks to support the EAB's mission and the Town staff. For example, when I was previously on the EAB, I worked with Town Planner's to update the lighting UDO because I had the expertise to improve upon the existing UDO and it made it easier and faster for the staff to get it implemented. I love this kind of work and will continue to help where I can.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. The EAB makes numerous recommendations for each application, but not all recommendations are selected or enforced by the Town. I want to understand why certain things are not and develop a pathway for the EAB have more recommendations included by the Town in approved applications. This will involve conversations between the EAB, Town staff, and Town Council.
2. Data centers are a pressing matter, and I want to contribute to the research and discussion. It is important to consider all the impacts and understand the environmental, fiscal, and constituent sides to the discussion. I want to take a highly active role in this discussion to help make the best recommendations for Apex.
3. The EAB has a standard list of recommendations for projects; I want to review this list and make sure it includes newer technologies and code recommendations, as well as suggestions for decarbonization.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteering has been with AFHS's Academy of Engineering and Manufacturing. I serve on the advisory board and help with things like resume reviews, project reviews, and hosting office visits. The goal is to teach Apex students about careers in engineering. I also volunteer for career day at AFES to teach elementary students about engineering, architecture, and construction. I also volunteer with my firm for Triangle's Barkitecture which raises funds and awareness for animal rescues in the Triangle area. Must of my volunteer time is towards ASHRAE, which I am on my 16th year of service. ASHRAE is one of the most impactful professional organizations in the world regarding building energy and sustainability. I serve on the Training and Education Committee, as well as the steering committee for two large events (one for college students and one for women in ASHRAE). Volunteering with ASHRAE gives me access to a wealth of knowledge about energy and sustainability, as well as a broad network of contacts. This would benefit the EAB as I am happy to share the studies and information ASHRAE has, potentially providing additional resources and recommendations the EAB can provide, in addition to connecting the EAB to subject matter experts to help everyone learn and have a chance to ask questions from those doing the research.

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 EAB 4/2021 - 10/2022

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):

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.

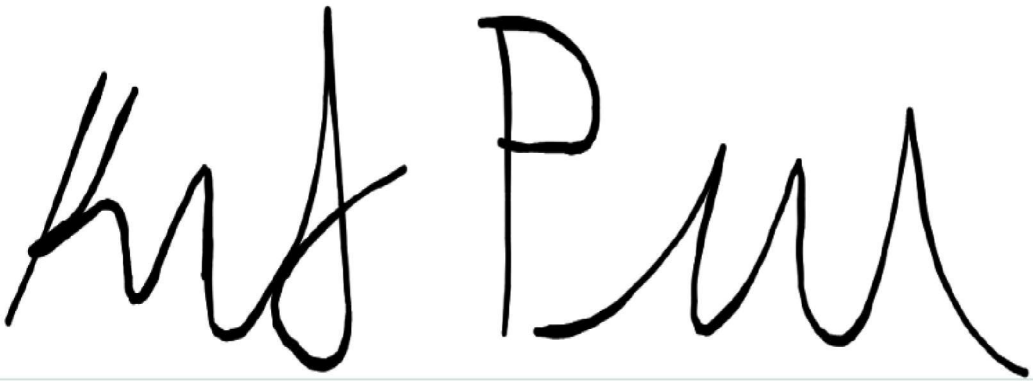
NA

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 #: 824 **Status:** Submitted **Submitted:** 5/28/2026 7:20 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
Jack Pryar

Pronouns

Preferred First Name
Jack

Spouse/Partner Name (If applicable)
Allison Pryar

Phyiscal Address
1022 Scotts Ridge Trail, Apex, North Carolina 27502-6880

Mailing Address
1022 Scotts Ridge Trail, Apex, North Carolina 27502-6880

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)

Board of Adjustment (BOA), Environmental Advisory Board (EAB), Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official, Apex Peak Academy

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

High School Diploma or GED

Current Employer

Stetson Insurance Funding

Current Job Title

Business Development Executive

Employer Main Work Telephone Number

312-379-8236

Employer Onsite Office Location

10150 York Road, Fifth Floor, Hunt Valley, Maryland 21030

Please briefly describe your job function and core duties,

I build and maintain business partnerships for the Southeast region - I spend most of time engaging with current and prospective clients offering education about what we do and why they should choose us

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 want to help shape the future of the town by offering suggestion and opinion for the council to consider. The decisions we make today may not been seen for 10 years so I want to know we've done whatever we can today to better Apex for the next decade. I have moved from the UK to the US so I'm used to being uncomfortable, making difficult decisions and having to start over again. Over 15 years in sales and negotiating. I studied Sociology at school so I'm used to hearing both sides of an argument and formulating a position off the back of that.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I am passionate about the area I live in - I've only coming to Apex for 5 years and living her permanently for 2 and I'm already happy with changes but conscious about how the next 10 years look. Having a European background, I believe, offers a different perspective on things.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Preserve the small town feel, protect the environment as much as possible and increase awareness about the work that goes on in the town long before it's seen before by the residents.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Apex Peak Academy 2026, my wife is heavily involved with volunteering at Apex UMC

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.

No Advisory Boards - member of the Apex Chamber of Commerce and Apex Peak Academy 2026

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.

I am in Cohort A of the 2026 course

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 townhome

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.

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.

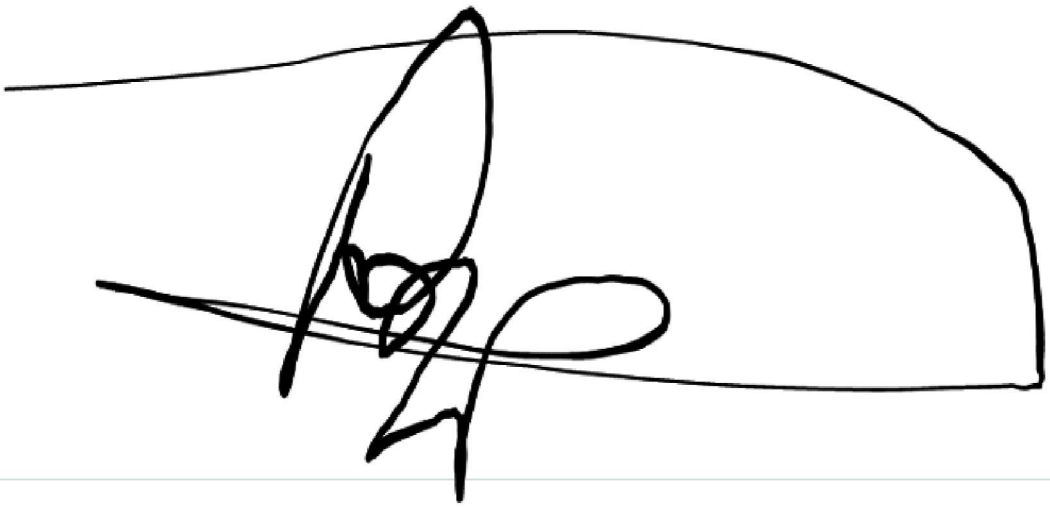
N/A

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 #: 830 **Status:** Submitted **Submitted:** 5/29/2026 10:38 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
Adrien Rabino

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1009 Charred Oak Cir, Apex, North Carolina 27502-1637

Mailing Address
1009 Charred Oak Cir, Apex, North Carolina 27502-1637

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)

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

Bachelors Degree

Current Employer

35 North

Current Job Title

Assistant Project Manager, Construction

Employer Main Work Telephone Number

9197474544

Employer Onsite Office Location

Durham, North Carolina 27703

Please briefly describe your job function and core duties,

I manage institutional construction projects (higher ed, healthcare, life sciences, government). My day to day responsibilities include schedule management, subcontractor coordination, cost management, RFIs, submittals, and payment applications.

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 new Apex homeowner with a genuine stake in how this town grows. I chose Apex deliberately; drawn to its walkable downtown, its greenway network, and its potential as a model for thoughtful development in a rapidly expanding region. I follow local planning closely, and I care deeply about ensuring that growth doesn't come at the expense of the environmental qualities that make this community worth living in.

I believe good environmental stewardship and responsible development are not in conflict, and I'd be proud to help Apex demonstrate that.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1) I believe anything worth doing is worth doing well. If I'm going to show up, I'm going to be prepared. I'd review materials in advance, ask informed questions, and take the responsibility seriously.
2) Apex is growing rapidly and attracting a lot of younger working residents and families. That demographic isn't always well-represented in civic processes, and I think the board benefits from reflecting the full range of people who actually live here.
3) Starting before moving here, I've followed Apex's growth closely and can engage with rezoning cases in context, not just in isolation.

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 Apex continues to grow, I'd like to consistently advocate for strong tree canopy protection and stormwater conditions on applicable cases.
2) Get up to speed quickly by learning the board's existing suggested conditions and reviewing past cases so I'm contributing meaningfully from day one.
3) Work with fellow members to ensure recommended conditions are specific, practical, and genuinely protective. From my experience pushing pre-construction stage projects through municipal reviews, I can empathize with developers/applicants who feel frustration struggling to understand what is needed for approval.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

As a recent Apex newcomer, I've not yet had the opportunity to volunteer in a way that's benefited the town. When I lived in Minnesota, I worked several overnight shifts at a shelter for people experiencing homelessness and participated in trash cleanup efforts.

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.

NA

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):

18 to 29

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?

Yes

If you selected yes, please provide additional details below. If not, please indicate NA.

I don't believe 35 North (my employer) currently has any involvement in projects within Apex but 35 North may be involved in future projects the board would review.

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 #: 809 **Status:** Reviewed **Submitted:** 4/28/2026 4:09 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.

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
Vishwac Singareddy

Pronouns
He/Him/His

Preferred First Name
Vishwac

Spouse/Partner Name (If applicable)

Phyiscal Address
1501 tinos overlook way, Apex, North Carolina 27502-8590

Mailing Address
1501 tinos overlook way, Apex, North Carolina 27502-8590

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)

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

NA

Current Job Title

Rising Senior

Employer Main Work Telephone Number

9195205350

Employer Onsite Office Location

Apex, North Carolina 27502-8590

Please briefly describe your job function and core duties,

Rising Senior at AFHS

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 as a youth representative because environmental issues are something I care about and I am planning to pursue Environmental Engineering as a career. I'm a rising senior at Apex Friendship High School with a 3.75 GPA, and I've taken challenging science classes like AP Chemistry, AP Physics, AP Statistics, and Earth Science Honors, with plans to take AP Environmental Science next year. These classes have helped me understand environmental topics from a scientific and real-world perspective.

What really separates my interest from just being academic is the effort I've made to learn directly from professionals. On my own, I reached out to local and county environmental departments to better understand how environmental decisions are made. I met with the Town of Apex Stormwater team and Wake County Water Quality staff to learn about runoff, drainage systems, and how local water sources are protected. I also spoke with the Chatham County Environmental Department and met with the county's Environmental Director, where I learned about topics like PFAS contamination, septic systems, land-use decisions, and air and water quality inspections. These conversations gave me a much clearer picture of how environmental issues affect communities every day.

I also have skills that would help me contribute to the board. I'm comfortable working with data using Excel and Google Sheets, which can be helpful when reviewing environmental trends or reports. This summer, I was selected for the UNC Chapel Hill FRESH internship, where I'll be learning from researchers about environmental solutions and public health. I'm also part of Science Olympiad and earned a medal in the Dynamic Planet event, which focuses on Earth and environmental systems.

Outside of academics, I stay involved in my community through 50–60 hours of volunteer work each year with Key Club. I've also been part of my school's music band for three years, including performing at state-level competitions, which has taught me teamwork, discipline, and commitment.

I believe I'd be a strong youth representative because I bring real curiosity, initiative, and a willingness to learn. I'm not just interested in listening—I want to participate, ask questions, and help bring a youth perspective to environmental discussions that impact the Apex community.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I am already learning to understand Environmental Systems
I personally reached out to the Town of Apex Stormwater and Wake County Water Quality teams to learn how urban runoff, drainage, and water protection actually work here locally. I'm not starting from scratch can contribute meaningfully from day one.
2. I Want to Bring Environmental Awareness to ALL of Apex
Environmental issues don't just affect one age group, they affect everyone. I want to be a voice that bridges the gap between the board and the broader Apex community, from elementary school kids to parents to seniors. Whether through school clubs, community events, or social media, I'm passionate about making environmental topics accessible, relatable, and actionable for every generation in our town.
3. I Bring Genuine Curiosity and Proven Follow-Through
I ask questions, I show up, and I follow through. A Science Olympiad medal in Dynamic Planet, 50+ hours of annual Key Club service, and self-initiated conversations with the Chatham County Environmental Director all reflect who I want to be.

I used AI to create this interactive easy to learn app of Apex Stormwater webpage:
https://claude.ai/public/artifacts/afd647ff-f78c-4838-a9e5-8cc6bc455364

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Keep Learning from the Experts Around Me
I want to use every meeting and conversation as a learning opportunity — absorbing how environmental policy is made, how data drives decisions, and how real projects come to life in Apex. The more I learn, the better I can contribute and represent the youth voice on this board.
2. Start a Student Awareness Initiative at Schools
I'd organize a simple but meaningful effort a presentation, social media push, or flyer to help students at Apex Friendship High School connect with local environmental issues like stormwater and water quality. Making it relatable and relevant to kids my age is something I know I can do.
3. Help the Board's Work Reach More Apex Residents
I'd find simple ways to share the board's work with the broader community through neighborhood apps, school newsletters, or community boards so more Apex residents, across all ages, stay informed and engaged with the environmental decisions shaping our town.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Through Key Club, I've logged 50–60 hours of community service every year in high school, supporting a wide range of local events and initiatives across Apex. It's taught me the value of showing up consistently and doing work that genuinely matters to my community.
One highlight was volunteering at Earthfest in Apex, an event that brings residents of all ages together around sustainability and local environmental issues. Being there reinforced how much people in Apex care about the environment when given the chance to engage with it. I loved being part of that energy and helping connect community members with information and resources that made a real impact.
These experiences haven't just built my resume , they've shaped how I think about community and responsibility, and they're a big reason why I want to keep serving Apex in a more meaningful way through this 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.

NA

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

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

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 #: 766 **Status:** Submitted **Submitted:** 8/30/2025 7:06 AM

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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
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

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)

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 #: 828 **Status:** Submitted **Submitted:** 5/29/2026 6:48 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
Premlata Vaishnava

Pronouns
She/Her/Hers

Preferred First Name
Pinki

Spouse/Partner Name (If applicable)

Phyiscal Address
1005 Wild Sonnet Ct., Apex, North Carolina 27502

Mailing Address
1005 Wild Sonnet ct, 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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Community Health and Yoga

How did you hear about this opportunity to serve?

Friend / Neighbor

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

Onelife Fitness

Current Job Title

Yog Instructor

Employer Main Work Telephone Number

(919) 975-5515

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Planning and teaching Yog postures as a Slow Flow motion.

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.

Being an Apex resident I find it important to know about my community's future plans for development, social events, education and healthy life.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1.I am an immigrant with multicultural and multilingual background and my experiences and advocacy can help shape our community.

2. As an academic I can bring ideas to include intercultural aspects in our school curriculum and/or adult community members.

3. As a certified Yog instructor and Yog therapist I can speak about the importance of Yog for our community.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Making our community more safe and welcoming for immigrants
2. Foreign langauge and culture classes
3. Intercultural meetings such a trading groups where cretive minds can share their creative pieces (they don't have to be famous, just be creative).

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have not specifically worked as a volunteer in Apex but I have volunteered at the Eno River festival in Durham where I cooked food for the performers and sold tickets. Such events are a great success because community members like me participate and contribute. I also volunteered for the meal drive.

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.

NA

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 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?

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 #: 788 **Status:** Submitted **Submitted:** 1/14/2026 8:39 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.

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Tianduo Zhang

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)
Howard Gou

Phyiscal Address
1044 Blackpool Ct, Apex, North Carolina 27502

Mailing Address
1044 Blackpool Ct., 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)

Board of Adjustment (BOA), Environmental Advisory Board (EAB)

How did you hear about this opportunity to serve?

Friend / Neighbor, 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

North Carolina Central University

Current Job Title

Assistant Professor in Mass Communication

Employer Main Work Telephone Number

9195307200

Employer Onsite Office Location

Durham, North Carolina 27502

Please briefly describe your job function and core duties,

Teaching. Research. Service

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 hear that one was having a hard time fill but zoning appeal is so important for the town. I have a doctoral degree and I am pretty comfortable with data and reading complex cases. I am trained in promoting civic discourse and civic engagement through Citizen University.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I work for a public university so no conflict of interests. I do research for living so I will very carefully review whatever case is at hand and come up with solutions if needed to be. I am very comfortable with data and analysis so my decision would be data driven.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Board of adjustment is a need based board. I don't have an agenda myself.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Organized my HOA Chelsea Run to complete Town of Apex beautification grant.

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.

Not a board but I worked with Durham Public Health Department securing and delivering a 2 year 2 million dollar federal grant on promoting public health literacy.
Served as scientist on NC PFAS Test Network (2 years).
Advice NC HHS on community survey development (one time)

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 single family home

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.

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



TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
CAAB	Broadnax	Jessica	New	CL	BOA, EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Famlare	Christy	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Harrien	Darryl	Reappoint	CL	PRAB		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Mohammad	Ishak	New	CL	BOA, EAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
CAAB	Premlata	Vaishnava	New	CL	BOA, EAB		TM	AZ	EG	SR	SM	**0**
CAAB	Prendes	Amie	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
CAAB	Schultz	Erin	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Shoyoye	Adesiyan "Shiyan"	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Chappidi	Sathvika	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Corsetti	Julianna	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
CAAB-Youth	Jain	Nirjara	New	CL	MTAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Koshti	Ritu	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
CAAB-Youth	Linson	Makyia	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Liu	Angela	New	CL	EAB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Broadnax	Jessica	New	CL	BOA, CAAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Gerhard	William "Billy"	Other	CL	BOA, MTAB, PB		TM	AZ	**EG**	SR	SM	**1**
EAB	Landoll	Courtney	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
EAB	McQuaig	Jessica	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Mohammad	Ishak	New	CL	BOA, CAAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
EAB	Nallavolu	Ramesh	New	CL	N/A		**TM**	**AZ**	EG	SR	**SM**	**3**
EAB	Pierson	Kimberly	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
EAB	Pryar	Jack	New	CL	BOA, PB		TM	AZ	**EG**	**SR**	SM	**2**
EAB	Rabino	Adrien	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
EAB	Vaishnava	Prelata	New	CL	BOA, CAAB		TM	AZ	EG	SR	SM	**0**
EAB	Zhang	Tianduo	New	CL	BOA, PB		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Andrady	Alana	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Green	Alexis	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Linson	Makyia	New	CL	CAAB		TM	AZ	**EG**	SR	SM	**1**
EAB-Youth	Liu	Angela	New	CL	CAAB, PRAB		**TM**	AZ	EG	**SR**	**SM**	**3**
EAB-Youth	Pancras	Arni	New	CL	MTAB, PB, PRAB		TM	**AZ**	EG	SR	SM	**1**
EAB-Youth	Singareddy	Vishwacq	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Strobl	Graham	New	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

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MTAB	Bacola	Robert	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Gerhard	William "Billy"	**Other**	CL	BOA, EAB, PB		**TM**	**AZ**	EG	SR	SM	**2**
MTAB	Gregus	Louis	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
MTAB	Jain	Nijara	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
MTAB	Lawrence	Kevin	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Meadows	John	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, PB		TM	AZ	EG	SR	**SM**	**1**
MTAB	Poythress	Michael	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Pritchard	Ewan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Rodgers	Martha	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Saket	Jain	**Other**	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Shealey	Christopher	New	CL	PB		TM	AZ	EG	**SR**	SM	**1**
MTAB	Waldorf	William	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Bang	Elizabeth	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Kadari	Samiksha	Reappoint	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
MTAB-Youth	Pancras	Arni	New	CL	EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Tadishetti	Ritika	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
PRAB	Baber	Robert	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Broadnax	Jessica	New	CL	BOA, CAAB, EAB, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Croom	Jeremy	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Famolare	Christy	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB	McQuaig	Jessica	New	CL	EAB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Shoyoye	Adesiayn "Shiyan"	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Herbst	James "Jim"	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB-Senior	McClellan	Beverly	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, MTAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Staiano	Adriana	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB-Youth	Liu	Angela	New	CL	CAAB, EAB		TM	**AZ**	EG	SR	SM	**0**
PRAB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PB		**TM**	AZ	**EG**	**SR**	**SM**	**4**
PRAB-Youth	Rao	Adhvick	Reappoint	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

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PB-Youth	Bang	Elizabeth	New	CL	EAB, MTAB		TM	AZ	EG	SR	**SM**	**1**
PB-Youth	Cook	Kaleb	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Dickerson	Maxwell "Max"	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
PB-Youth	Jesperson	Nathan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PRAB		TM	AZ	EG	SR	SM	**0**
PB-Youth	Stanley	Renita	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	SM	**3**
PB-Youth	Tadishetti	Ritika	New	CL	EAB, MTAB		TM	AZ	EG	SR	SM	**0**

LEGEND	
	Nominations
Other	Currently Appointed to Another Board / Serving

06/18/2026
Prepared by Town Clerk Allen Coleman

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A) Motion to appoint an individual to serve on the Multimodal Transportation Advisory Board (MTAB), effective July 1, 2026, to fill one (1) partial-term expiring July 31. 2027. This position was previously occupied by Wendy Perry.

B) Motion to reappoint Samiksha Kadari as a Voting Youth Representative on the Multimodal Transportation Advisory Board (MTAB) for a one-year term effective July 1, 2026 through June 30, 2027.

Approval Recommended?

Yes

Item Details

Mrs. Wendy Perry has submitted her resignation from the Town's Multimodal Transportation Advisory Board (MTAB) given the new meeting time of the Board moving from 4:00 p.m. to 4:45 p.m. and increasingly the meeting cadence to every-other month vs. once per quarter. In addition, Ms. Samiksha Kadari's one-year term will expire on June 30, 2026, and she has expressed interest in being reappointed.

A total of **seventeen (17) applications** were received for appointment consideration, and they are (in alphabetical order by last name):

- **Bang, Elizabeth** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Bocola, Robert "Bob"**– Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Gerhard, William "Billy"**– Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Gregus, Louis "Lou"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Jain, Nijara** – Corporate Limits Resident – Eligible for Voting Youth 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
- **Mohammad, Ishak** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Pancras, Arni** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Poythress, Michael** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Pritchard, Ewan** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Rodgers, Martha "Molly"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Saket, Jain** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Shealey, Christopher "Ryan"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Tadishetti, Ritika** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Waldorf, William "Bob"** – Corporate Limits Resident – Eligible for Voting Over 18 Representative Position

The purpose of the Multimodal Transportation Advisory Board (MTAB) is to support and expand opportunities for biking, walking, and riding transit as a means of transportation in the Town of Apex. More specifically, the Multimodal Transportation Advisory Board (MTAB) has the following powers and duties:

- Advise the Mayor and Town Council regarding proposed local multimodal plans, policies, priorities, capital improvements, and transit service changes.
- Review regional transit plans, policies, capital improvements, and proposed service 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) shall consist of nine (9) voting members, including one youth representative as defined by the Resident Advisory Board Administrative Policy. All members shall be recommended by the Mayor and appointed by the Town Council. Members shall be appointed for two-year (2) terms, except the voting youth representative which shall have a term of one-year

Attachments

- TC6-A1: Applicants at A Glance – Multimodal Transportation Advisory Board (MTAB) w-applications
- TC6-A2: Nomination Summary by Councilmember – Multiple Boards

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

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CAAB	Broadnax	Jessica	New	CL	BOA, EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Famlare	Christy	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Harrien	Darryl	Reappoint	CL	PRAB		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Mohammad	Ishak	New	CL	BOA, EAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
CAAB	Premlata	Vaishnava	New	CL	BOA, EAB		TM	AZ	EG	SR	SM	**0**
CAAB	Prendes	Amie	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
CAAB	Schultz	Erin	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Shoyoye	Adesiyan "Shiyan"	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Chappidi	Sathvika	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Corsetti	Julianna	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
CAAB-Youth	Jain	Nirjara	New	CL	MTAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Koshti	Ritu	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
CAAB-Youth	Linson	Makyia	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Liu	Angela	New	CL	EAB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Broadnax	Jessica	New	CL	BOA, CAAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Gerhard	William "Billy"	Other	CL	BOA, MTAB, PB		TM	AZ	**EG**	SR	SM	**1**
EAB	Landoll	Courtney	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
EAB	McQuaig	Jessica	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Mohammad	Ishak	New	CL	BOA, CAAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
EAB	Nallavolu	Ramesh	New	CL	N/A		**TM**	**AZ**	EG	SR	**SM**	**3**
EAB	Pierson	Kimberly	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
EAB	Pryar	Jack	New	CL	BOA, PB		TM	AZ	**EG**	**SR**	SM	**2**
EAB	Rabino	Adrien	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
EAB	Vaishnava	Prelata	New	CL	BOA, CAAB		TM	AZ	EG	SR	SM	**0**
EAB	Zhang	Tianduo	New	CL	BOA, PB		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Andrady	Alana	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Green	Alexis	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Linson	Makyia	New	CL	CAAB		TM	AZ	**EG**	SR	SM	**1**
EAB-Youth	Liu	Angela	New	CL	CAAB, PRAB		**TM**	AZ	EG	**SR**	**SM**	**3**
EAB-Youth	Pancras	Arni	New	CL	MTAB, PB, PRAB		TM	**AZ**	EG	SR	SM	**1**
EAB-Youth	Singareddy	Vishwacq	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Strobl	Graham	New	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
MTAB	Bacola	Robert	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Gerhard	William "Billy"	**Other**	CL	BOA, EAB, PB		**TM**	**AZ**	EG	SR	SM	**2**
MTAB	Gregus	Louis	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
MTAB	Jain	Nijara	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
MTAB	Lawrence	Kevin	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Meadows	John	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, PB		TM	AZ	EG	SR	**SM**	**1**
MTAB	Poythress	Michael	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Pritchard	Ewan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Rodgers	Martha	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Saket	Jain	**Other**	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Shealey	Christopher	New	CL	PB		TM	AZ	EG	**SR**	SM	**1**
MTAB	Waldorf	William	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Bang	Elizabeth	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Kadari	Samiksha	Reappoint	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
MTAB-Youth	Pancras	Arni	New	CL	EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Tadishetti	Ritika	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
PRAB	Baber	Robert	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Broadnax	Jessica	New	CL	BOA, CAAB, EAB, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Croom	Jeremy	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Famolare	Christy	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB	McQuaig	Jessica	New	CL	EAB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Shoyoye	Adesiayn "Shiyan"	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Herbst	James "Jim"	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB-Senior	McClellan	Beverly	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, MTAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Staiano	Adriana	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB-Youth	Liu	Angela	New	CL	CAAB, EAB		TM	**AZ**	EG	SR	SM	**0**
PRAB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PB		**TM**	AZ	**EG**	**SR**	**SM**	**4**
PRAB-Youth	Rao	Adhvick	Reappoint	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
PB-Youth	Bang	Elizabeth	New	CL	EAB, MTAB		TM	AZ	EG	SR	**SM**	**1**
PB-Youth	Cook	Kaleb	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Dickerson	Maxwell "Max"	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
PB-Youth	Jesperson	Nathan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PRAB		TM	AZ	EG	SR	SM	**0**
PB-Youth	Stanley	Renita	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	SM	**3**
PB-Youth	Tadishetti	Ritika	New	CL	EAB, MTAB		TM	AZ	EG	SR	SM	**0**

LEGEND	
	Nominations
Other	Currently Appointed to Another Board / Serving

06/18/2026
Prepared by Town Clerk Allen Coleman

MULTIMODAL TRANSPORTATION ADVISORY BOARD

APPLICANTS AT A GLANCE

Requested Action(s):

A. Recommendations needed on the Multimodal Transportation Advisory Board (MTAB) to fill one (1) partial term expiring July 30, 2027. This position was formally occupied by Wendy Perry.

B. Recommendations needed on the Multimodal Transportation Advisory Board (MTAB) to fill one (1) youth-voting term expiring June 30, 2026.

- Kadari, Samiksha – *has confirmed interest in being reappointed*

APPLICANTS AT A GLANCE - CURRENT

Position #	Member(s)	Status	Resident Status	Notes
MTAB-009	Kadari, Samiksha	Active Current Voting-Youth Rep.	Corporate Limits	Seeking Reappointment
MTAB-006	Vacant	Resigned	Corporate Limits	Wendy Perry resigned effective May 18, 2026

APPLICANTS AT A GLANCE – NEW APPLICANTS

Applicant(s)	Status	Resident Status	Notes
Bang, Elizabeth	NEW	Corporate Limits	Eligible for Voting-Youth Rep.
Bacola, Robert	NEW	Corporate Limits	Eligible for Appointment
Gerhard, William "Billy"	NEW	Corporate Limits	Eligible for Appointment

Applicant(s)	Status	Resident Status	Notes
Gregus, Louis	NEW	Corporate Limits	Eligible for Appointment
Jain, Nirjara	NEW	Corporate Limits	Eligible for Appointment
Lawrence, Kevin	NEW	Corporate Limits	Eligible for Appointment
Meadows, John	NEW	Corporate Limits	Eligible for Appointment
Mohammad, Ishak	NEW	Corporate Limits	Eligible for Appointment
Pancras, Arni	NEW	Corporate Limits	Eligible for Voting-Youth Rep.
Poythress, Michael	NEW	Corporate Limits	Eligible for Appointment
Pritchard, Ewan	NEW	Corporate Limits	Eligible for Appointment
Rodgers, Martha	NEW	Corporate Limits	Eligible for Appointment
Saket, Jain	NEW	Corporate Limits	Eligible for Voting-Youth Rep.
Shealey, Christopher	NEW	Corporate Limits	Eligible for Appointment
Waldorf, William	NEW	Corporate Limits	Eligible for Appointment
Tadishetti, Ritika	NEW	Corporate Limits	Eligible for Voting-Youth Rep.

APPLICATIONS ELIGIBLE FOR RE-APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	**Status**	**Residency**
Kadari, Samiksha	Current Voting-Youth Rep	Corporate Limits

Entry #: 834 **Status:** Submitted **Submitted:** 6/1/2026 12:42 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
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

Mobile Phone

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)

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

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.

As I worked with the Multimodal Transportation Advisory Board this year as the Youth Representative, I have learned a lot about what the board prioritizes and what we hope to achieve in the fiscal year. It is inspiring to see all the hard work the board puts in to increase accessibility of transportation for everyone in our community. With the new addition of subcommittees, I hope to continue representing the youth during the next term by being a part of more initiatives related to outreach and marketing. I hope through these initiatives we can expand outreach to the youth about the different public transportation routes and increase overall ridership for all age groups.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Already serving on the board this year has given me experience with serving on the board, current priorities, and functions of the board. I would use this experience in the next term to further increase my impact on the board and give a more youth perspective during discussions and planning on the board. Also, My experience as a member of Apex Youth Council has helped me meet lots of youth members in the Apex community and I could use these connections to help increase youth outreach and spread awareness about MTAB and upcoming priorities. Ultimately, I am passionate about helping my community, increasing engagement and awareness about MTAB in Apex. Also as a member of Apex Youth Council, I volunteer at local community events. During my time volunteering I can gain more knowledge about my community or any issues that others might be facing that relate to transportation. Through my experiences and passions, I believe I can bring a youth perspective to the board that can help them make inclusive decisions that benefit our community.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

One goal I have as the youth representative for MTAB is to spread the word about different routes GoApex offers to the youth in Apex, so that they are more informed about the transportation options available to them in their community. I hope we can collaborate with Apex Youth Council to increase outreach about GoApex and do GoTriangle Bus Pass sign ups to possibly increase ridership. I also want to increase marketing and outreach about the overall functions of MTAB and spread the word about the new public comment section we have available during the MTAB meetings. By spreading the word about this new addition to the meetings I hope we can get more people to join our meetings so that the board can directly hear about public concerns and implement them into future planning and decision making. Additionally, during MTAB meetings I have heard about the accessibility issues and problems with the ramps on the GoApex buses. I hope to advocate for changes and help increase accessible and comfortable transportation for everyone in the Apex community.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I volunteer for the Apex Youth Council and some recent events I participated in were the EarthFest and the PeakFest. During EarthFest, I helped with the fashion show, encouraging models, and guiding them near the stage. Also during this festival I went around to help with any of the booths and was there to help anyone with anything related to the event. During PeakFest, I helped many people with setting up their tents and taking out materials in their cars to set up their activities. Overall, by helping with these events I was able to be a part of special community events and help make sure everything goes smoothly.

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 served as the Youth Representative for the Multimodal Transportation Advisory Board from November 2025 to June 2026.

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)?

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



APPLICATIONS ELIGIBLE FOR APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	Status	Residency
Bang, Elizabeth	NEW - Youth	Corporate Limits
Bacola, Robert	NEW	Corporate Limits
Gerhard, William "Billy"	NEW	Corporate Limits
Gregus, Louis	NEW	Corporate Limits
Jain, Nirjara	NEW	Corporate Limits
Lawrence, Kevin	NEW	Corporate Limits
Meadows, John	NEW	Corporate Limits
Mohammad, Ishak	NEW	Corporate Limits
Pancras, Arni	NEW - Youth	Corporate Limits
Poythress, Michael	NEW	Corporate Limits
Pritchard, Ewan	NEW	Corporate Limits
Rodgers, Martha	NEW	Corporate Limits
Saket, Jain	NEW	Corporate Limits
Shealey, Christopher	NEW	Corporate Limits
Waldorf, William	NEW	Corporate Limits
Tadishetti, Ritika	NEW - Youth	Corporate Limits

Entry #: 768 **Status:** Reviewed **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

Mobile Phone

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 #: 764 **Status:** Reviewed **Submitted:** 8/28/2025 11:37 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
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

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)

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 #: 780 **Status:** Submitted **Submitted:** 10/27/2025 10:07 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
William Gerhard

Pronouns
He/Him/His

Preferred First Name
Billy

Spouse/Partner Name (If applicable)
Alexa Waters

Phyiscal Address
2076 Toad Hollow Trl, Apex, North Carolina 27502

Mailing Address
SAME, SAME, 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)

Board of Adjustment (BOA), Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

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

Masters Degree

Current Employer

Three Ships

Current Job Title

Chief Technology Officer

Employer Main Work Telephone Number

7043157960

Employer Onsite Office Location

Raleigh, North Carolina 27605

Please briefly describe your job function and core duties,

As Chief Technology Officer at Three Ships, I lead the company's technology, data, and analytics strategy across a portfolio of digital marketing and consumer services businesses. My core duties include overseeing software development, data infrastructure, and AI initiatives that improve efficiency and decision-making. I work closely with business and operations leaders to design and implement technology solutions that drive growth, transparency, and better customer experiences.

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.

Apex has been an incredible place for my family, and I'm eager to give back by contributing to the town's continued growth and success. I've built my career at the intersection of technology, data science, and organizational leadership, and I believe those skills can add real value to the board's work.

As the Chief Technology Officer of a North Carolina–based company, I lead cross-functional teams that design and implement data systems used to make complex decisions more transparent and efficient. My work often involves translating technical insights into practical, people-centered policies -- an approach I believe mirrors the kind of thoughtful governance that helps a town like Apex thrive.

I'm particularly passionate about using data and technology to improve service delivery, enhance transparency, and support long-term planning grounded in evidence rather than opinion. I see public service as an opportunity to apply that same analytical rigor and collaborative spirit in a way that benefits the community I call home.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Data-Driven Decision Making:
I bring extensive experience using analytics and technology to inform strategic decisions. I can help the Town use data more effectively to evaluate policies, optimize resource allocation, and measure outcomes—ensuring decisions are transparent, evidence-based, and grounded in long-term impact.

Technical and Operational Expertise:
As a Chief Technology Officer leading interdisciplinary teams across software, data science, and process design, I have firsthand experience managing complex systems and translating technical insights into practical action. I can contribute to modernizing how the Town approaches digital transformation, cybersecurity, and citizen services.

Collaborative and Community-Oriented Leadership:
My professional success has depended on building cross-functional alignment among people with diverse perspectives. I value respectful debate, clear communication, and finding common ground—skills that are essential for effective public service. My goal is to apply that same collaborative mindset to help Apex grow in a way that balances innovation with preserving the character that makes it special.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Use Data to Strengthen Decision-Making and Transparency:
I would like to help the Town of Apex make more informed decisions by using data and technology to track performance, measure impact, and communicate outcomes clearly to residents. By establishing simple, transparent dashboards or periodic reporting frameworks, we can ensure that policy and resource decisions are grounded in evidence and understood by the community.

Promote Smart, Sustainable Growth:
Apex is growing rapidly, and I want to support initiatives that balance development with livability -- focusing on traffic management, infrastructure planning, and maintaining the town's unique character. My goal would be to help apply analytical tools and scenario modeling to anticipate long-term needs and ensure our growth remains responsible and financially sound.

Advance Digital Efficiency and Citizen Engagement:
I would like to help modernize how the Town communicates and delivers services -- making it easier for residents to access information, provide feedback, and engage with local government. Drawing from my background in building digital systems and automation tools, I'd focus on practical ways to streamline internal workflows and improve the resident experience.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

While I haven't recently volunteered within the Town of Apex, I've long believed in the importance of community-driven service. During my undergraduate studies, I volunteered for hundreds of hours to establish the first water quality monitoring program in the Galápagos Islands. That initiative -- still active more than a decade later -- provides ongoing testing to ensure clean drinking water for both residents and visitors. The experience taught me how data, collaboration, and local partnerships can create sustainable, real-world impact, and it continues to shape how I think about community problem-solving and long-term stewardship 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.

NA

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):

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 #: 804 **Status:** Submitted **Submitted:** 3/15/2026 8:16 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
Louis J Gregus

Pronouns

Preferred First Name
Lou

Spouse/Partner Name (If applicable)
Teresa E Gregus

Phyiscal Address
2107 Abby Knoll Drive, APEX, North Carolina 27502-4307

Mailing Address
2107 Abby Knoll Drive, APEX, North Carolina 27502-4307

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)

Board of Adjustment (BOA), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?

Friend / Neighbor, Facebook, Instagram, Town Employee / Elected Official, Town Email, Town Website

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

9196676744

Employer Onsite Office Location

APEX, North Carolina 27502-4307

Please briefly describe your job function and core duties,

Recently retired after a 17-year career with Fidelity Investments Corporate Real Estate Group, where I functioned as the Global Lead for Project Design and Delivery, Global Lead for Facilities and Operations and the Global Lead for Engineering, Energy and Data Centers (at separate times). In these roles I was responsible for to deliver, maintain and operate the 10 million+ square feet of commercial office, retail and data center spaces that Fidelity used to support its business functions in the US and abroad. Prior to that I served for 20 years the US Navy as a Surface Warfare Officer (specialist in ships, as opposed to submarines or aviation) rising to the rank of Commander before retirement. In various ships and shore stations I was responsible for the ship's tactical missions - including maintaining the ships; training the Sailors, and equipping it with the necessary supplies to deploy around the globe. I completed my time in uniform as the Commanding Officer of Navy Recruiting District Carolinas, where I was responsible for attraction and accessing active and reserve officers and enlisted sailors in all of NC and SC.

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 served on Apex Board of Adjustments for three terms from 2008-2017, until I became term limited. I served as Fidelity Investments' representative to the RTP Foundation's Owners and Tenants Committee and was active in the RTP 3.0 Working Group, where we developed a new charter for RTP to ensure it would remain an attractive place for future business to locate and grow.
My work in corporate real estate and the BoA has give me a strong understanding of the work involved to balance competing constituent needs and desires in a growing municipality. My service in my church and the American Legion has helped me see the diversity of requirements across the population base.
Since I have lived in Apex for a long time, and worked in and around real estate and development, I have been able to see the ways our town has grown - intended and otherwise. I've watched our town grow - slowly in the early years because of infrastructure constraints, and then as one of the most rapidly growing towns in the country. I understand fully why Money Magazine has named us one of the "Best Places to Live in the US," more than once.
I want to use that experience to help shape our future. Foundation
My work in corporate real estate and the BoA has give me a strong understanding of the work involved to balance competing constituent needs and desires in a growing municipality. My service in my church and the American Legion has helped me see the diversity of requirements across the population base.
Since I have lived in Apex for a long time, and worked in and around real estate and development, I have been able to see the ways our town has grown - intended and otherwise. I've watched our town grow - slowly in the early years because of infrastructure constraints, and then as one of the most rapidly growing towns in the country. I understand fully why Money Magazine has named us one of the "Best Places to Live in the US," more than once.
I want to use that experience to help shape our future.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Experience: I have a long tenure with the Apex Board of Adjustments and meaningful volunteer service with the RTP Foundation, volunteer with Apex civic organizations and have lived here for decades - I will bring a tenured and balanced perspective to the role.
Commitment: As I mentioned, I am deeply proud of my town and its unique place in the Triangle. If given the opportunity to serve again, I will approach the role with the same strong work ethic and focus that made me successful in military service and my corporate vocation.
Wisdom: Shaped by my experiences, I understand that there are few issues that are truly cut-and-dried. Municipal decision have consequences and ramifications that will often determine winners and losers. And I understand that decisions are not isolated - they are based on prior actions and will have effects on future initiatives. Effective understanding of the text, the subtext and the context are vital for the best decisions to be made at the time necessary.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Planning Board, Board of Adjustments and Transportation Committee: I do not have any platform agenda that I am seeking to steward - This is not the reason I am applying to serve. But if I am able to serve, I hope I can help to shape the major areas of growth for our Town: The Veridia project and NC Children's Hospital developments, Residential and commercial/retail development in the western portions of Apex - towards New Hill and Jordan Lake, and the development within the historic town center. I hope that our growth can provide residences such that everyone who works in Apex can also call it home.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Served on Apex Board of Adjustments (2008-2017). Served on RTP Foundation's RTP 3.0 Covenants Working Group (2004-2005) Member of Apex American Legion Post #124. Helped organize and execute Apex Octoberfest 2024 and 2025.
Have and continue to serve my local church in a variety of capacities: Youth leader, small group leader, facilities coordinator, short term mission leader (led four separate teams to visit missionaries in central America . Coordinated our involvement with Habitat for Humanity neighborhood builds 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.

Apex Board of Adjustments - 9 years 2008-2017
RTP Foundation Owners and Tenants Association. RTP 3.0 Covenants Working Group 2024-2025.

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 #: 831 **Status:** Submitted **Submitted:** 5/30/2026 12:00 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
Nirjara Jain

Pronouns
She/Her/Hers

Preferred First Name
Nirjara

Spouse/Partner Name (If applicable)

Phyiscal Address
1730 Pershore Drive, Apex, North Carolina 27502

Mailing Address
1730 Pershore Drive, 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)

Culture and Arts Advisory Board (CAAB), Multimodal Transportation Advisory Board (MTAB)

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

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.

As a student, I have written about my passion in public transportation so much that every teacher I have can individually point it out. Multimodal transportation is an active part of my everyday lifestyle, and I aspire to implement a variety of transportation styles for the community I grew up in. Serving on the Multimodal Transportation Advisory Board would let me learn more about multimodal transportation and municipal policy – and it would let me do something I have genuinely always been interested in: continually improving access to all different kinds of transportation.

Through another perspective, music has been running through my veins for generations. In college, I want to study anthropology and partake in musical ensembles. The Arts and Culture board feels like a natural choice for me; living in arts throughout my life has given me a deep respect and care for the kind of rigor that art takes, and I love immersing myself in and analyzing culture. Serving on this board would allow me to put my artistic experience and cultural passion into practice in a way I've never done before: by giving my knowledge to the Town of Apex to improve our lifestyle.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Being on either the Multimodal Transportation Advisory Board or Arts and Culture Board I would need to be fact-based. I have learned through school leadership that it is important to have any decision-making group understand the opinions of the diverse groups of our community. I have experience with public speaking and information synthesis through activities like Model UN and Speech and Debate. With these experiences, I would be able to use my skills to contribute to keeping the group well-organized, and I would make sure that all of my opinions are fact-based.

Working with arts and culture organizations, as well as being in touch with all sorts of people with different access to transportation, I hear from a diverse range of opinions, allowing me to convey the impressions of a particular action on a wide group of people. This would let the multimodal transportation board or the arts and culture board learn from sentiments they don't always necessarily hear.

I am genuinely passionate about both multimodal transportation and arts and culture, and I have done years of both formal and informal research on both of these subjects. As such, I would be able to serve the town by using my care for and knowledge of these topics, combined in such a way that would lead to me being vocal about causes that would be beneficial to the Town of Apex.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Multimodal Transportation Advisory Board:

Make knowledge of multimodal transportation widespread through effective advertisement in targeted places to reach specific populations (e.g. putting informational flyers about bus routes in Apex in businesses in Downtown Apex or in popular gathering places)

Have pedestrian and biking transportation be safer around Apex schools, especially by having increased walkways and school zone lights around schools like Apex Elementary and Apex Friendship High School.

Organize a well-known walk-to-school/bike-to-school day to encourage greater knowledge of different walking and biking routes for kids to take to school.

Arts & Culture Advisory Board:

Having more town-organized events for multicultural appreciation, allowing for a better sense of community and inclusion with everyone in Apex as well as greater appreciation for arts overall.

Giving more highlight to the student arts in Apex schools, whether that be performing or visual arts, especially through featured performances and advertisement. Apex's arts departments are some of the best in the state, and highlighting these achievements would solidify Apex's position as the cultural and artistic center for many students that it is.

Popularizing historic part of Apex like Downtown by continuing to add historic signs and information throughout the city, and actively advertising that historic significance in new ways. This would let the true long-standing nature of Apex shine through.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Volunteering with the Mental Health Task Force in Apex has led to a greater awareness of mental health in the Town of Apex. As well as this, on May 29th, the first Behavioral Health Community Workshop was hosted, with a variety of organization and ideas contributed from all members in the Mental Health Task Force. Taking part in this task force has led me to think about the intersection of mental health and government, and when I attend meetings, I'm able to vocalize my learnings, which have helped the task force meet our end goals.

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 Mental Health Task Force

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.

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 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.

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 #: 757 **Status:** Reviewed **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.

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
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

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)

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.

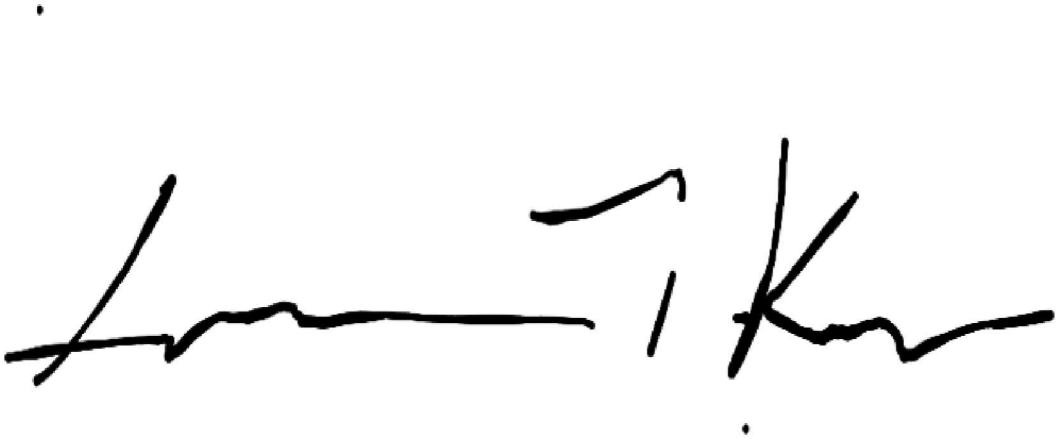
NA

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:** Reviewed **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.

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
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

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)

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.

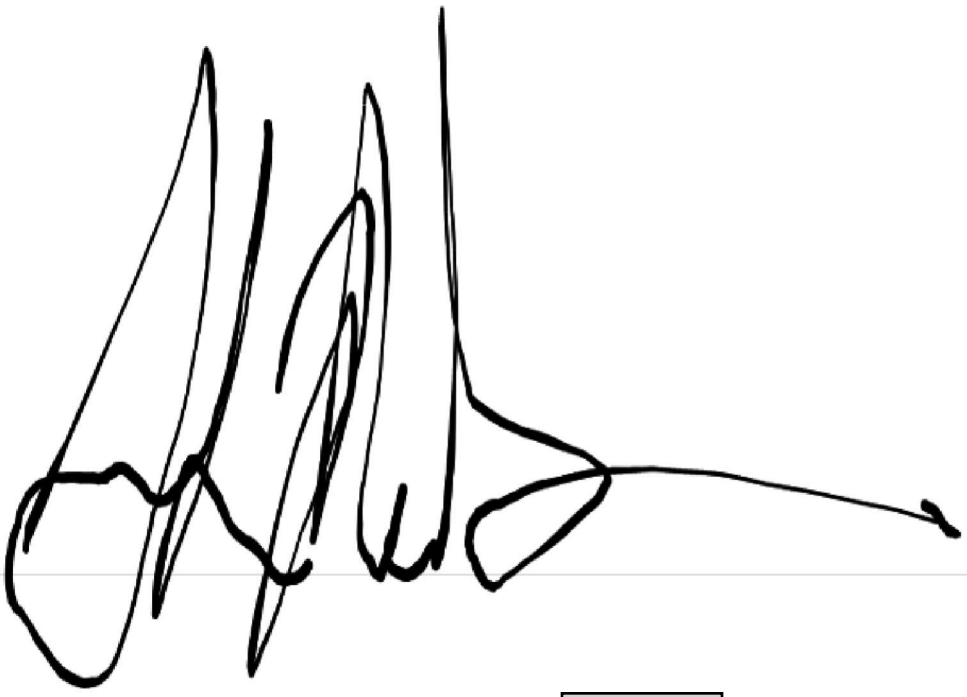
NA

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 #: 813 **Status:** Submitted **Submitted:** 5/20/2026 12:53 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
Ishak Mohammad

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3413 Dropseed Dr, Apex, North Carolina 27502

Mailing Address
3413 Dropseed Dr, 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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

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

Masters Degree

Current Employer

Private Inc

Current Job Title

Software Solutions Architect

Employer Main Work Telephone Number

3108958691

Employer Onsite Office Location

Durham, North Carolina 27703

Please briefly describe your job function and core duties,

As a Software Architect, my primary function is to serve as a trusted advisor, providing clarity in ambiguity by designing effective and fit-for-purpose software solutions while ensuring strong governance. My core duties include:

Problem Analysis: Identifying and understanding the specific challenges faced by clients or users to develop tailored solutions.
Solution Design: Creating architectural designs that align with business objectives and technical requirements.
Collaboration: Working closely with customers and stakeholders to ensure their needs are understood and addressed through effective software solutions.
Technical Leadership: Guiding development teams in implementing best practices and adhering to architectural standards.
Governance Oversight: Establishing and enforcing architectural guidelines and policies to ensure compliance, security, and quality throughout the development process.
Continuous Improvement: Evaluating existing systems and processes to recommend enhancements and ensure optimal performance.

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.

Living in Raleigh, Durham Area since 2015.
Qualifications: MBA from NC university and Computer-science college degree with 20 years of experience.
Profession: Enterprise/Solutions Architect
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

My interest in serving on the Apex advisory board stems from a deep commitment to community development, supported by my MBA and Computer Science degree, along with 20 years of professional experience, particularly as a Software Architect. In this role, I have honed my skills in system design, technical leadership, and collaborative problem-solving.

As the Architecture Chairman and Vice President of my HOA from 2023 to 2026, I gained valuable leadership and collaboration skills, while my role as Vice President of Public Relations for Toastmasters has enhanced my communication abilities.

Additionally, my extensive volunteer work with various non-profits demonstrates my dedication to serving others and understanding community needs. My unique blend of technical expertise, managerial experience, and passion for community engagement positions me well to advocate for initiatives that benefit all residents of Apex.

Through my architectural experience, I can leverage analytical thinking and a structured approach to decision-making, which will be invaluable in addressing community challenges and promoting sustainable development.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Reason 1: Diverse Experience and Insights
My background in Governance and Architecture equips me with valuable insights and perspectives that can inform the board's decision-making process. I can bring a fresh viewpoint on community issues, utilizing best practices from other contexts to enhance initiatives. This diversity in experience can foster innovative solutions and create well-rounded policies that benefit all residents.

Reason 2: Strong Community Connections
Living in Raleigh, Durham area since 2015. I have established relationships with various community groups, local organizations, and residents, which can facilitate collaboration and engagement. By leveraging these connections, I can ensure that the advisory board remains in touch with the needs and interests of the community. This can lead to increased participation in board initiatives and stronger support for decisions made.

Reason 3: Commitment to Community and Effective Advocacy
My dedication to serving the Town of Apex is unwavering, and I am passionate about advocating for the best interests of our residents. I will work diligently to represent community voices and amplify concerns that might otherwise go unheard. My proactive approach can help the board effectively address community needs, fostering a sense of trust and collaboration between residents and local governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

To Keep Apex at Its Peak
Goal 1: Enhance Community Engagement
Develop initiatives to increase participation in local governance, such as town hall meetings and online feedback platforms, ensuring diverse voices are heard.

Goal 2: Improve Local Economic Opportunities
Support local economic development by fostering partnerships with small businesses, advocating for job training, and promoting Apex as an attractive destination for new businesses.

Goal 3: Foster Inclusivity and Diversity
Create programs celebrating diversity, organize cultural events, and establish support networks for underrepresented groups, strengthening community ties.

Goal 4: Improve Infrastructure and Transportation
Prioritize enhancements in transportation, advocate for better public transit, and upgrade community facilities to meet residents' needs and promote economic growth.

Goal 5: Support Education and Youth Programs
Strengthen educational opportunities for youth by collaborating with local schools, promoting mentorship programs, and increasing funding for resources, empowering the next generation.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I'm new to Apex but I have rich previous volunteer experience with several non-profits. Some of them are
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

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.

Served as HOA Architecture Chairman and Vice President 2023 to 2026. I was responsible for chairing meetings, making decisions and reviewing 200+ Architecture requests and rendering decision. Also, contributed in beautification projects and safety committees.

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
Asian or Pacific Islander

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
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 #: 832 **Status:** Reviewed **Submitted:** 5/30/2026 10:40 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
Arni Pancras

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
604 Pointe Grove Ln, Apex, North Carolina 27523

Mailing Address
604 Pointe Grove Ln, Apex, North Carolina 27523

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)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Parks and Recreation Advisory Board (PRAB)

How did you hear about this opportunity to serve?

Friend / Neighbor

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

High School Diploma or GED

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

2200 Hillsborough St, Raleigh, NC 27607, North Carolina 27607

Please briefly describe your job function and core duties,

Currently in 3rd year of College at NCSU studying environmental engineering

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 applying to serve on the Multimodal Transportation Advisory Board, Planning Board, Environmental Advisory Board, and Parks and Recreation Advisory Board because each connects strongly with my background in engineering, infrastructure, sustainability, public service, and community development. I am especially interested in helping Apex grow in a way that is thoughtful, connected, environmentally responsible, and beneficial to residents of all ages. As an environmental engineering student at NC State, I have developed a strong foundation in water quality, wastewater systems, sustainability, and infrastructure planning. I was also selected as a 2025 Undergraduate Engineering Scholar by the ASHE Carolina Triangle Section, which connects directly to transportation and infrastructure and strengthened my interest in how communities plan safe, efficient, and accessible transportation systems.

My experience also matches the responsibilities of the other boards I am applying for. Through my research assistant role at NC State, I collect and process water samples to support freshwater contamination research, which connects to environmental protection and public health. As a summer research intern at UNC Charlotte, I studied water conservation, wastewater management, stormwater/wastewater best practices, stakeholder perspectives, equity, cost, and implementation challenges, which connects to planning, environmental sustainability, and responsible growth. My experience with the U.S. EPA gave me additional exposure to research, lab procedures, quality control, and environmental science. I also bring community leadership experience from Wake County 4-H Teen Council, where I served as Vice President and Secretary, helped coordinate county-wide events, and supported youth programs. In addition, my YMCA experience working with children and families connects to parks, recreation, and community programming. These experiences allow me to bring a technical, service-oriented, and younger resident perspective to Apex's advisory boards.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

First, my academic and research background in environmental/civil engineering would allow me to contribute a strong sustainability-focused perspective. I have experience with water quality research, wastewater management, water conservation, and environmental best practices, which aligns well with Apex's goals around responsible growth and environmental stewardship.

Second, I would bring a younger resident's perspective to town decision-making. Apex is growing quickly, and decisions about transportation, parks, land use, and environmental protection will affect younger residents for decades. I can help represent the perspective of students, young adults, and future professionals who want Apex to remain livable, connected, and environmentally responsible.

Third, I have experience working with both technical and non-technical groups. Through research, 4-H leadership, the YMCA, and a couple more public-facing jobs, I have learned how to communicate clearly, listen to community needs, and work collaboratively. I believe this would help me contribute respectfully and effectively in meetings, discussions, and recommendations.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My first goal would be to support environmentally responsible growth in Apex. As the town continues to develop, I would like to help encourage decisions that protect water quality, preserve green space, reduce environmental impacts, and promote sustainable infrastructure.

My second goal would be to improve community awareness and engagement, especially among younger residents. I would like to help make environmental, transportation, planning, and parks-related discussions more accessible so residents understand how town decisions affect their daily lives.

My third goal would be to support a more connected and resilient Apex. This includes encouraging safe walking and biking options, thoughtful park and greenway planning, and development decisions that balance growth with environmental protection and quality of life.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One of my most meaningful volunteer experiences has been my involvement with Wake County 4-H Teen Council, where I served as Vice President from 2023 to 2024 and Secretary from 2022 to 2023. In these roles, I helped coordinate events, support youth programs, take and distribute meeting minutes, and participate in community-centered activities such as the NC State Fair, mental health walks, STEAM camps, and council meetings.

This positively contributed to the Wake County (including Apex) community by supporting youth leadership, education, service, and civic engagement. It helped create opportunities for younger students to learn, participate in community events, and build confidence. It also helped me grow as a leader and taught me the importance of organized, responsible service to 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 have not previously served on a formal Town of Apex governmental board. However, I served in leadership roles with Wake County 4-H Teen Council for several years as a member, and then as Secretary from 2022 to 2023 and Vice President from 2023 to 2024. Through this experience, I participated in organized meetings, helped coordinate county-wide events, supported youth programming, and developed skills in leadership, communication, public service, and collaboration.

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):

18 to 29

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 #: 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

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)

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:** Reviewed **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.

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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

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)

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:** Reviewed **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

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)

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 #: 762 **Status:** Reviewed **Submitted:** 8/25/2025 1:05 PM

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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

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)

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

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Please signing below



Entry #: 803 **Status:** Reviewed **Submitted:** 3/12/2026 9:26 AM

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Christopher R Shealey

Pronouns
He/Him/His

Preferred First Name
Ryan

Spouse/Partner Name (If applicable)

Phyiscal Address
530 Old Mill Village Dr, Apex, North Carolina 27502

Mailing Address
Same, Same, 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)

Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

How did you hear about this opportunity to serve?

Town Email, Peak Weekly 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

Extron

Current Job Title

Senior DevOps Engineer

Employer Main Work Telephone Number

(919) 850-1000

Employer Onsite Office Location

Raleigh, North Carolina 27502

Please briefly describe your job function and core duties,

Create a test framework for fellow engineers to follow when testing feature work.

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 believe walkable towns and cities are once again our future for urban living. For almost a decade I have tried to learn everything I can about cities and how they are developed. I would like to take what I have learned and advise the town on how we grow smart land use.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. As someone who does not own a car and bikes everywhere, I can provide a lived experience on what it is like to walk and bike around Apex every day.

2. I personally have riden local busses and Amtrak trains in NC, and can provide feedback on how Apex can shape their mobility hub.

3. I live within walking distance to Town Hall. I will advocate for increased pedestrian safety for the town, because it not only affects visitors of the town but me personally as well.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. My goal is to reach all of those in Apex that want to live car free or car light, and advise town officials on how incremental development can reach that goal.

2. I am driven to educate town officials on the power of induced demand, and how endless road widening is not the answer. I believe if more pedestrian focused infrastructure was built, not only would more people walk, less money would be required to build huge roads.

3. I know the town is doing everything they can to make Apex the best it can be, but some change may require marketing. I would enjoy educating the citizens of Apex on good urban living, and avoid the hill of hysteria as much as possible.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am an avid member of Strong Towns Raleigh, and have avocated for dense walkable development that provides economic vitality. I filled out the Strong Towns Finance Decoder for several towns in Wake County including Apex. I also posted House Bill 369 to the Parking Reform Network.

View the map on this site to see the filled out decoders for all available towns.
https://www.strongtowns.org/decoder

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 spent any time on a government 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

Male

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
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

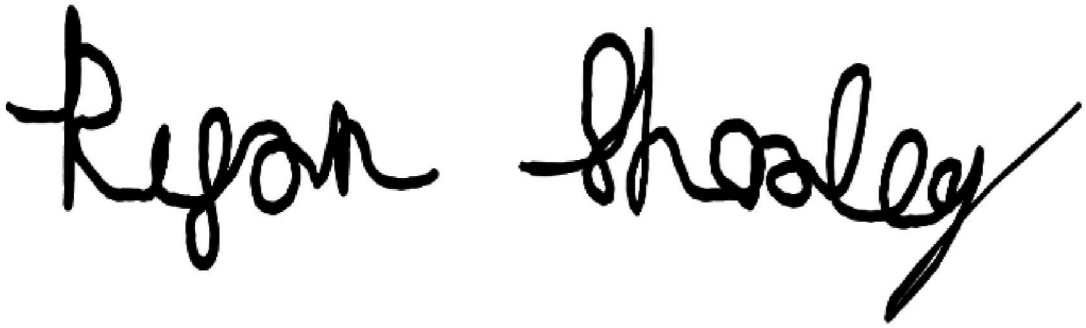
Are you an immediate family member of a current Town of Apex Employee, Town Elected Official, or Advisory Board/ Committee appointee?
No

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.

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

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)
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

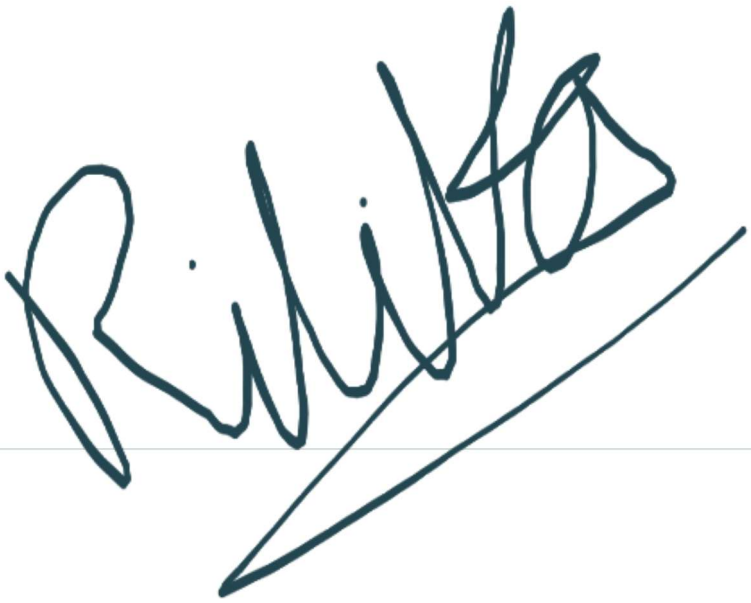
If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

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 #: 749 - Multimodal Transportation Advisory Board **Status:** Submitted **Submitted:** 8/1/2025 4:15 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
William R Waldorf

Pronouns

Preferred First Name
Bob

Spouse/Partner Name (If applicable)

Phyiscal Address
310 Glaston Court, Apex, North Carolina 27502

Mailing Address
310 Glaston Court, Apex, North Carolina 27502

Email
bob1946@mail.com

Mobile Phone
(727) 320-6100

Alternate Phone (work/home)

Are you current on your Town of Apex and Wake County property taxes?
No

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

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

High School Diploma or GED

Current Employer

Retired

Current Job Title

Retired

Employer Main Work Telephone Number

7273206100

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Retired professional in business setup and administration
Former candidate for City of Debary

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 view issues from a user prospective with a financial reasoning

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Being a part time resident to compare with different cities
Understanding financial considerations in achieving goals
Being a user of city offerings allowing to have a consumer view point

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Road conditions
Road management
Road sign management

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

None for the town of 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.

Advisory board of City of Debary 1999

Have you read the current Charter and Scope of Responsibilities associated with the board you seek to serve on

No, I have not read the current scope of responsibilities assigned to my preferred 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.

None

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)?

Yes

Gender

Male

Ethnicity

White/Non-Hispanic

Do you rent or own your home?

I rent my single family home

My age range is (please select one):

Over 55

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.

No

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.

No

Have you reviewed the Town of Apex Resident Advisory Board Administrative Policy?

No

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: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A) Motion to reappoint Robert Baber to the Parks and Recreation Advisory Board (PRAB) for a two-year term effective July 1, 2026 through June 30, 2028 (1st Full Term).

B) Motion to reappoint Jeremy Croom to the Parks and Recreation Advisory Board (PRAB) for a two-year term effective July 1, 2026 through June 30, 2028 (2nd Full Term).

C) Motion to appoint an individual to serve in the Senior 55+ position on the Parks and Recreation Advisory Board (PRAB) for a two-year term effective July 1, 2026 through June 30, 2028 (Full Term). This individual replaces Mary Lee Blatchford who is not seeking reappointment.

D) Motion to appoint an individual to serve in the Non-Voting Youth Representative Position on the Parks and Recreation Advisory Board (PRAB) for a one-year term effective July 1, 2026 through June 30, 2027. This individual replaces Adhvick Rao who is not seeking reappointment.

Approval Recommended?

Yes

Item Details

Both current members, Mr. Robert Baber and Mr. Jeremy Croom as seeking reappointment consideration and do not have any attendance violations. Mrs. Mary Lee Blatchford has served on a the Board several terms and is not seeking reappointment to the Board. The Town Clerk's Office worked with the Senior Center and Communications staff to advertise the Senior representative position and a total of four (4) qualified applications were received. Mr. Adhvick Rao will complete his first term on June 30, 2026 and has been unresponsive on his desire to seek reappointment. Individuals denoted with an asterisk (*) are current members seeking reappointment.

A total of **thirteen (13) applications** were received for appointment consideration, and they are (in alphabetical order by last name):

- **Baber, Robert*** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position

- **Broadnax, Jessica** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Croom, Jeremy*** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Famolare, Christy** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Herbst, Jim** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position and Voting Senior Representative Position
- **Liu, Angela** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **McClellan, Beverely** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position and Voting Senior Representative Position
- **McQuaig, Jessica** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Mohammad, Ishak** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position and Voting Senior Representative Position
- **Pancras, Arni** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Rao, Adhvick** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Shoyoye, Adesiyan "Shiyan"**– Corporate Limits Resident – Eligible for Voting Over 18 Representative Position
- **Staiano, Adriana** - Corporate Limits Resident – Eligible for Voting Over 18 Representative Position and Voting Senior Representative Position

The Parks and Recreation Advisory Board (PRAB) serves in an advisory capacity to department staff and the governing body, providing recommendations on parks and recreation matters in the Apex community. The board 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.

The Parks and Recreation Advisory Board (PRAB) shall consist of nine (9) voting members and one (1) non-voting youth representative as defined by the Resident Advisory Board Administrative Policy. All members shall be recommended by the Mayor and appointed by the Town Council. Members shall be appointed for two-year (2) terms, except the nonvoting youth representative which shall have a term of one-year.

Attachments

- TC7-A1: Applicants at A Glance – Parks and Recreation Advisory Board (PRAB) w-applications
- TC7-A2: Nomination Summary by Councilmember – Multiple Boards

PARKS AND RECREATION ADVISORY BOARD

APPLICANTS AT A GLANCE

Requested Action(s):

A. Recommendations are needed fill two (2) positions on the Parks and Recreation Advisory Board (PRAB) both positions serving two-year terms from July 1, 2026 through June 30, 2028. The following candidate is eligible for reappointment:

- Baber, Robert – *confirmed interest in being reappointed*
- Croom, Jeremy – *confirmed interest in being reappointed*

B. Recommendations are needed to fill one (1) senior position (55+) on the Parks and Recreation Advisory Board (PRAB) serving a two-year term from July 1, 2026 through June 30, 2028.

- Blatchford, Mary Lee – *not seeking reappointment*

C. Recommendations needed to fill one (1) youth non-voting representative on the Parks and Recreation Advisory Board (PRAB) serving one-year term expiring June 30, 2027.

- Rao, Adhvick – *has not confirmed interest in being reappointed*

APPLICANTS AT A GLANCE - CURRENT

Position No.	Member(s)	Status	Resident Status	Notes
PRAB-005	Baber, Robert	1st Term/Partial - Term through June 30, 2026	Corporate Limits	Seeking Reappointment
PRAB-003	Blachford, Mary Lee	Current Active Senior 55+ Member	Corporate Limits	Not Seeking Reappointment

PRAB--002	Croom, Jeremy	Current Active Member	Corporate Limits	Seeking Reappointment
PRAB-010	Rao, Adhvick	Current Youth Non-Voting Rep.	Corporate Limits	Not Confirmed Interest

APPLICANTS AT A GLANCE – NEW APPLICANTS

Applicant(s)	Status	Resident Status	Notes
Broadnax, Jessica	NEW	Corporate Limits	Eligible for Appointment
Famolare, Christy	NEW	Corporate Limits	Eligible for Appointment
Herbst, James "Jim"	NEW	Corporate Limits	Eligible for Senior 55+ Appointment
Liu, Angela X	NEW	Corporate Limits	Eligible for Non-Voting Youth Rep.
McClellan, Beverly	NEW	Corporate Limits	Eligible for Senior 55+ Appointment
McQuaig, Jessica	NEW	Corporate Limits	Eligible for Appointment
Mohammad, Ishak	NEW	Corporate Limits	Eligible for Senior 55+ Appointment
Pancras, Arni	NEW	Corporate Limits	Eligible for Non-Voting Youth Rep.
Shoyoye, Adesiyan "Shiyan"	NEW	Corporate Limits	Eligible for Appointment
Staiano, Adriana	NEW	Corporate Limits	Eligible for Senior 55+ Appointment

APPLICATIONS ELIGIBLE FOR RE-APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	**Status**	**Residency**
Baber, Robert	1st Term / Partial	Corporate Limits
Croom, Jeremy	Current Active Member	Corporate Limits

Entry #: 734 - Parks and Recreation Advisory Board **Status:** Submitted **Submitted:** 5/5/2025 3:44 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 Baber

Pronouns
He/Him/His

Preferred First Name
Rob

Spouse/Partner Name (If applicable)
Mary Baber

Phyiscal Address
1109 S Alodie Ct, Apex, North Carolina 27502

Mailing Address
1109 S Alodie Ct, 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)
Parks and Recreation Advisory 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

Associates Degree

Current Employer

Self employed

Current Job Title

Owner/Realtor

Employer Main Work Telephone Number

9197445828

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Buy and sell real estate

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 raised 4 boys that actively participated with Apex Parks and Rec for over 20 years. I have also personally participated for as long. I would love to give back.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I have a diverse knowledge of this area, participated regularly all my life in some form or another and I love Apex and want to see it prosper and grow!

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

In no particular order

1. Maintain current parks to the level to high standards
2. Build on when appropriate to make use of the space in an environmentally responsible way.
3. Work with local businesses to get more involvement be it sponsorship, field days or park cleanings in order to grow the relationships between our neighbors and our businesses.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Sponsor baseball league, habitat for humanity and meals on wheels before corporate America pulled me away.

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.

No

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):

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 #: 811 **Status:** Submitted **Submitted:** 5/14/2026 3:37 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
Jeremy Croom

Pronouns

Preferred First Name
Jeremy

Spouse/Partner Name (If applicable)
Caroline Croom

Phyiscal Address
104 Tracey Creek Ct., Apex, North Carolina 27502

Mailing Address
104 Tracey Creek Ct., 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)

Parks and Recreation Advisory Board (PRAB)

How did you hear about this opportunity to serve?

I am a current PRAB member

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

Governor's Institute

Current Job Title

Director of Addiction Medicine Special Projects

Employer Main Work Telephone Number

9199909559

Employer Onsite Office Location

Raleigh, North Carolina 27606

Please briefly describe your job function and core duties,

I direct several initiatives focused on training physicians, advanced practices prescribers, and behavioral health professionals in best practices for substance use disorder prevention, treatment, and recovery. I manage program budgets, contracts/subcontracts, personnel, and moderate to large scale conferences and training events.

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 hold an undergraduate degree in Recreation Therapy and managed and facilitated recreation and therapeutic recreation programs for 10+ years. I held my national and state TR/RT licenses/certifications for more than 10 years and worked with adults and children from 11 to 17, directly providing programs and leading small and large scale events. I now have two boys of my own (under 5) and spend a considerable amount of time engaging in town events, visiting parks and playgrounds, and visiting the parks in surrounding towns/cities. I am eyes and ears for the town in many spaces and see so many of the wonderful things our town provides and I'm also positioned to provide insight for improvement.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1) Previous/Current Experience: I am wrapping up my third year of service on this board (PRAB) and feel this initial term has prepared me well to provide future years of service to the board, town, and Apex residents.
2) My family and I are actively engaged, nearly every day, with some aspect of the town facilities, events, natural spaces, play areas, programs, businesses, and church community and serve as a voice in these areas.
3) After 3 years, I am fully sold on the hard work, professionalism, and credentials of the town staff and will be an advocate for their work and particularly that of the PR dept. At the same time, I interact in the parks and town community and within the local church community and having a growing understanding of the needs and desires of residents. My thoughts, opinions, and decisions are well-balanced and thoughtful. I'm willing to hear suggestions/needs/concerns of residents, while considering the capacity and feasibility of the department and town to fully address or meet the need.

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 efforts to maintain safe recreation and play spaces for children (eg. playgrounds, playing fields, trails)
2) Consider funding constraints and opportunities and support efforts to prioritize the "now" projects, the "in the future" projects, and the "low priority" projects. Look for opportunities to maintain and improve operations and programs while minimizing the burden on town staff or residents.
3) Specifically identify priority needs of the Parks and Recreation dept and explore areas where are board can intentionally provide support, whether through advocacy, representation, idea development, resource development, etc.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am current PRAB member and have 10+ years of non-profit, coaching, and church volunteer service.

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 am currently completing my third year on this board and have found myself increasingly engaged in the service of the board. I have proven my commitment by supporting various relevant events and exceeding current board meeting attendance requirements (I attend nearly every meeting) and continue to present as a professional representative in all town venues. I know much more about the operations/needs and why things are they way they are of the town, Parks and Rec dept, board then I did when I began my service three years ago.

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)?

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

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



APPLICATIONS ELIGIBLE FOR APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	Status	Residency
Broadnax, Jessica	NEW	Corporate Limits
Famolare, Christy	NEW	Corporate Limits
Herbst, James "Jim"	NEW – Senior 55+	Corporate Limits
Liu, Angela X	NEW - Youth	Corporate Limits
McClellan, Beverly	NEW – Senior 55+	Corporate Limits
McQuaig, Jessica	NEW	Corporate Limits
Mohammad, Ishak	NEW	Corporate Limits
Pancras, Arni	NEW - Youth	Corporate Limits
Shoyoye, Adesiyan "Shiyan"	NEW	Corporate Limits
Staiano, Adriana	NEW – Senior 55+	Corporate Limits

Entry #: 821 **Status:** Submitted **Submitted:** 5/27/2026 10:30 AM

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Jessica Broadnax

Pronouns

Preferred First Name
Jessica

Spouse/Partner Name (If applicable)

Phyiscal Address
1145 Lookout Ridge Rd, Apex, North Carolina 27502

Mailing Address
1145 Lookout Ridge Rd, Apex, North Carolina 27502

Email

Mobile Phone

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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Planning Board (PB), PRAB

How did you hear about this opportunity to serve?

Nextdoor

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

Meridian

Current Job Title

Scrum Master/Implementation Consultant

Employer Main Work Telephone Number

7704148400

Employer Onsite Office Location

Atlanta, Georgia 30346

Please briefly describe your job function and core duties,

Lead Agile Transformation: Facilitating Daily Stand-ups, Sprint Planning, Retrospectives, and Reviews for cross-functional teams, ensuring smooth execution of Agile methodologies and successful project delivery.
Collaborative Stakeholder Management: Work closely with Product Owner to refine and groom the product backlog, prioritizing tasks based on current development status and business goals, enhancing overall project flow.
Cross-Team Coordination: Act as a bridge between clients and technical teams, effectively translating customer requirements into actionable tasks, and providing ongoing solutions to complex issues and data challenges.
End-to-End ERP Implementation: Map, configure, test, and train users on ERP Accounting/HR systems, ensuring successful system integration and user adoption.
Customer Engagement & Training: Provide on-site customer support (up to 40% travel) during project lifecycle, resolving queries, delivering tailored training, and recommending system enhancements to optimize business operations.
Continuous Process Improvement: Collaborate with end-users to identify opportunities for system improvements, ensuring the development of tools that meet both functional and business needs.

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 this board because I care about contributing to the continued growth and quality of life in Apex. As our community continues to expand, I believe it's important to have engaged residents who are willing to listen, collaborate, and thoughtfully consider the needs of both current and future residents.

I would bring a professional, organized, and solutions oriented mindset to the board. I value clear communication, fairness, and community engagement, and I'm comfortable working with different perspectives to help reach balanced decisions. I'm especially interested in ensuring that growth, community resources, and long term planning continue to reflect the values that make Apex a strong and welcoming town.

In addition to my professional experience managing projects and working with diverse groups of people, I'm motivated by a genuine desire to give back to the community and become more involved in local government and civic service. I would approach the role with reliability, preparation, and a willingness to learn.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I would bring a collaborative and community focused perspective to the board. I value listening to residents, understanding different viewpoints, and helping find practical solutions that support the long-term success of Apex.

2. My professional experience in project coordination and communication has helped me develop strong organizational, problem solving, and decision making skills. I can contribute thoughtful preparation, attention to detail, and a reliable work ethic when reviewing issues and participating in board discussions.

3. I am genuinely invested in the future of Apex and want to contribute positively to the community's growth and quality of life. I would approach the role with professionalism, openness to learning, and a commitment to serving the best interests of residents and the Town as a whole.

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 thoughtful and balanced growth that preserves the character of Apex while also planning responsibly for future residents, infrastructure, and community needs.

2. Encourage stronger community engagement by helping residents feel informed, heard, and included in local discussions and decision making processes. I believe transparency and communication are important to building trust and participation.

3. Contribute to initiatives that improve overall quality of life in Apex, including maintaining strong public spaces, supporting local businesses, and promoting long term planning that keeps the town welcoming, accessible, and sustainable for all residents.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteer experience has included supporting food pantries in Wake County as well as participating in fundraising and awareness runs for organizations focused on St. Jude Children's Research Hospital and breast cancer awareness initiatives. Through food pantry volunteer work, I had the opportunity to help support individuals and families facing food insecurity by assisting with organization, distribution, and community support efforts.

Participating in charity runs and awareness events allowed me to contribute to causes that promote health, research, and community connection. These experiences strengthened my appreciation for service, teamwork, and community involvement, and they reinforced the importance of supporting programs that improve quality of life for residents both locally and beyond. I believe volunteerism helps create a stronger and more connected community, which is something I value for 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.

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.

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

Black or African American

Do you rent or own your home?

I rent my apartment/condo

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.

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 #: 825 **Status:** Submitted **Submitted:** 5/28/2026 3:49 PM

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Christy Famolare

Pronouns
She/Her/Hers

Preferred First Name
Christy

Spouse/Partner Name (If applicable)

Phyiscal Address
2401 Balmoor Trace, Apex, North Carolina 27523

Mailing Address
2401 Balmoor Trace, Apex, North Carolina 27523

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)

Culture and Arts Advisory Board (CAAB), Parks & Recreation Advisory

How did you hear about this opportunity to serve?

Peak Weekly

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

Owner/CEO

Employer Main Work Telephone Number

9198151541

Employer Onsite Office Location

Apex, North Carolina 27523

Please briefly describe your job function and core duties,

I am in the process of creating an Event Venue Space

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 15 years experience in municipal parks and recreation focusing on cultural programming and working with immigrants populations and while I'm no longer in the industry I would love to stay involved through participation on an advisory board. I have also lived internationally and speak English and Spanish fluently.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. I have created and implemented community assessments in English and Spanish and would be willing to help admin that when departments are planning their long-term strategic plan.
2. I have experience and have spoken nationally on accessibility at the NRPA conference in event planning.
3. I have experience in creating and implementing town-wide cultural program initiatives (as well as a couple of public art programs).

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 really like to serve on juts one board but am amicable to either (wherever I'm most needed) my goals would be the same
1. Gather and use community-centric assessments to guide advising
2. I would like to ensure programs and initiatives are accessible to all and so would advise with that lens.
3. Connect the community with P&R and/or Culture & Arts in apex (awareness)

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I am currently volunteering for NeighborUp. I understand that the Town and the organization have a continuing partnership

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.

Wake County Juvenile Crime Prevention Council (JCPC) 2011-2021

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.

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

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

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.

maybe. it has not opened however I am trying to create an event space for rent

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 #: 800 **Status:** Submitted **Submitted:** 2/26/2026 6:43 PM

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
James E Herbst

Pronouns
He/Him/His

Preferred First Name
Jim

Spouse/Partner Name (If applicable)
Eileen

Phyiscal Address
409 Grove Street, Apex, North Carolina 27502

Mailing Address
409 Grove Street, 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)

PRAB

How did you hear about this opportunity to serve?

Friend / Neighbor, Peak Academy

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

Regional Vice President (retired)

Employer Main Work Telephone Number

9842555549

Employer Onsite Office Location

Apex, North Carolina 27502

Please briefly describe your job function and core duties,

Regional Vice President, Education Affiliates (12 years) - 10 east coast career colleges, $100.0 million budget and more importantly, student graduation rates, licensure and job placement. Vice President of Henry Wurst Inc. an Apex NC national commercial printer (20 years)

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 helping Apex provide "exceptional public service that fosters the opportunity for the individual and community to live, thrive and reach their peak." I think all organizations and towns should be mission driven. That has what I have been doing all of my work life.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I have over 40 years of business experience. I have an MBA and have run organizations for many years.
I have served on industry boards I am past Chairman of the Board for the Printing Industries of America. This is important because I understand advisory boards. They are advisors, not staff. They support, plan, advise but are not in charge and should not assume that they are. I live in the historic district of Apex and am committed to helping it grow.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

It is not my role to come with initiatives. I will come with no preconceived agendas. I will listen (to the community and staff), opine, counsel, advise and recommend. That is what I will do.

However, I am not one to be silent. I will not raise my voice and I will listen and discuss. I will not be a rubber stamp. To give you an open idea of who I am, let me share this:
I am core value and character driven. I want to do the right thing. I have a moral compass that guides all my decisions.
I am value driven and fiscally responsible. I will look out for the tax payers dollars. I will want to see participation rates and outcomes. I don't support pet projects unless they have strong citizen outcomes and the results can be tracked.
For example, I strongly support investing in the town (Salem Street, Tunstall House, Senior Center...) However, I think the Tunstall House is a good example of something that could have been planned better. Many people disagree with spending millions of dollars to renovate that. I hear it all the time. I support it, BUT, I think we should have designated what we are going to use it for before we renovated it. Deciding afterwards may cause extra costs. If this is to be used for a Senior Center overflow, great; but shouldn't we have thought about that before finalizing it and designed it accordingly. If it is to be used for Apex offices, I don't agree with it. That does not support the mission. Now this may be outside the job description od PRAB but it will give you insights to who I am as a candidate.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

Apex High School business Alliance - help high school students
Apex Senior Pickleball Introduction class - volunteer coach - helped community
Peak Academy - learned about Apex inner workings

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 recent

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.

2025

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):

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?

No

If you selected yes, please provide additional details below. If not, please indicate NA.

no

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.

no

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 #: 812 **Status:** Submitted **Submitted:** 5/19/2026 12:12 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
Angela X Liu

Pronouns
Prefer not to say

Preferred First Name
Angela

Spouse/Partner Name (If applicable)

Phyiscal Address
329 Gartrell Way, Cary, North Carolina 27519

Mailing Address
329 Gartrell Way, Apex, North Carolina 27519

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)

Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Recreational and PArk usage Advisory Board

How did you hear about this opportunity to serve?

Teacher

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 27519

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 highly interested in serving on the Recreational and Environmental Board to bridge the gap between community use and ecological preservation. My interest is rooted in two distinct perspectives. As an avid cyclist who spends hundreds of hours on our local greenways, I interact daily with a diverse cross-section of residents. This gives me a firsthand, user-level understanding of our infrastructure's safety, accessibility, and maintenance needs. Secondly, my love for environmental science allows me to view these spaces as critical ecological assets. I look forward to helping the board balance public recreation with sustainability, advocating for biodiversity, native landscaping, and smart stormwater management. Ultimately, I offer a unique fusion of practical trail insight and scientific curiosity, making me a dedicated advocate for resilient, accessible green spaces.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Biking Apex's trails lets me serve as a mobile listening post. The casual conversations I have with families, runners, and commuters give me real-time feedback on what our trail users actually need. Secondly, I bridge the gap between human enjoyment and environmental science. I will help the town design spaces that serve a dual purpose: vibrant parks for residents that simultaneously function as thriving, biodiverse ecosystems. Lastly, I will advocate for our greenways to grow with it. As the apex community increases in population, it is very crucial for us to advocate for further environmental policies that help us conserve ecosystems and recreational parks.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

As an avid insect collector and learning entomologist, I want to advocate for planting native flora and creating pollinator habitats directly along the margins of existing and new greenways. I also want to use my frequent rides to audit and advocate for closing gaps between existing trails and neighborhoods. I hope to increase community-driven environmental science programs that help educate the public on the conservation of our environment.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

At Triangle Chess, I instructed children from all walks of life, diverse backgrounds, and varying learning styles, helping them find common ground over a shared board. From my experience as a coach and assistant coach (with no pay), I was able to increase many of my students' passion for chess and other topics they were interested in. Frequently, my students placed top in their local tournaments and saw massive success in their own learning with my guidance. This experience honed my ability to communicate complex ideas clearly and adapt my approach to meet diverse needs. I understand how to build inclusive environments where people feel valued. On a town board, I will apply this exact mindset to ensure Apex's public parks, greenways, and programs are accessible and welcoming to every resident.

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 any governmental board yet, but I am disciplined and motivated internally to pursue what I want. I am confident in my ability to provide creative solutions to hard problems that the Town of Apex might experience environmentally. You will not hesitate or reject my presence in a potential board because I can provide solid solutions and feedback to any problem I'm interested in.

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

Female

Ethnicity

Asian or Pacific Islander

Do you rent or own your home?
I rent my single family home

My age range is (please select one):
16 to 18

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 #: 810 **Status:** Submitted **Submitted:** 5/7/2026 5:34 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.

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Learn more about each of the committees listed below.

Profile and General Information

Legal Name
Beverly A McClellan

Pronouns
She/Her/Hers

Preferred First Name
Beverly

Spouse/Partner Name (If applicable)

Phyiscal Address
105 Berrygarden Court, Apex, North Carolina 27502

Mailing Address
105 Berrygarden Court, 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)

Park and Rec

How did you hear about this opportunity to serve?

town 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

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,

na

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 family has lived in Apex for over 20 years. I have 2 sons who utilize the Special Recreation services. I frequent all of the playgrounds and trailways in our town.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

I am familiar w/ the needs of families w/ special children/young adults.
I am a grandparent who utilizes kinder/tot classes. I see great benefit to blending age groups to socialize.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Continue to expand Special Recreation, blending age groups, helping seniors find support.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I was a Hospice Volunteer for over eight 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.

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.

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

Beverly A. McClellan

Entry #: 826 **Status:** Submitted **Submitted:** 5/28/2026 8:40 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
Jessica McQuaig

Pronouns
She/Her/Hers

Preferred First Name
Jessica

Spouse/Partner Name (If applicable)

Phyiscal Address
9101 Haybeck Ln, Apex, North Carolina 27523

Mailing Address
9101 Haybeck Ln, Apex, North Carolina 27523

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)

Environmental Advisory Board (EAB), Parks and Recreation Advisory Board (PRAB)

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

Wake County Public Schools - Lufkin Road Middle School

Current Job Title

Career Development Coordinator

Employer Main Work Telephone Number

919-387-4465

Employer Onsite Office Location

Apex, North Carolina 27539

Please briefly describe your job function and core duties,

As the Career Development Coordinator at Lufkin Road Middle School, my role is to help students explore career interests, develop academic and personal goals and prepare for future educational & workforce opportunities. I coordinate career awareness activities, support career and college readiness programs and connect students with resources that encourage informed decision-making about their futures.

My core duties include:
- Delivering career exploration lessons and guidance activities
- Assisting students with academic and career planning
- Coordinating career-focused events, guest speakers, and enrichment opportunities
- Supporting students' social-emotional and leadership development
- Collaborating with teachers, counselors, families, and community partners
- Managing career development program materials, data, and student records
- Promoting awareness of high school pathways, college readiness, and workforce skills

The goal of my position is to ensure students are equipped with the knowledge, skills and confidence needed to make successful transitions to high school and beyond.

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 the Career Development Coordinator at Lufkin Road Middle School, I work closely with students, families, educators and community partners to help prepare young people for future success. My professional role has strengthened my commitment to public service, community engagement and creating opportunities that positively impact residents of all ages. I am interested in serving on this board because I believe strong local leadership and community collaboration are essential to maintaining the high quality of life that makes Apex a desirable place to live and work.

My daily work requires communication, problem-solving, program coordination and relationship building among diverse groups of stakeholders. These experiences have equipped me with the ability to listen thoughtfully, work collaboratively and contribute meaningfully to discussions and decision-making processes. In addition, my experience supporting youth development and educational initiatives gives me a unique perspective on how local policies and community programs can influence families and future generations.

As both an educator and community member, I am passionate about giving back to the Town of Apex and helping ensure continued growth, inclusivity and opportunities for residents. I believe my professional background, dedication to service and collaborative leadership style would allow me to make a positive contribution to the board.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Youth and Family Perspective:
Through my work in education, I regularly engage with students and families and understand many of the challenges and opportunities facing our community. I can help ensure that decisions consider the long-term impact on youth, schools and families.

Strong Community Collaboration Skills:
My role requires coordinating with educators, administrators, local organizations and community stakeholders. I bring strong communication and teamwork skills that would support productive collaboration and community-centered decision-making.

Commitment to Community Growth and Inclusion:
I am invested in the continued success of Apex and value initiatives that promote accessibility, opportunity and engagement for all residents. I would approach board service with professionalism, integrity and a genuine desire to serve the community effectively.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Increase Community Engagement:
I would like to help strengthen communication and outreach efforts so residents feel informed, included and encouraged to participate in local initiatives and decision-making opportunities.

Support Youth and Family-Focused Initiatives:
I hope to advocate for programs and partnerships that provide meaningful opportunities for youth development, education, recreation and community involvement.

Promote Collaborative and Sustainable Growth:
As Apex continues to grow, I would support initiatives that balance development with preserving the community values, resources and quality of life that residents appreciate.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My recent volunteer experiences have primarily focused on supporting students, families, and school-community initiatives through educational programs, mentorship opportunities, school events and community partnerships. I have participated in activities that promote student achievement, career readiness and family engagement, while also collaborating with local organizations to connect students with meaningful resources and experiences.

These efforts contribute positively to the Town of Apex by helping prepare young people for future success, strengthening relationships between schools and the community and encouraging a culture of service, leadership, and civic involvement.

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.

At this time, I have not previously served on a governmental board. However, my professional experience includes participating in school leadership teams, collaborative committees and community partnership initiatives that required strategic planning, communication and consensus-building among multiple stakeholders.

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

White/Non-Hispanic

Do you rent or own your home?

I rent my apartment/condo

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.

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.

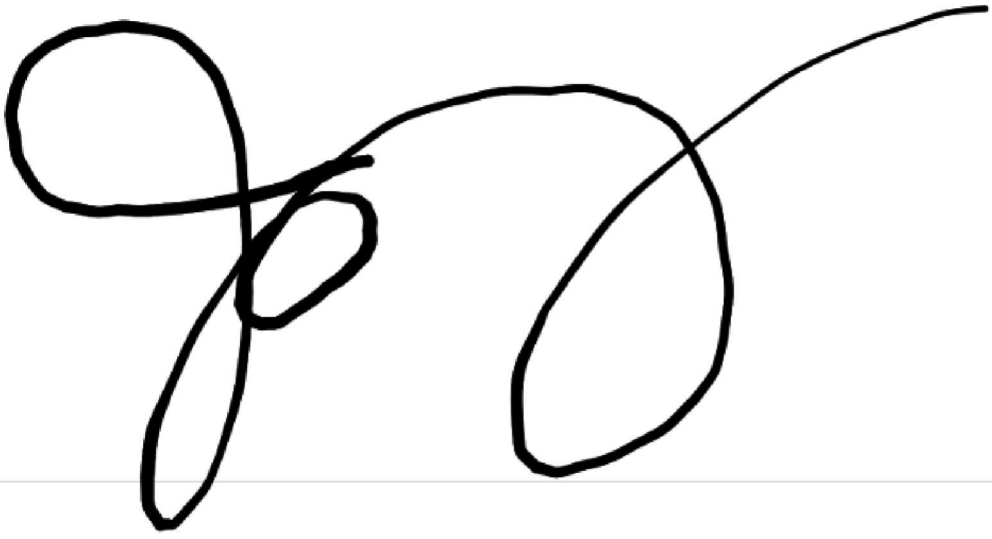
NA

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 #: 813 **Status:** Submitted **Submitted:** 5/20/2026 12:53 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
Ishak Mohammad

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
3413 Dropseed Dr, Apex, North Carolina 27502

Mailing Address
3413 Dropseed Dr, 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)

Board of Adjustment (BOA), Culture and Arts Advisory Board (CAAB), Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB)

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

Masters Degree

Current Employer

Private Inc

Current Job Title

Software Solutions Architect

Employer Main Work Telephone Number

3108958691

Employer Onsite Office Location

Durham, North Carolina 27703

Please briefly describe your job function and core duties,

As a Software Architect, my primary function is to serve as a trusted advisor, providing clarity in ambiguity by designing effective and fit-for-purpose software solutions while ensuring strong governance. My core duties include:

Problem Analysis: Identifying and understanding the specific challenges faced by clients or users to develop tailored solutions.
Solution Design: Creating architectural designs that align with business objectives and technical requirements.
Collaboration: Working closely with customers and stakeholders to ensure their needs are understood and addressed through effective software solutions.
Technical Leadership: Guiding development teams in implementing best practices and adhering to architectural standards.
Governance Oversight: Establishing and enforcing architectural guidelines and policies to ensure compliance, security, and quality throughout the development process.
Continuous Improvement: Evaluating existing systems and processes to recommend enhancements and ensure optimal performance.

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.

Living in Raleigh, Durham Area since 2015.
Qualifications: MBA from NC university and Computer-science college degree with 20 years of experience.
Profession: Enterprise/Solutions Architect
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

My interest in serving on the Apex advisory board stems from a deep commitment to community development, supported by my MBA and Computer Science degree, along with 20 years of professional experience, particularly as a Software Architect. In this role, I have honed my skills in system design, technical leadership, and collaborative problem-solving.

As the Architecture Chairman and Vice President of my HOA from 2023 to 2026, I gained valuable leadership and collaboration skills, while my role as Vice President of Public Relations for Toastmasters has enhanced my communication abilities.

Additionally, my extensive volunteer work with various non-profits demonstrates my dedication to serving others and understanding community needs. My unique blend of technical expertise, managerial experience, and passion for community engagement positions me well to advocate for initiatives that benefit all residents of Apex.

Through my architectural experience, I can leverage analytical thinking and a structured approach to decision-making, which will be invaluable in addressing community challenges and promoting sustainable development.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Reason 1: Diverse Experience and Insights
My background in Governance and Architecture equips me with valuable insights and perspectives that can inform the board's decision-making process. I can bring a fresh viewpoint on community issues, utilizing best practices from other contexts to enhance initiatives. This diversity in experience can foster innovative solutions and create well-rounded policies that benefit all residents.

Reason 2: Strong Community Connections
Living in Raleigh, Durham area since 2015. I have established relationships with various community groups, local organizations, and residents, which can facilitate collaboration and engagement. By leveraging these connections, I can ensure that the advisory board remains in touch with the needs and interests of the community. This can lead to increased participation in board initiatives and stronger support for decisions made.

Reason 3: Commitment to Community and Effective Advocacy
My dedication to serving the Town of Apex is unwavering, and I am passionate about advocating for the best interests of our residents. I will work diligently to represent community voices and amplify concerns that might otherwise go unheard. My proactive approach can help the board effectively address community needs, fostering a sense of trust and collaboration between residents and local governance.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

To Keep Apex at Its Peak
Goal 1: Enhance Community Engagement
Develop initiatives to increase participation in local governance, such as town hall meetings and online feedback platforms, ensuring diverse voices are heard.

Goal 2: Improve Local Economic Opportunities
Support local economic development by fostering partnerships with small businesses, advocating for job training, and promoting Apex as an attractive destination for new businesses.

Goal 3: Foster Inclusivity and Diversity
Create programs celebrating diversity, organize cultural events, and establish support networks for underrepresented groups, strengthening community ties.

Goal 4: Improve Infrastructure and Transportation
Prioritize enhancements in transportation, advocate for better public transit, and upgrade community facilities to meet residents' needs and promote economic growth.

Goal 5: Support Education and Youth Programs
Strengthen educational opportunities for youth by collaborating with local schools, promoting mentorship programs, and increasing funding for resources, empowering the next generation.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I'm new to Apex but I have rich previous volunteer experience with several non-profits. Some of them are
Served as HOA Architecture Chairman and Vice President 2023 to 2026.
Served as Vice President, Public Relations, Toastmasters Club 2023 to 2025

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.

Served as HOA Architecture Chairman and Vice President 2023 to 2026. I was responsible for chairing meetings, making decisions and reviewing 200+ Architecture requests and rendering decision. Also, contributed in beautification projects and safety committees.

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

Asian or Pacific Islander

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

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 #: 832 **Status:** Submitted **Submitted:** 5/30/2026 10:40 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
Arni Pancras

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
604 Pointe Grove Ln, Apex, North Carolina 27523

Mailing Address
604 Pointe Grove Ln, Apex, North Carolina 27523

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)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Parks and Recreation Advisory Board (PRAB)

How did you hear about this opportunity to serve?

Friend / Neighbor

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

High School Diploma or GED

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

2200 Hillsborough St, Raleigh, NC 27607, North Carolina 27607

Please briefly describe your job function and core duties,

Currently in 3rd year of College at NCSU studying environmental engineering

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 applying to serve on the Multimodal Transportation Advisory Board, Planning Board, Environmental Advisory Board, and Parks and Recreation Advisory Board because each connects strongly with my background in engineering, infrastructure, sustainability, public service, and community development. I am especially interested in helping Apex grow in a way that is thoughtful, connected, environmentally responsible, and beneficial to residents of all ages. As an environmental engineering student at NC State, I have developed a strong foundation in water quality, wastewater systems, sustainability, and infrastructure planning. I was also selected as a 2025 Undergraduate Engineering Scholar by the ASHE Carolina Triangle Section, which connects directly to transportation and infrastructure and strengthened my interest in how communities plan safe, efficient, and accessible transportation systems.

My experience also matches the responsibilities of the other boards I am applying for. Through my research assistant role at NC State, I collect and process water samples to support freshwater contamination research, which connects to environmental protection and public health. As a summer research intern at UNC Charlotte, I studied water conservation, wastewater management, stormwater/wastewater best practices, stakeholder perspectives, equity, cost, and implementation challenges, which connects to planning, environmental sustainability, and responsible growth. My experience with the U.S. EPA gave me additional exposure to research, lab procedures, quality control, and environmental science. I also bring community leadership experience from Wake County 4-H Teen Council, where I served as Vice President and Secretary, helped coordinate county-wide events, and supported youth programs. In addition, my YMCA experience working with children and families connects to parks, recreation, and community programming. These experiences allow me to bring a technical, service-oriented, and younger resident perspective to Apex's advisory boards.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

First, my academic and research background in environmental/civil engineering would allow me to contribute a strong sustainability-focused perspective. I have experience with water quality research, wastewater management, water conservation, and environmental best practices, which aligns well with Apex's goals around responsible growth and environmental stewardship.

Second, I would bring a younger resident's perspective to town decision-making. Apex is growing quickly, and decisions about transportation, parks, land use, and environmental protection will affect younger residents for decades. I can help represent the perspective of students, young adults, and future professionals who want Apex to remain livable, connected, and environmentally responsible.

Third, I have experience working with both technical and non-technical groups. Through research, 4-H leadership, the YMCA, and a couple more public-facing jobs, I have learned how to communicate clearly, listen to community needs, and work collaboratively. I believe this would help me contribute respectfully and effectively in meetings, discussions, and recommendations.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My first goal would be to support environmentally responsible growth in Apex. As the town continues to develop, I would like to help encourage decisions that protect water quality, preserve green space, reduce environmental impacts, and promote sustainable infrastructure.

My second goal would be to improve community awareness and engagement, especially among younger residents. I would like to help make environmental, transportation, planning, and parks-related discussions more accessible so residents understand how town decisions affect their daily lives.

My third goal would be to support a more connected and resilient Apex. This includes encouraging safe walking and biking options, thoughtful park and greenway planning, and development decisions that balance growth with environmental protection and quality of life.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One of my most meaningful volunteer experiences has been my involvement with Wake County 4-H Teen Council, where I served as Vice President from 2023 to 2024 and Secretary from 2022 to 2023. In these roles, I helped coordinate events, support youth programs, take and distribute meeting minutes, and participate in community-centered activities such as the NC State Fair, mental health walks, STEAM camps, and council meetings.

This positively contributed to the Wake County (including Apex) community by supporting youth leadership, education, service, and civic engagement. It helped create opportunities for younger students to learn, participate in community events, and build confidence. It also helped me grow as a leader and taught me the importance of organized, responsible service to 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 have not previously served on a formal Town of Apex governmental board. However, I served in leadership roles with Wake County 4-H Teen Council for several years as a member, and then as Secretary from 2022 to 2023 and Vice President from 2023 to 2024. Through this experience, I participated in organized meetings, helped coordinate county-wide events, supported youth programming, and developed skills in leadership, communication, public service, and collaboration.

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):

18 to 29

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 #: 776 **Status:** Reviewed **Submitted:** 9/5/2025 1:11 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
Adesiyan Shoyoye

Pronouns
She/Her/Hers

Preferred First Name
Shiyan

Spouse/Partner Name (If applicable)
Michael Monsees

Phyiscal Address
586 Village Loop Drive, Apex, North Carolina 27502

Mailing Address
586 Village Loop Drive, 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)

Culture and Arts Advisory Board (CAAB), Parks and Recreation Advisory Board (PRAB)

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

Aetna, a CVS Health Company

Current Job Title

Program Manager, Medical Affairs

Employer Main Work Telephone Number

(919) 337-1800

Employer Onsite Office Location

Cary, North Carolina 27513

Please briefly describe your job function and core duties,

- Utilize agile-based methodologies to implement various Medical Affairs projects, increasing delivery speed and efficiency in programs with budgets of more than $1,000,000.
- Lead the Aetna Medicaid Population Health Management Program, ensuring comprehensive implementation and adherence to NCQA and AHRQ quality standards.
- Develop the Enterprise Maternity Pilot Program, including managing budget, planning, and execution in collaboration with premier universities.
- Create and maintain Aetna Medical Affairs' first centralized Full-Time Equivalent (FTE) QuickBase, streamlining tracking, department budgeting, and organization of department staff saving the enterprise $500,000+ a year through Labor Cost Savings through Process Automation
- Key accomplishment: Successfully launched the Enterprise Maternity Pilot Program in collaboration with premiere universities, resulting in a 20% improvement in patient engagement and a 15% reduction in program costs by leveraging innovative data-driven strategies and optimizing resource allocation.

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 motivated to serve on this board because community is more important than ever in a time when divisiveness is at an all-time high. I believe that by engaging our residents through meaningful programs, we can highlight what we share in common and strengthen our connections. As a Nigerian-American, cultural competency is a core value in my life, and I bring that perspective to ensure inclusivity and accessibility for all.

Professionally, I am a Program Manager with a proven record of process improvement, stakeholder engagement, and building collaborative programs. These skills directly translate to board service, where thoughtful planning, organization, and inclusivity are essential. Beyond my career, Apex has become a town I love and want to permanently call home. My drive to excel and my desire to raise a family here inspire me to contribute to building community programs and youth opportunities that enrich the lives of all residents.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Arts & Cultural Board:
1. I bring strong cultural competency and firsthand experience as a Nigerian-American, which will help ensure Apex's cultural programming reflects and celebrates our town's diversity.
2. My professional background in project management equips me to support efficient planning and delivery of cultural initiatives.
3. I am committed to youth enrichment, which can be expanded through cultural programming that connects young people to the arts and to one another.

Parks & Recreation:
1. Apex's parks are a defining feature of the town, and I want to help maintain and expand them to match our community's growth.
2. My project management expertise can support long-term planning and process improvement for programs and facilities.
3. I bring a commitment to accessibility, ensuring that recreational opportunities remain available and welcoming to all children and families.

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, I hope to:
1. Meet more members of the Apex community and build rapport across diverse groups.
2. Gain knowledge of what it takes to properly participate in a town board and apply my project management background to strengthen Apex's initiatives.
3. Contribute to the continued growth and beautification of Apex, ensuring that programs remain enriching, accessible, and reflective of community needs.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My most recent volunteer work was with the Interfaith Food Shuttle, where I helped till the land alongside a diverse group of volunteers. This experience reinforced for me the value of building community through service and reminded me of how much can be achieved when people from different walks of life come together. I would love to see more programs like this in Apex, where residents can connect while serving a shared purpose.

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.

While I have not yet served on a governmental board, I view this as a tremendous opportunity to contribute my skills and passion to my community. I am eager to learn and grow through service to Apex and believe my professional background and lived experiences position me to make a meaningful impact.

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

Black or African American

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

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.

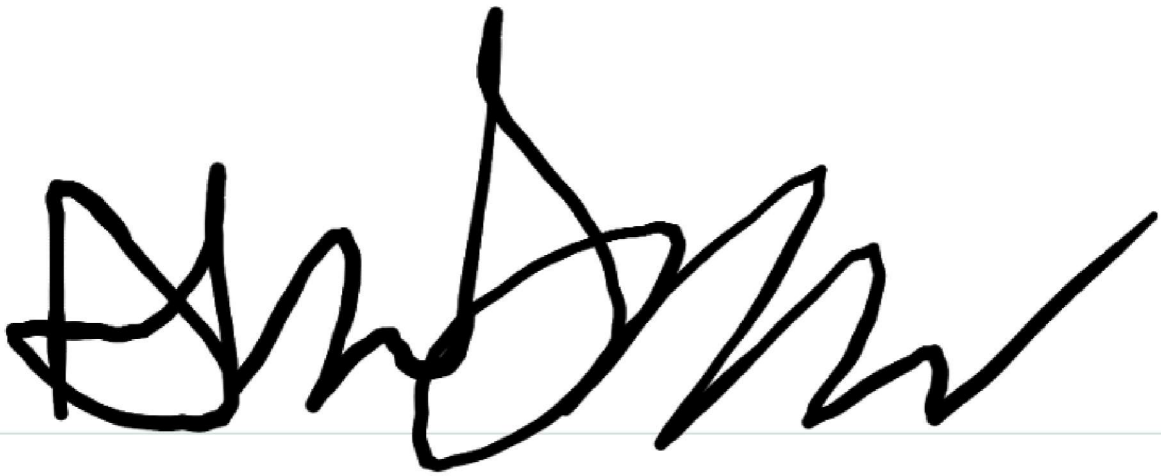
NA

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 #: 822 **Status:** Submitted **Submitted:** 5/27/2026 11:59 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
Adriana Staiano

Pronouns

Preferred First Name
Adriana

Spouse/Partner Name (If applicable)
Joseph

Phyiscal Address
1209 Blue Mist Court, 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)

Board of Adjustment (BOA), Planning Board (PB), Parks & Recreation

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

Unemployed/Retired

Current Job Title

none

Employer Main Work Telephone Number

NA

Employer Onsite Office Location

NA, North Carolina 27502

Please briefly describe your job function and core duties,

NA

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.

Participating in Peak Academy and would like to be more involved with the Town of Apex

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

As a new resident to Apex I believe I can offer a fresh perspective
I care about the growth and direction of the town as it is expanding significantly
I am willing to contribute the time and effort towards getting the best outcomes for the community of Apex

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

Learn what the goal and function of the Board of Adjustments is and serve to make the best decisions possible
I care about the growth and direction of the town as it is expanding significantly
I am willing to contribute the time and effort towards getting the best outcomes for the community of Apex

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

NA

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.

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):

Over 55

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



TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
CAAB	Broadnax	Jessica	New	CL	BOA, EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Famlare	Christy	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Harrien	Darryl	Reappoint	CL	PRAB		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Mohammad	Ishak	New	CL	BOA, EAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
CAAB	Premlata	Vaishnava	New	CL	BOA, EAB		TM	AZ	EG	SR	SM	**0**
CAAB	Prendes	Amie	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
CAAB	Schultz	Erin	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Shoyoye	Adesiyan "Shiyan"	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Chappidi	Sathvika	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Corsetti	Julianna	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
CAAB-Youth	Jain	Nirjara	New	CL	MTAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Koshti	Ritu	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
CAAB-Youth	Linson	Makyia	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Liu	Angela	New	CL	EAB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Broadnax	Jessica	New	CL	BOA, CAAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Gerhard	William "Billy"	Other	CL	BOA, MTAB, PB		TM	AZ	**EG**	SR	SM	**1**
EAB	Landoll	Courtney	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
EAB	McQuaig	Jessica	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Mohammad	Ishak	New	CL	BOA, CAAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
EAB	Nallavolu	Ramesh	New	CL	N/A		**TM**	**AZ**	EG	SR	**SM**	**3**
EAB	Pierson	Kimberly	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
EAB	Pryar	Jack	New	CL	BOA, PB		TM	AZ	**EG**	**SR**	SM	**2**
EAB	Rabino	Adrien	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
EAB	Vaishnava	Prelata	New	CL	BOA, CAAB		TM	AZ	EG	SR	SM	**0**
EAB	Zhang	Tianduo	New	CL	BOA, PB		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Andrady	Alana	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Green	Alexis	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Linson	Makyia	New	CL	CAAB		TM	AZ	**EG**	SR	SM	**1**
EAB-Youth	Liu	Angela	New	CL	CAAB, PRAB		**TM**	AZ	EG	**SR**	**SM**	**3**
EAB-Youth	Pancras	Arni	New	CL	MTAB, PB, PRAB		TM	**AZ**	EG	SR	SM	**1**
EAB-Youth	Singareddy	Vishwacq	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Strobl	Graham	New	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
MTAB	Bacola	Robert	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Gerhard	William "Billy"	**Other**	CL	BOA, EAB, PB		**TM**	**AZ**	EG	SR	SM	**2**
MTAB	Gregus	Louis	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
MTAB	Jain	Nijara	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
MTAB	Lawrence	Kevin	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Meadows	John	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, PB		TM	AZ	EG	SR	**SM**	**1**
MTAB	Poythress	Michael	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Pritchard	Ewan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Rodgers	Martha	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Saket	Jain	**Other**	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Shealey	Christopher	New	CL	PB		TM	AZ	EG	**SR**	SM	**1**
MTAB	Waldorf	William	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Bang	Elizabeth	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Kadari	Samiksha	Reappoint	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
MTAB-Youth	Pancras	Arni	New	CL	EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Tadishetti	Ritika	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
PRAB	Baber	Robert	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Broadnax	Jessica	New	CL	BOA, CAAB, EAB, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Croom	Jeremy	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Famolare	Christy	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB	McQuaig	Jessica	New	CL	EAB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Shoyoye	Adesiayn "Shiyan"	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Herbst	James "Jim"	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB-Senior	McClellan	Beverly	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, MTAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Staiano	Adriana	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB-Youth	Liu	Angela	New	CL	CAAB, EAB		TM	**AZ**	EG	SR	SM	**0**
PRAB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PB		**TM**	AZ	**EG**	**SR**	**SM**	**4**
PRAB-Youth	Rao	Adhvick	Reappoint	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
PB-Youth	Bang	Elizabeth	New	CL	EAB, MTAB		TM	AZ	EG	SR	**SM**	**1**
PB-Youth	Cook	Kaleb	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Dickerson	Maxwell "Max"	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
PB-Youth	Jesperson	Nathan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PRAB		TM	AZ	EG	SR	SM	**0**
PB-Youth	Stanley	Renita	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	SM	**3**
PB-Youth	Tadishetti	Ritika	New	CL	EAB, MTAB		TM	AZ	EG	SR	SM	**0**

LEGEND	
	Nominations
Other	Currently Appointed to Another Board / Serving

06/18/2026
Prepared by Town Clerk Allen Coleman

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: TOWN CLERK'S REPORT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

A. Motion to reappoint Renita Stanley to Non-Voting Youth Representative Position on Town of Apex Planning Board for a one-year term effective July 1, 2026 through June 30, 2027 (2nd Full Term).

Approval Recommended?

Yes

Item Details

A total of **seven (7) applications** were received for appointment consideration to the Non-Voting Youth Representative Position, and they are (in alphabetical order by last name):

- **Bang, Elizabeth** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Cook, Kaleb** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Dickerson, Maxwell "Max"** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Jesperson, Nathan** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Pancras, Arni** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Stanley, Renita*** – Corporate Limits Resident – Eligible for Voting Youth Representative Position
- **Tadishetti, Ritika** – Corporate Limits Resident – Eligible for Voting Youth Representative Position

The individuals denoted above by an asterisk (*)is currently serving and seeking reappointment.

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

- TC8-A1: Applicants At A Glance – Planning Board w-applications
- TC8-A2: Nomination Summary by Councilmember – Multiple Boards

PLANNING BOARD

APPLICANTS AT A GLANCE

Requested Action(s):
Recommendations needed on the Planning Board to fill one (1) youth non-voting term expiring June 30, 2026.

- Stanley, Renita – *has confirmed interest in being reappointed*

APPLICANTS AT A GLANCE - CURRENT

Position No.	Member(s)	Status	Resident Status	Notes
PB-011	Stanley, Renita	Active Current Non-Voting Youth Rep.	Corporate Limits	Seeking Reappointment

APPLICANTS AT A GLANCE – NEW APPLICANTS

Applicant(s)	Status	Resident Status	Notes
Bang, Elizabeth	NEW	Corporate Limits	Eligible for Non-Voting Youth Representative
Cook, Kaleb	NEW	Corporate Limits	Eligible for Non-Voting Youth Representative
Dickerson, Maxwell "Max"	NEW	Corporate Limits	Eligible for Non-Voting Youth Representative

Applicant(s)	Status	Resident Status	Notes
Jesperson, Nathan	NEW	Corporate Limits	Eligible for Non-Voting Youth Representative
Pancras, Arni	NEW	Corporate Limits	Eligible for Non-Voting Youth Representative
Tadishetti, Ritika	NEW	Corporate Limits	Eligible for Non-Voting Youth Representative

APPLICATIONS ELIGIBLE FOR RE-APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	Status	Residency
Stanley, Renita	Reappointment	Corporate Limits

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

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 (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



APPLICATIONS ELIGIBLE FOR APPOINTMENT
(As of May 2026)

The following applicants meet eligibility requirements for appointment consideration:

Applicant Name	**Status**	**Residency**
Bang, Elizabeth	NEW - Youth	Corporate Limits
Cook, Kaleb	NEW - Youth	Corporate Limits
Dickerson, Maxwell “Max”	NEW - Youth	Corporate Limits
Jesperson, Nathan	NEW - Youth	Corporate Limits
Pancras, Arni	NEW - Youth	Corporate Limits
Tadishetti, Ritika	NEW - Youth	Corporate Limits

Entry #: 768 **Status:** Reviewed **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

Mobile Phone

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 #: 827 **Status:** Reviewed **Submitted:** 5/28/2026 11:35 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
Kaleb A Cook

Pronouns
He/Him/His

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1005 Wild Sonnet Ct, Apex, North Carolina 27502-9206

Mailing Address
SAME, Apex, North Carolina 27502-9206

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 (PB)

How did you hear about this opportunity to serve?

Friend / Neighbor

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 see Olive Chapel Road from my home's back deck. Since moving to Apex, I have seen many changes in land use and development along Olive Chapel Rd. Having seen and experienced these changes from my own home, which backs up to the Beaver Creek, I believe I bring important experience in land use and development that others who have not experienced it so up close likely do not have. With my parents and grandparents being residents of the Town of Apex, I will also bring perspectives as a youth member of the Board that not only reflect those of young people but also cross-generational ones.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. The youth of Apex are its future, and, as such, they have a special stake in how its lands will be used and developed. The Planning Board and the Town of Apex would benefit from this future-oriented perspective.
2. The youth of Apex are part of families, which make up a crucial part of the town. Having a youth view (not just parents) that represents Apex families would benefit the Planning Board and the Town of Apex.
3. My grandparents live in Apex, too, so having youth representation for senior citizens (as well as senior citizen representation) will help ensure lands are used and developed for all ages of Apex residents.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Advocated for youth perspectives and interests in land use and development.
2. Work with others on the Planning Board to ensure family-oriented perspectives and interests in land use and development.
3. Work with others on the Planning Board to ensure senior citizen-oriented perspectives and interests in land use and development.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

My older brother, who was part of Key Club, inspired me to get interested in community volunteering. Now that he is going to NCSU in the Fall, I have started volunteering in his place, with my family's charity, which assists disabled school kids in India, where my mom is from. I believe this inspiration and experience will help me contribute positively and make the town that I live in an even better place.

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, but I hope to and use the experience to give back to my community and repay it for the great things it's given to me.

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

Male

Ethnicity

Two or more

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 #: 816 **Status:** Submitted **Submitted:** 5/20/2026 10:06 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
Maxwell J Dickson

Pronouns
He/Him/His

Preferred First Name
Max

Spouse/Partner Name (If applicable)

Phyiscal Address
1614 Squall Walden Ln, Apex, North Carolina 27523

Mailing Address
Same, Same, North Carolina 27523

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 (PB)

How did you hear about this opportunity to serve?

Friend / Neighbor

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 want to serve on this board because of my interest in government and service. I want to serve on this board to help give back to my community that embraced me so wholeheartedly.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

Me serving on the planning board is the logical decision because of my experience, insight, and forward thinking mindset. I have experience in service and government in my time in Student Council for Green Level High School, Apex Youth Council, National Junior Honor Society, and various other volunteering and service positions. Another reason is my insight. My father is an architect so I have grown up around building development and planning and have had access to insight and information that few others have had. Finally I have a forward thinking mindset. This means that I not only look to solve today's problems but tomorrows as well in a way that prevents future issues from occurring.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My top three focuses that I will achieve during my term are environmental protection, transparency, and careful applications of innovations and new technologies. I want to make sure that environmental factors are deeply considered in any plan. We need to make sure that we are protecting the environment and make sure that is pristine for years to come. I also want full transparency on our plans. The people of Apex deserve it know how and why we are spending their money. I believe it creates more faith between the people and the government administration. Finally I want to carefully consider all new innovations before we implant them into our town. We need to make sure that they will not cause future issues and harm.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

I have been serving on Apex Youth Council and giving back to my community. I have helped keep are parks clean and beautiful as well as put on community events and promote community involvement.

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 am currently a member of Student Council for Green Level High School. I am serving as a representative for the class of 29 and am on the approvals board that oversees clubs applications and audits. I have been serving for this past year and will continue to next 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 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):

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



Dear Mayor Gilbert, Town Council, and Apex Planning Board,

I am honored to write this letter of recommendation for Nathan Jesperson, an incredible young leader who has been a great addition to the Apex Youth Council for the past two years. Throughout his time in AYC, Nathan has shown a great interest in local government and in serving his community meaningfully.

He recently attended a youth focus group hosted by Planning Staff to share his perspective on Peak Plan 2055 and wanted to find a way to continue to stay involved and invested in his community. During the focus group, staff shared about youth member positions on Town of Apex boards and Nathan instantly expressed his interest in serving.

Nathan demonstrates impressive time management skills, leadership traits, and is consistently working hard to ensure the success of Apex Youth Council. He works extremely well with his peers and is always ready to lend a hand and help out wherever he can. He is eager to serve his community well and I believe serving on the Planning Board is a perfect place for him to continue to learn more about the decisions that shape his community and be a representative for the youth in Apex.

Beyond his contributions to the council, Nathan excels academically and thrives in his extracurricular activities, showcasing his ability to balance responsibilities efficiently. I know he will balance all of his commitments with the position on the board just as well.

Nathan's dedication to volunteerism, his interest in local government, and his positive representation of Apex youth makes him a wonderful candidate for this position on the Planning Board.

Thank you,

Ellison Lambert

Volunteer Coordinator
919-249-1134
Ellison.Lambert@apexnc.org

Entry #: 807 **Status:** Submitted **Submitted:** 4/27/2026 5:27 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
Nathan A Jesperson

Pronouns

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
1142 Bexley Hills Bend Apex, NC 27502, Apex, North Carolina 27502

Mailing Address
SAME, SAME, North Carolina 27502

Email

Mobile Phone

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)

Planning Board (PB)

How did you hear about this opportunity to serve?

Town Employee / Elected Official, Town Website

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.

Six years of residence in Apex combined with international and out of state living in Switzerland and also in Utah has shaped my perspective on urban growth. These regions excel at integrating residential zones with natural topography, and I want to help Apex maintain that balance. Living in a variety of places gave me an appreciation for how special Apex is. It has also given me a unique understanding of things that work such as successful European transportation and infrastructure along with the effectiveness of planning practices in the western US. I love living in Apex, and it is home to me. As Apex continues to expand, I want to help the town scale intentionally and successfully while maintaining its unique character.

I attended the Planning Board meeting on April 13th to see how the board operates firsthand. I was impressed by the thoughtful and rigorous process in which board members consider competing interests between groups such as housing developers and farm owners who harbor concerns about traffic, land use, and use of resources. I intend to continue attending meetings.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

1. My first reason is that as a teenager who has grown up here in Apex, I offer first-hand user experience. I explore the greenways with friends, utilize the facilities, and attend school here in Apex. I value Apex and the experiences I have had here. Rezonings and plans made today will affect our future generation of taxpayers and leaders in Apex as well as the kind of Apex I would want to raise my family in. I have a unique perspective as a young person growing up in Apex along with valuable comparative insight into how different municipalities here, out of state, and even internationally handle growth while not losing their identities.

2. My second reason is that I have developed skills to be effective in positions like this one. I am currently founding a club at my school, working alongside professionals on technical projects, and navigating civic organizations. This means I will show up ready to contribute, ask real questions, and do the preparation required to do so effectively. Youth representation fails when it is symbolic. I intend to take it seriously.

3. My third reason revolves around technical interests and proficiencies I have developed in areas that will significantly influence the development of Apex. Experiences such as working with CAD and prototyping autonomous solutions with AI have led me to develop technical proficiencies in areas that could benefit the effectiveness of planning. I also diligently study the effects of new technology such as AI and have considered how land use, employment shifts, autonomous transportation, and energy usage will affect the future of Apex. I believe that someone who is actively asking those questions and paying attention to that landscape has something useful to contribute.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

1. Maintaining and Improving Small Town Character and the "Peak" Through Intentional Design

My first goal is to think carefully about protecting what makes Apex distinctively the peak of good living. I want future generations to inherit a charming small-town Apex that is simultaneously technologically advanced and socially cohesive. I have traveled to places and seen development be detrimental to the character and quality of a place through intensive and generic development in places such as Utah. However, I have also seen places where development provides significant improvement. Living in Switzerland and visiting other places showed me how effectively integrated public transit and greenways can reduce traffic, how adequate planning can improve towns, and how development can coexist and add to the character of a place. I want to protect and maintain areas such as the historic downtown, country farms on the city edge, and the beautiful parks that all make Apex home and the peak of good living, but also allow for the development that improves these areas. Development does not necessarily degrade the character of a place. If done right, it builds it up.

2. High-Impact Development that Serves Families

My second goal is to support the kind of development that allows more families to experience the peak of good living in Apex while also creating lasting benefits. The NC children's hospital represents a vivid example of an excellent development that I advocate for. Developments like this perform real good for the community, improve the quality of Apex, and serve as an anchor institution bringing jobs to the area.

3. Future-Proofing Apex: Leveraging Smart Infrastructure and Preparing Apex for the Next Generation of Urbanization

My third goal is to take seriously the inevitable integration of coming smart city infrastructure and how it will affect land use and planning. Autonomous vehicles will lead to significant alterations in transportation patterns and necessitate changes in parking and road design. AI and new job markets will lead to employment shifts impacting professional land usage and employment geography. Increased demand for data centers and the proximity of Apex to the Shearon Harris nuclear power plant will necessitate energy infrastructure synergy, especially because Apex is in the Research Triangle area. Certain emerging technologies will change the way land development itself functions. Increased capacity for automated planning, surveying, and design optimization will continually be utilized by the private entities that drive land development and come before the planning board. I can provide the board with research-backed insights into how emerging tech and AI can be leveraged to make planning more efficient and effective. Communities that have planned ahead for these shifts will be in a far stronger position than those that

have not, and I am ready to apply any beneficial insight I have to ensure the expansion of Apex is both high-quality and sustainable.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

The most significant and recent project I have been part of was helping to rebuild the Apex Simple Gifts Community Garden, work for which I received a Presidential Service Award. This project represents a real and well-planned asset to the community. It does active good and is operated by incredible individuals who taught me a lot about character and hard work.

I am also a member of the Apex Youth Council, Key Club, National Honor Society, and I am currently in the process of founding a club at my school that brings in successful people from different fields to talk honestly about their paths: what they do, what it took, and what they wish they had known. I also do regular service with a close group of friends from my church, which is honestly one of my favorite things we do 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 not served on any city boards before, but I have been a member of the Apex Youth Council for two years, which has given me a general understanding of the town's administrative protocol and culture.

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)?

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

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?

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?

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?

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 #: 832 **Status:** Submitted **Submitted:** 5/30/2026 10:40 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
Arni Pancras

Pronouns
She/Her/Hers

Preferred First Name

Spouse/Partner Name (If applicable)

Phyiscal Address
604 Pointe Grove Ln, Apex, North Carolina 27523

Mailing Address
604 Pointe Grove Ln, Apex, North Carolina 27523

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)

Environmental Advisory Board (EAB), Multimodal Transportation Advisory Board (MTAB), Planning Board (PB), Parks and Recreation Advisory Board (PRAB)

How did you hear about this opportunity to serve?

Friend / Neighbor

Professional Experience

If you applying to be a youth representative, please put "Youth Rep" in the required text fields below.

Education

High School Diploma or GED

Current Employer

Youth Rep

Current Job Title

Youth Rep

Employer Main Work Telephone Number

Youth Rep

Employer Onsite Office Location

2200 Hillsborough St, Raleigh, NC 27607, North Carolina 27607

Please briefly describe your job function and core duties,

Currently in 3rd year of College at NCSU studying environmental engineering

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 applying to serve on the Multimodal Transportation Advisory Board, Planning Board, Environmental Advisory Board, and Parks and Recreation Advisory Board because each connects strongly with my background in engineering, infrastructure, sustainability, public service, and community development. I am especially interested in helping Apex grow in a way that is thoughtful, connected, environmentally responsible, and beneficial to residents of all ages. As an environmental engineering student at NC State, I have developed a strong foundation in water quality, wastewater systems, sustainability, and infrastructure planning. I was also selected as a 2025 Undergraduate Engineering Scholar by the ASHE Carolina Triangle Section, which connects directly to transportation and infrastructure and strengthened my interest in how communities plan safe, efficient, and accessible transportation systems.

My experience also matches the responsibilities of the other boards I am applying for. Through my research assistant role at NC State, I collect and process water samples to support freshwater contamination research, which connects to environmental protection and public health. As a summer research intern at UNC Charlotte, I studied water conservation, wastewater management, stormwater/wastewater best practices, stakeholder perspectives, equity, cost, and implementation challenges, which connects to planning, environmental sustainability, and responsible growth. My experience with the U.S. EPA gave me additional exposure to research, lab procedures, quality control, and environmental science. I also bring community leadership experience from Wake County 4-H Teen Council, where I served as Vice President and Secretary, helped coordinate county-wide events, and supported youth programs. In addition, my YMCA experience working with children and families connects to parks, recreation, and community programming. These experiences allow me to bring a technical, service-oriented, and younger resident perspective to Apex's advisory boards.

Please describe three (3) reasons why your service on the chosen board could be beneficial to the Town of Apex.

First, my academic and research background in environmental/civil engineering would allow me to contribute a strong sustainability-focused perspective. I have experience with water quality research, wastewater management, water conservation, and environmental best practices, which aligns well with Apex's goals around responsible growth and environmental stewardship.

Second, I would bring a younger resident's perspective to town decision-making. Apex is growing quickly, and decisions about transportation, parks, land use, and environmental protection will affect younger residents for decades. I can help represent the perspective of students, young adults, and future professionals who want Apex to remain livable, connected, and environmentally responsible.

Third, I have experience working with both technical and non-technical groups. Through research, 4-H leadership, the YMCA, and a couple more public-facing jobs, I have learned how to communicate clearly, listen to community needs, and work collaboratively. I believe this would help me contribute respectfully and effectively in meetings, discussions, and recommendations.

If appointed to your preferred board, please describe your top three (3) goals or initiatives you would hope to achieve during your term.

My first goal would be to support environmentally responsible growth in Apex. As the town continues to develop, I would like to help encourage decisions that protect water quality, preserve green space, reduce environmental impacts, and promote sustainable infrastructure.

My second goal would be to improve community awareness and engagement, especially among younger residents. I would like to help make environmental, transportation, planning, and parks-related discussions more accessible so residents understand how town decisions affect their daily lives.

My third goal would be to support a more connected and resilient Apex. This includes encouraging safe walking and biking options, thoughtful park and greenway planning, and development decisions that balance growth with environmental protection and quality of life.

Please describe your recent volunteer experience and how this positively contributed to the Town of Apex.

One of my most meaningful volunteer experiences has been my involvement with Wake County 4-H Teen Council, where I served as Vice President from 2023 to 2024 and Secretary from 2022 to 2023. In these roles, I helped coordinate events, support youth programs, take and distribute meeting minutes, and participate in community-centered activities such as the NC State Fair, mental health walks, STEAM camps, and council meetings.

This positively contributed to the Wake County (including Apex) community by supporting youth leadership, education, service, and civic engagement. It helped create opportunities for younger students to learn, participate in community events, and build confidence. It also helped me grow as a leader and taught me the importance of organized, responsible service to 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 have not previously served on a formal Town of Apex governmental board. However, I served in leadership roles with Wake County 4-H Teen Council for several years as a member, and then as Secretary from 2022 to 2023 and Vice President from 2023 to 2024. Through this experience, I participated in organized meetings, helped coordinate county-wide events, supported youth programming, and developed skills in leadership, communication, public service, and collaboration.

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):

18 to 29

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 #: 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

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)
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

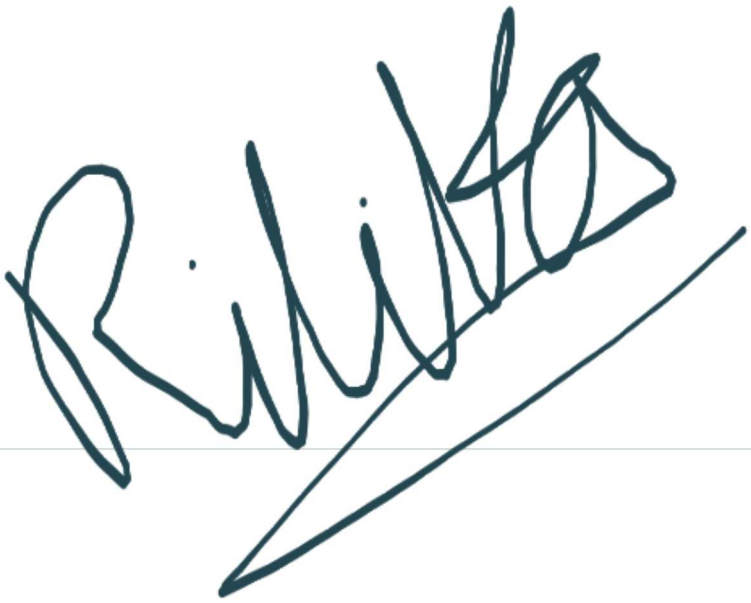
If you selected yes, please the immediate family members name and affiliation with the Town. If not, please indicate NA.

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



TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

Board(s) Applied	Legal Last Name	Legal First Name	New / Reappoint	Corporate Limits (CL) / ETJ	Alternative Board Interest(s)		Mayor Pro-Tempore Terry Mahaffey	Councilmember Arno Zegerman	Councilmember Ed Gray	Councilmember Shane Reese	Councilmember Sue Mu	TOTAL
CAAB	Broadnax	Jessica	New	CL	BOA, EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Famlare	Christy	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB	Harrien	Darryl	Reappoint	CL	PRAB		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Mohammad	Ishak	New	CL	BOA, EAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
CAAB	Premlata	Vaishnava	New	CL	BOA, EAB		TM	AZ	EG	SR	SM	**0**
CAAB	Prendes	Amie	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
CAAB	Schultz	Erin	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
CAAB	Shoyoye	Adesiyan "Shiyan"	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Chappidi	Sathvika	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Corsetti	Julianna	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
CAAB-Youth	Jain	Nirjara	New	CL	MTAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Koshti	Ritu	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
CAAB-Youth	Linson	Makyia	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
CAAB-Youth	Liu	Angela	New	CL	EAB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Broadnax	Jessica	New	CL	BOA, CAAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Gerhard	William "Billy"	Other	CL	BOA, MTAB, PB		TM	AZ	**EG**	SR	SM	**1**
EAB	Landoll	Courtney	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
EAB	McQuaig	Jessica	New	CL	PRAB		TM	AZ	EG	SR	SM	**0**
EAB	Mohammad	Ishak	New	CL	BOA, CAAB, MTAB, PB		TM	AZ	EG	SR	SM	**0**
EAB	Nallavolu	Ramesh	New	CL	N/A		**TM**	**AZ**	EG	SR	**SM**	**3**
EAB	Pierson	Kimberly	New	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
EAB	Pryar	Jack	New	CL	BOA, PB		TM	AZ	**EG**	**SR**	SM	**2**
EAB	Rabino	Adrien	New	CL	EAB		TM	AZ	EG	SR	SM	**0**
EAB	Vaishnava	Prelata	New	CL	BOA, CAAB		TM	AZ	EG	SR	SM	**0**
EAB	Zhang	Tianduo	New	CL	BOA, PB		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Andrady	Alana	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Green	Alexis	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Linson	Makyia	New	CL	CAAB		TM	AZ	**EG**	SR	SM	**1**
EAB-Youth	Liu	Angela	New	CL	CAAB, PRAB		**TM**	AZ	EG	**SR**	**SM**	**3**
EAB-Youth	Pancras	Arni	New	CL	MTAB, PB, PRAB		TM	**AZ**	EG	SR	SM	**1**
EAB-Youth	Singareddy	Vishwacq	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
EAB-Youth	Strobl	Graham	New	CL	N/A		TM	AZ	EG	SR	SM	**0**

06/18/2026
Prepared by Town Clerk Allen Coleman

TOWN OF APEX
COUNCILMEMBER NOMINATIONS FOR RESIDENT ADVISORY BOARD OPENINGS
OFFICIAL NOMINATION RECORD

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MTAB	Bacola	Robert	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Gerhard	William "Billy"	**Other**	CL	BOA, EAB, PB		**TM**	**AZ**	EG	SR	SM	**2**
MTAB	Gregus	Louis	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
MTAB	Jain	Nijara	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
MTAB	Lawrence	Kevin	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Meadows	John	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, PB		TM	AZ	EG	SR	**SM**	**1**
MTAB	Poythress	Michael	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Pritchard	Ewan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Rodgers	Martha	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Saket	Jain	**Other**	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB	Shealey	Christopher	New	CL	PB		TM	AZ	EG	**SR**	SM	**1**
MTAB	Waldorf	William	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Bang	Elizabeth	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Kadari	Samiksha	Reappoint	CL	N/A		**TM**	**AZ**	**EG**	**SR**	**SM**	**5**
MTAB-Youth	Pancras	Arni	New	CL	EAB, PB, PRAB		TM	AZ	EG	SR	SM	**0**
MTAB-Youth	Tadishetti	Ritika	New	CL	EAB, PB		TM	AZ	EG	SR	SM	**0**
PRAB	Baber	Robert	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Broadnax	Jessica	New	CL	BOA, CAAB, EAB, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Croom	Jeremy	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB	Famolare	Christy	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB	McQuaig	Jessica	New	CL	EAB		TM	AZ	**EG**	SR	SM	**1**
PRAB	Shoyoye	Adesiayn "Shiyan"	New	CL	CAAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Herbst	James "Jim"	New	CL	N/A		**TM**	**AZ**	EG	**SR**	**SM**	**4**
PRAB-Senior	McClellan	Beverly	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Mohammad	Ishak	New	CL	BOA, CAAB, EAB, MTAB		TM	AZ	EG	SR	SM	**0**
PRAB-Senior	Staiano	Adriana	New	CL	BOA, PB		TM	AZ	**EG**	SR	SM	**1**
PRAB-Youth	Liu	Angela	New	CL	CAAB, EAB		TM	**AZ**	EG	SR	SM	**0**
PRAB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PB		**TM**	AZ	**EG**	**SR**	**SM**	**4**
PRAB-Youth	Rao	Adhvick	Reappoint	CL	N/A		TM	AZ	EG	SR	SM	**0**

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PB-Youth	Bang	Elizabeth	New	CL	EAB, MTAB		TM	AZ	EG	SR	**SM**	**1**
PB-Youth	Cook	Kaleb	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Dickerson	Maxwell "Max"	New	CL	N/A		TM	AZ	**EG**	SR	SM	**1**
PB-Youth	Jesperson	Nathan	New	CL	N/A		TM	AZ	EG	SR	SM	**0**
PB-Youth	Pancras	Arni	New	CL	EAB, MTAB, PRAB		TM	AZ	EG	SR	SM	**0**
PB-Youth	Stanley	Renita	Reappoint	CL	N/A		**TM**	**AZ**	EG	**SR**	SM	**3**
PB-Youth	Tadishetti	Ritika	New	CL	EAB, MTAB		TM	AZ	EG	SR	SM	**0**

LEGEND	
	Nominations
Other	Currently Appointed to Another Board / Serving

06/18/2026
Prepared by Town Clerk Allen Coleman

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: QUARTERLY PUBLIC ART MOMENT

Meeting Date: June 23, 2026

Item Details

Presenter(s): Taylor Wray, Cultural Arts Center Manager
Tom Colwell, Chair

Department(s): Parks, Recreation, and Cultural Resources (PRCR)
Culture and Arts Advisory Board (CAAB)

Requested Motion

Receive as information a presentation on the Prismatic Cyclone Public Art structure created by Lawrence Feir and purchased by the Town in October of 2025.

Approval Recommended?

N/A

Item Details

The quarterly public art moment spotlights local creativity, reflects community voices, and supports informed decisions that strengthen a vibrant and growing cultural landscape. The purpose of this item is to bring awareness and appreciation of local artist and the Town's investments in these efforts.

The Town purchased and added "Prismatic Cyclone" to its public art collection in October of 2025. This piece was created by Lawrence Feir and is located at Pleasant Park, 3400 Pleasant Plains Road in Apex, North Carolina.

Attachments

- PA1-A1: PowerPoint Presentation – Quarterly Public Art Moment – 2nd Quarter – Prismatic Cyclone

Quarterly Public Art Moment

Apex Culture & Arts Advisory Board

June 2026

“Prismatic Cyclone”

- Created by Lawrence Feir
- Owned by the Town of Apex
- Located in Pleasant Park
- Approved for purchase in Oct 2025








APEX





Proclamation

Parks and Recreation Appreciation Month 2026

from the Office of the Mayor

WHEREAS, The Town of Apex is host to ample opportunities to invest in your health and well-being by being active and getting outside, through its 12 parks, 616 acres of parkland, 30 miles of outdoor trails, and 3 indoor recreational facilities; and,

WHEREAS, Apex's recreational and cultural programming includes opportunities for individuals of all ages and abilities to participate in art, fitness, sports, performing arts, specialized recreation, cooking, environmental programs, and other social events; and,

WHEREAS, The 2026 theme for National Parks and Recreation Month is "The Power of Connection, Play, Nature, Community, Belonging, and Well-Being", highlighting the unique ability of our outdoor spaces, accessible facilities, and inclusive programming to bring people together; and,

WHEREAS, This year, the Parks, Recreation, and Cultural Resources Department is excited to host its summer event, "Passport to the Parks", inviting residents to solve clues and riddles at eight Apex parks with friends and family, and offering prizes for those who complete their passport; and,

WHEREAS, The Town of Apex is proud to be home to an abundance of parks, greenways, and recreation facilities; true gems in our community that bring vibrancy, joy, and lasting value to our residents and to the State of North Carolina

NOW, THEREFORE, I, Jacques K. Gilbert, Mayor of Apex, North Carolina, do hereby proclaim the month of July 2026, "Parks and Recreation Appreciation Month" in the Town of Apex, and encourage residents to take advantage of all the Parks and Recreation resources put together and maintained by our excellent Town staff.

I hereby set my hand and have caused the Seal of the Town of Apex, North Carolina, to be affixed this the 23rd day of June, 2026

Jacques K. Gilbert, Mayor

DRAFT

DRAFT

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: PRESENTATION

Meeting Date: June 23, 2026

Item Details

Presenter(s): Matthew Reker, Utilities Engineering Intern

Department(s): Water Resources

Requested Motion

Receive a presentation from staff on the Asset Inventory and Assessment (AIA) Grant Project – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection system and consider a possible motion to accept the Final Engineering Report and complete the funding process for this project.

Approval Recommended?

Yes

Item Details

On September 5th, 2023, the Division of Water Infrastructure reviewed and accepted the Town of Apex's application for grant funding to a total of $400,000 as part of the American Rescue Plan Act (ARPA).

On March 12th, 2024, the Town of Apex Council approved the Resolution to Accept these funds and execute all necessary documents. The Town contracted Hazen and Sawyer as a consultant engineering firm to complete a Sanitary Sewer Evaluation Survey (SSES) throughout Apex to analyze its current state, forecast future conditions, and provide recommendations for maintenance and capital project needs.

The Project was completed in three phases (System Evaluation, Field Condition Services, and Asset Management Plan Development) and a Final Engineering Report was signed and sealed for approval on May 19th, 2026.

The purpose of this presentation is to satisfy components of the state reporting requirements and receive final authorization from Council on the completion of the report.

Attachments

- PR2-A1: PowerPoint Presentation - Asset Inventory and Assessment Grant Update – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection

- PR2-A2: Evaluation/Report of the Collection System - Asset Inventory and Assessment Grant Update – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection
- PR2-A3: Original Funding Offer - Asset Inventory and Assessment Grant Update – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection
- PR2-A4: Hazen & Sawyer Task Order 2 - Asset Inventory and Assessment Grant Update – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection
- PR2-A5: RES-2024-019 - Resolution Accepting ARPA Funds - Asset Inventory and Assessment Grant Update – Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection

APEX 1873 NORTH CAROLINA



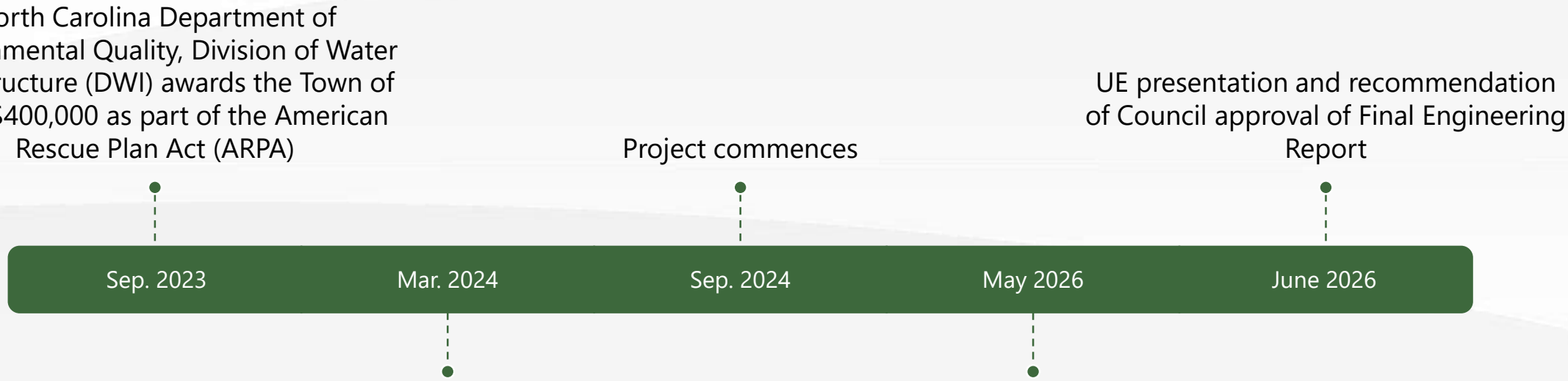
06/23/2026

Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection System

Matthew Reker, Utilities Engineering Intern

APEX NORTH CAROLINA

Background


North Carolina Department of Environmental Quality, Division of Water Infrastructure (DWI) awards the Town of Apex $400,000 as part of the American Rescue Plan Act (ARPA)
Project commences
UE presentation and recommendation of Council approval of Final Engineering Report
Sep. 2023
Mar. 2024
Sep. 2024
May 2026
June 2026
Town Council approves a resolution to accept funds and execute all related documents.
Final Engineering Report submitted to Town of Apex

Project Scope

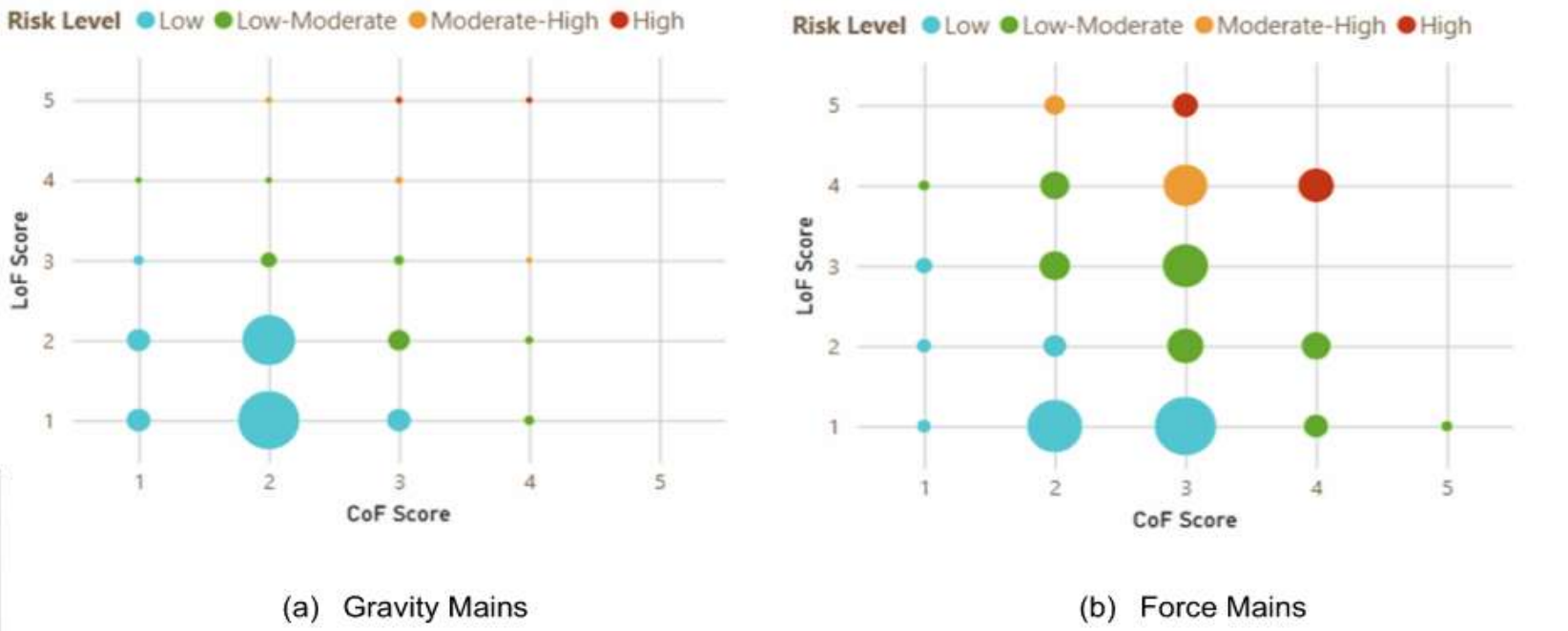
- Consultant Engineering Firm
  - Hazen and Sawyer
- Conduct an Asset Evaluation of the Town's total collection system with an emphasis on Force Main discharge points into Ductile Iron Pipe.
  - 312 miles of gravity main
  - 46 miles of force main
- Deliverables
  - Methodology and Data Summary
  - Sewer Collection System Risk Assessment Framework and Results
  - Asset Rehab and Replacement Cost Projections
  - Capital Improvement Projects and Recommendations

Results

- Low Risk
  - >90% gravity mains
  - >40% force mains
- High Risk
  - <0.1% gravity mains
  - <10% force mains



Figure 2-1: Risk Score Matrix



(a) Gravity Mains (b) Force Mains

Figure 4-2: Asset Risk Distribution by CoF and LoF Scores

Results

- Expected results based on age of current system. Replacement expected to ramp up in 2045 with additional peaks in 2070 and 2090.

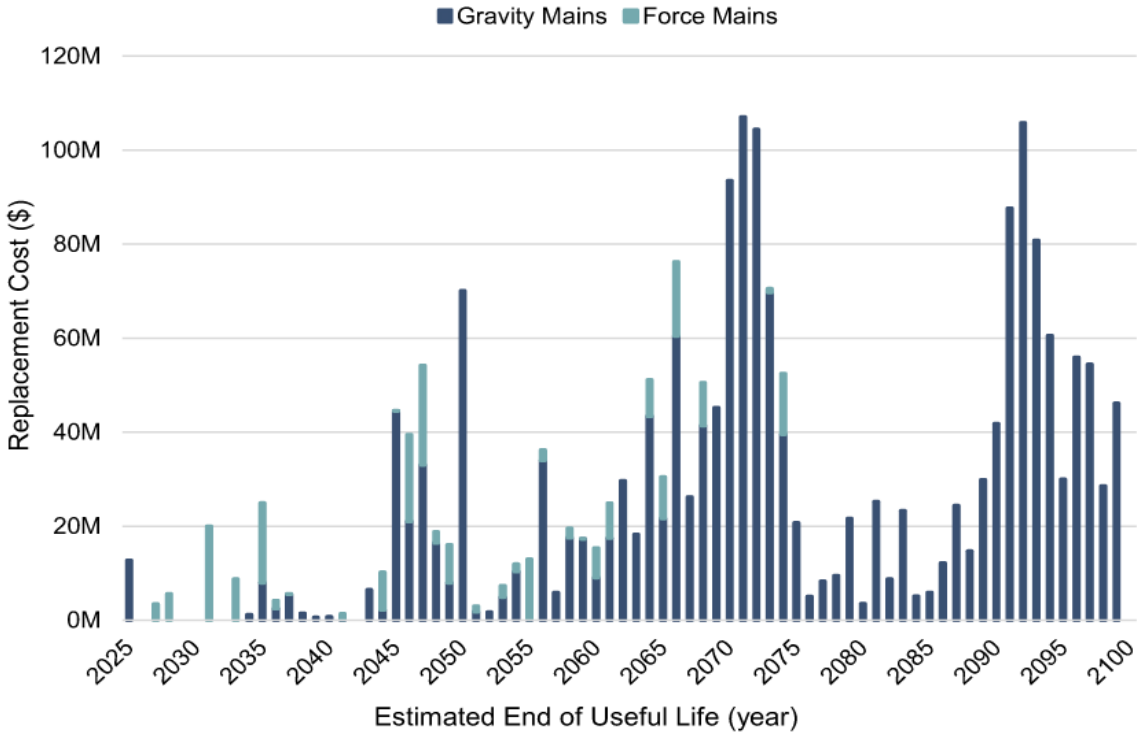
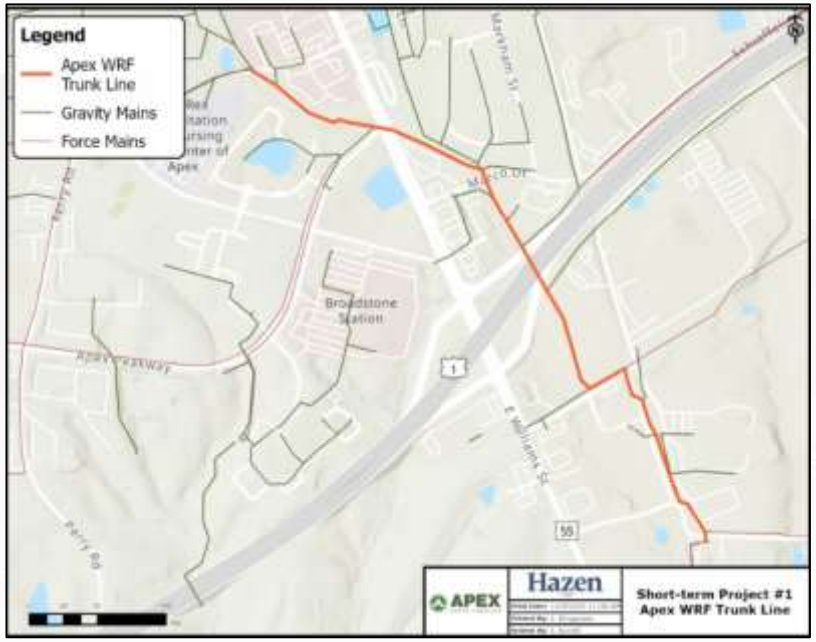


Figure 5-1: Long-term Financial Forecast

Recommendations

- Near-term Projects
  - Apex WRF Trunk Line
  - Beaver Creek Interceptor
- Continued Asset Inspections
- Permanent Flow Metering
- Wastewater Hydraulic Model
- Data Management
- Asset Management Program





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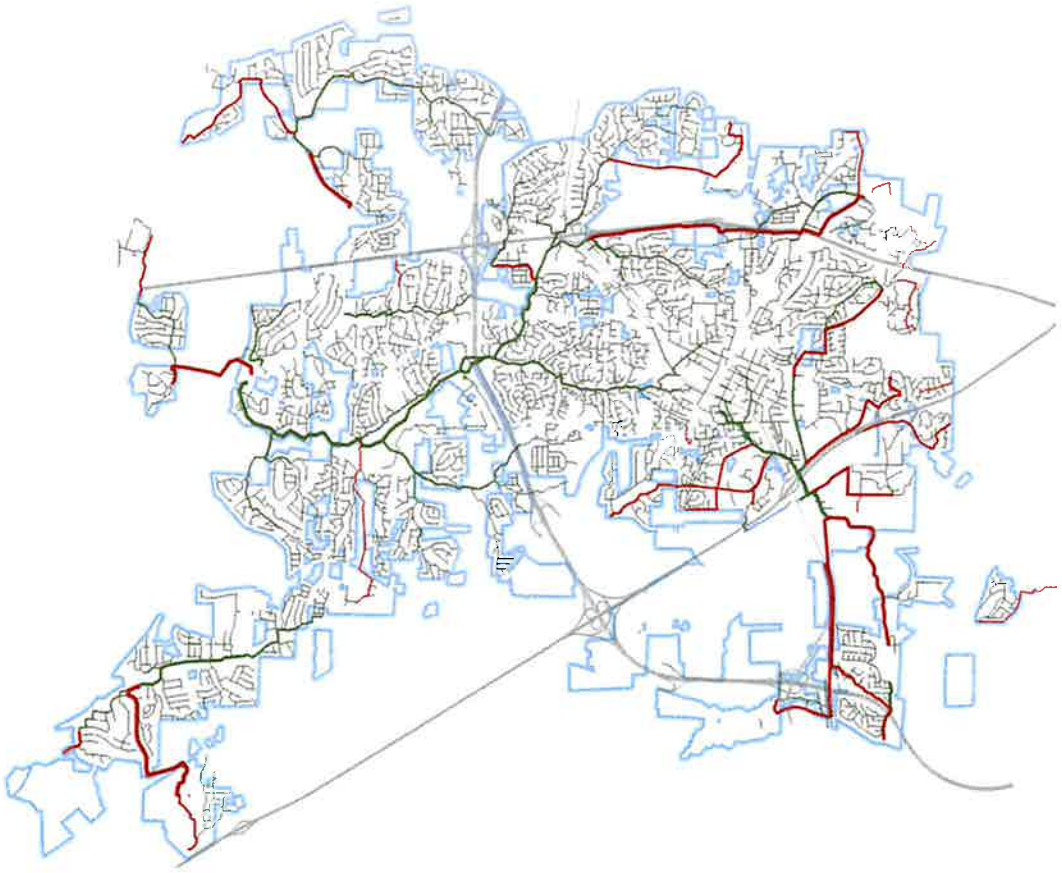

APEX
NORTH CAROLINA

Evaluation of the Current State of the Town of Apex Sanitary Sewer Collection System

Final Engineering Report
Hazen Project No. 32044-006
May 19, 2026



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List of Acronyms

Abbreviation	Definition
AC	Asbestos Cement
ADD	Annual Daily Demand
AIA	Asset and Inventory Assessment
ATT	American Tobacco Trail
CCTV	Closed-Circuit Television
CIP	Capital Improvement Plan
CoF	Consequence of Failure
COP	Copper Pipe
DEM	Digital Elevation Model
DIP	Ductile Iron Pipe
EUL	Estimated Useful Life
FEMA	Federal Emergency Management Agency
GPM	Gallons per Minute
LoF	Likelihood of Failure
NC	North Carolina
NCDOT	North Carolina Department of Transportation
PVC	Polyvinyl Chloride
RPM	Reinforced Plastic Mortar
ROW	Right-of-way
RUL	Remaining Useful Life
R&R	Rehab and Replacement
SS	Sanitary Sewer
TRS	Truss Pipe
USA	United States of America
USGS	United States Geological Survey
VCP	Vitrified Clay Pipe

Abbreviation	Definition
WR	Water Resources
WRF	Water Reclamation Facility

1. Introduction

The Town of Apex Department of Water Resources (Town) authorized Hazen and Sawyer (Hazen) to conduct an asset evaluation of the Town's sewer collection system. The Town has taken a proactive approach to asset management for its sanitary sewer infrastructure. In order to prioritize available funding for sewer collection system renewal and replacement, the Town requested that Hazen develop a risk-based asset evaluation of linear assets. The goal of this project was to develop risk modeling which could be used to recommend the right level of infrastructure investment and establish preliminary short-term renewal and replacement (R&R) needs for the Town's sewer collection system.

The Town owns, operates, and manages approximately 358 miles of sanitary sewer pipeline ranging in diameter from 1 inch to 60 inches. The sewer system is comprised of 312 miles of gravity mains and 46 miles of force mains. This report discusses the methodology used to calculate risk and forecast renewal and replacement needs for the sewer collection system linear assets. The major project deliverables described in this report include:

- Methodology and Data Summary
- Sewer Collection System Risk Assessment Framework
- Risk Assessment Results
- Asset Rehab and Replacement Cost Projections
- Capital Improvement Projects & Recommendations

1.1 Project Approach

A desktop risk assessment was performed for the collection sewer system based on the latest available GIS data. To supplement the desktop risk assessment, a field inspection program was carried out. Combining the results of the field inspections and GIS data, a risk score and level were calculated for each linear asset.

Field inspections were used to identify the condition of pipes anticipated to have a higher risk. The field inspection program included flow metering, CCTV camera inspection, and pole camera inspection. Based on the latest available GIS and input from the Town, flow metering and pole camera inspections were targeted near key junctions and larger diameter assets within the collection system. CCTV camera inspection was targeted toward gravity mains which cross roadways or railroads as well as points along the interceptor which discharges to Beaver Creek Pump Station and the collector which runs south along NC-55 toward the Apex WRF.

The risk score was calculated as the product of consequence of failure (CoF) and likelihood of failure (LoF). CoF represents the criticality of pipeline assets (cost impact, size, difficulty of repair, etc.) and LoF represents the known or anticipated condition of the pipeline assets. The calculated risk score was used to recommend the appropriate level of infrastructure investment, identify short-term R&R needs, and provide a long-term financial forecast of costs in the sewer collection system.

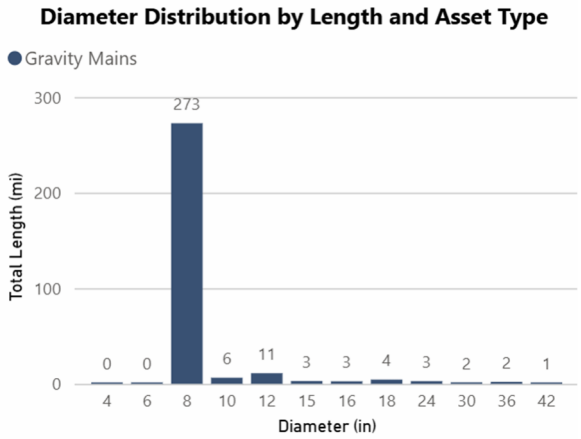
1.2 Sewer Collection System Description

The sewer collection system consists of approximately 312 miles of gravity mains and 46 miles of force mains. For the purposes of this report, assets were filtered to those that are active and owned exclusively by the Town, resulting in approximately 308 miles of gravity mains and 33 miles of force mains.

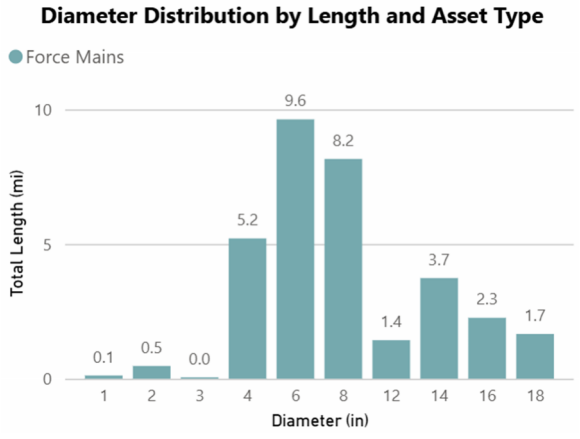
Of the approximately 4 miles of gravity sewer mains that were removed from the analysis, 2.2 miles are 42-60” DIP, co-owned by the Town, which run from north of US-64 down to the Beaver Creek Pump Station. Approximately 0.5 miles are abandoned 24-30” gravity mains originating with the James Street Outfall. Of the remaining pipes, 0.5 miles are comprised of 6-16” PVC, DIP, and unknown materials, with the majority being 8” PVC. Approximately 0.8 miles are 8-24” DIP, PVC, and CIPP owned exclusively by the Town, but categorized as not active.

Of the approximately 13 miles of force mains that were removed from the analysis, approximately 10 miles are the twin, DIP Beaver Creek Force Mains, co-owned by the Town of Apex, running from the Beaver Creek Pump Station to the Western Wake WRF. While the force main GIS feature class lists both force mains as 42” in diameter, one force main is 36” in diameter. The remaining approximately 3 miles consist of 1.5-6” PVC and DIP are either decommissioned Town-owned lift stations or private force mains, the majority being 2” PVC.

The vast majority of the gravity main system is 8-in. diameter pipe which comprises approximately 273 miles of pipe, or 89% of the gravity mains. Figure 1-1 is a stacked bar chart showing the distribution of the length of pipe by diameter in the sewer system.



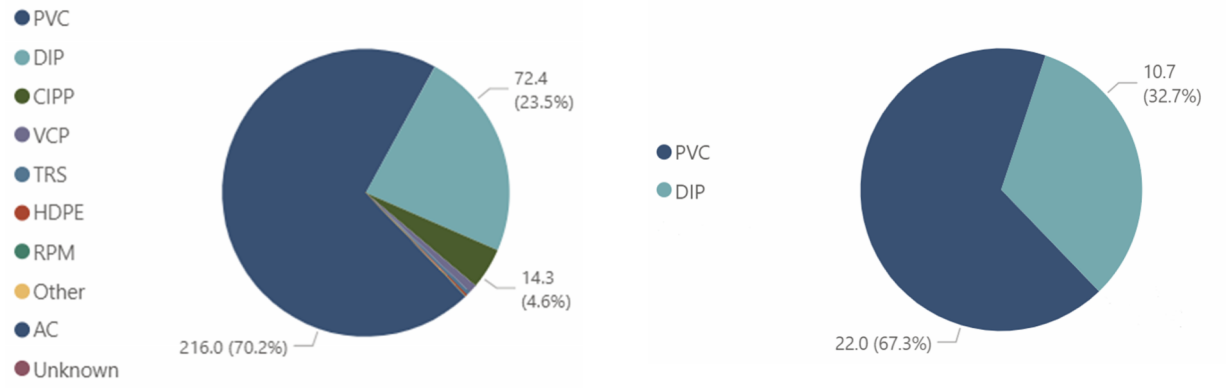
(a) Gravity Mains



(b) Force Mains

Figure 1-1: Distribution of Sewer Pipes by Diameter

Assets with material recorded as C900 and PVC were grouped as PVC; DIP, Ductile Iron, and RJDIP were grouped as DIP; CT and VCP were grouped as VCP; TRS and Truss grouped as TRS; all liner types were grouped as CIPP. Approximately 70 percent of the gravity mains are PVC, approximately 24 percent are DIP, and approximately 5 percent are CIPP lined, as indicated in Figure 1-2. Virtually all of the force mains are PVC or DIP, with about 2/3 PVC and 1/3 DIP.



a) Gravity Mains b) Force Mains

Figure 1-2: Length in Miles of each Sewer Pipe Material

The Apex sewer collection system pipes are, on average, approximately 18 years old. Gravity mains range from new to 75 years old and force mains range from new to 44 years old. Based on the asset age data, two large waves of sewer main installation occurred around 10 years ago and 28 years ago.

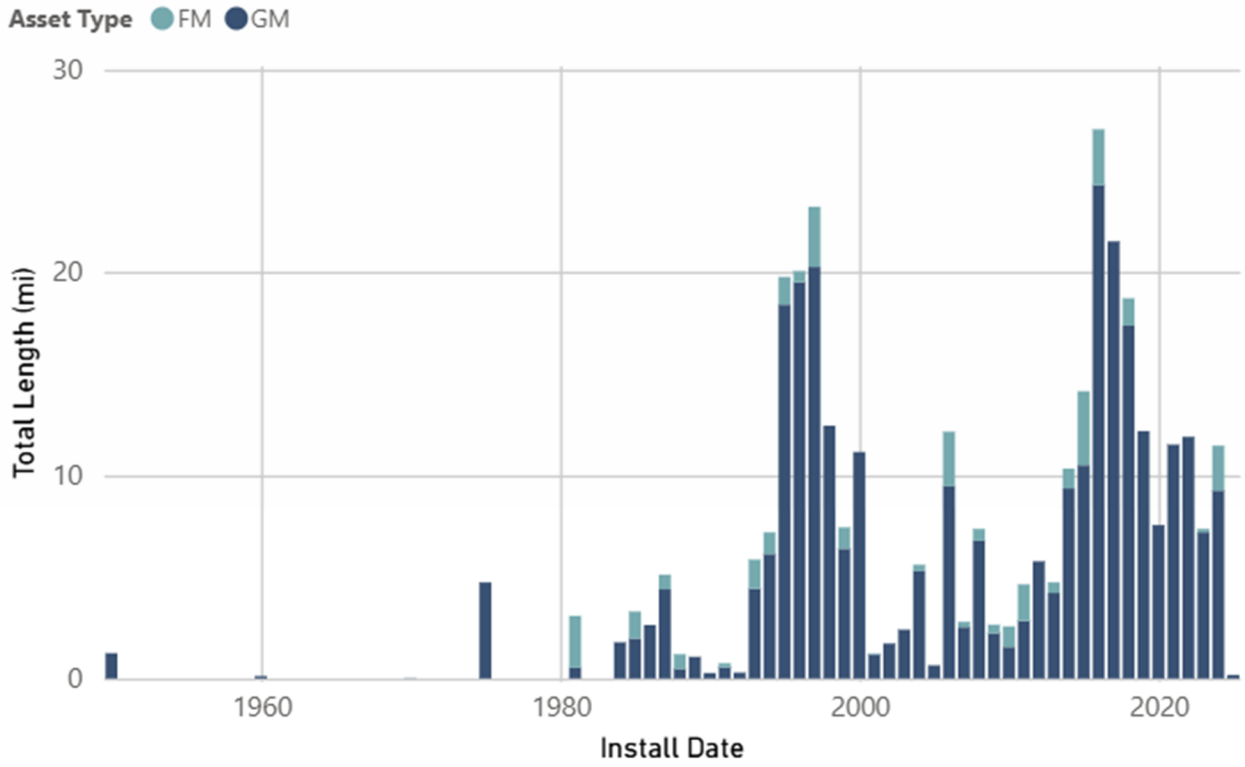


Figure 1-3: Install Date of Gravity and Force Mains

A map showing the locations of sewer collection and force mains throughout the Apex system is provided in Figure 1-4.

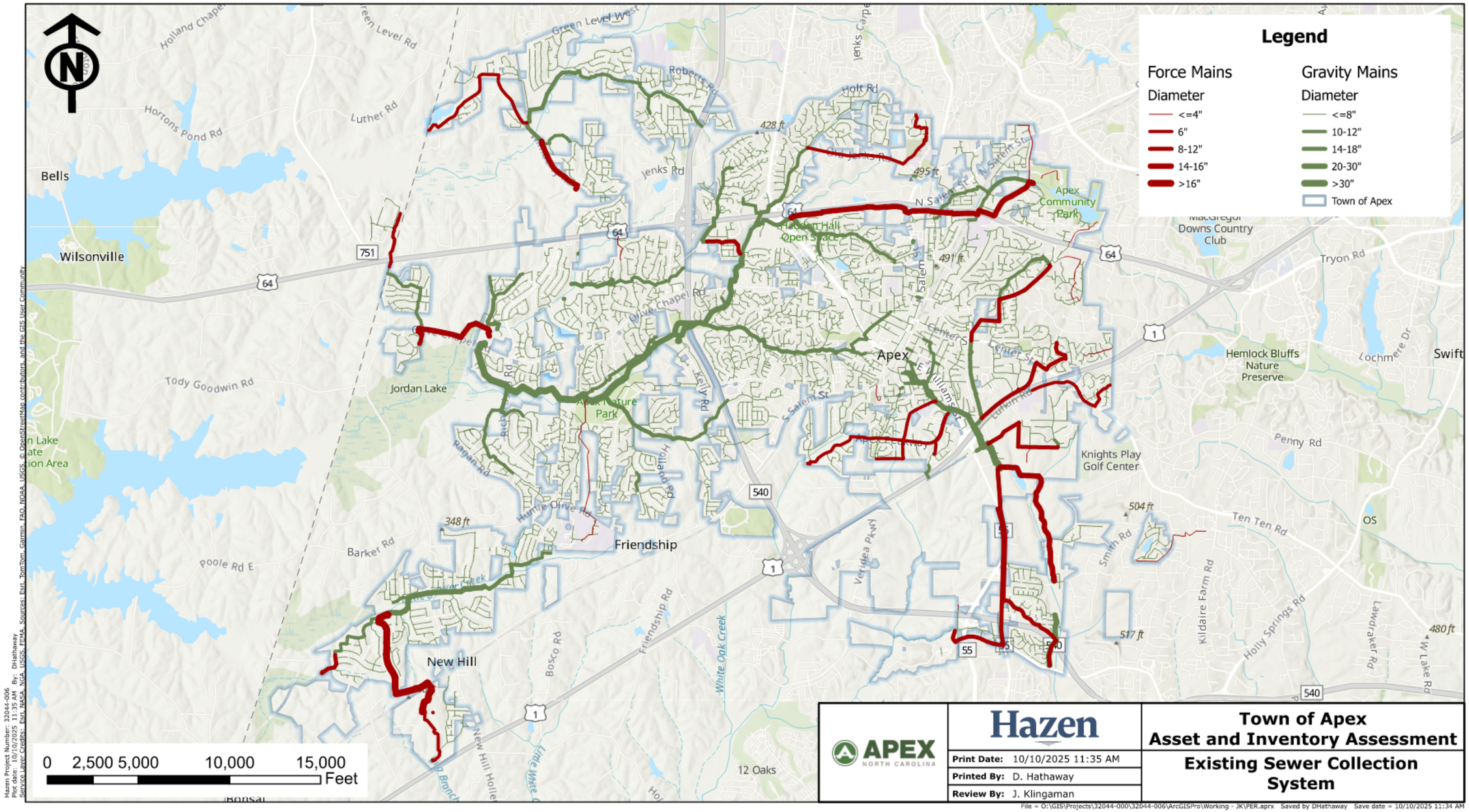


Figure 1-4: Map of Sewer Collection System

2. Methodology & Data Summary

An assessment of risk was completed for the sewer collection system to identify and prioritize the short- and long-term R&R needs. The following section describes the data sources and methodology used to estimate the risk score for each linear sewer asset. R&R projections were developed based on the estimated useful life (EUL) and remaining useful life (RUL) described in Section 2.3.

2.1 Overview

An asset risk assessment was performed to prioritize the R&R of individual assets in the sewer collection system. During the asset evaluation process, assets were scored based on the product of their individual CoF and LoF scores. CoF scores were determined based on a weighted score of financial, environmental, and social impacts of asset failure. The CoF criteria and weightings are discussed in more detail in Section 3.1. LoF scores were determined based on field data when available and a weighted combination of proxy data used to estimate the physical condition when field data was not available. The LoF scoring methodology is discussed in more detail in Section 3.2.

Following the determination of CoF and LoF scores, an overall risk score was calculated for each asset based on the product of CoF and LoF as shown in the equation below:

Risk Score = CoF Score x LoF Score

Four risk levels were defined based on the combination of LoF and CoF score: Low, Low-moderate, Moderate-high, and High. A matrix of CoF and LoF scores used to determine asset risk level is shown in Figure 2-1 below.

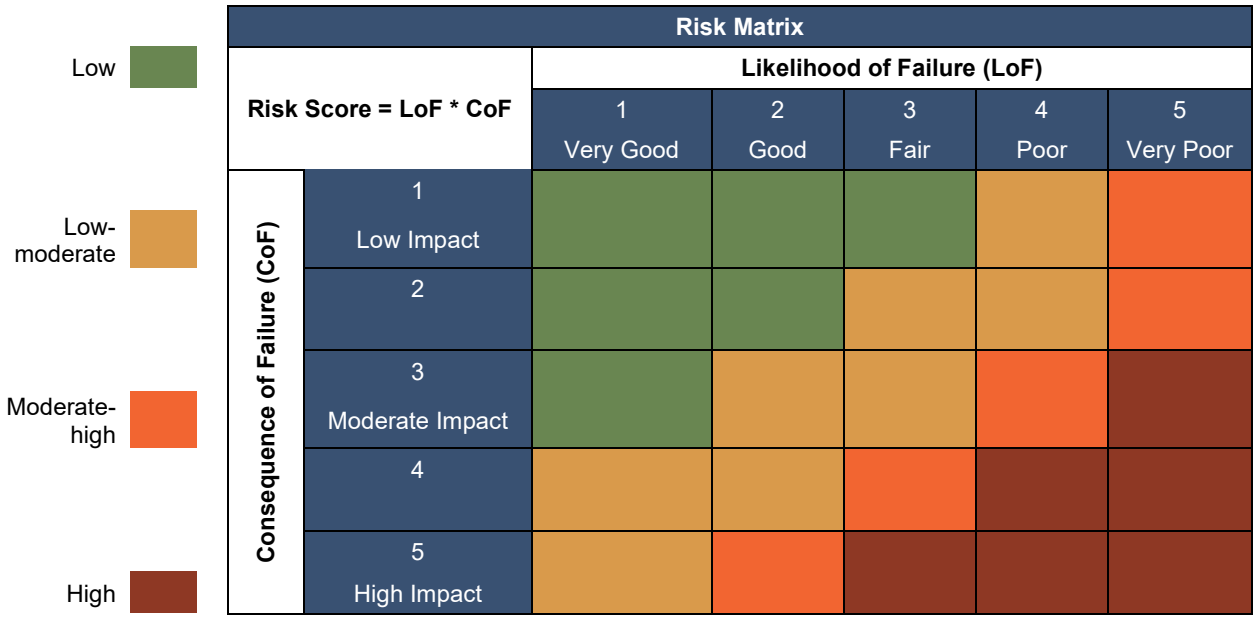


Figure 2-1: Risk Score Matrix

2.2 Data Summary

This section summarizes the data sources used in the collection system linear asset risk evaluation, completeness, and efforts to clean and populate missing data.

2.2.1 Data Sources

The data sources used in the risk evaluation include:

- Town of Apex Open Data:
    - Gravity Mains (SS Gravity Main)
    - Sewer Manholes (Sewer Manhole)
    - Force Mains (Sewer Pressurized Main)
    - Force Main Valves (Sewer Pressurized Main Valve)
    - Historic Districts (ApexNRHD Boundary)
- Wake County iMAPS:
    - Parcels
    - Greenways (Greenways in Wake County)
    - Streams (USGS Blue Line Streams)
    - Floodplains (Flood Hazard Areas)
- NC OneMap:
    - DEM (NC Digital Elevation Model)
    - Roads (NC Routes)
    - Railroads (NCDOT North Carolina Railroads)
    - Watersheds (NC Surface Water Supply Watersheds)
    - Buildings (NC Buildings Footprints (2010))
    - Duke Energy Easements (DukeTransmissionEasements)
- Town of Apex Data Request:
    - Streets (ApexStreets_Polygon)
    - Sewer Utility Easements (WR_UtilityEasements)
    - Obstructed Easements GIS data (ObstructedEasements)

- Water Year 2022-2023 Billing Data
- Recent Work Orders (Cityworks export)

- Chatham County Open Data:
  - Gas Mains (Chatham County – Pipelines)
- Federal Emergency Management Agency (FEMA):
  - Structure Footprints (USA Structures)
- ESRI:
  - Satellite Imagery

2.2.2 Town of Apex Data Completeness

Hazen used the Town of Apex Open Data site as the basis of the risk assessment. The asset evaluation was limited to active gravity and force mains owned exclusively by the Town of Apex. Hazen used the "Active Flag" field to remove any abandoned or out of service assets from the evaluation and the "Owned By" field to limit the analysis to assets owned exclusively by the Town (fields names were ALL CAPS for the force main layer). Table 2-1 summarizes the total length of each layer.

Table 2-1: Summary of Linear Sewer Collection System Assets

GIS Layer	System Length (mi) [# of assets]	Active, Town-owned System Length (mi) [# of assets]
Sewer Gravity Mains	312 [10,051]	308 [9,958]
Sewer Force Mains	46.0 [338]	32.7 [244]

Hazen reviewed the GIS data provided by the Town for completeness of key attribute data including material, age, diameter, and utility depth. Manhole rim and invert elevation data was utilized to supplement gravity main depth. A summary of attribute completeness is provided in Table 2-2.

Table 2-2: Summary of Attribute Completeness

Attribute	Gravity Mains	Force Mains	Manholes
Diameter	100%	100%	N/A
Material	99.99%	100%	N/A
Install Year	100%	100%	N/A
Depth	0.36%	N/A	73%
No. of Segments	9,958	244	N/A

2.2.3 Data Modification

This section summarizes the data modification that took place prior to running the risk analysis. These modifications were made to fill gaps in the data and prepare the data for use in the risk modeling tool.

2.2.3.1 Gravity Mains

Gravity mains that are not exclusively owned by the Town of Apex or are not active were removed from the analysis so that results are reflective of assets owned by the Town that would affect active service. The results for assets not included in the analysis were provided to the Town of Apex separate from this report.

2.2.3.2 Force mains

Force mains that are not exclusively owned by the Town or are not active were also removed from the analysis. The results for assets not included in the analysis were provided to the Town of Apex separate from this report.

To provide additional granularity to the risk results for force mains, force main features were split up such that the length of segments was limited to less than about one mile. This was performed at valves and bends where possible.

2.2.3.3 Streets

The Town provided a polygon layer containing streets and roadways to assess proximity of sewer mains to ROW. In addition to the data provided by the Town, the NC-540 segment from NC-55 to Sunset Lake Road was added from NC OneMap data and assigned a width of 50 feet in both the northbound and southbound directions. Since NC-540 is a freeway and more similar in criticality to the other US Highways in this analysis (e.g., US-1, US-64) than to the other NC Highways (e.g., NC 55), NC-540 was grouped with the US Highways in the consequence of failure analysis.

2.2.3.4 Utility Easements

A sewer utility layer, along with supplementary easement condition data, was provided by the Town to identify easement obstructions. All obstructed easements were assigned a nonzero condition score. Duke Energy easements were limited to those adjacent to US-1. Both sewer utility and Duke Energy easements were combined into a single layer for analysis.

2.2.3.5 Top 15 Water Users

The top 15 water users were identified from 2022-23 water billing data. Large water users are typically also large sewer users. The purpose of including this data was to identify sewer mains that are locally critical and would result in a greater degree of criticality to repair. Residential and Town account types were excluded. Table 2-3 shows the top 15 water users identified for this analysis. The Apex Friendship Middle School and High School were both included as an aggregate given the large, combined water usage across the two adjacent properties. Irregular billing values were removed for these two properties, as requested by the Town.

Table 2-3: Top 15 Water Users

Customer	Address	Annual Daily Demand, ADD (gpm)
Beaver Creek PS	2916 Olive Chapel Road	14.63
SpringHill Suites Raleigh Apex	1100 Marco Drive	14.10
Lufkin Road Middle School	1002 Lufkin Road	13.53
Apex Friendship Middle School Apex Friendship High School	7701 Humie Olive Road 7801 Humie Olive Road	11.50 0.44
Everbrook Academy at the Peakway	1001 Olive Chapel Road	11.91
Spring Arbor of Apex	901 Spring Arbor Court	9.92
Apex Middle School	400 E Moore Street	9.19
Eagle Rock Concrete – Plant 2	500 Pristine Water Drive	9.01
Tidal Wave Auto Spa	1950 Lake Pine Drive	8.29
Crossroads Ford of Apex	1501 N Salem Street	7.72
Sam's Xpress Car Wash	1151 E Williams Street	7.42
Flats at 540	6001 Reedybrook Crossing	6.85
Apex Tool Group	1000 Lufkin Road	6.77
WoodSpring Suites Raleigh Apex	901 Lufkin Road	6.70

2.2.3.6 Streams

To assess difficulty of repair for pipelines in the proximity of streams, streams were classified as either minor or major. Most streams were, by default, categorized as minor. Named stream segments which intersect the 100-year flood plain were categorized as major streams. Figure 2-2 shows the classification of 'Major' and 'Minor' streams in more detail.

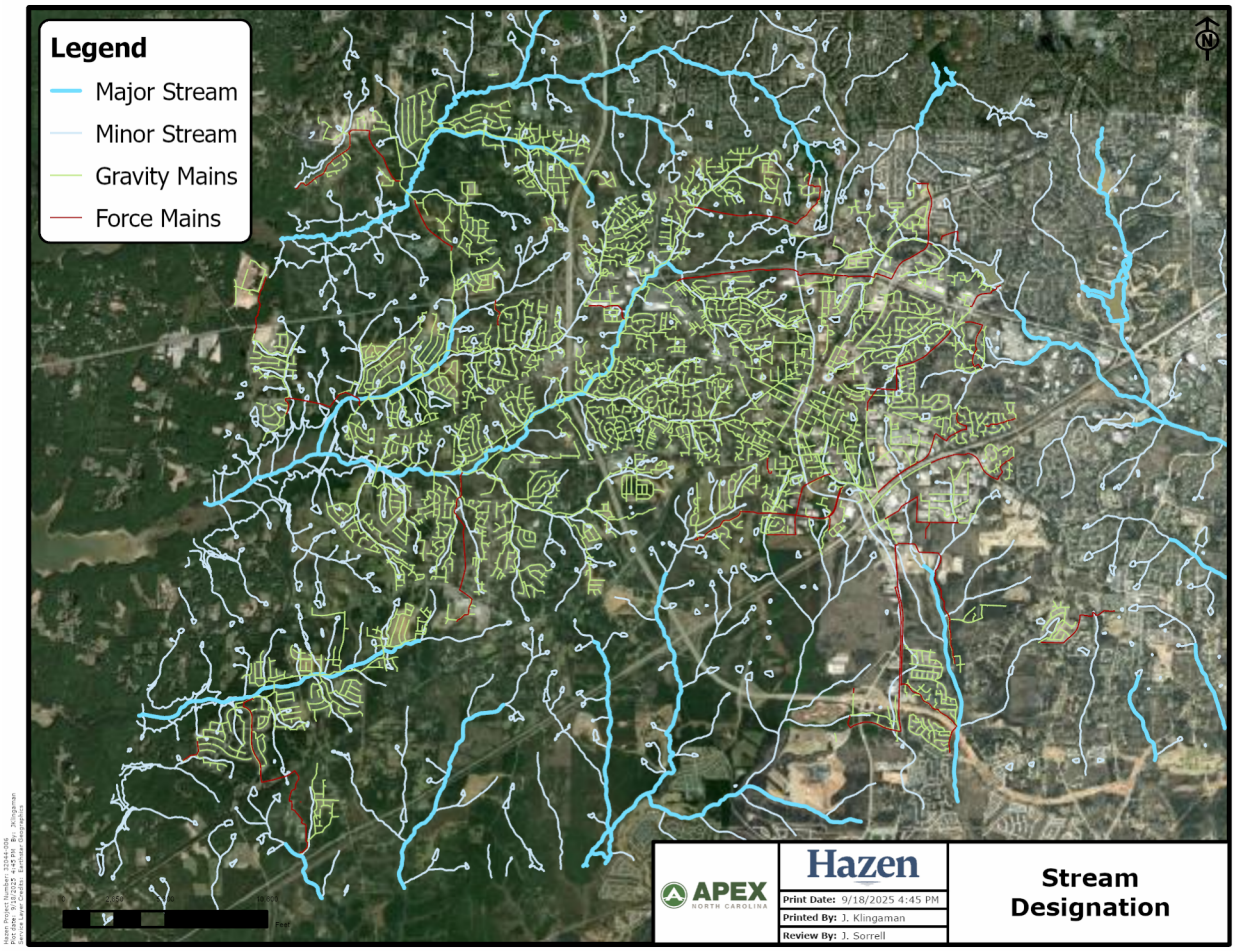
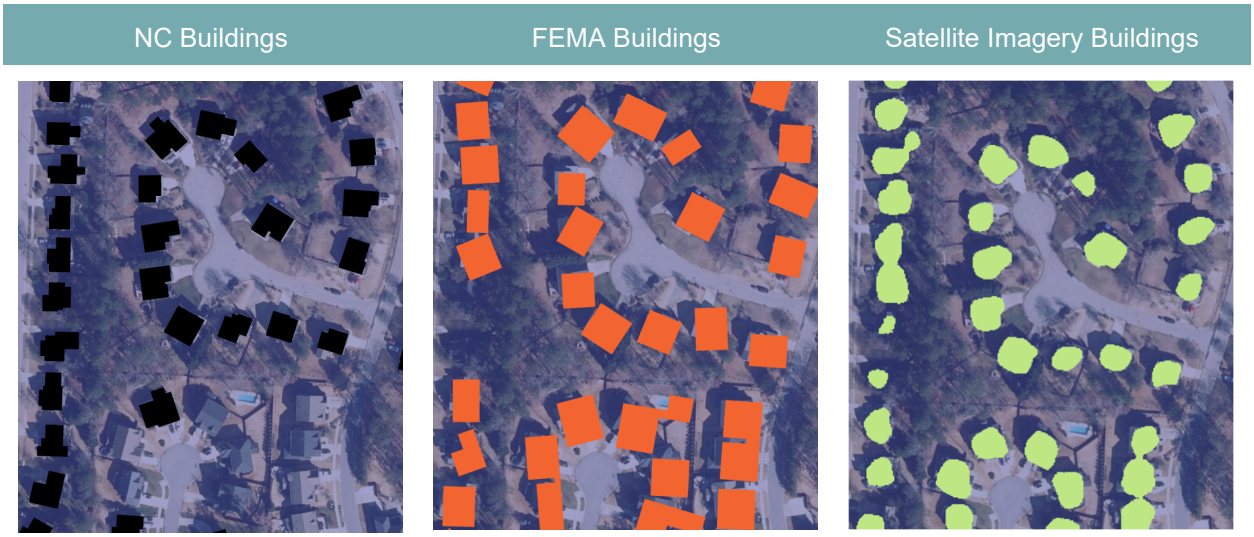


Figure 2-2: Major and Minor Streams

2.2.3.7 Buildings

Building footprint data was compiled to assess difficulty of repair for pipelines in the proximity of buildings. The primary source was the building footprints layer available through NC OneMap (Figure 2-3a). Due to rapid development in the Town of Apex since 2010, this layer misses many existing structures. A publicly available building footprints layer published by the Federal Emergency Management Agency (FEMA) was used to supplement this data. Any FEMA footprints that did not intersect an already existing NC OneMap footprint were added (Figure 2-3b). Finally, to capture even more recent developments, a deep learning model published by ESRI was used which identifies land cover classification and building footprints using aerial imagery. Any building footprints identified by this model which did not intersect an already existing NC OneMap or FEMA footprint were added (Figure 2-3c).



(a) NC OneMap (b) FEMA (c) Imagery

Figure 2-3: Building Footprint Data Sources Example

The resulting buildings layer combines all three layers to capture as many existing structures as possible and is only an approximate representation of all existing structures. As can be seen in Figure 2-4, the NC OneMap layer provided the base and was used wherever available; adding the FEMA layer increased coverage and adding the deep learning imagery model added even more structures in newer development areas. Throughout the analysis, extraneous building footprints (such as those showing up in cul-de-sacs, typically due to a temporary construction trailer) were manually removed as they were noticed.

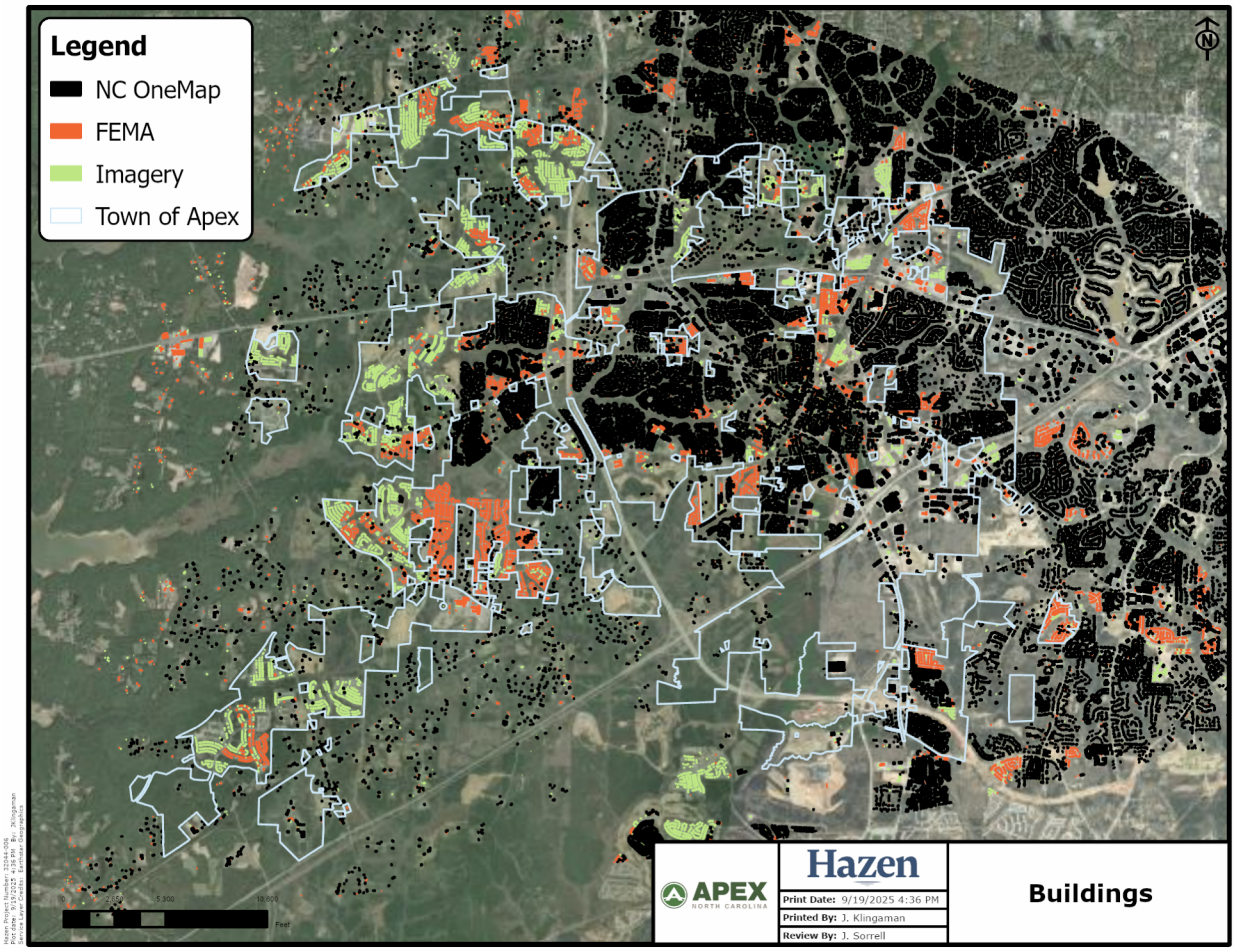


Figure 2-4: Combined Building Footprint Data

2.2.3.8 Depth

Sewer mains that are buried deeper have a greater consequence of failure. In a gravity system, the depth often exceeds 10 feet of burial depth. In a force main system, however, the depth is usually much shallower and as such, depth of force main pipes is not available in the Town of Apex GIS. This criterion was only considered for gravity mains.

The depth attribute for gravity mains in the Town of Apex system is incomplete. A combination of gravity main and sewer manhole attributes was used to assign a depth at upstream/downstream ends of each gravity main. If upstream and downstream gravity main depth data were available, those data were used. If gravity main data was not available, manhole rim and invert elevation data was used. If manhole rim elevation was not available, DEM Raster data was used. The flowchart in Figure 2-5 shows more detail of the process followed for assigning depth to upstream and downstream ends of gravity mains.

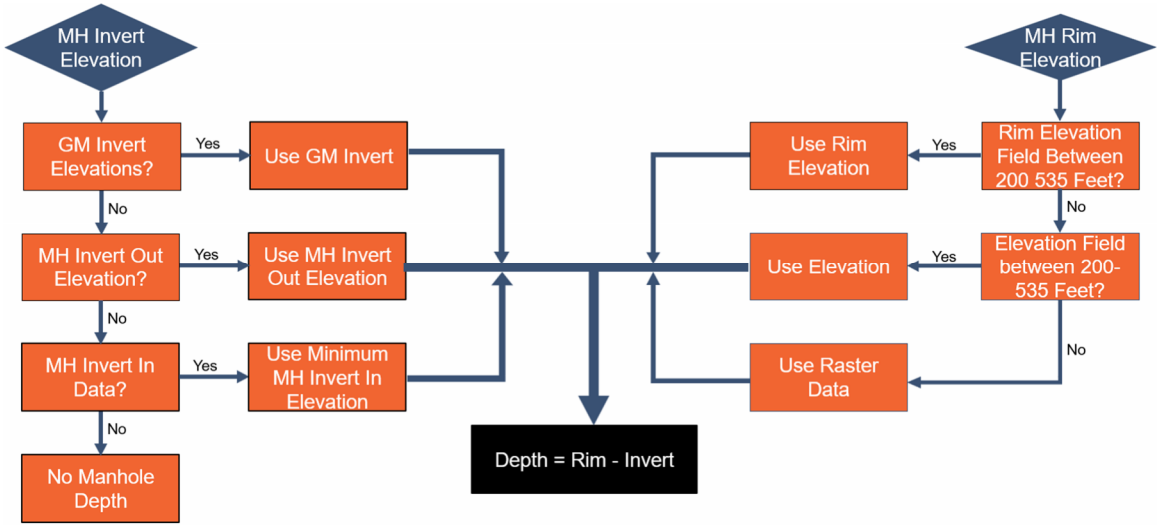


Figure 2-5: Gravity Main Upstream/Downstream Depth Assignment Process

Once depths were assigned for the upstream and downstream ends of a gravity main, a single depth was assigned for each gravity main. Depths less than 3 feet or greater than 30 feet were rejected as likely inaccurate based on Town input on typical depths in the system. The flowchart in Figure 2-6 shows more detail of the process followed for assigning depth to each gravity main asset. Approximately 75% of gravity mains were assigned a depth value.

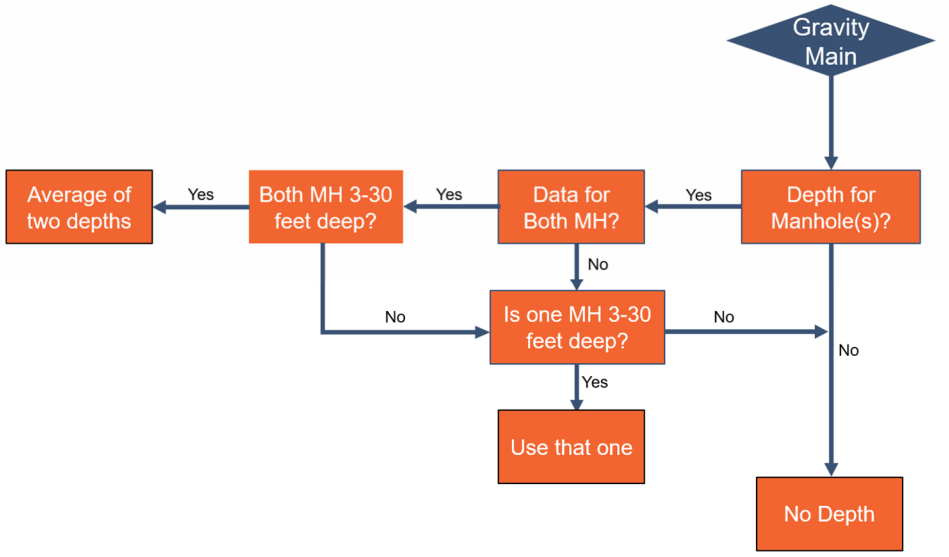


Figure 2-6: Gravity Main Average Depth Assignment Process

2.3 Remaining Useful Life

An asset's useful life is highly related to the conditions of use, maintenance requirements, operation, the original construction techniques, and the material of construction. The EUL for each pipe material is

presented in Table 2-4. The EUL assigned to each asset was based upon industry knowledge, research, engineering judgement, and input from Town staff.

Table 2-4: Estimated Useful Life (EUL) by Material

Material	Gravity Main Useful Life (years)	Force Main Useful Life (years)
Polyvinylchloride (PVC)	75	50
Clay	75	N/A
High Density Polyethylene Pipe (HDPE)	75	N/A
CP (lined pipe)	50	N/A
Ductile Iron Pipe (DIP)	50	40
Asbestos Cement (AC)	50	N/A
Cured-in-Place Pipe (CIPP)	50	N/A
Copper (COP)	N/A	40
Truss Pipe (TRS)	50	N/A
Reinforced Polymer Matrix (RPM)	50	N/A
Other	50	40

The remaining useful life (RUL) is a calculation that approximates the number of years of time the asset is expected to continue to function effectively before needing to be replaced. To project future R&R needs, the RUL was calculated for each asset. The age-based RUL estimates the replacement year for each pipe based on asset age and EUL. The RUL was calculated based on the formula below.

$$\mathbf{RUL = EUL - Asset\ Age}$$

3. Sewer Collection System Risk Assessment Framework

The following section details the criteria, scoring rubrics, weightings, and data sources used to calculate CoF and LoF scores for the sewer collection system linear assets. Additionally, the following sections summarize the LoF, CoF, and overall risk results for sewer collection system assets.

3.1 Consequence of Failure

When sewer main assets fail, the corresponding consequences depend on the diameter and accessibility of the sewer main, the criticality of the main, degree of impact to stakeholders, potential for environmental impacts, and the cost and time to repair the failure. The consequences of sewer main failure (CoF) can vary from a minor repair to a major disruption of customer service, impact to surrounding infrastructure, and possible endangerment of public health. The following sections summarize the CoF scoring methodology and results.

3.1.1 CoF Scoring Methodology

Each CoF parameter was assigned a score from 1 to 5 to describe the impact of failure, ranging from no impact to major impact. For each asset which meets the criteria for multiple scores, the larger score was used (e.g., a sewer main crossing both a public street and an NC HWY is assigned a streets score of 4). Additionally, each parameter was assigned a weighting that defines the typical relative importance of each criterion in assessing the overall consequence of failure. Table 3-1 and Table 3-2 present the guidelines for scoring each consequence parameter from 1 to 5, along with the criteria weightings used in the evaluation. Weighting criteria was established through a series of workshops with Town staff. Maps displaying geospatial results of each CoF criteria can be found in Appendix B.

While many of the CoF criteria are related to difficulty of repair, four criteria were combined into a single category, named difficulty of repair, based on the common element of being in the proximity of external items that would complicate any construction activity to renew or replace. The four criteria were streams, buildings, top 15 water users, and gas mains. The primary reason for this was to remove dilution from the resulting risk scores. Most pipelines do not intersect all four of these, resulting in many low CoF scores. Additionally, proximity to multiple of these external items does not significantly increase the consequence of failure beyond the proximity to just one of these items. Each sewer main was assigned a difficulty or repair score based on the most severe of these 4 criteria. By combining these criteria, each sewer main in the proximity of any one of these receives a difficulty of repair score greater than 1 with an associated 30% weight.

Table 3-1: Consequence of Failure Criteria for Gravity Mains

Criteria	Description	Weight (%)	Data Source	1 – No Impact	2	3	4	5 – Major Impact	Analysis Notes
GM Diameter	Score based on diameter of gravity main (measure of criticality/flow demand)	20	Town of Apex Gravity Main GIS Layer	8" or smaller diameter	8"<diameter<=12"	12"<diameter<=18"	18"<diameter<=30"	Greater than 30" diameter	Numeric analysis using 'DIAMETER' field
Transportation	Score based on proximity of gravity main to Roads, Railroads, and Greenways	20	Town of Apex Streets and NC Routes GIS Layers	Default	Intersects Public Street	Intersects Secondary Route	Intersects NC HWY	Intersects US-64, US-1, or NC-540	Max score of the following three categories: Roads: spatial analysis combined with categorical analysis using 'CLASSNAME' and 'STNAME' fields Railroads: spatial analysis combined with categorical analysis using 'TRACK_STAT' field Greenways: spatial analysis combined with categorical analysis using 'OWNER' field
			NC Railroad Layer	Default	N/A	Intersects Preserved Corridor	N/A	Intersects Active Railroad	
			Wake County Greenways Layer	Default	N/A	Intersects Greenway not owned by Town of Apex	N/A	N/A	
Difficulty of Repair	Score based on proximity of gravity main to Streams, Buildings, Top 15 Water Customer, and Gas Mains	30	NC Streams and FEMA Flood Plain GIS Layers	More than 30' from any stream	10'<distance to nearest stream<=30'	distance to nearest stream<=10'	Crosses a 'Minor Stream'	Crosses a 'Major Stream'	Max score of the following four categories: Streams: spatial analysis combined with categorical analysis using 'Is_Major' field Buildings: spatial analysis Top 15 Water Customer: spatial analysis Gas Mains: spatial analysis
			Satellite Imagery, NC Buildings Layer, FEMA Buildings Layer	More than 20' from any building	10'<distance to nearest building<=20'	5'<distance to nearest building<=10'	0'<distance to nearest building<=5'	Under a building	
			Town of Apex Water Billing Data, Wake County Parcels GIS Layer	Default	N/A	N/A	N/A	Within 50 feet of top 15 water user	
			Gas Mains GIS Layer	More than 20' from a gas main	10'<distance to nearest gas main<=20'	5'<distance to nearest gas main<=10'	0'<distance to nearest gas main<=5'	Crosses a gas main	
GM Depth	Score based on estimated depth of gravity main below ground surface	15	Town of Apex Gravity Main and Sewer Manhole GIS Layers	3'<=depth<=5'	5'<depth<=10'	10'<depth<=15' (default value)	15'<depth<=20'	20'<depth<=30'	Numeric analysis based on estimated gravity main depth
Watersheds	Score based on whether gravity main is within Water Supply Watershed	5	Water Supply Watersheds GIS Layer	Default	N/A	N/A	N/A	Inside water supply watershed	Spatial analysis
Easements	Score based on proximity of gravity main to Town of Apex and Duke Energy Easements	5	Town of Apex WR Utility and Duke Energy Easements GIS Layers	Default	N/A	Apex WR Utility Easement with non-zero condition score	N/A	Duke Energy Easement	Spatial analysis combined with categorical analysis using 'EasementTy' field
Land Class	Score based on land use(s) where gravity main is located	5	Wake County Parcels GIS Layer	Vacant; Forestry; Agriculture; Horticulture; (default value)	Acre With Improvement, No House; Acres Greater than 10 With House	Residential Less Than 10 Acres; Manufactured Home; Mobile Home Park; HOA	Condominium, Condo Complex; Apartment; Retirement Home	Golf Course; Commercial; Industrial; Cemetery; EXEMPT; Historic; State Assessed; Water/Sewer System; Part Exempt;	Max score of the following two categories: Land Class: spatial analysis combined with categorical analysis using 'LAND_CLA_1' field
			Town of Apex Historical District	Default	N/A	N/A	N/A	Historic District	Historic District: spatial analysis

Table 3-2: Consequence of Failure Criteria for Force Mains

Criteria	Description	Weight (%)	Data Source	1 – No Impact	2	3	4	5 – Major Impact	Analysis Notes
FM Diameter	Score based on diameter of force main (measure of criticality/flow demand)	30	Town of Apex Force Main GIS Layer	4” or smaller diameter	4”<diameter<=6”	6”<diameter<=12”	12”<diameter<=16”	Greater than 16” diameter	Numeric analysis using ‘DIAMETER’ field
Transportation	Score based on proximity of force main to Roads, Railroads, and Greenways	25	Town of Apex Streets and NC Routes GIS Layers	Default	Intersects Public Street	Intersects Secondary Route	Intersects NC HWY	Intersects US-64, US-1, NC-540	Max score of the following three categories: Roads: spatial analysis combined with categorical analysis using ‘CLASSNAME’ and ‘STNAME’ fields Railroads: spatial analysis combined with categorical analysis using ‘TRACK_STAT’ field Greenways: spatial analysis combined with categorical analysis using ‘OWNER’ field
			NC Railroad Layer	Default	N/A	Intersects Preserved Corridor	N/A	Intersects Active Railroad	
			Wake County Greenways Layer	Default	N/A	Intersects Greenway not owned by Town of Apex	N/A	N/A	
Difficulty of Repair	Score based on proximity of force main to Streams, Buildings, Top 15 Water Customer, and Gas Mains	30	NC Streams and FEMA Flood Plain GIS Layers	More than 30’ from any stream	10’<distance to nearest stream<=30’	distance to nearest stream<=10’	Crosses a ‘Minor Stream’	Crosses a ‘Major Stream’	Max score of the following four categories: Streams: spatial analysis combined with categorical analysis using ‘Is_Major’ field Buildings: spatial analysis Top 15 Water Customer: spatial analysis Gas Mains: spatial analysis
			Satellite Imagery, NC Buildings Layer, FEMA Buildings Layer	More than 20’ from any building	10’<distance to nearest building<=20’	5’<distance to nearest building<=10’	0’<distance to nearest building<=5’	Under a building	
			Town of Apex Water Billing Data, Wake County Parcels GIS Layer	Default	N/A	N/A	N/A	Within 50 feet of top 15 water user	
			Gas Mains GIS Layer	More than 20’ from a gas main	10’<distance to nearest gas main<=20’	5’<distance to nearest gas main<=10’	0’<distance to nearest gas main<=5’	Crosses a gas main	
Watersheds	Score based on whether force main is within Water Supply Watershed	5	Water Supply Watersheds GIS Layer	Default	N/A	N/A	N/A	Inside water supply watershed	Spatial analysis
Easements	Score based on proximity of force main to Town of Apex and Duke Energy Easements	5	Town of Apex WR Utility and Duke Energy Easements GIS Layers	Default	N/A	Apex WR Utility Easement with non-zero condition score	N/A	Duke Energy Easement	Spatial analysis combined with categorical analysis using ‘EasementTy’ field
Land Class	Score based on land use(s) where force main is located	5	Wake County Parcels GIS Layer	Vacant; Forestry; Agriculture; Horticulture; (default value)	Acre With Improvement, No House; Acres Greater than 10 With House	Residential Less Than 10 Acres; Manufactured Home; Mobile Home Park; HOA	Condominium, Condo Complex; Apartment; Retirement Home	Golf Course; Commercial; Industrial; Cemetery; EXEMPT; Historic; State Assessed; Water/Sewer System; Part Exempt	Max score of the following two categories: Land Class: spatial analysis combined with categorical analysis using ‘LAND_CLA_1’ field Historic District: spatial analysis
			Town of Apex Historical District	Default	N/A	N/A	N/A	Historic District	

3.1.2 Consequence of Failure Results

The criteria, scoring rubrics, and weightings were combined to determine an overall CoF score for each of the sewer collection system assets. This section provides a high-level summary of the CoF scoring results. A full list of assets and their associated CoF scores is included in the GIS deliverable. The sewer main CoF scoring results are displayed geospatially in Figure 3-1.

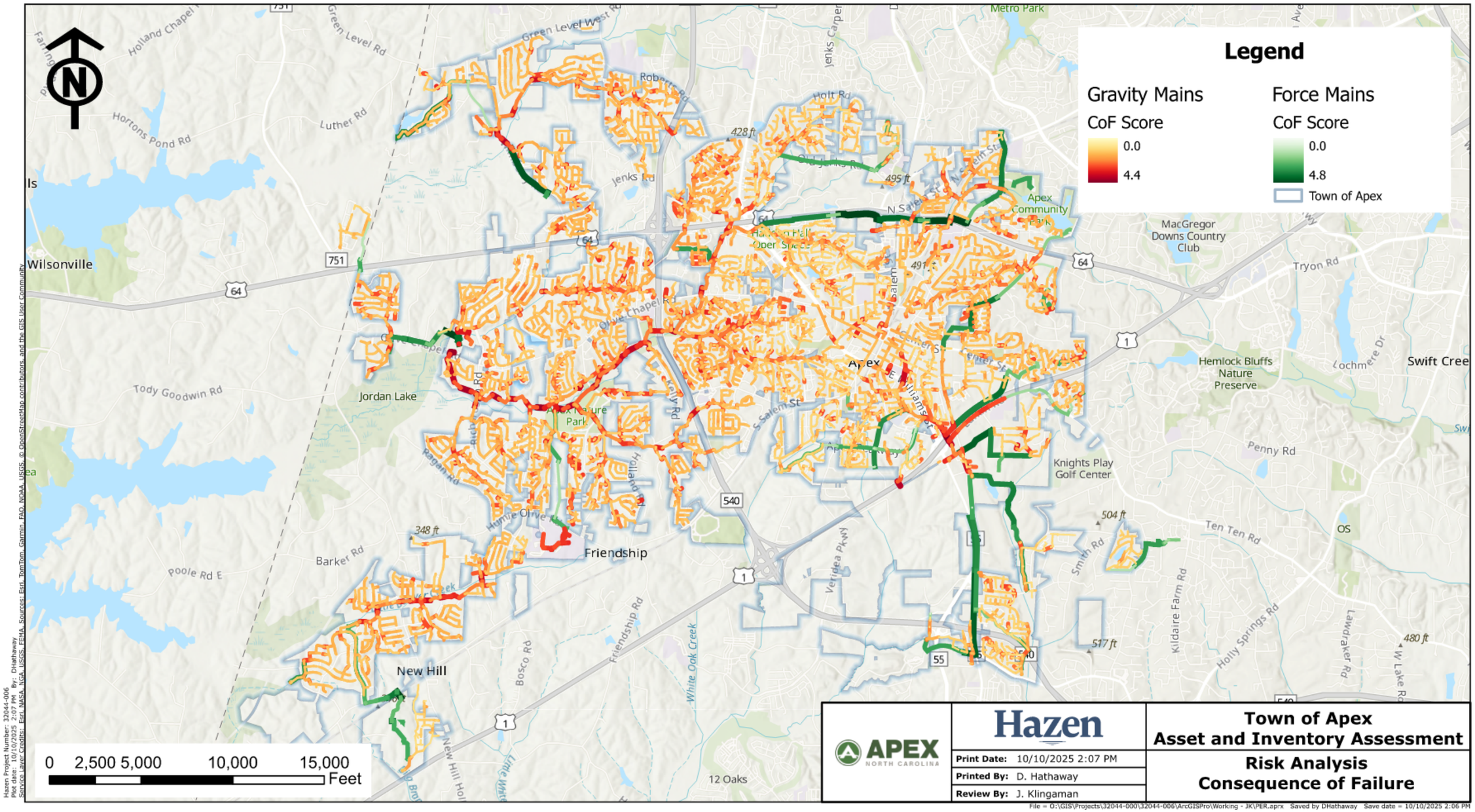


Figure 3-1: Consequence of Failure Map for Gravity Mains and Force Mains

3.2 Likelihood of Failure

LoF score informs the severity of asset conditions and is used to inform asset replacement needs. It is based on inspected condition as well as anticipated condition, including RUL. The following sections summarize the LoF scoring methodology and results.

3.2.1 LoF Scoring Methodology

Gravity mains for which field inspection data (pole camera, CCTV) was obtained were assigned LoF scores based on inspection results. In the absence of this information, age and material data, work order history, and proximity of gravity mains to force main discharges criteria were used. Each criterion was assigned a score from 1 to 5, ranging from excellent to very poor. Additionally, each criterion was assigned a weight to define the typical relative importance in assessing the overall likelihood of failure. The LoF criteria, weightings, and scoring framework are provided in Table 3-3 and Table 3-4.

Table 3-3: Likelihood of Failure Criteria for Gravity Mains

Criteria	Description	Weight (%)	Data Source	1 – Excellent	2	3	4	5 – Very Poor	Analysis Notes
If inspection data is available, use the inspection results, as described in the two rows below									
CCTV Inspection	Score based on PACP quick structural rating (QSR) from CCTV inspection	100%	PACP database from Vision NC inspection	First digit is 0 or 1	First digit is 2	First digit is 3	First digit is 4	First digit is 5	Numeric analysis using the first digit of the QSR reported in the PACP database
Pole Camera Inspection	Score based on video review	100%	Video files from inspection	Score 1 - No defects observed	Score 2 - Some defects observed	Score 3 - Minor O&M and/or structural concerns observed	Score 4 - Significant O&M and/or structural concerns observed	Score 5 - Immediate action recommended	Numeric analysis based on review of the videos provided by Vision NC
Else, use the following three rows									
Age & Material (Gravity Main)	Score based on the percentage RUL compared to total EUL (see Error! Reference source not found.)	50%	Town of Apex Open Data Gravity Main Layer	30% or less of useful life expended	50% or less of useful life expended	70% or less of useful life expended	90% or less of useful life expended	More than 90% of useful life expended	Useful life expended was calculated as the ratio of asset age to EUL, based on “INSTALL_YR” and “Material” fields.
Work Orders	Score based on quantity of recent reactive work orders	25%	Data Request Made to Town of Apex	Default	N/A	(1) “Contracted Services Gravity” or “Remove Blockage Gravity” work order	(1) “Repair Gravity” or “Trenchless Pipe Patch” work order	2+ work orders	All work orders provided by the Town categorized as “Contracted Services Gravity”, “Remove Blockage Gravity”, “Repair Gravity”, or “Trenchless Pipe Patch” (see Appendix A)
Downstream of Force Main Discharge	Determine score based on how far downstream the segment is from a force main discharge	25%	Town of Apex Open Data Gravity and Force Main Layers	1,500+ feet from all discharge points	750-1,500 feet from all discharge points	250-750 feet from all discharge points	100-250 feet from all discharge points	Within 100 feet of a discharge point	Distance, as calculated in ArcGIS Pro, from any FM discharge manhole in the downstream direction.

Table 3-4: Likelihood of Failure Criteria for Force Mains

Criteria	Description	Weight (%)	Data Source	1 – Excellent	2	3	4	5 – Very Poor	Analysis Notes
Age & Material (Force Mains)	Score based on the percentage RUL compared to total EUL (see Error! Reference source not found.)	100%	Town of Apex Open Data Force Main Layer	30% or less of useful life expended	50% or less of useful life expended	70% or less of useful life expended	90% or less of useful life expended	More than 90% of useful life expended	Useful life expended was calculated as the ratio of asset age to EUL, based on “INSTALL_YR” and “MATERIAL” fields.

3.2.2 Likelihood of Failure Results

The criteria, scoring rubrics, and weightings were combined to determine overall LoF score for each of the sewer collection system assets. This section provides a high-level summary of the LoF scoring results. A full list of assets and their associated LoF scores are included in the GIS deliverable. The LoF scoring results for gravity sewer and force mains are displayed geospatially in Figure 3-2. Maps displaying geospatial results of each LoF criteria can be found in Appendix B.

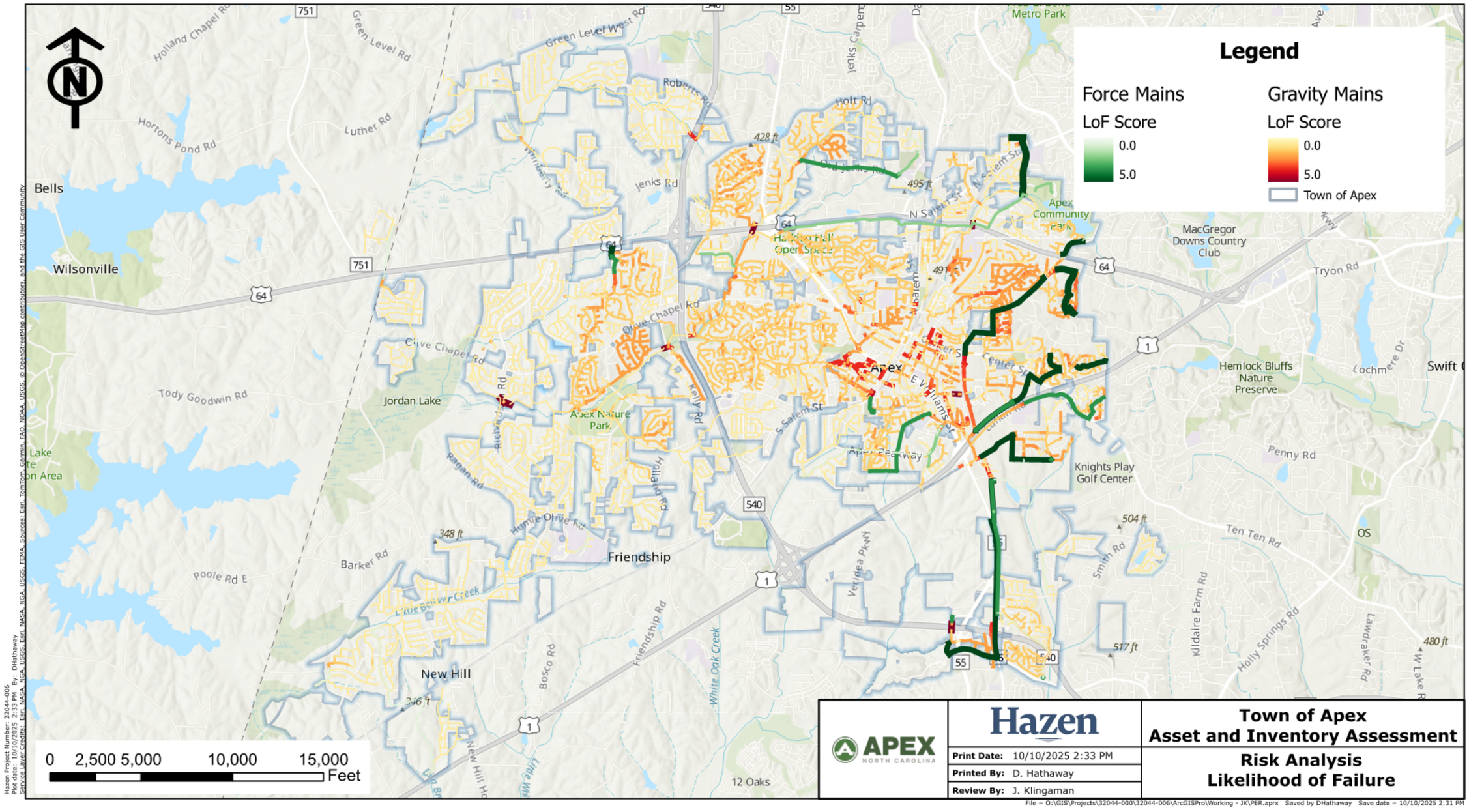
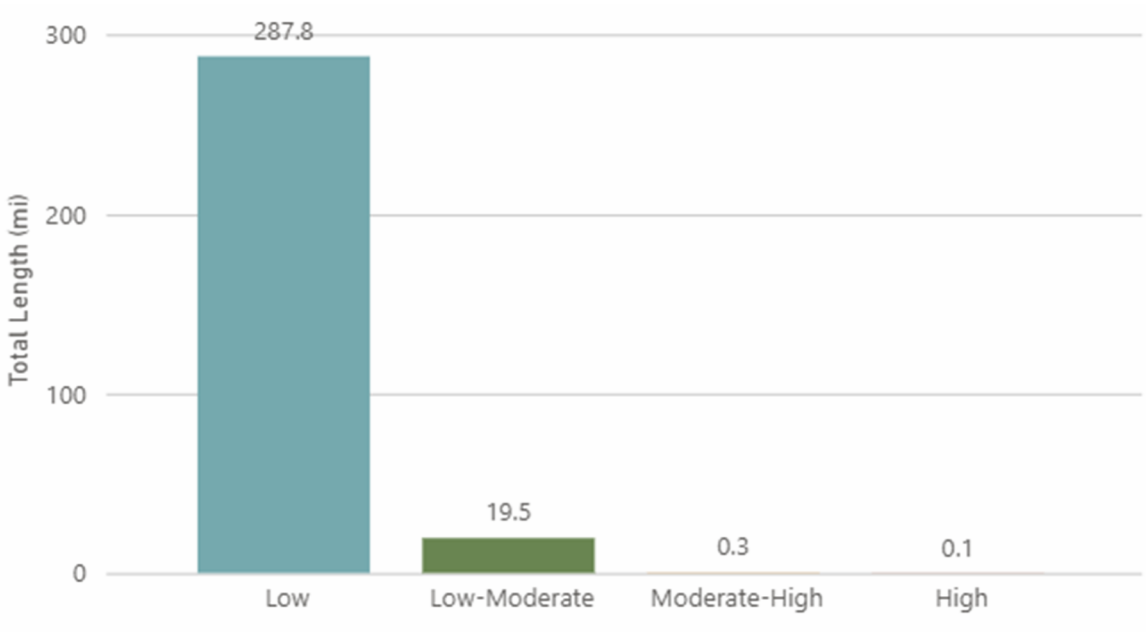


Figure 3-2: Likelihood of Failure Map for Gravity Mains and Force Mains

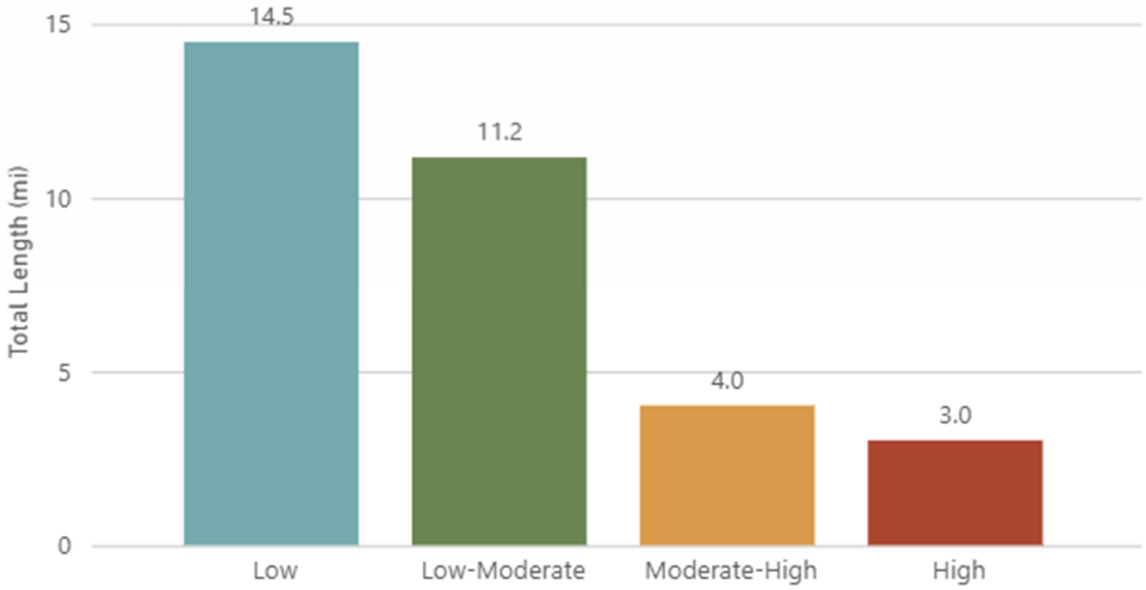
4. Risk Assessment Results

As discussed in previous sections, overall risk scores were calculated as the product of CoF and LoF. This section provides a summary of the sewer collection system asset risk profile. A full list of assets and their associated risk scores were provided to the Town in the GIS deliverable.

The sewer main assets were categorized into four risk levels: Low, Low-moderate, Moderate-high, and High. Figure 4-1 summarizes the total length of system assets within each risk level. The figure shows that over 90% of gravity main length is considered low risk and less than 0.1% of gravity main length is considered high risk. Over 40% of force main length is considered low risk and less than 10% of force main length is considered high risk.



(a) Gravity Mains

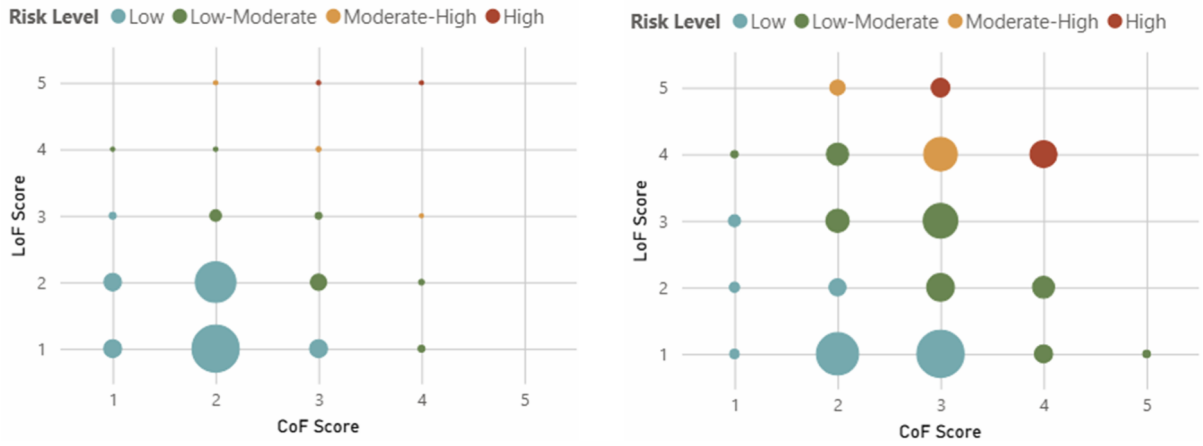


(b) Force Mains

Figure 4-1: Total System Length by Risk Level

To provide greater context to these results, Figure 4-2 illustrates the distribution of assets based on CoF and LoF scores, categorized by risk level. The size of each data point represents the total length of the assets. This visual shows that the majority of the Town of Apex's gravity mains are evaluated to have a consequence of failure of 2 and a likelihood of failure of 1-2. The consequence of failure for force mains is concentrated between 2 and 3 with a more evenly distributed likelihood of failure 1-5. Assets requiring

the most immediate attention are the highest risk assets in the top right of the visual that have both high PoF and CoF scores.



(a) Gravity Mains

(b) Force Mains

Figure 4-2: Asset Risk Distribution by CoF and LoF Scores

The risk matrices presented in Table 4-1 and Table 4-2 show the distribution of asset risk level in more granularity, by length in miles, based on CoF and LoF scores.

Table 4-1: Risk Matrix for Gravity Mains

	LOF Score					
CoF Score	1	2	3	4	5	**Criticality Totals**
1	15.35	14.95	0.90	0.08		**31.27**
2	140.29	101.02	4.95	0.09	0.06	**246.41**
3	15.31	12.22	0.86	0.17	0.07	**28.62**
4	0.87	0.39	0.03		0.05	**1.35**
Condition Totals	**171.82**	**128.57**	**6.74**	**0.34**	**0.18**	**307.65**

Table 4-2: Risk Matrix for Force Mains

	LOF Score					
CoF Score	1	2	3	4	5	**Criticality Totals**
1	0.13	0.18	0.29	0.06		**0.66**
2	5.78	0.73	1.53	1.36	0.54	**9.94**
3	7.37	2.25	3.73	3.47	0.89	**17.71**
4	0.84	1.33		2.12		**4.29**
5	0.06					**0.06**
Condition Totals	**14.19**	**4.48**	**5.55**	**7.02**	**1.44**	**32.67**

These results are not unexpected for a system in which 90% of the gravity main system is 8” or smaller PVC or DIP and over 50% of the system was installed within the last 20 years. Additionally, the EUL is smaller for force mains than for gravity mains of the same material, resulting in higher LoF for force mains (see Table 2-4). To better understand where the high-risk assets are, the risk score is mapped in Figure 4-3 and the risk level is mapped in Figure 4-4. Due to the relatively low risks resulting from this risk analysis of the relatively new Town of Apex sewer collection system, the risk score symbology is scaled to provide greater color variation across the system. Refer to the GIS deliverable for actual total risks scores. The maps show that the higher-risk assets gravity mains are larger diameter and those that were inspected and found to have significant defects. The higher-risk force mains are a mix of DIP and PVC mains which were installed prior to 1996.

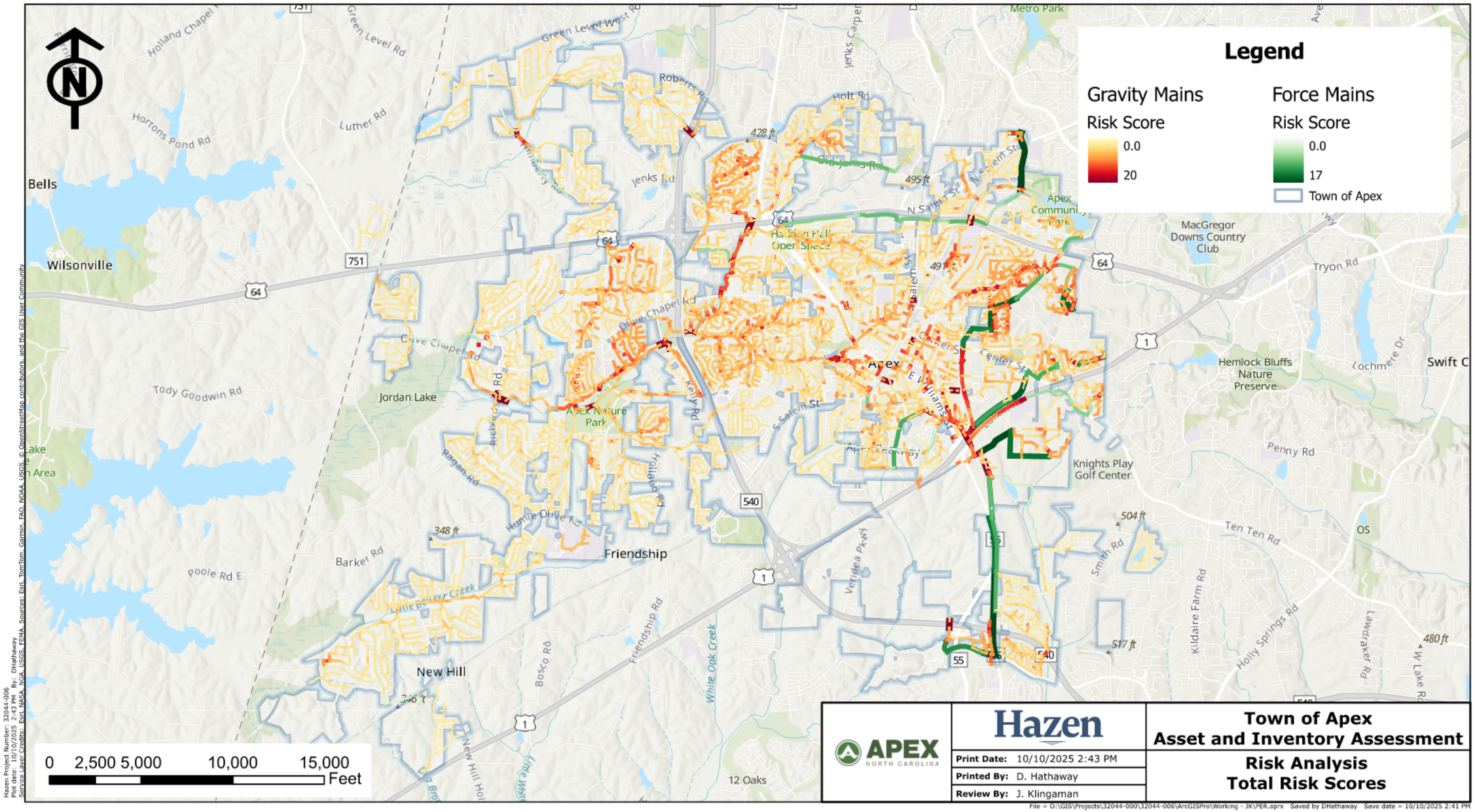


Figure 4-3: Map of Risk Scores for Gravity and Force Mains

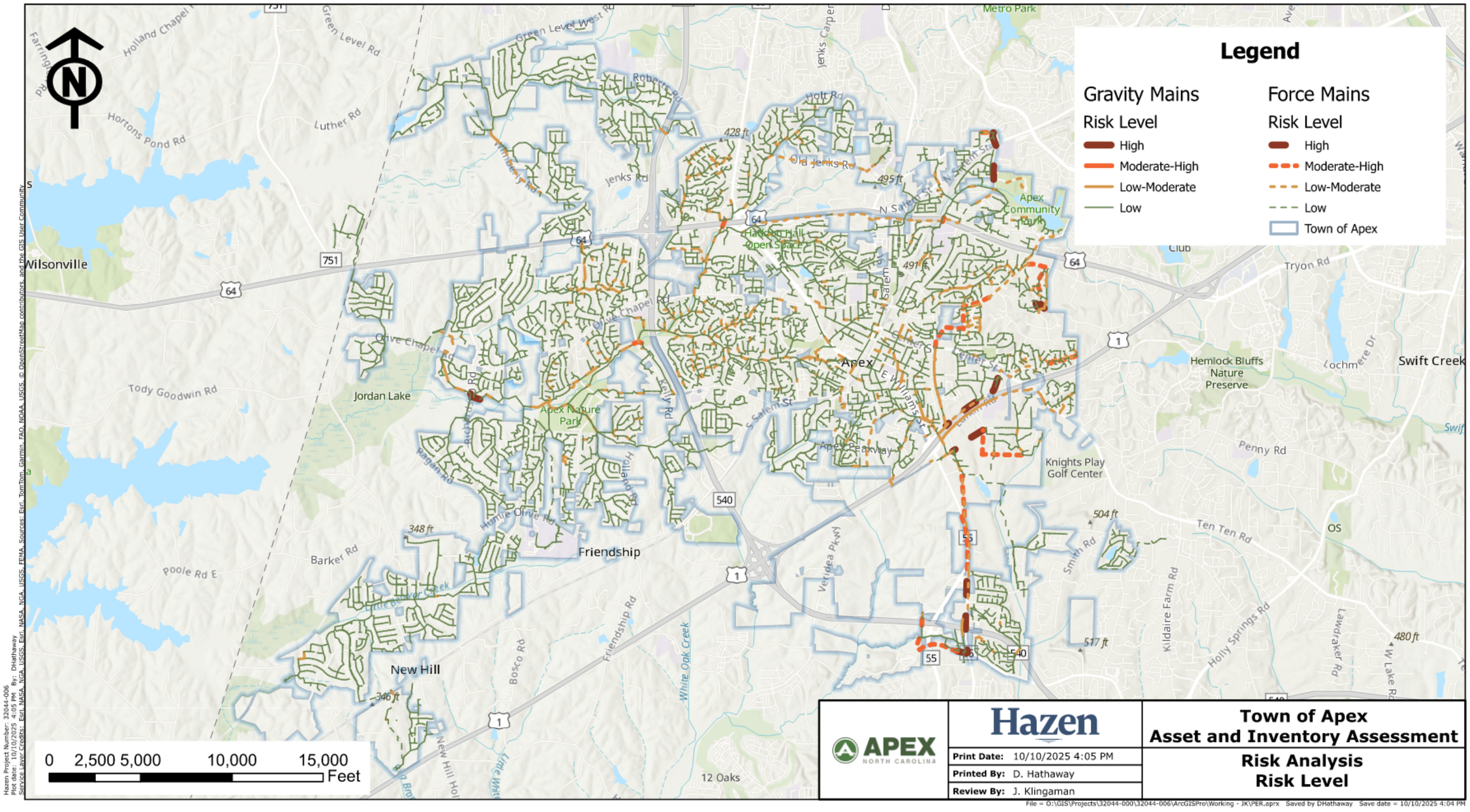


Figure 4-4: Map of Risk Level for Gravity and Force Mains

5. Financial Forecasting

As part of the asset evaluation, Hazen developed a long-term forecast of renewal and replacement (R&R) costs for the sewer collection system linear assets. The following section summarizes the cost assumptions that were used to develop sewer collection system renewal costs as well as long-term financial forecast results.

5.1 Cost Assumptions

Hazen analyzed recent bid tabs for local renewal and replacement projects to determine approximate replacement value for the existing sewer collection system. These high-level costs are not site-specific but rather provide a long-term view of potential replacement funding needs within the sewer collection system. Planning level costs are presented in Table 5-1. All costs are presented in 2025 dollars.

5.2 Long-term Financial Forecast

Table 5-1: Planning Level Costs for Gravity and Force Mains by Diameter

Diameter (inches)	Force Main ($/lf)	Gravity Sewer Main ($/lf)	CIPP Lining ($/lf)	Bore and Jack ($/lf)
6	900	N/A	N/A	1600
8	950	1100	550	1600
10	1050	1150	600	1600
12	1100	1250	650	1600
16	1300	1400	800	1600
18	1350	1500	850	1600
24	1600	1700	1000	2500
30	1950	2050	1200	2500
36	2250	2400	1400	2500
42	2600	2700	1550	5000
48	2950	3050	1750	5000

The following costing assumptions were utilized for the replacement costing shown below.

5.2.1 Sewer Main Costing Assumptions

- Costs are only reflective of one-time replacement of existing gravity and force mains
- Sewer main replacement is inclusive of service line reconnection, manholes, and bypass pumping and is an “all-in” cost per linear foot
- Sewer main replacement is assumed to occur in the street and costs are inclusive of asphalt restoration and traffic control

- Gravity Sewer main replacement assumes a depth of 12’ or less
- Force main replacement assumes a depth of 3’ or less
- Costs assume a size-on-size replacement with PVC or FRP pipe
- Costs are assumed to be system-wide averages for planning level estimates but may underpredict costs for difficult, site-specific considerations
- Costs do not capture easement acquisition, planning, or design, and are raw costs with no contingency applied
- Bore and jack prices are considered for all assets crossing secondary routes, highways, or railroads

5.3 Asset Renewal Financial Forecast

The replacement costs presented in Table 5-1 were applied to each gravity and force main. Figure 5-1 presents estimated replacement costs categorized by the year in which the asset is projected to exceed its expected useful life. All costs are presented in 2025 dollars.

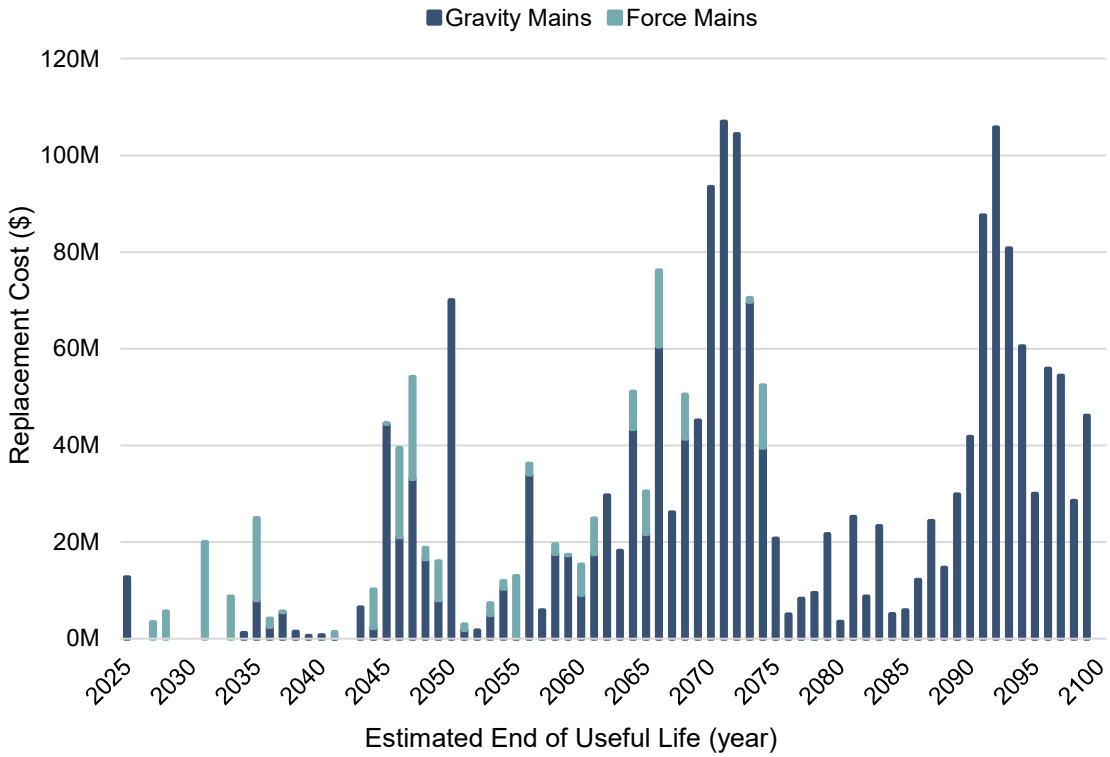


Figure 5-1: Long-term Financial Forecast

Since the Town has experienced rapid growth in the last 30 years, many of the Town’s sewer collection assets have significant remaining useful life. Therefore, the short-term renewal forecast is much smaller than the replacement needs expected in 20 years and beyond. Refinement of LoF scoring with field

condition assessment will help identify early failures and opportunities for investment in the system, which can level long-term spending rates. This desktop model predicts replacement needs may ramp up beginning in 2045 with additional peaks around 2070 and 2090. Verifying actual condition of the system through inspection will help ensure the Town is well-prepared to ramp up replacement when and where it is needed.

6. Recommendations

This desktop analysis provides a basis for both near-term and long-term actions. In the near-term, Hazen recommends several efforts to collect asset condition data through inspection projects which can help refine and target costly renewal efforts and refine long-term funding needs. **Hazen recommends that the Town continue to invest in inspection and targeted main replacement to stay ahead of early failures and maintain the right size main replacement budget as the system ages. While these inspection efforts are beginning, Hazen recommends the Town proceeds with replacement projects for high-risk assets.**

Following initial data collection from inspection efforts, Hazen recommends utilizing the collected asset condition information to help inform long-term renewal and replacement budgets.

Several categories of projects are recommended as part of the asset management program for the sewer collection system.

- Near-term recommended projects: These projects are early capital projects for infrastructure replacement which can proceed while inspection projects are ongoing.
- Asset Inspections: These projects are recommended to refine data and asset LoF scores to improve replacement prioritization, capital improvement plan (CIP) project packaging, and financial forecasting.
- Data Management & Workflow Improvements: These projects address asset management-related data needs and may help reduce the staffing burden for data tracking and analysis.

6.1 Near-term Recommended Projects

As noted in the risk evaluation, the majority of the Town water distribution and sewer collection systems have significant remaining useful life and, therefore, the bulk of the recommendations are focused on asset inspection to find early signs of failure where renewal can avoid failure and extend asset life. Hazen reviewed the results of the asset evaluation and developed two project recommendations that address high risk sewer collection pipes.

6.1.1 Trunk Line to Apex WRF

This trunk line consists of 30-36” DIP that runs from Perry Rd in the north to the Apex WRF in the south and was inspected as part of this AIA project. The inspection showed frequent surface damage and corrosion defects, as well as attached deposits. Given the criticality of this trunk line, **Hazen recommends a near-term project to develop a Preliminary Engineering Report evaluating options for rehabilitation or replacement of this line.** The preliminary engineering report should include hydraulic modeling as necessary to determine current capacity limitations and future capacity needs to appropriately size the replacement.

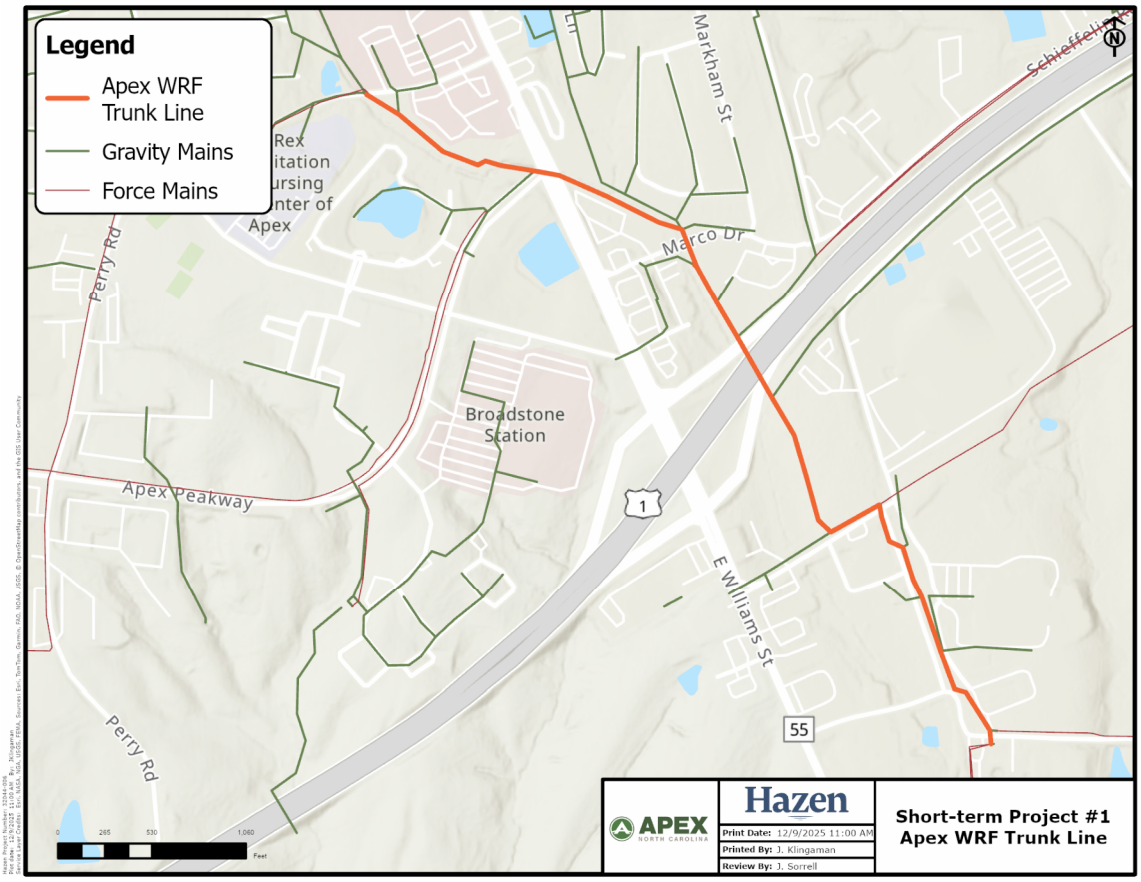


Figure 6-1: Short-term Project – Apex WRF Trunk Line

6.1.2 Beaver Creek Interceptor

This interceptor consists of 30-42" diameter DIP that runs from NC-540 in the east to the Beaver Creek pump station in the west. Portions of the line were inspected as part of this AIA project. The pole camera inspection showed significant corrosion relatively early in the lifespan of these assets. Given the criticality of this trunk line, **Hazen recommends a near-term project to perform a full condition assessment utilizing CCTV to refine useful life assumptions and identify sections which need rehabilitation.**

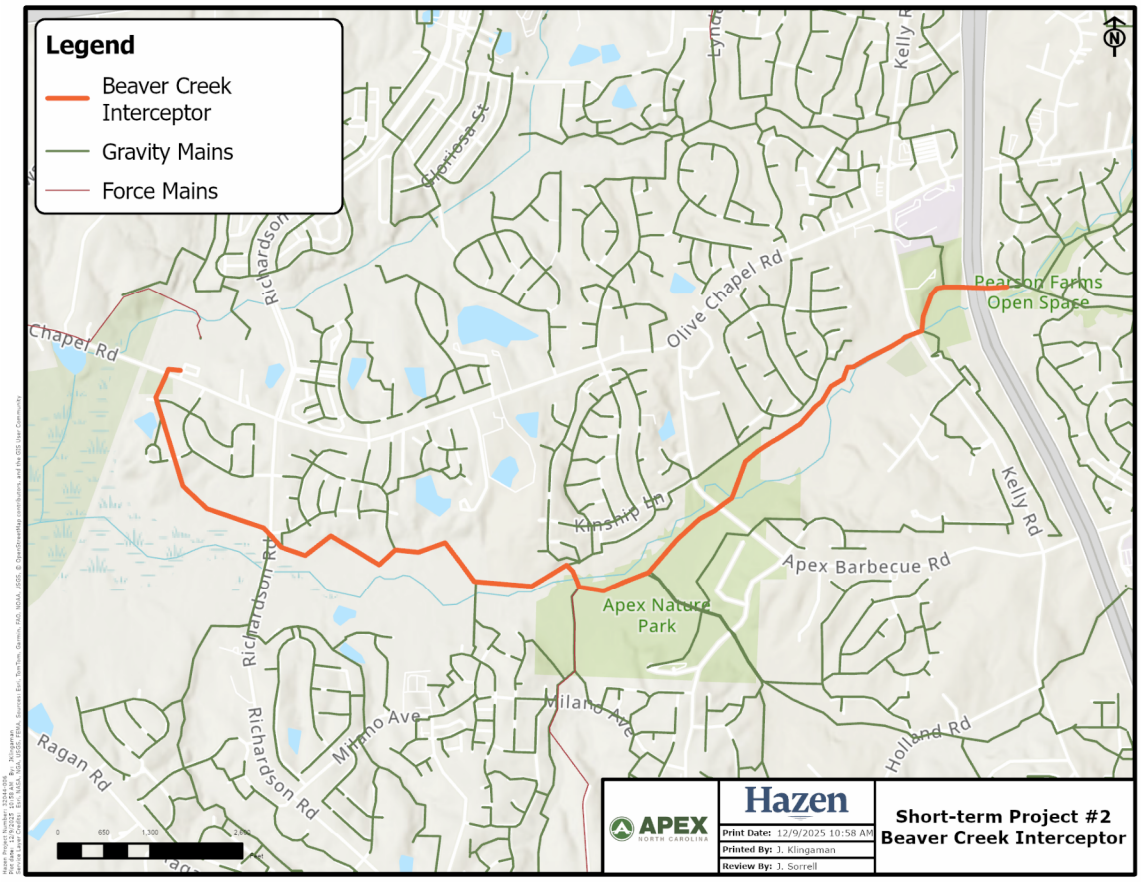


Figure 6-2: Short-term Project – Beaver Creek Interceptor

6.2 Asset Inspections

Inspections serve as a critical data source for asset management programs, helping to ensure that the right renewal and replacement activities are programed at the right time for high-risk assets. Hazen recommends several categories of inspection which can provide cost effective insights. These inspections are anticipated to cost a small percentage of overall replacement cost, while providing data to reduce risk of catastrophic failures.

6.2.1 Gravity Main Inspections

Closed-circuit television (CCTV) of gravity mains is generally anticipated to cost <1% of the cost of asset replacement. Additionally, CCTV inspections allow for identification of defects prior to catastrophic failure. In many cases, assets may develop cracks, fractures, corrosion, and holes before finally failing in a collapse or sinkhole. CCTV can provide early detection, allowing for repair or replacement and avoiding SSOs, sink holes, and costly emergency repairs.

In the near-term, Hazen recommends continuing CCTV efforts targeting 10% of the gravity sanitary sewer system annually. Year 1 inspections should begin prioritizing high risk assets with a CoF of 4 or 5 as well as assets that are likely to be subject to corrosion (such as DIP) and those downstream of

a force main discharge. Subsequent years' inspections should continue prioritizing asset inspections based on risk.

These inspections provide quick feedback on those assets which have the highest risk or may be subject to accelerated corrosion. Many of these assets are larger diameter or are under high traffic streets or other areas which increase the consequence of failure scoring. CCTV efforts are typically less than 1% of the total replacement cost of such pipes.

If desired, a flexible approach with an allowance for additional inspections can provide a tool for the Town to extend the inspection limits when the vendor encounters significant defects. Pole camera inspections can be an effective tool for identifying areas for additional CCTV inspection.

6.2.2 Force Main Inspections

Hazen recommends continued refinement of the force main LoF results to focus future inspection efforts on the highest priority areas. **Hydraulic modeling is recommended to identify smaller force main segments which may be subject to corrosion due to air pockets.**

Hazen recommends the Town establish an annual budget for force main condition assessment. The near-term budget should include hydraulic modeling and inspections to verify wall loss on metallic force mains at high points and downhill segments where air pockets may be present.

Initially, ultrasonic wall thickness testing at high points can provide an opportunity to verify both internal and external corrosion and provide direct condition assessment data for the assets inspected. Performing these inspections can also help inform a business case for whether more detailed condition assessment technologies, including free-swimming and tethered inspection technologies for wall loss or leak detection, may provide value.

6.2.3 Permanent Flow Metering

Hazen recommends that the Town implement permanent flow metering at strategic points throughout its gravity sewer system to assist in the development of a wastewater hydraulic model.

6.3 Data Management Recommendations

In addition to funding and project recommendations, Hazen has several recommendations for the Town's data management to ensure crucial asset data is tracked, accessible, and maintained into the future.

6.3.1 GIS Attribute Updates

Throughout the present risk analysis, Town of Apex gravity and force main fields were flagged for future maintenance and updates. **Hazen recommends attribute data updates as follows:**

- Install Date and INSTALL_YR are redundant. Install Date is incomplete whereas INSTALL_YR is complete. Hazen recommends either consolidating these fields or ensuring they remain in sync as assets are edited.

- Liner Type is nearly incomplete. Hazen recommends adding a liner type/material for each asset which is retrofitted with a liner.
- From Manhole/To Manhole and US_MANHOLE/DS_MANHOLE are redundant and not fully coincident. Hazen recommends avoiding duplicate use/display of data.
- Upstream/Downstream elevations are only about 50% complete; slope cannot be calculated. Hazen recommends obtaining the elevation of each asset.
- UTIL_DEPTH is 99% incomplete. Hazen recommends assigning a depth to each asset.

Hazen recommends including LoF and CoF scores in the standard asset attribute information to help inform and plan routine maintenance activities and repairs. Routine maintenance is especially important for pipes with high CoF scores since the impact of failure is substantial. Additionally, when planning capital projects and repairs, pipes with high PoF scores should be prioritized to reduce system risk.

- LoF:
  - Field Type: Integer (1-5, with 5 as the most severe)
  - Field can be used to validate repair work orders to see if these were known pipes with potential for failure.
- CoF:
  - Field Type: Integer (1-5, with 5 as the most critical)
  - Field allows others in the Town to see if their work would impact a high consequence pipe.

6.3.2 Master CCTV Database

Hazen recommends that the Town invest in establishing and maintaining a master database for CCTV data. A master CCTV database would allow the Town to easily update the LoF score of gravity mains based on inspections. Additionally, centralized CCTV data will improve future replacement projections and allow the Town to determine the appropriate useful lives of pipes based on inspections and failure rates of pipes in their system. This software may support map views of CCTV results and more efficient workflows for syncing internal inspections and incorporating CCTV provided by external vendors.

6.3.3 Wastewater Hydraulic Model

Currently, the Town does not have a wastewater hydraulic model and Hazen was not able to utilize model results for asset evaluation. **Hazen recommends that the Town create a wastewater hydraulic model to uniformly evaluate the hydraulic performance of the collection system.** The hydraulic model will enable the Town to identify portions of the collection system that are undersized and should be prioritized for upgrades and can also provide valuable information about inflow and infiltration throughout the system which can be utilized to prioritize inspection and rehabilitation efforts.

6.4 Recommended Workflow for Asset Evaluation Updates

The asset evaluation described in this TM was compiled from a variety of data sources described in Section 2.2. These data sources were input into a risk analysis tool to assign LoF, CoF, and risk scores to each linear collection system asset. The results of the risk analysis summarize LoF, CoF, and risk scores. In the future, when new or updated data sources are available, they can be input in the Risk Model to update the asset evaluation. Detailed documentation of how to run the risk model tool is included in Appendix C.

6.4.1 Annual Project Identification Schedule

The Town is currently planning its rehabilitation budget and project packaging on an annual basis. **To allow adequate time for updating data, running the risk model, identifying projects, and reviewing with stakeholders, Hazen recommends the schedule presented in Table 6-1 for updating the risk analysis.** The goal of this schedule is to ensure that asset information, risk results, proposed projects, and budgeting information are ready in time for the Town to make necessary decisions. The timeline below may be condensed based on the processes the Town chooses to follow.

Table 6-1. Recommended Annual Update Schedule

Month	Task	Task Lead
Early April	Export work order data from Cityworks.	Cityworks Administrator
	Export CCTV data.	CCTV Project Manager
	Update project schedules, budgets, and extents.	Project Managers
	Complete updates to GIS based on updated project information.	GIS Team
Mid-April	Complete preprocessing of Cityworks data.	Cityworks Administrator
	Compile and export latest GIS data.	GIS Team
	Complete preprocessing of GIS data.	Water Resources Team
	Complete preprocessing of CCTV data.	Water Resources Team
May	Run the Risk Model for updates	GIS Team
June	Update Financial Forecasting Model	Water Resources Team
July	Complete project packaging and review with subject matter experts.	Water Resources Team
August	Workshops to review project list.	Engineering and Operations Staff
September	Finalize Draft Project List	Engineering Staff

6.5 Conclusions and Future Guidance

The asset evaluation and analyses performed to date and summarized in this TM apply a risk evaluation framework to the sewer collection system linear assets. Town employees at all levels should work to maintain and improve asset databases and systems to ensure that information stays current and accurate.

Using the consistent and repeatable risk assessment methodology implemented through this asset evaluation effort, the Town will gain benefits from better-informed decisions made by field staff, engineers, and executives.

Additionally, this effort will provide the Town with the data necessary to prioritize improvement projects for the sewer collection system to mitigate infrastructure risk to the greatest degree.

Throughout this report, Hazen has added recommendations for the Town of Apex in **orange text**. These recommendations have been compiled into the table below.

Table 6-2. Summary of Recommendations

Section	Recommendation
6	Continue to invest in inspection and targeted main replacement to stay ahead of early failures and maintain budget
	Proceed with replacement projects for high-risk assets while inspection program develops
	Following initial data collection from inspection efforts, Hazen recommends utilizing the collected asset condition information to help inform long term renewal and replacement budgets.
6.1.1	Implement project in the near-term for the trunk line to the Apex WRF
6.1.2	Implement project in the near-term for the Beaver Creek Interceptor
6.2.1	Beginning proactive CCTV inspection of 10% of the gravity sanitary sewer system annually
6.2.2	Hydraulic modeling to identify smaller force main sections which may be subject to corrosion due to air pockets
	Establish an annual budget for force main condition assessment, including hydraulic modeling and wall loss inspections
6.3.1	Update lacking attribute fields in GIS database
	Include CoF and LoF scores in the standard asset attribute information to help inform and plan routine maintenance activities and repairs
6.3.2	Establish and maintain a master database for CCTV data
6.3.3	Develop a system-wide wastewater hydraulic model to uniformly evaluate the hydraulic performance of the collection system
6.4.1	Follow a schedule to allow for data updates, risk model updates, project identification, and stakeholder review.

Appendix A: Risk Model Inputs

Reactive Work Orders

DESCRIPTION	WORKORDERID Hierarchy - WORKORDERID	WORKORDERID Hierarchy - ENTITYUID	ACTUALFINISH DATE - Year	ACTUALFINISH DATE - Month	ACTUALFINISH DATE - Day	Address	Location	Status	Submit To	Project Start Date	Comments	Instructions
Remove Blockage Gravity	55490	SEGSL1060	2020	January	21							
Remove Blockage Gravity	105537	SEGSL1146	2020	November	13	701 E WILLIAMS ST, APEX	Apex Coin	CLOSED	Mills, James	2020-11-12 03:17 PM	We flush up to tins tall st to under stop the sewer line	Manholes are backed up up causing the service to back up.
Remove Blockage Gravity	105537	SEGSL1147	2020	November	13	701 E WILLIAMS ST, APEX	Apex Coin	CLOSED	Mills, James	2020-11-12 03:17 PM	We flush up to tins tall st to under stop the sewer line	Manholes are backed up up causing the service to back up.
Remove Blockage Gravity	4208	SEGSL11927	2018	October	9	White Oak Pond Rd.	Residential	CLOSED	Mote, Michael	2018-10-09 07:27 AM	We finished cleanup on 10/9. About 150 ft. of the creek was jetted and cleaned. Sandbags were also used and the manholes were cleaned out.	Remove the blockage that is causing an SSO.
Remove Blockage Gravity	110524	SEGSL12052	2020	December	11	2819 Clifton Oaks Dr.	JORDAN POINTE	CLOSED	Carroll, Jordan	2020-12-11 07:30 AM	Flushed 380 feet to remove debris out of line.	Remove debris from the gravity main.
Trenchless Pipe Patch Gravity	3299	SEGSL1220	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL1272	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL13426	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Contracted Services Gravity	2707	SEGSL1343	2018	August	29	Olive st	Olive st	CLOSED	Fontaine, Tim	2018-08-30 11:04 AM	Crawler pipe line quoted 500.00 per service there are 3 services	Slip liner has moved. need to re cut services This will be assigned to Crawler pipe line
Remove Blockage Gravity	228623	SEGSL13750	2022	August	18	806 AMLEY PL, APEX	Townes at North Salem Phases 1, 2	CLOSED	Underhill, Anthony	2022-08-17 03:13 PM		
Repair Gravity	21010	SEGSL13769	2019	May	7	1025 MARKHAM ST	APEX MOBIL ESTATES	CLOSED	Cotton, Seth	2019-05-06 09:00 AM	BILL CONTRACTOR PER JIMMY C	Cable or conduit drilled through the main
Remove Blockage Gravity	142412	SEGSL1430	2021	June	10	1013 Wabberly Lane	Obstruction in the main approx 45 feet into main from manhole in cut-de-sac.	CLOSED	Carroll, Jordan	2021-06-10 08:00 AM	Flushed line	Use root cutting head if it appears to be a root.
Trenchless Pipe Patch Gravity	3299	SEGSL1435	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL1510	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Contracted Services Gravity	15951	SEGSL1567	2019	March	22	415 Olive st	415 Olive st	CLOSED	Fontaine, Tim	2019-02-18 10:00 AM	wo14823	contract crawler to make repairs. we may need to plug upstream and pump and haul for this repair
Trenchless Pipe Patch Gravity	3299	SEGSL1785	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL1787	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL1822	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL1823	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL1952	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	151622	SEGSL2309	2021	July	27	403 Ivey Glen	403 Ivey Glen	CLOSED	McDuffie, Adam	2021-07-27 07:15 AM	Pipe patch was unsuccessful. Had to dig up the pipe to remove patch and repair the sewer line.	Install pipe patch in 8 inch clay pipe.
Repair Gravity	45687	SEGSL2479	2019	November	22	1004 Senoma Place	VINTAGE GROVE	CLOSED	Cotton, Seth	2019-10-31 11:45 AM	REPLACED 3' OF MAIN AND REPLACED THE TAP.	Repair main , the pipe is crushed in at the top at the tap for 1002 Senoma Pl. The area is marked with paint and video footage is on the parent work order. Measures 5.3 ft deep at main, the lateral measures at 3.5 ft deep.
Repair Gravity	68088	SEGSL2606	2020	April	22	413 N SALEM ST	Residential	CLOSED	Byrd, Ricky	2020-04-23 10:15 AM	Replaced 2' section of sewer main.	
Repair Gravity	69019	SEGSL2613	2020	July	17	413 N SALEM ST	Residential	CLOSED	Byrd, Ricky	2020-06-16 09:00 AM	Met with Lambert s on site and Coordinated with Ricky for the work to be done on June 16th	Cable was found running through sewer line approx 25 feet from Downstream Manhole. Will need to be removed to make Pipe repair. MCI will be on site to excavate and remove cable.
Repair Gravity	125769	SEGSL2786	2021	March	17	5412 APEX PEAKWAY	Commercial	CLOSED	Cotton, Seth	2021-03-11 03:11 PM	CAMERA WAS STUCK IN THE MAIN LINE. CUT A 3 FT SECTION OUT AND GOT THE CAMERA OUT.	
Repair Gravity	1330	SEGSL2795	2018	August	7	502 FAIRVIEW RD 27502	502 FAIRVIEW RD 27502	CLOSED	Lancaster, Alex	2018-07-11 06:00 PM	Sewer line running in or through creek bed dirt around and under being eroded so placed large pieces of rip rap around pipe in outfall area	
Repair Gravity	141121	SEGSL326	2021	June	2	1001 LEXINGTON FARM RD, APEX	Lexington Farms	CLOSED	McDuffie, Adam	2021-06-02 05:58 PM	Pipe was successfully patched.	Pipe patch the joint where roots were intruding.
Remove Blockage Gravity	277925	SEGSL3739	2023	April	7	1606 CONE AVE, APEX	KNOLLWOOD ESTATES	CLOSED	Milliron, Jacob	2023-04-07 03:27 PM	Sewer blockage located in SEGSL3739. Blockage in gravity main causing customers lateral lines to back up. Flushed line with vac truck to remove blockage.	
Repair Gravity	141805	SEGSL3911	2021	July	6	2109 Abby Knoll Drive	Haddon Hall	CLOSED	Carroll, Jordan	2021-06-28 08:00 AM	Pipe patched a hole in the line	Install pipe patch in 8inch main on Line Segment SEGSL3911. Main has a hole at approx 8 to 11 o'clock.
Remove Blockage Gravity	47736	SEGSL3981	2019	November	18	1202 PARK SUMMIT BLVD	Outfall	CLOSED	Fontaine, Tim	2019-11-18 06:52 AM	we aiso clean up and put line down and straw down to	
Remove Blockage Gravity	89707	SEGSL461	2020	August	25	1130 CLASSIC RD, APEX	1130 CLASSIC RD, APEX APEX	CLOSED	McDuffie, Adam	2020-08-26 08:12 AM	Flushed SEGSL461 to removed blockage from pushing debris out of the gravity sewer line	
Remove Blockage Gravity	24059	SEGSL6075	2019	May	22	Apex Elementary School	Apex Elementary School	CLOSED	McNeill, Keithy	2019-05-22 05:33 PM		remove blockage on main line.
Remove Blockage Gravity	24059	SEGSL6076	2019	May	22	Apex Elementary School	Apex Elementary School	CLOSED	McNeill, Keithy	2019-05-22 05:33 PM		remove blockage on main line.
Repair Gravity	106210	SEGSL6225	2020	December	2	407 S TUNSTALL AVE, APEX	Residential	CLOSED	Byrd, Ricky	2020-11-16 02:56 PM	Cut out 18" section of pipe and replaced with new piece.	There is a cable intruding through the top of the gravity main that needs to be removed and pipe will need to be repaired.
Repair Gravity	218198	SEGSL6785	2022	July	1	1507 Kelly Rd, Apex, NC, 27502	Commercial	CLOSED	Cotton, Seth	2022-07-01 07:22 AM	CONTRACTOR FOUND THE SEWER LINE WITH A HOLE IN THE TOP OF THE LINE. WE REPLACED THE LINE ALL THE WAY BACK TO THE MANHOLE.	
Remove Blockage Gravity	13205	SEGSL7579	2019	February	28	1117 Giby dr	Mobile Estates	CLOSED	Mills, James	2019-02-26 08:00 AM	And i shot up the main sewer line to under stop it	This is a private line, remove blockage and re establish sewer flow. Contact Larry Taylor, mobile estates property manager. 919-669-2738.
Trenchless Pipe Patch Gravity	3299	SEGSL798	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL799	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Trenchless Pipe Patch Gravity	3299	SEGSL801	2018	September	28	Multiple Locations	TSR Project Ph 1 Multiple Locations	CLOSED	Fontaine, Tim	2018-07-30 09:00 AM	this is Ph 1 work order 55 services (TSR)	Crawler Pipe Line will be installing TSR's (Trenchless sewer service repairs)
Remove Blockage Gravity	10369	SEGSL805	2019	January	30	916 James st	James st	CLOSED	Mills, James	2019-01-29 02:30 PM	We wend back to eclean the sewer line	
Repair Gravity	74315	SEGSL805	2020	June	3	920 JAMES ST, APEX	920 JAMES ST, APEX	CLOSED	Lancaster, Alex	2020-06-02 09:12 AM	Myself ,Jakwan, Adam,jordon and Cameron cut out bad section of seeer line and replaced with a newer piece of 4 inch di pipe and 2 ferncos placed rock under pipe for foundation and then covered	The 4inch line is pit cast pipe and has been damaged by phone line instillation. the sewer line is only a few inches deep.
Remove Blockage Gravity	38735	SEGSL8325	2019	September	12	351 Parlier Dr	Outfall The Pines at Wake Crossing	CLOSED	McNeill, Keithy	2019-09-12 05:01 PM	We removed 3 , 4 inch plugs from Manhole SEMH6058, Along with 1, 10 inch main line plug , 5 feet into the main still inflated with a rope attached to it. We lightly flushed this section along with CCTV inspected it to verify structural integrity. W	

Reactive Work Orders

DESCRIPTION	WORKORDERID Hierarchy - WORKORDERID	WORKORDERID Hierarchy - ENTITYUID	ACTUALFINISH DATE - Year	ACTUALFINISH DATE - Month	ACTUALFINISH DATE - Day	Address	Location	Status	Submit To	Project Start Date	Comments	Instructions
Remove Blockage Gravity	54994	SEGSL939	2020	January	14	1472 SALEM CREEK DR	1472 SALEM CREEK DR APEX	CLOSED	McDuffie, Adam	2020-01-14 02:30 PM	wo55008 is or flushing this outfall	
Remove Blockage Gravity	54994	SEGSL960	2020	January	14	1472 SALEM CREEK DR	1472 SALEM CREEK DR APEX	CLOSED	McDuffie, Adam	2020-01-14 02:30 PM	wo55008 is or flushing this outfall	

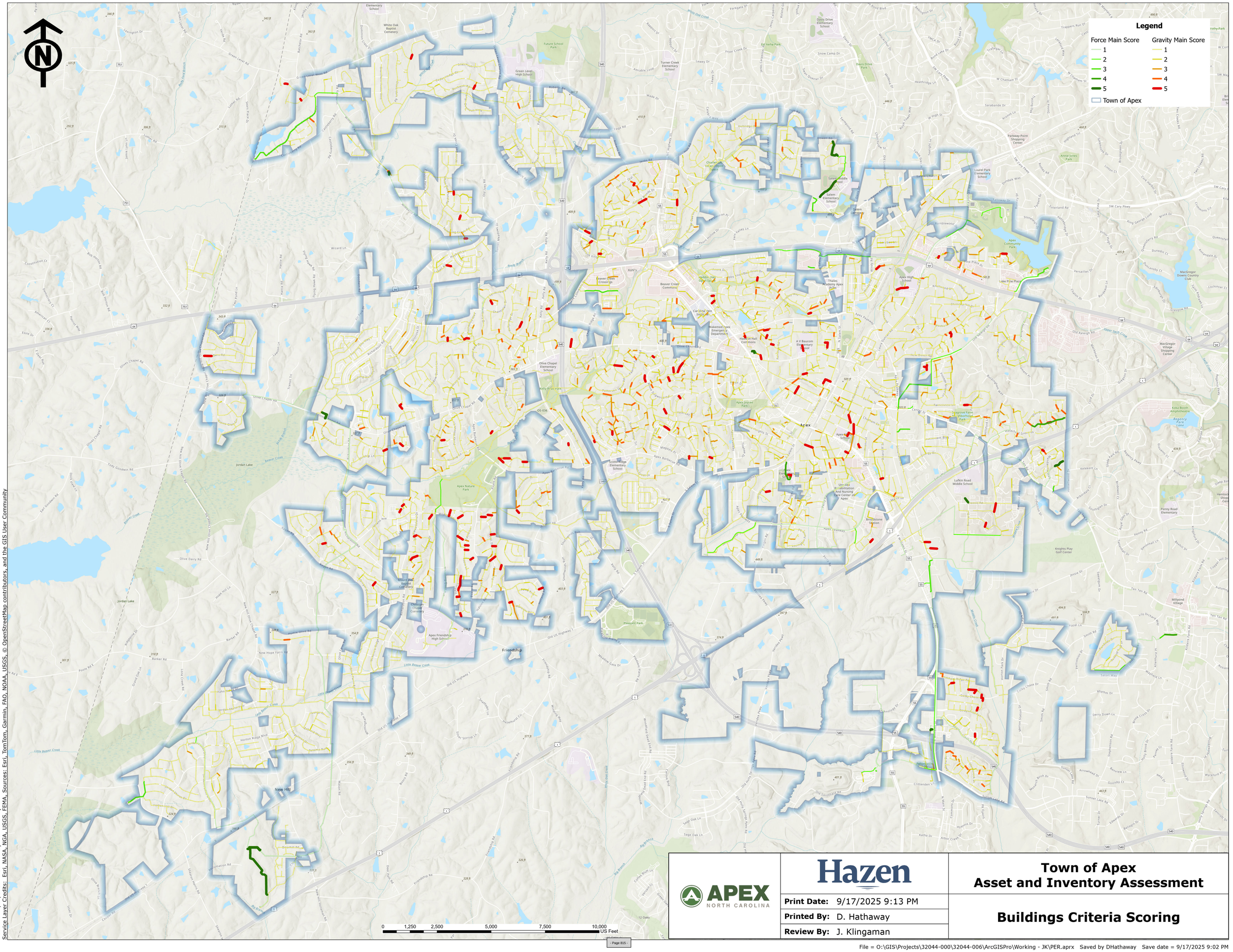
2020 Insitu Relining

DESCRIPTION	WORKORDERID	ENTITYUID	Year	Month	Day
Contracted Services Gravity	64220	SEGSL11041	2020	May	28
Contracted Services Gravity	64220	SEGSL2074	2020	May	28
Contracted Services Gravity	64220	SEGSL2093	2020	May	28
Contracted Services Gravity	64220	SEGSL2108	2020	May	28
Contracted Services Gravity	64220	SEGSL2156	2020	May	28
Contracted Services Gravity	64220	SEGSL2189	2020	May	28
Contracted Services Gravity	64220	SEGSL2945	2020	May	28
Contracted Services Gravity	64220	SEGSL2982	2020	May	28
Contracted Services Gravity	64220	SEGSL3014	2020	May	28
Contracted Services Gravity	64220	SEGSL3027	2020	May	28
Contracted Services Gravity	64220	SEGSL3032	2020	May	28
Contracted Services Gravity	64220	SEGSL3061	2020	May	28
Contracted Services Gravity	64220	SEGSL3062	2020	May	28
Contracted Services Gravity	64220	SEGSL3096	2020	May	28
Contracted Services Gravity	64220	SEGSL3127	2020	May	28
Contracted Services Gravity	64220	SEGSL3130	2020	May	28
Contracted Services Gravity	64220	SEGSL3131	2020	May	28
Contracted Services Gravity	64220	SEGSL3139	2020	May	28
Contracted Services Gravity	64220	SEGSL3140	2020	May	28
Contracted Services Gravity	64220	SEGSL3141	2020	May	28
Contracted Services Gravity	64220	SEGSL3213	2020	May	28
Contracted Services Gravity	64220	SEGSL3242	2020	May	28
Contracted Services Gravity	64220	SEGSL3270	2020	May	28
Contracted Services Gravity	64220	SEGSL3522	2020	May	28
Contracted Services Gravity	64220	SEGSL3523	2020	May	28
Contracted Services Gravity	64220	SEGSL3525	2020	May	28
Contracted Services Gravity	64220	SEGSL3528	2020	May	28
Contracted Services Gravity	64220	SEGSL3557	2020	May	28
Contracted Services Gravity	64220	SEGSL3558	2020	May	28
Contracted Services Gravity	64220	SEGSL3561	2020	May	28
Contracted Services Gravity	64220	SEGSL3578	2020	May	28
Contracted Services Gravity	64220	SEGSL3584	2020	May	28
Contracted Services Gravity	64220	SEGSL3739	2020	May	28
Contracted Services Gravity	64220	SEGSL3763	2020	May	28
Contracted Services Gravity	64220	SEGSL3829	2020	May	28
Contracted Services Gravity	64220	SEGSL3847	2020	May	28
Contracted Services Gravity	64220	SEGSL3873	2020	May	28
Contracted Services Gravity	64220	SEGSL3880	2020	May	28
Contracted Services Gravity	64220	SEGSL3889	2020	May	28
Contracted Services Gravity	64220	SEGSL3890	2020	May	28
Contracted Services Gravity	64220	SEGSL5106	2020	May	28

2025 Linings

LINE SEGMENT	UPSTREAM MH	DOWNSTREAM MH	ADDRESS	LOCATION	PIPE MATERIAL	PIPE SIZE	LENGTH
SEGSLl482	SEMH4144	SEMH4143	1006 Marco Dr.	Behind Los Tres	Ductile Iron	8	105.7 FT
SEGSL4825	SEMH4774	SEMH627	803 E Williams st.	Behind Mi Cancun	Ductile Iron	8	141.8 FT
SEGSL298	SEMH6932	SEMH4481	875 Lufkin Rd.	OUTFALL	Ductile Iron	16	329.9 FT
SEGSL281	SEMH4482	SEMH4458	875 Lufkin Rd.	OUTFALL	Ductile Iron	16	231.9 FT
SEGSL11547	SEMH4458	SEMH6932	875 Lufkin Rd.	OUTFALL	Ductile Iron	16	109.8 FT

Appendix B: Risk Maps



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Town of Apex
Asset and Inventory Assessment

Buildings Criteria Scoring

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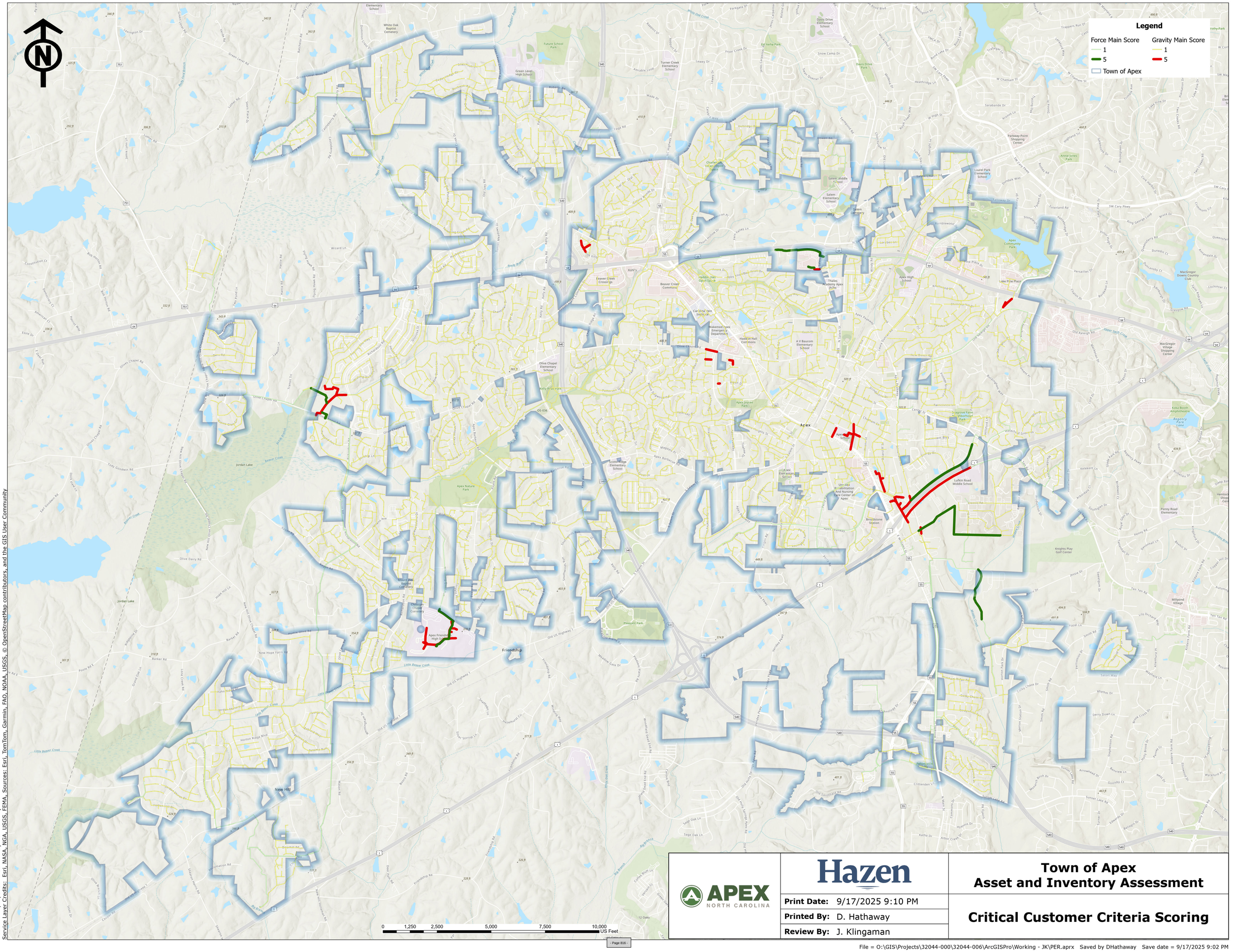

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Town of Apex
Asset and Inventory Assessment

Critical Customer Criteria Scoring

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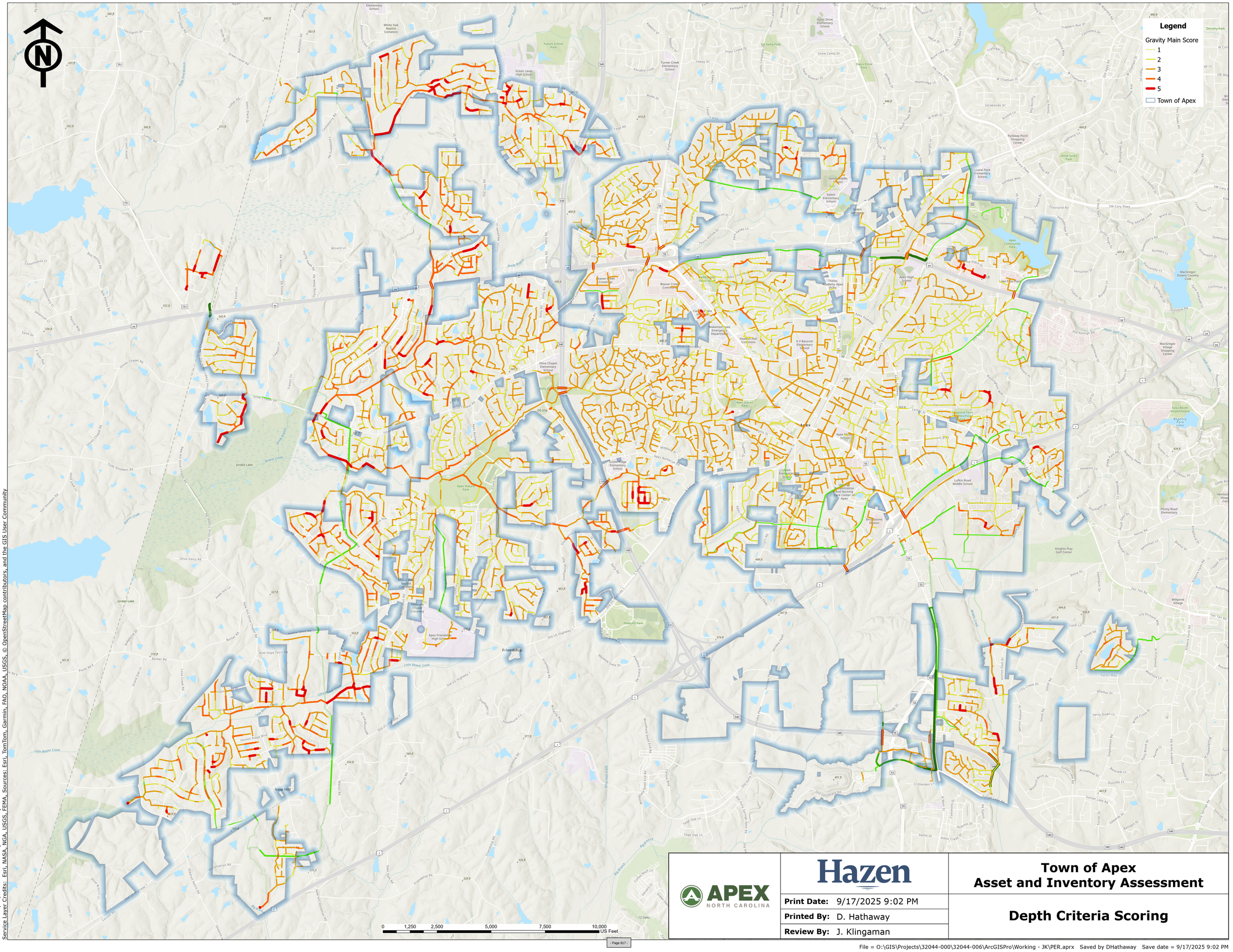

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Town of Apex
Asset and Inventory Assessment

Depth Criteria Scoring

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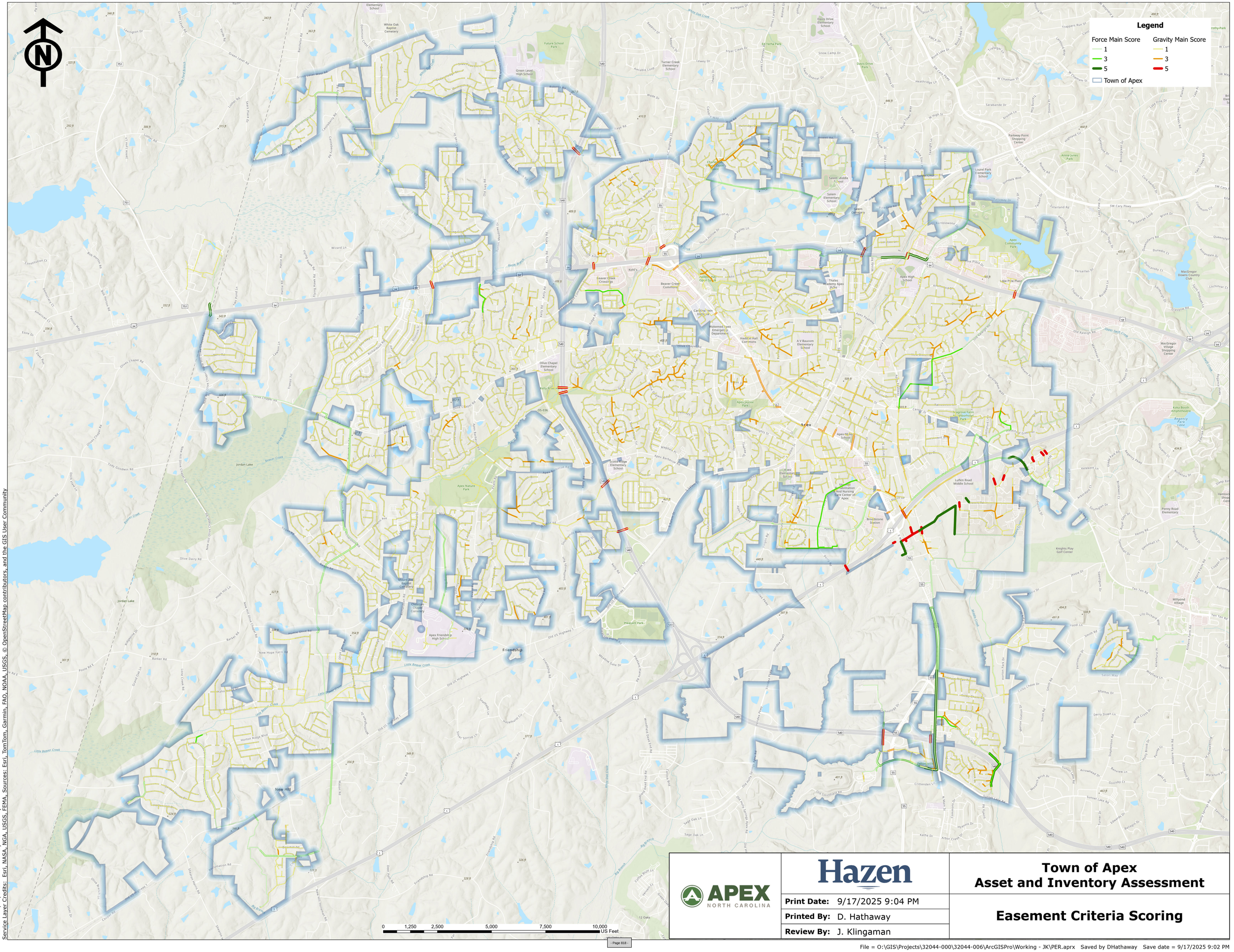

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Town of Apex
Asset and Inventory Assessment

Easement Criteria Scoring

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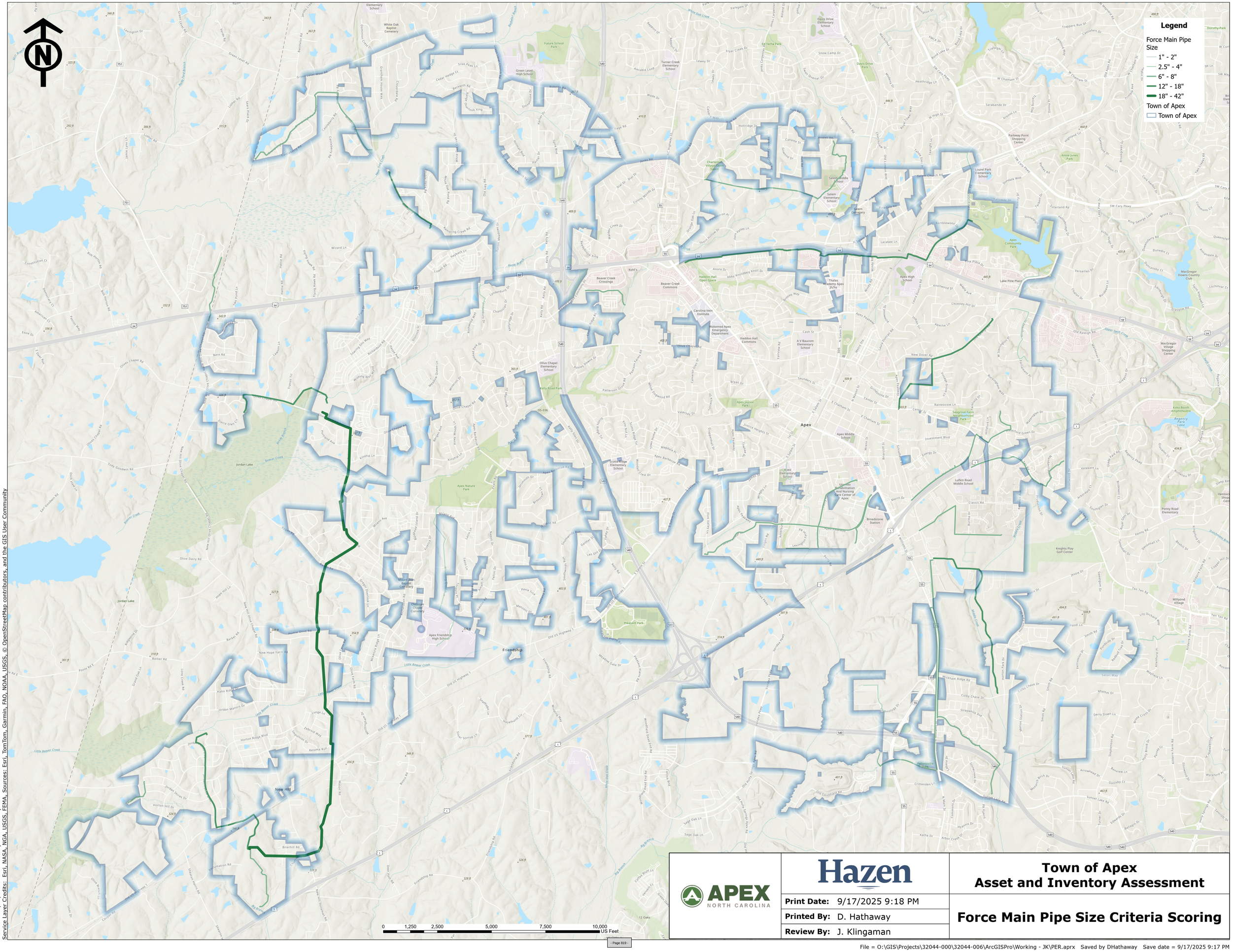

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Town of Apex
Asset and Inventory Assessment

Force Main Pipe Size Criteria Scoring

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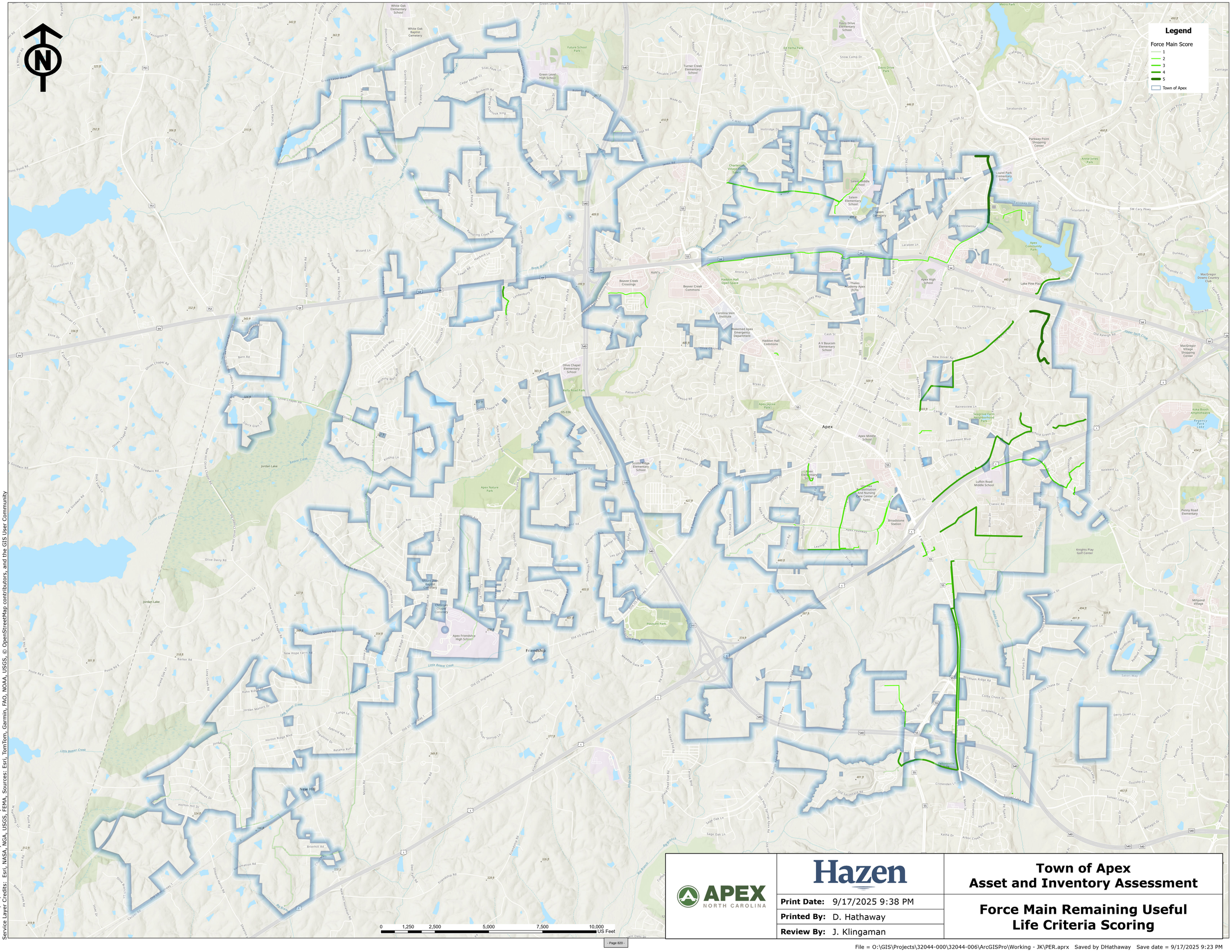

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Town of Apex
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Force Main Remaining Useful Life Criteria Scoring

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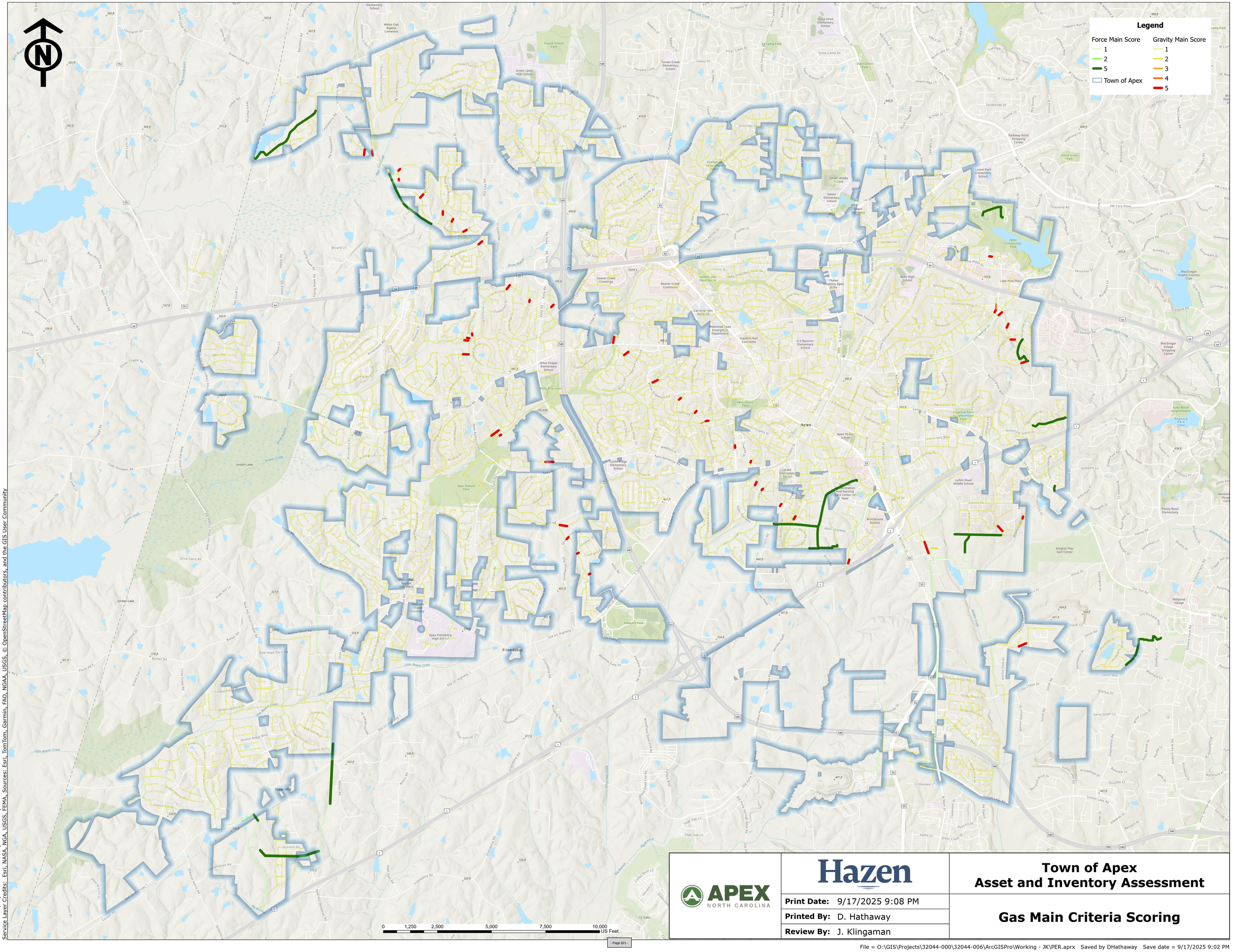

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Gas Main Criteria Scoring

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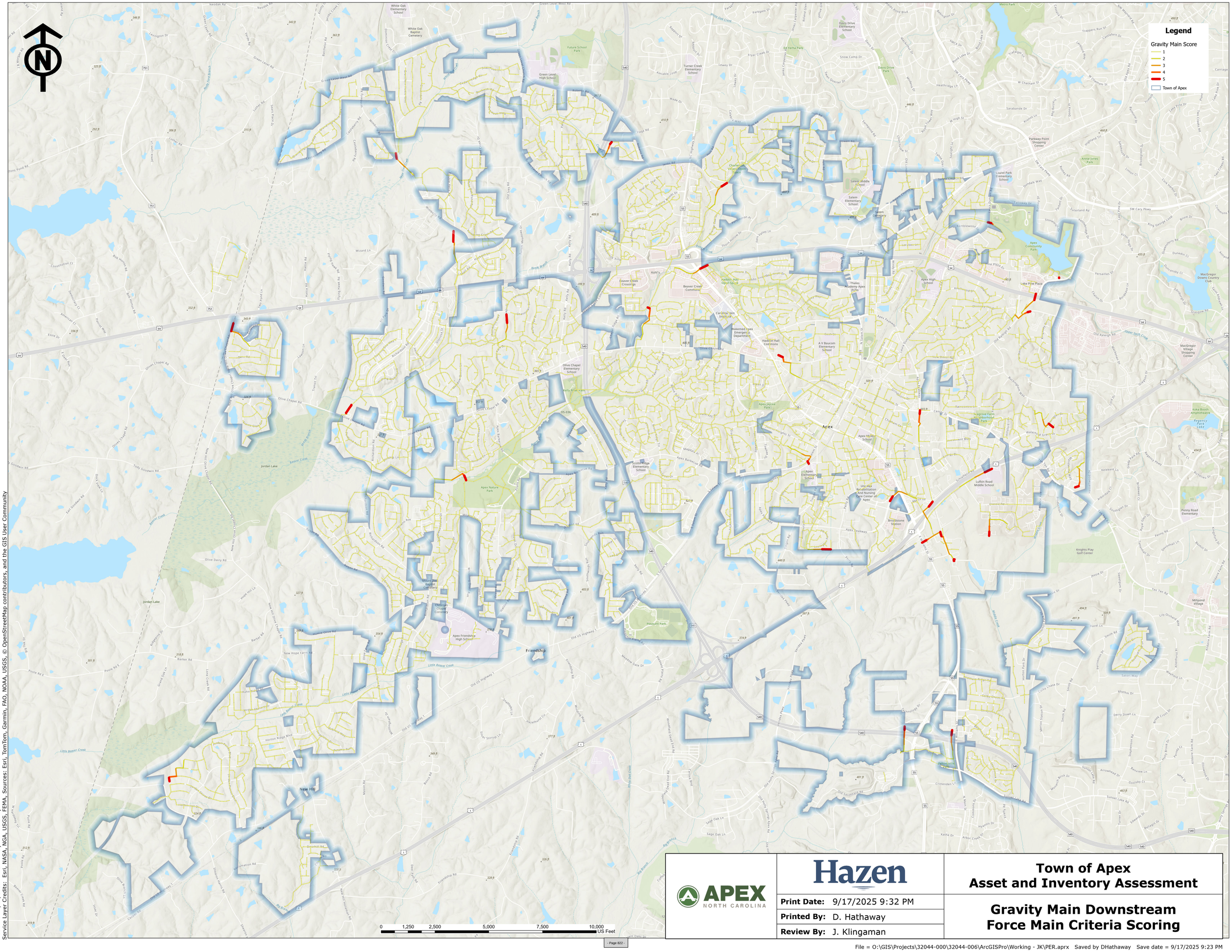

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Town of Apex
Asset and Inventory Assessment

Gravity Main Downstream Force Main Criteria Scoring

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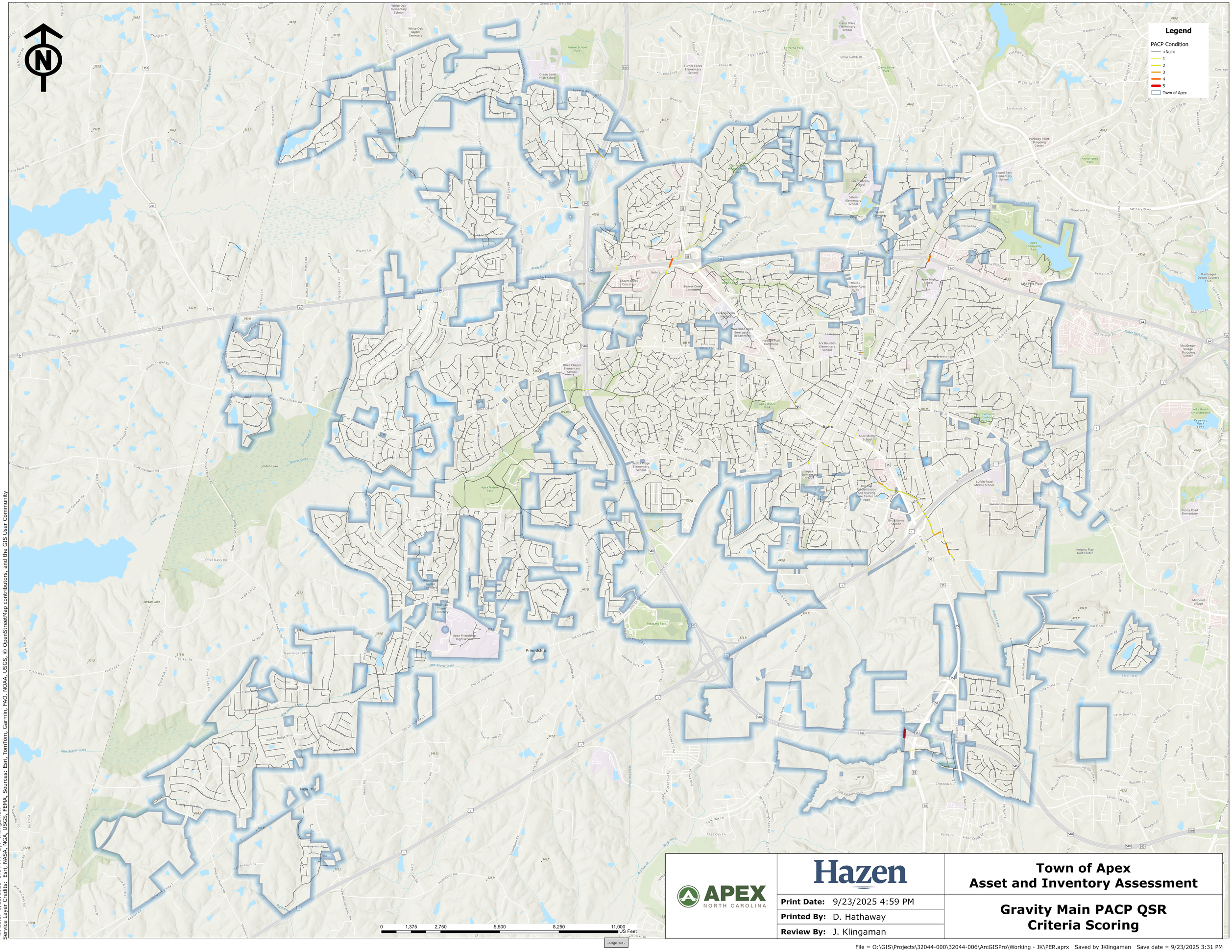

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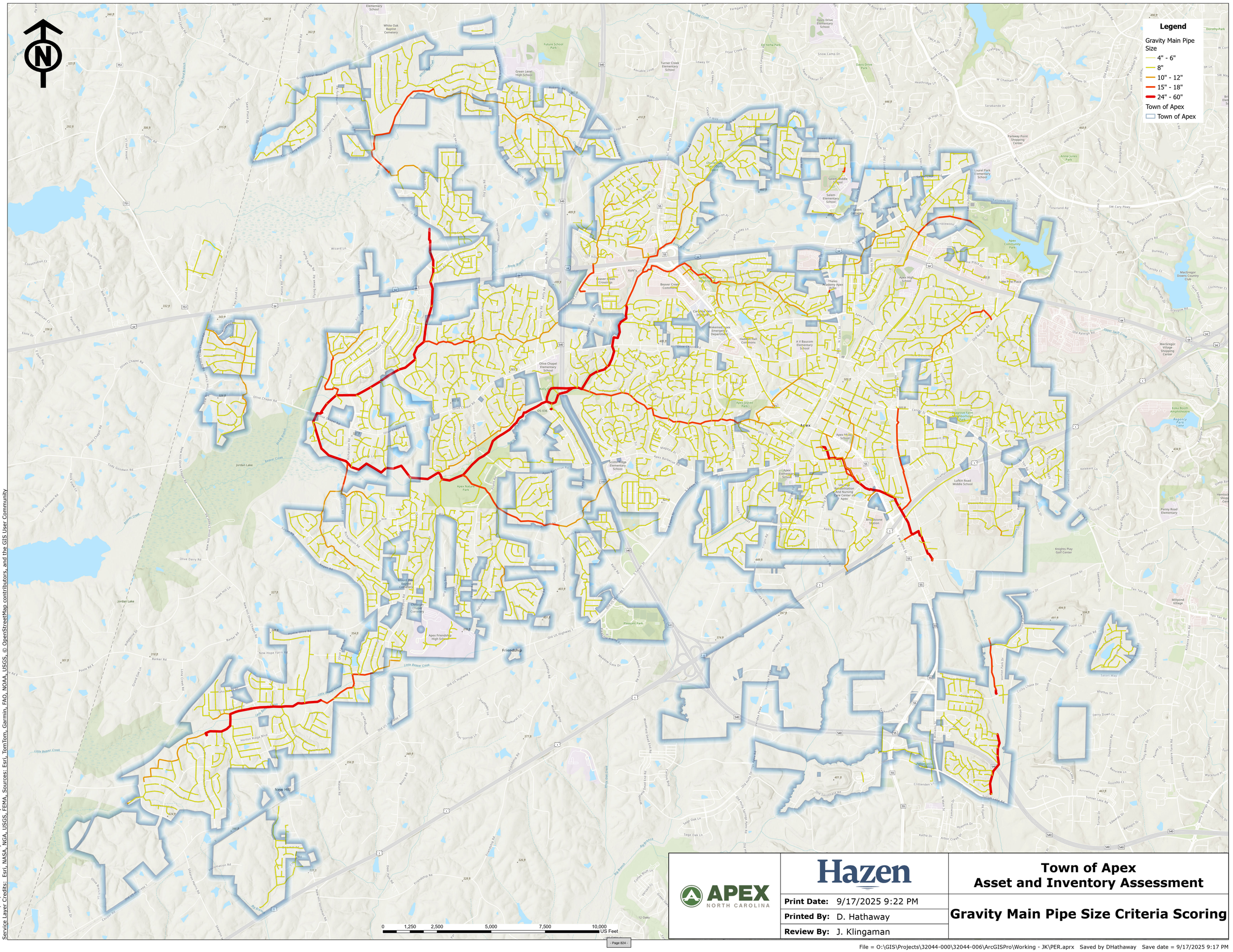

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Town of Apex
Asset and Inventory Assessment

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Gravity Main Pipe Size Criteria Scoring

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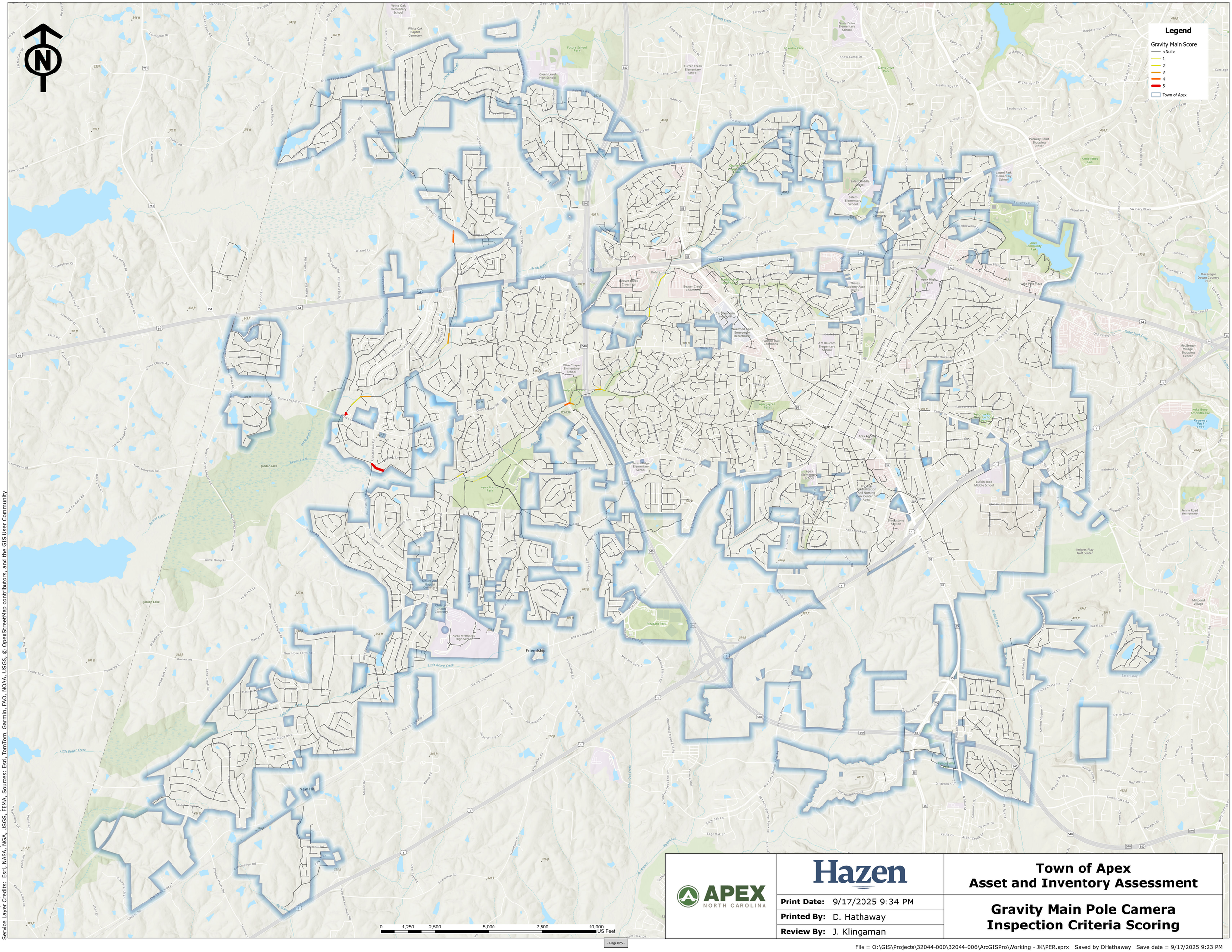

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Town of Apex
Asset and Inventory Assessment

Gravity Main Pole Camera Inspection Criteria Scoring

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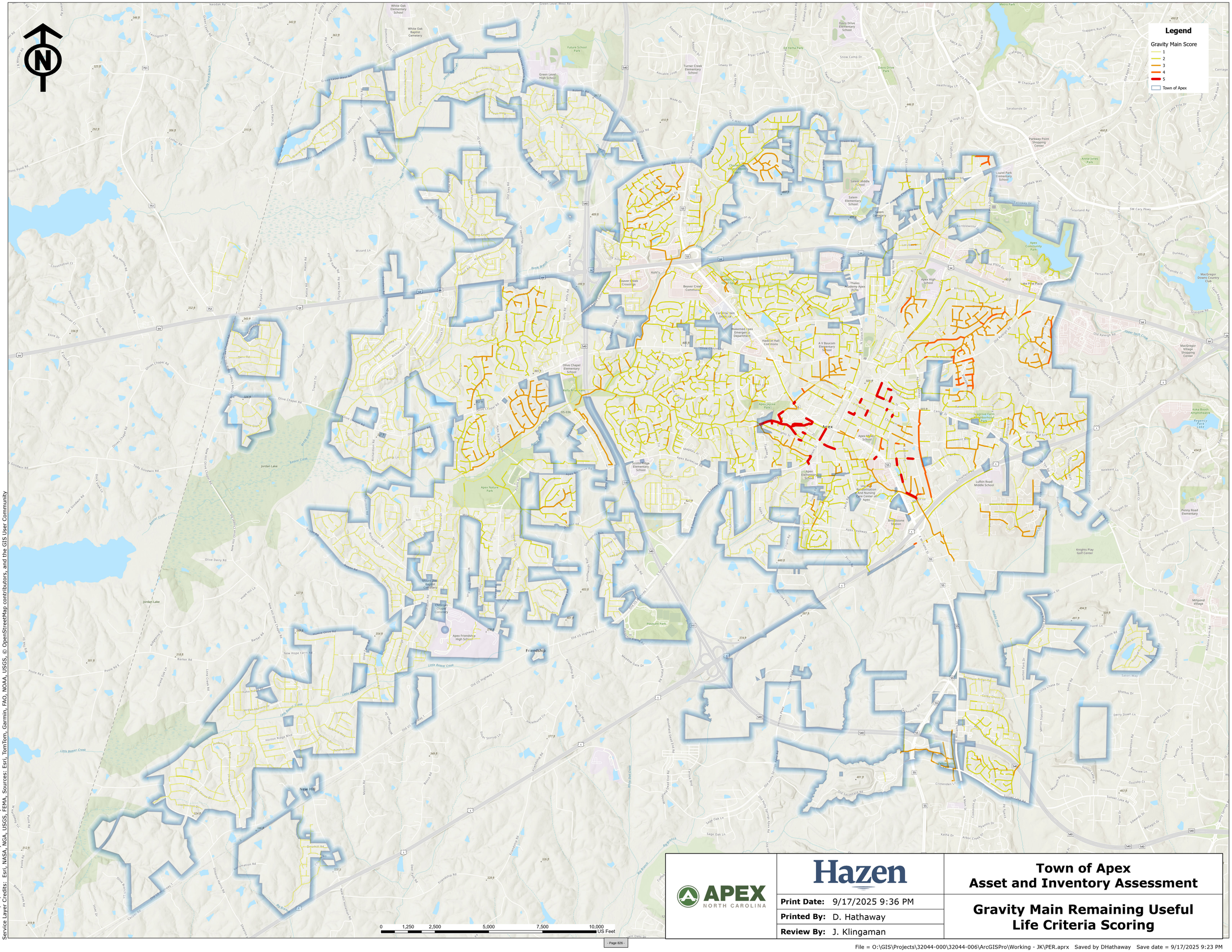

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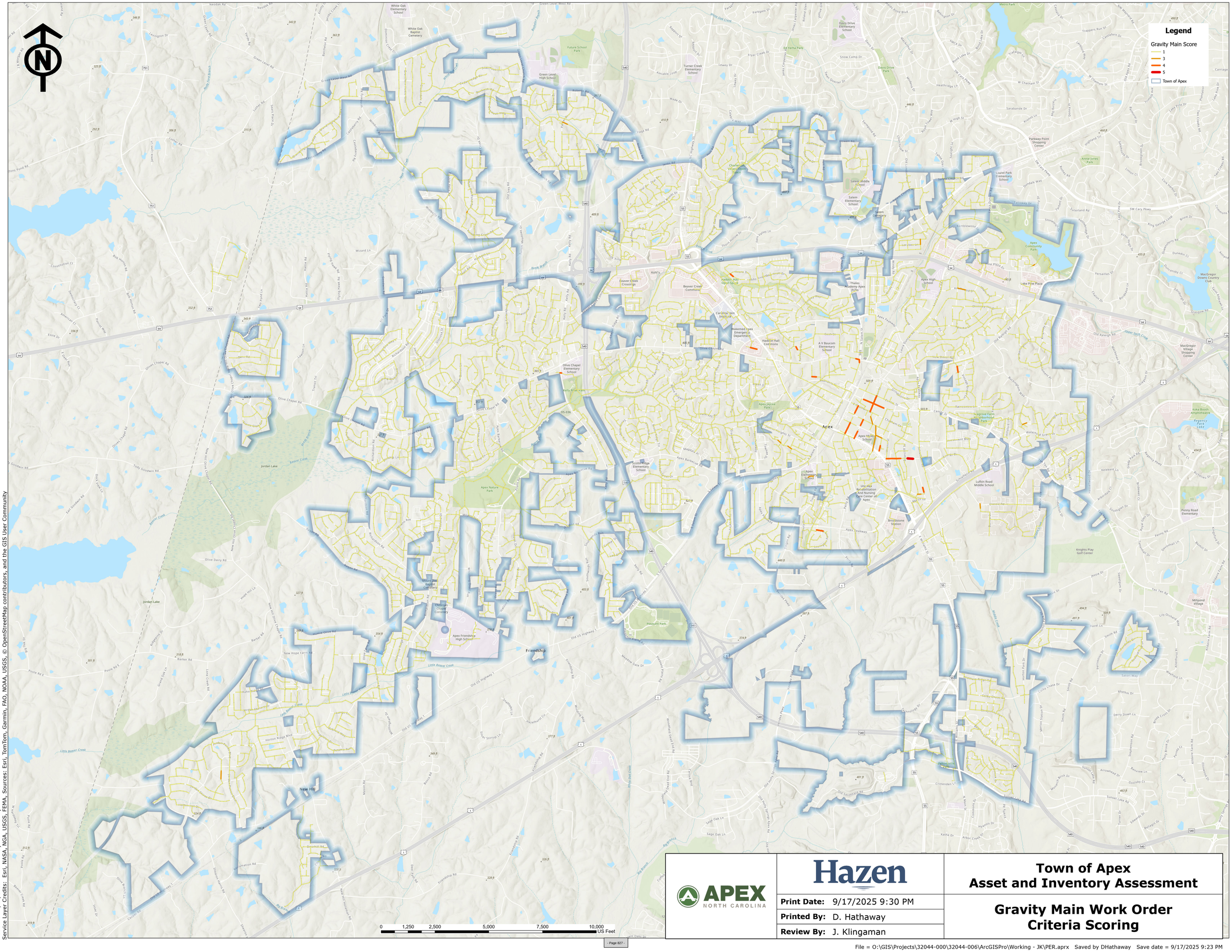

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Town of Apex
Asset and Inventory Assessment

Gravity Main Work Order Criteria Scoring

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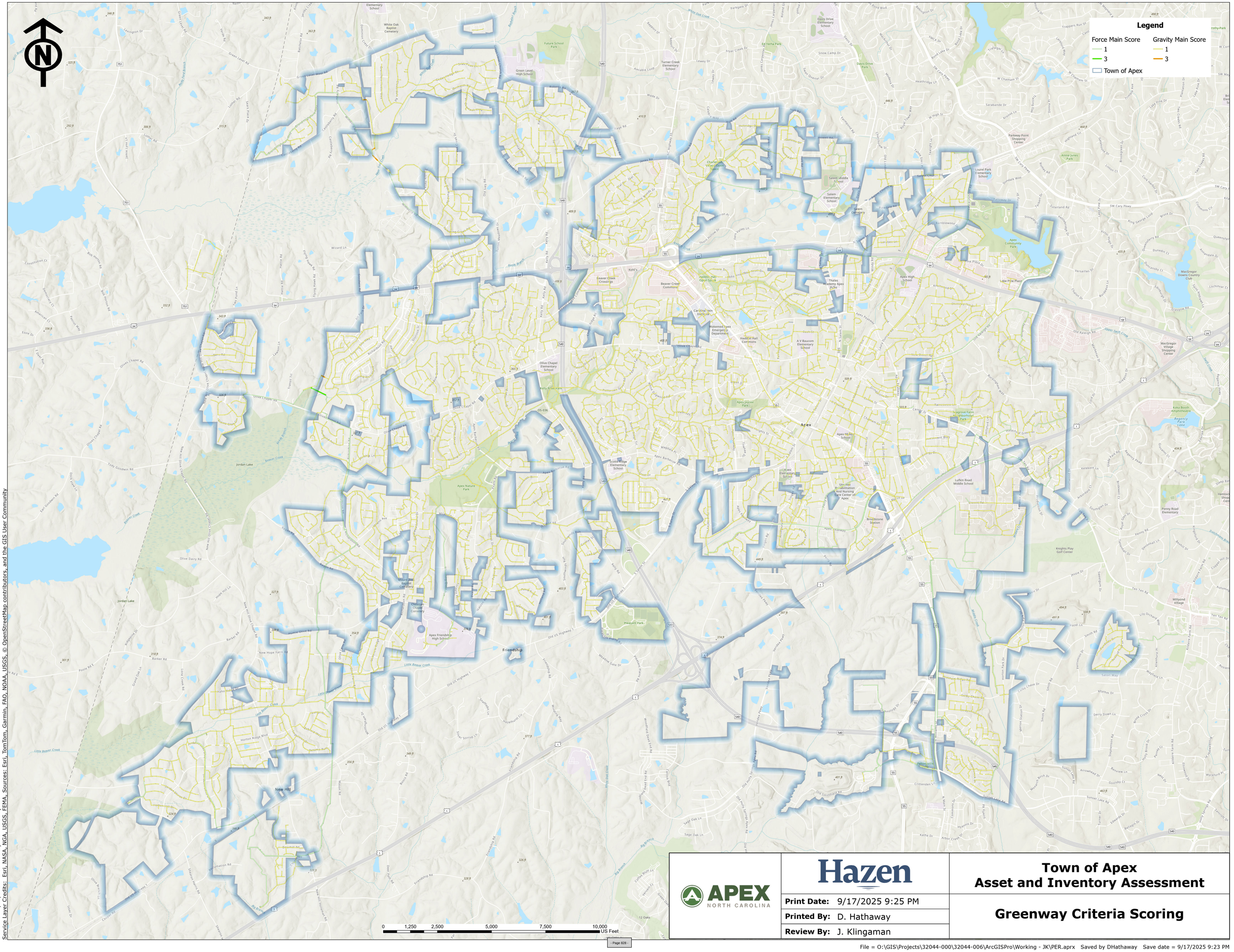

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Town of Apex
Asset and Inventory Assessment

Greenway Criteria Scoring

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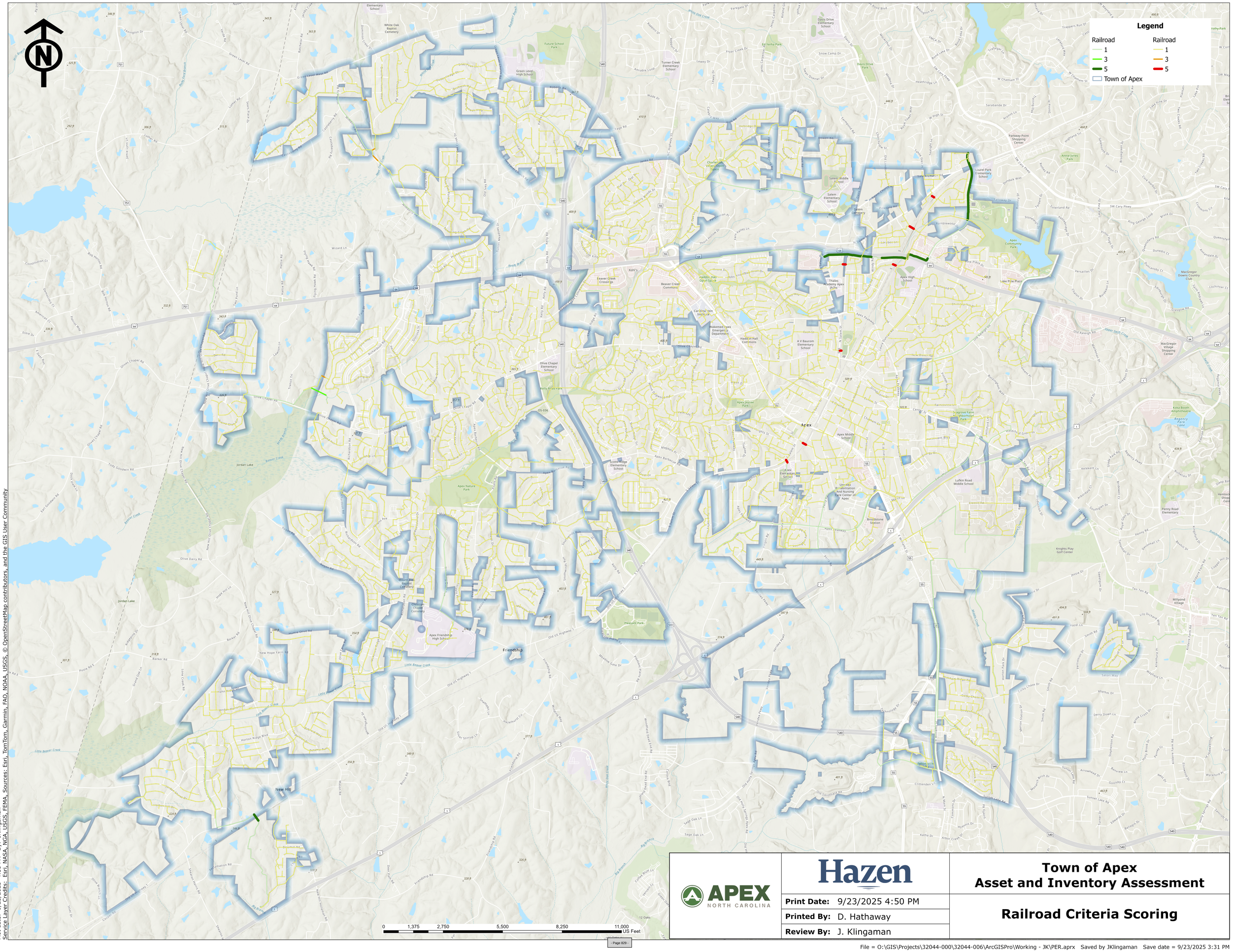

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Town of Apex
Asset and Inventory Assessment

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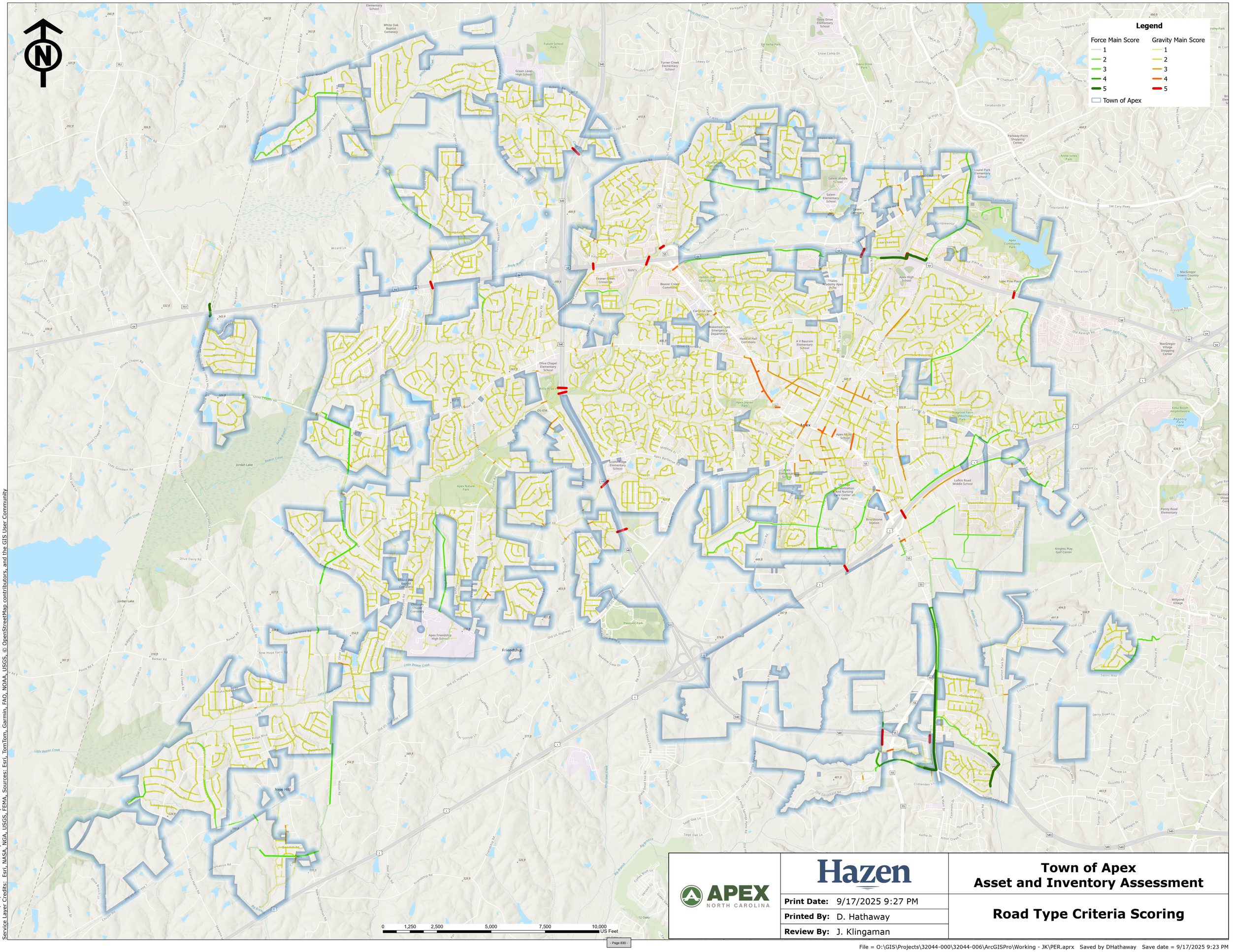

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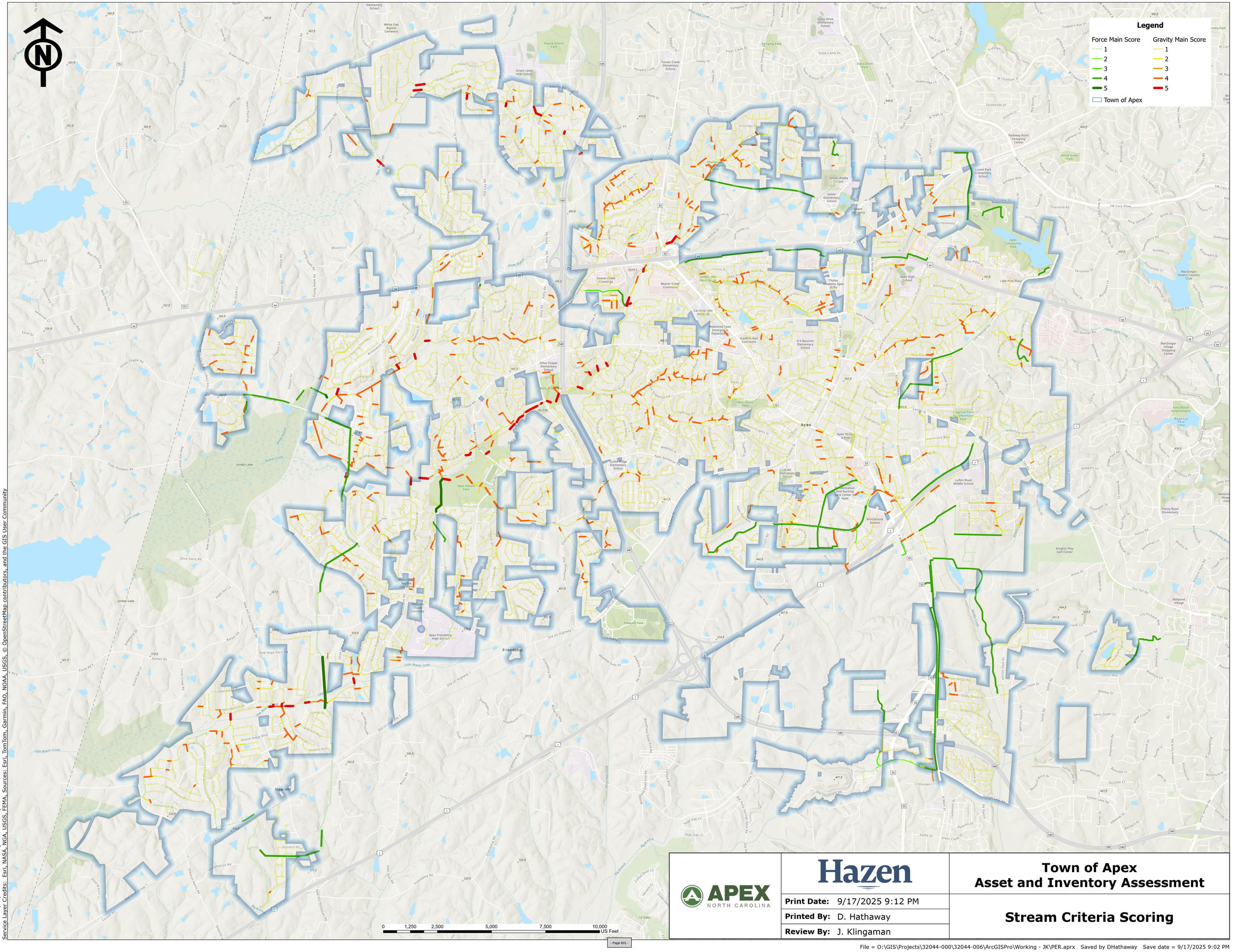
Town of Apex
Asset and Inventory Assessment

Road Type Criteria Scoring


Legend
Force Main Score
1
2
3
4
5
Gravity Main Score
1
2
3
4
5
Town of Apex
Apex
Friendship
New Hill
Olive Chapel Elementary School
Apex Friendship High School
Apex Nature Park
Apex Community Park
Jordan Lake
Beaver Creek
Little Beaver Creek
Middle Creek
Swift Creek
Walnut Creek
Big Branch
Mills Park Creek
Williams Creek
Reedy Creek
Turner Creek
White Oak Creek
Duncan Creek
Crooked Creek
Mason Rd
Old US Highway 1
Olive Chapel Rd
New Hope Church Rd
Apex Barbecue Rd
Kelly Rd
Salem St
Williams St
Chatham St
Hunter St
Center St
Main St
Apex Peakway
Green Level West Rd
Green Level Church Rd
Davis Drive
Davis Dr
Davis Drive Park
Davis Drive Elementary School
Green Level High School
Future School Park
Turner Creek Elementary School
Ed Yerha Park
Parkway Point Shopping Center
Laurel Park Elementary School
Salem Middle School
Salem Elementary School
Salem Cemetery
Apex High School
Thales Academy Apex Phins
Haddon Hall Commons
Haddon Hall Open Space
Beaver Creek Commons
Eeaver Creek Crossings
Kohl's
Carolina Vein Institute
Wakemed Apex Emergency Department
A V Baucom Elementary School
Apex Jaycee Park
Apex Middle School
Apex Elementary School
Lufkin Road Middle School
Apex Rehabilitation And Nursing Care Center of Apex
Brookstone Station
Pleasant Park
Mount Zion Baptist Cemetery
Christian Chapel Cemetery
Knights Play Golf Center
Penny Road Elementary
Millpond Village
Koka Booth Amphitheatre
Regency Park Lake
Annie Jones Park
MacGregor Downs Country Club
MacGregor Village Shopping Center
Lake Pine Plaza
Parkgate Dr
Snow Camp Dr
Heathridge Ln
W Chatham St
SW Cary Pkwy
Sarabande Dr
Highland Trl
Gatepost Dr
Howell Rd
Talloway Dr
Sunderland Rd
Dundara Way
Ramblewood Dr
Pinedale Rd
Lorabeco Ln
Knollwood Dr
Chimney Hill Dr
Apex Peakway
Center Dr
Raincross Dr
Grosvenor Farm Neighborhood Park
Hillcrest Ln
Waterford Green Dr
Investment Blvd
Classic Rd
Kelekent Ln
Gilded Park Rd
Bridlewell Dr
Arrowcreek Dr
Southpoint Dr
Penny Rd
Tanneberry Dr
Greenhall Ln
Bexhill Dr
Kildaire Farm Rd
Cleveland Rd
Jessie Dr
Ten Ten Rd
Lily Orchard Ave
Hazel Ln
Smith Rd
Satori Way
Wayfield Ln
Rhythm Dr
Derry Down Ln
Black Cross Dr
Shepherdson Rd
Holly Brook Dr
Rainview Ln
Goolsby Ct
Sunset Lake Rd
Edwards Dr
Bellagio Dr
Turner Dr
Arrowhead Dr
Sunset Lake Rd
Critenden Ln
Felton View Ln
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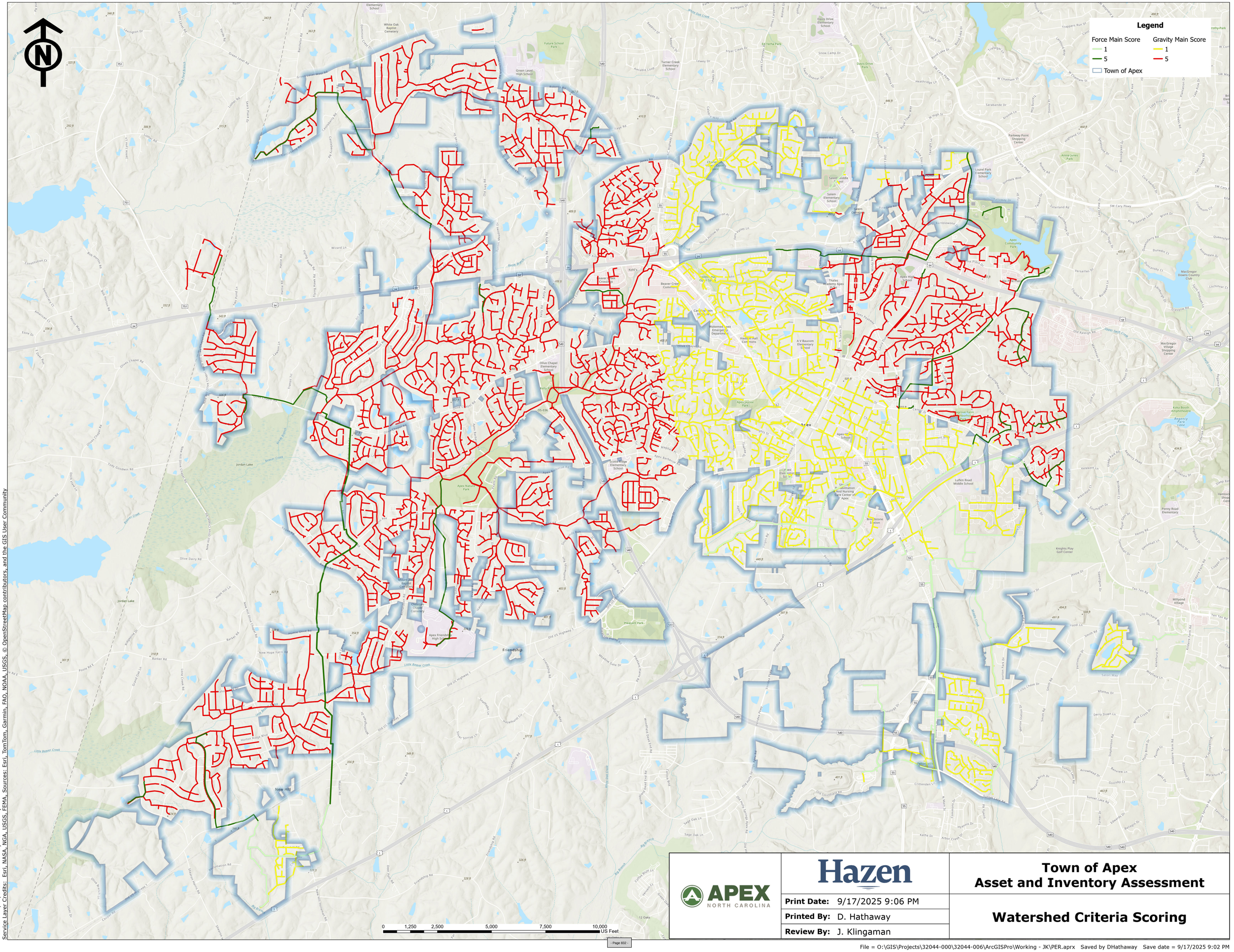
Hyannis Dr
Sage Oak Ln
Cash St
Olive Chapel



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Town of Apex
Asset and Inventory Assessment

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Watershed Criteria Scoring

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Appendix C: SPARC Tool Documentation

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October 13, 2025



Spatial Risk Configuration Documentation

SPARC Version 1.3

Introduction

The Spatial Risk Configuration Tool was developed to streamline the creation of GIS-based risk models. It is accessible, leveraging widely used, standard software; user friendly, requiring minimal time and expertise to deploy; fast running, enabling near real-time model updates for collaboration; and self-documenting, expediting reporting and QC.

Hazen staff with experience in Asset Management are likely familiar with risk modeling to determine the likelihood of failure, consequence of failure, and overall risk for critical assets. This important service supports capital planning projects. Effective risk modeling requires customization to reflect available data, local geographic conditions, and specific priorities. However, custom-developed models can be cumbersome, making it time-consuming and costly to implement specific priorities, perform updates, and visualize changes. Revisiting outdated models after years of dormancy, data changes, staff turnover, and reevaluating arcane code from Python scripts or ModelBuilder workflows remains a challenge. The Spatial Risk Configuration (SPARC) Tool was developed to address these challenges by offering a streamlined and unified approach to risk modeling at Hazen.

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Hazen

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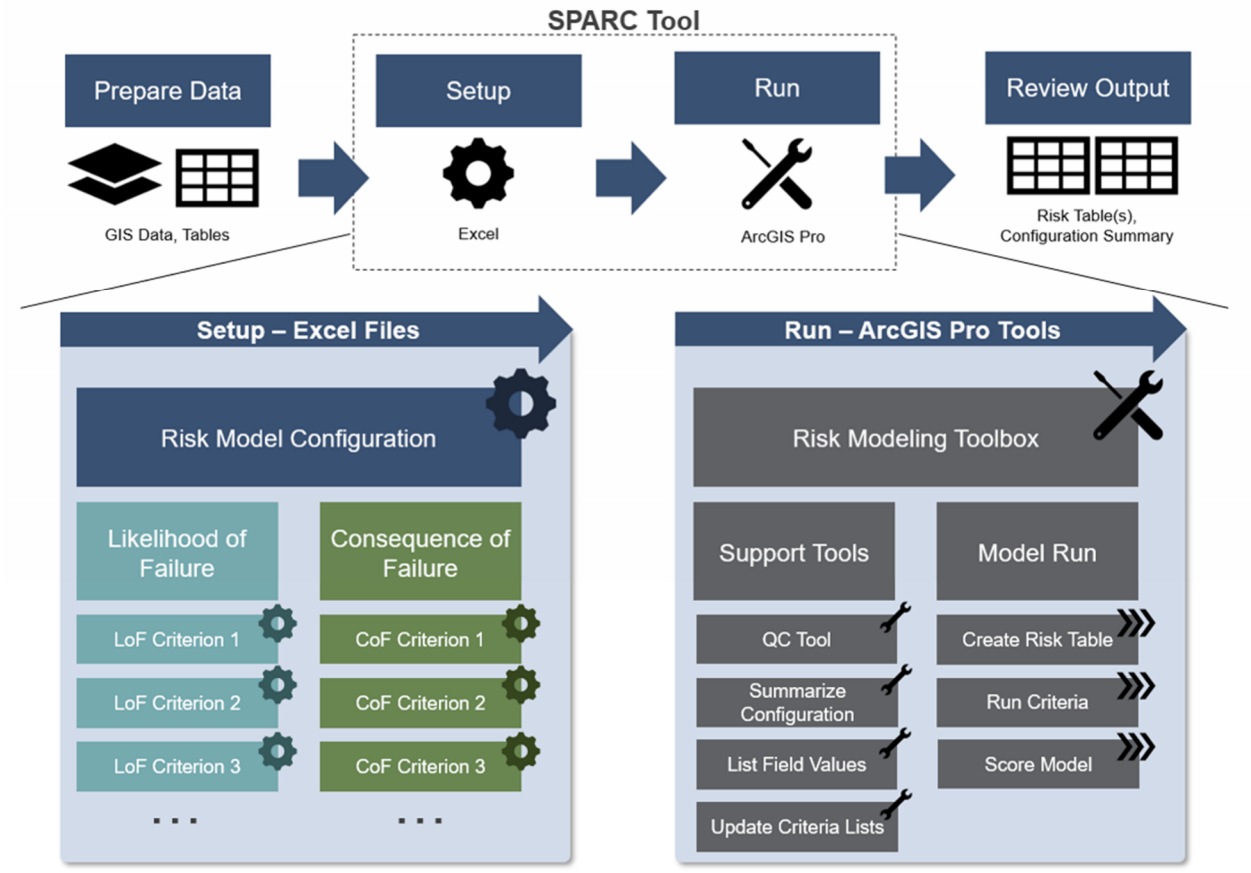
Tool Overview

The SPARC tool is a framework for developing GIS-based risk models using Excel and ArcGIS Pro. The structure is divided between the two software platforms into two distinct parts – a **setup** component and a **run** component. From Excel, users set the input data sources, choose from different configuration parameters, and set the scoring rules for likelihood of failure (LOF), consequence of failure (COF), and overall risk. From a toolbox in ArcGIS Pro, users run and score the model, storing the results in a table. The ArcGIS toolbox also includes support tools such as quality control (QC) analysis and configuration summarization to assist with validation and documentation.

Figure 1: Role of SPARC in risk modeling process



The tool is distributed as a .zip package that can be extracted to expose the toolbox, configuration files, templates, and supporting documentation. As a GIS-based tool, the data sources used by SPARC must be GIS layers or tables referenced by the configuration files. Model outputs are written to a user-specified table within a file geodatabase. This table can be joined to a GIS layer for data visualization or exported to other formats, such as Excel, for further analysis. The Risk Tables can be duplicated and modified to test alternative configurations or to preserve historical versions to track changes over time.

Hazen

Table 1: Formatting of Risk Table output from SPARC

Asset Identifier	LOF Criterion 1	LOF Criterion 2	…	COF Criterion 1	COF Criterion 2	…	LOF Score	COF Score	Risk Score
SSGMN10986	5	5	…	2	5	…	5	4	20
SSGMN10987	2	3	…	1	4	…	2.5	3	7.5
SSGMN10995	3	1	…	2	2	…	1.5	2.5	5
SSGMN10894	4	3	…	2	4	…	4	4	16
SSGMN10877	2	4	…	5	1	…	3	3.5	10.5

While SPARC is a complete tool, it is not comprehensive of every modeling scenario or data processing requirement. Many situations require data cleanup and preprocessing to prepare inputs for the tool, and more advanced analyses – such as hydraulic modeling – fall outside of SPARC's scope. In such cases, results from external analyses can be incorporated into SPARC as GIS layers or tables and scored using the same configuration framework as other inputs. Care should be taken to document external analyses – including data sources, methods, and outputs – to ensure that transparency and reproducibility of the entire modeling process are retained.

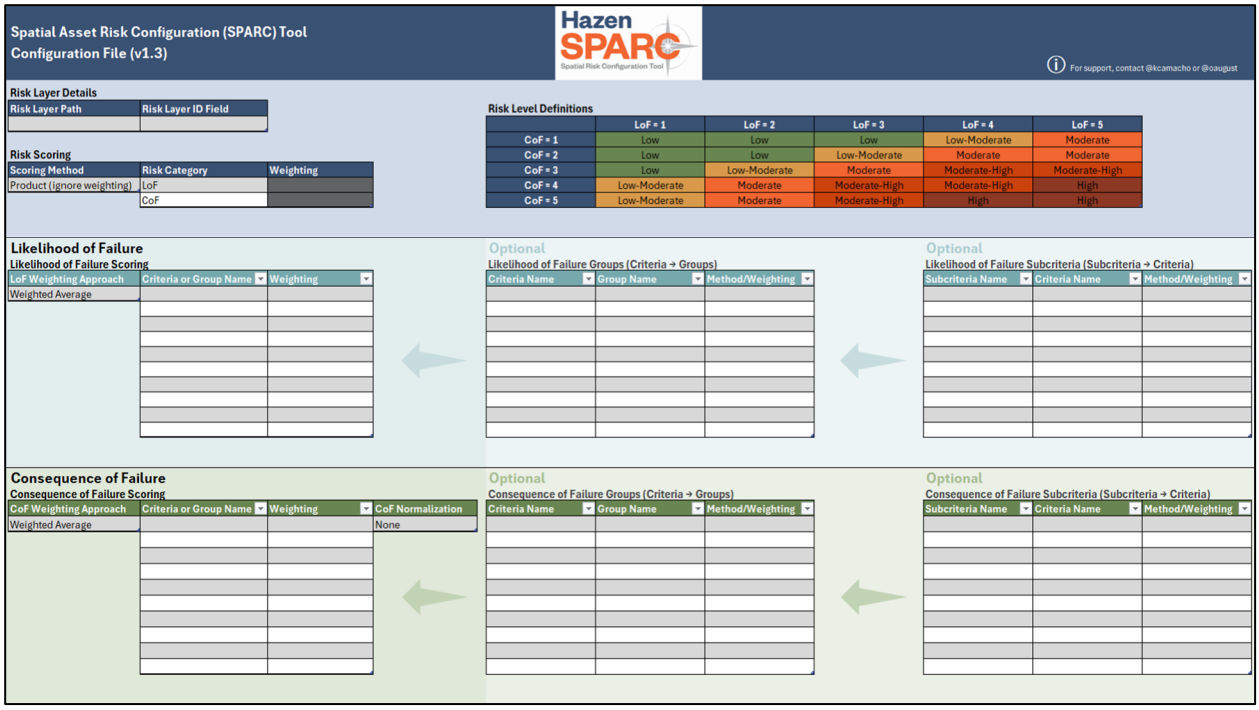
Tool Reference

This section serves as a reference guide for the configuration templates and toolbox used by the SPARC tool. The configuration templates fall under the **setup** component of SPARC and are used to create criteria rubrics and define scoring for the risk model. The toolbox tools are used to **run** the risk model.

Configuration File Reference

Risk Model Configuration.xlsx is found at the top level of the SPARC file structure. It is used to specify how to score/weigh the risk criteria to develop the LOF, COF, overall risk scores, and risk level. It is also where the Risk Layer (e.g., gravity mains, force mains) path and unique ID are defined for the model. It contains the highest-level configuration parameters for the risk model. In situations where different risk models share some of the same criteria scoring rules, it is possible to duplicate the Risk Model Configuration file and use the same file structure for the two models. This will not affect the ability of the risk models to run in parallel, although it may muddle the model setup.

Figure 2: Risk Model Configuration file



The table below summarizes the available methods for weighting, grouping, and normalizing criteria and risk scores. Across all parameters, user-defined weightings can be any positive number; the weightings are normalized, meaning 60/20/20 and 0.3/0.1/0.1 will produce the same scoring results.

Table 2: Risk Model Configuration dropdown parameters

Parameter	Scoring Options	Description
Risk Scoring Method	• Product • Weighted Average	Determines the method for combining LOF and COF into a single risk score. "Product" multiplies the two and "weighted average" uses user-defined weightings to calculate risk score.
Risk Level Definitions	• Low • Mow-Moderate • Moderate • Moderate-High • High	Establishes the reported risk level for each combination of LOF and COF. This risk level will be added to the Risk Table as a field following the risk score field.
LOF/COF Weighting Approach	• Weighted Average • (Weighted Average + Max)/2	Provides options for criteria weighing for LOF/COF scoring. The alternative weighting method ensures that any individually high criterion score will contribute significantly to the overall score.
COF Normalization	• None • Min-Max • Percentile	Provides normalization options for skewed COF score distributions.
Grouping Method	• Highest • Priority • Mean • Weighted Average	Enables different approaches for grouping criteria or subcriteria. The "highest" method uses the highest score of all the criteria in the group. "Priority" will take the score from priority 1 if it is not null, otherwise it will take the score from priority 2, and so on. "Mean" uses the mean score of all the criteria in the group. To use the "weighted average" method, type the weight for each criterion into the Method/Weighting column rather than using the dropdown menu.

Criteria Template Reference

Criteria templates can be accessed within the tool files under **Templates > Criteria Rubrics**, and are organized into four categories: **Categorical**, **Numeric**, **Distance-Based**, and **Special Cases**. Use this section to determine which template best fits the scoring needs of your project's criteria.

Table 3: Criteria templates

	Template	Use when scoring based on…	Example
Categorical	Categorical	a specific **non-numeric field** located in the Risk Layer	Pipe Material - score based on the material type of each asset
	Categorical ID Join	a **non-numeric field** from a **table** that can be joined to the Risk Layer	Categorical Inspection Data (good, fair, bad) - Join a table with categorical inspection results by asset ID
	Categorical Spatial Join	a **non-numeric field** from a **separate layer** that can be spatially joined (i.e., intersected) with the Risk Layer	Easements - intersect with easement layer and score based on easement type
	Filtered Categorical Spatial Join	a **non-numeric field** from a **separate layer** that can be spatially joined (i.e., intersected) with a **filtered subset** of the Risk Layer	Soil Corrosivity - intersect soil corrosivity layers with only metallic pipes

	Template	Use when scoring based on…	Example
Distance	Distance	the **distance** from a **separate layer** to the Risk Layer	Proximity to Waterbody - score based on the distance to the waterbody features
	Distance + Numeric	the **distance** and **numeric field** in a **separate layer** to the Risk Layer	Numeric Road Type (200, 400, 810) - score based on distance and road type value
	Distance + Categorical	the **distance** and **non-numeric field** in a **separate layer** to the Risk Layer	Building Type (Hospital, Municipal, Commercial) - create scoring rules based on distance and building type
	Count within Distance	the **count of features** from a **separate layer** within a specified **distance** to the Risk Layer	# of SSOs - join with point layer of SSOs and count the number of SSOs within a certain distance
Numeric	Numeric	a specific **numeric field** located in the Risk Layer	Pipe Diameter - score based on the values in the diameter field
	Numeric ID Join	a **numeric field** from a **table** that can be joined to the Risk Layer	Hydraulic modeling results table - join the table with results (e.g., fire flow, pressure, headloss) to the Risk Layer based on asset ID
	Numeric Spatial Join	a **numeric field** from a **separate layer** that can be spatially joined (i.e., intersected) with the Risk Layer	Hydraulic modeling results layer - intersect the hydraulic modeling layer with results (e.g., fire flow, pressure, headloss) to the Risk Layer based on a search distance
Special Cases	Remaining Useful Life	their **material** and **installation date** (or liner material and installation date)	Remaining Useful Life
	PACP Condition	the NASSCO PACP Quick Rating scores from CCTV data	PACP Condition

How to Use Criteria Rubrics

Each criterion is configured with its own criteria rubric based on one of the above templates. Criteria rubrics should be copied and pasted into either the "Likelihood of Failure" or "Consequence of Failure" folder, depending on which scoring they apply to, and then populated to reflect how the criteria should be scored. It is recommended to update the names of the criteria files to reflect the criteria they represent; however, **DO NOT alter criteria folder names, tab names, or table names** as these are used by the script to identify what and how to run.

Toolbox Reference

The toolbox **Hazen SPARC Toolbox.atbx** is stored at the top level of the SPARC file structure. Add the toolbox from an ArcGIS Pro project to access its tools. Below is a summary and guide on the use of the various toolbox tools. The toolbox is divided into two toolsets: **Model Tools**, which contains helpers used to aid in the configuration of a risk model, and **Model Run**, which is used to run a configured risk model. When running any of the tools below, remember to close the configuration files in order to avoid file read errors.

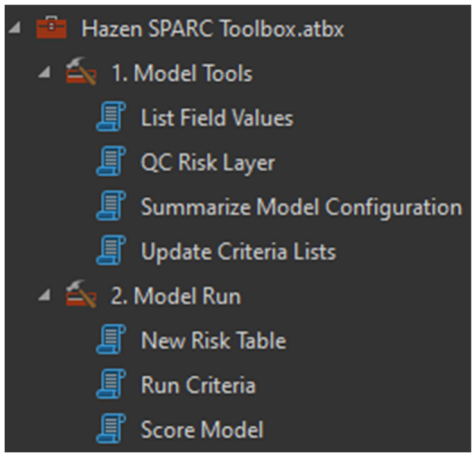


Table 4: Hazen SPARC Toolbox summary

Toolset	Tool Name	Inputs	Output
Model Tools	**List Field Values**	• GIS Layer • Field Name	Lists all unique field values in geoprocessing messages.
	Run QC	• Risk Model Configuration File • Risk Table	Writes QC findings to geoprocessing messages. A detailed warning will be raised if any issues are found.
	Summarize Model Configuration	• Risk Model Configuration File • Output Folder Location • Output File Name • Overwrite Existing File	Writes model configuration summary to Excel file at the user defined name and location.
	Update Criteria Templates	• Risk Model Configuration File	Updated Risk Model Configuration file with dropdowns to select criteria names.
Model Run	**New Risk Table**	• Risk Model Configuration File • Output Risk Table	Creates a new Risk Table in user defined location.
	Run Criteria	• Risk Model Configuration File • Select LOF Criteria • Select COF Criteria • Add or Update Source of Score Field • Risk Table	Performs criteria analyses and populates criteria scores and (optionally) source of score in fields in the selected Risk Table.
	Score Model	• Risk Model Configuration File • Select Scoring • Add Intermediate Group/Category Scores • Risk Table	Calculates risk scores and populates fields in the selected Risk Table.

List Field Values

```
Querying values in field PRIM_OCC...
Unique value list:
Aviation; Colleges/Universities; Emergency Response; Entertainment and Recreation; Food/Drugs/Chemicals; General
Services; Ground; Heavy; Hospital; Institutional Dormitory; Light; Manufactured Home; Medical Office/Clinic;
Multi - Family Dwelling; None; Nursing Home; Other Educational Buildings; Personal and Repair Services; Pre-K -
12 Schools; Professional/Technical Services; Religious; Retail Trade; Single Family Dwelling; Temporary Lodging;
Theaters; Unclassified; Veterinary/Pet ; Wholesale Trade
```

Description: For a given GIS layer, list all unique values of the selected field. The output values can be viewed in the geoprocessing details.

Use: This helper is useful when developing a rubric for a categorical criterion. For attributes that use a domain or contain many unique values, it can be cumbersome to extract all the different values manually and sort through them to develop the categorical scoring rules. With this tool, the values are extracted automatically and can be copied over to the rubric and sorted to define scoring buckets.

Run QC

```
Reading configuration file...
Risk layer path: C:\Users\kcam
Spatial Reference: NAD_1983_St
Datum: D_North_American_1983
(✓) No duplicate IDs found.
(✓) No geometry issues found.
QC Complete.
```

```
The following risk table fields are not sourced from a configuration
The following risk table fields contain NULL values: pacp_scoring, di
Some configured scores are absent from the risk table.
  The following score(s) are missing from field <customer_type>: [5]
```

Description: Perform basic QC of the risk layer or model results.

Use: One of the requirements of SPARC is that the risk layer contains an attribute with a unique asset identifier for each asset. Another assumption of the tool is that its features have valid geometry for spatial join operations. Before running a risk model, use the Run QC tool with the “QC Risk Layer” to ensure that these assumptions are met and the risk layer will run without error. After running the risk model and scoring, use the “QC Results” option to perform basic data checks on the model results.

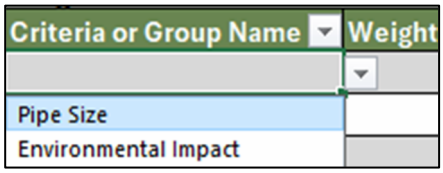
Summarize Model Configuration

Criteria	Risk Category	Data Source	1	2	
PACP QSR	Likelihood of Failure	SewerGravityMain, SewerGravityMain	0 <= Condition Score <= 1	1 < Condition Score <= 2	2 < Condi
Remaining Useful Life	Likelihood of Failure	SewerGravityMain	0.9 < Percent life remaining	0.72 < Percent life remaining <= 0.9	0.52 < Per
Remaining Useful Life- Liner	Likelihood of Failure	SewerGravityMain	0.6 < Percent life remaining	0.48 < Percent life remaining <= 0.6	0.3467 < F
Building	Consequence of Failure	SewerGravityMain, buildingfootprint_buildingfootprint	15 <= distance	10 <= distance < 15	5 <= dista
Diameter	Consequence of Failure	SewerGravityMain	0 <= diameter < 8		8 <= diam
Hospital & Emergency Facilities	Consequence of Failure	SewerGravityMain, HealthMedical	300 <= distance	200 <= distance < 300	100 <= dis
Malls and Shopping Centers	Consequence of Failure	SewerGravityMain, Parcels_MallsShoppingCenters	250 <= distance, stcd = 1500;1520	100 <= distance < 250, stcd = 1500;1520	25 <= dist
Pond	Consequence of Failure	SewerGravityMain, waterbody_waterbodies_1	250 < distance, 1 <= subtype < 2	100 < distance <= 250, 1 <= subtype < 2	distance
Railroad	Consequence of Failure	SewerGravityMain, North_American_Rail_Network_Lines	50 <= distance		
Road Type	Consequence of Failure	SewerGravityMain, street_streets			distance
Schools	Consequence of Failure	SewerGravityMain, education_education	150 < distance	75 < distance <= 150	50 < dista
Sewer Depth	Consequence of Failure	SewerGravityMain	RA_Depth < 6	6 <= RA_Depth < 8	8 <= RA_D

Description: Read the LOF and COF criteria rubric files and generate a summary Excel file documenting the LOF/COF configuration.

Use: The configurations for a risk model developed with the SPARC tool are distributed across numerous criteria rubrics. This tool takes parameters from the rubric files and compiles them into a single table for review or documentation purposes. The template for this table is stored under **Templates > Configuration Summary.xlsx**, which can be modified to meet the style needs of the project.

Update Criteria Lists



Description: Read the LOF and COF criteria from the configuration folders to get the names and aliases of all criteria. Update the configuration file with these names and aliases.

Use: In the Risk Model Configuration.xlsx file, the user sets the scoring methods and weightings for the various criteria. Dropdown lists are used to select criteria names without risk of misspelling or other data entry errors. This tool is necessary for populating the dropdowns.

New Risk Table

OBJECTID *	Asset Identifier
3	SSGMN100003
10	SSGMN100010
15	SSGMN100015
21	SSGMN100021

Description: Create a new Risk Table to store risk model results.

Use: The SPARC risk modeling approach uses the Risk Table to store its model outputs, including all criteria and risk scores. The initial table produced by this tool will contain only one field with the unique asset identifiers present in the risk layer. As the following Run Criteria and Score Model tools are run, other fields will be added to the Risk Table containing these results.

Hazen

Run Criteria

Remaining Useful Life	Gravity Pipe Size	Environmental Impact
2	1	1
2	1	1
2	1	1
2	1	1
5	1	1

Description: Select any number of criteria to run. Each criterion will run by following the settings in its configuration file. Outputs are stored/updated in their unique fields in the chosen Risk Table. If the option to "Add or Update Source of Score Field" is selected, the final value used to determine the score for the criteria will be added to the Risk Table as well.

Use: Only run this tool on criteria with completed criteria rubrics. This tool calculates criteria scores and populates the Risk Table with results. The option to "Add or Update Source of Score Field" can be used to add an additional field for each criterion that can be used to assist with QC of the resulting score. How these fields are populated will vary depending on the criteria types being run. As criteria rubrics are updated, this tool can be used to rerun the criteria and overwrite their scores in the Risk Table.

Score Model

LoF Score	CoF Score	Risk Score	Risk Level
4	3.5	14	Moderate-High
4	3.5	14	Moderate-High
4	3.5	14	Moderate-High
3	4	12	Moderate-High

Description: Score likelihood of failure and consequence of failure based on parameters set in the Risk Model Configuration File. This can only be run after the "Run Criteria" tool has populated the Risk Table with criteria scorings.

Use: Once criteria have been scored, use this tool to calculate and populate overall Likelihood of Failure, Consequence of Failure, Risk Score, and/or Risk Level. If your configuration file includes criteria grouping, you can optionally select “Add Intermediate Group/Category Scores” to add calculated group scores to the table in addition to the risk scores.

Hazen

Model Setup and Run

This section details the steps required to develop a risk framework, populate the necessary tables, assign COF and LOF scores, and visualize the resulting data.

Populate Criteria Rubric Templates

Once the criteria that will be used in the risk model have been selected, the criteria rubric templates can be populated. One rubric will be created for each criterion in the model, and that template will be stored in the LOF or COF folder of the risk model project folder, whichever is applicable.

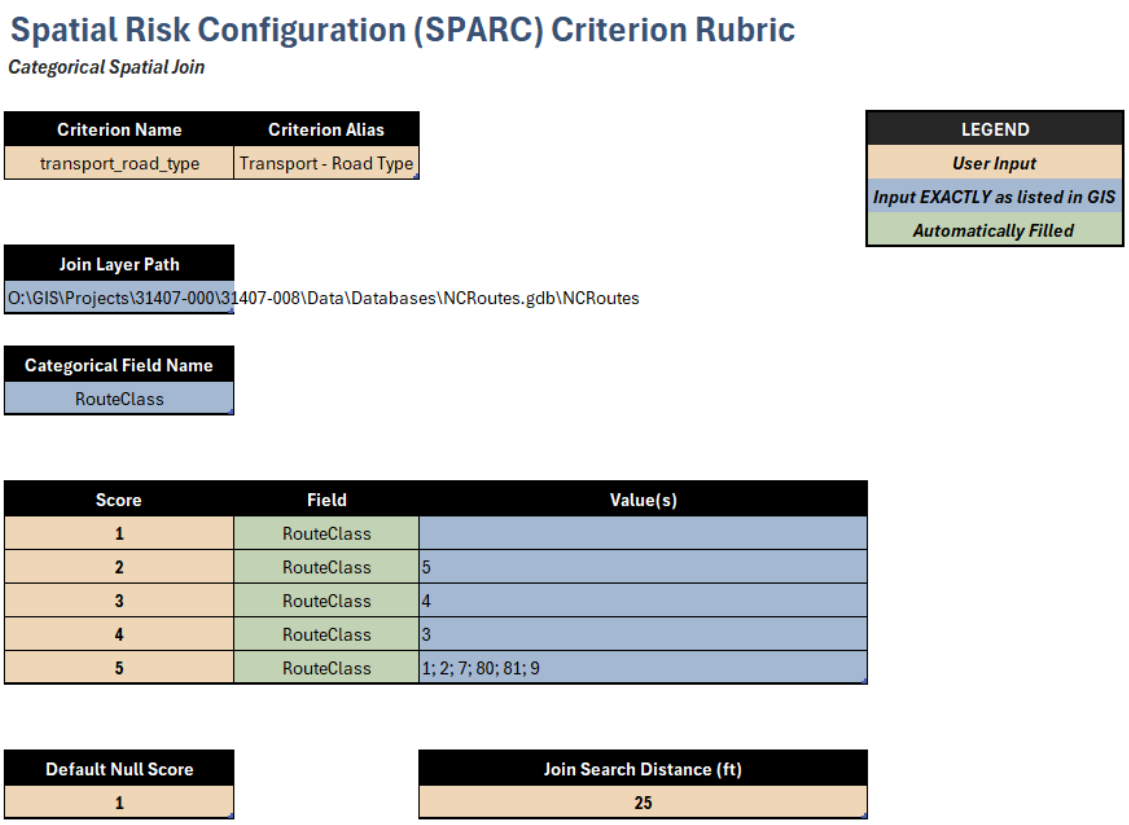
For each criterion:

1. Create a duplicate of the selected template (e.g. Numeric, Distance ID Join). Move this duplicate template into the COF or LOF folder, whichever is applicable.

2. Populate the template with the criteria field name, scores, and corresponding criteria field value(s). Populating the default null score is optional. Leaving it blank will result in assets that cannot be evaluated having a NULL score. Depending on the risk modeling approach, this may or may not be acceptable.

3. Most templates also require the user to define the location of another layer (e.g. if we are doing a Distance criteria, we would define the GIS layer location of the attributes to which distance is being measured) or additional field names (e.g. if we are doing a Distance + Numeric Criteria, we would define the conditional field name). Populate all available fields to ensure that the model can run as designed.

Figure 3: Example Criterion Rubric Template for Transportation - Road Type



Spatial Risk Configuration (SPARC) Criterion Rubric

Categorical Spatial Join

Criterion Name	Criterion Alias
transport_road_type	Transport - Road Type

LEGEND
User Input
Input EXACTLY as listed in GIS
Automatically Filled

Join Layer Path
O:\GIS\Projects\31407-000\31407-008\Data\Databases\NCRoutes.gdb\NCRoutes

Categorical Field Name
RouteClass

Score	Field	Value(s)
1	RouteClass	
2	RouteClass	5
3	RouteClass	4
4	RouteClass	3
5	RouteClass	1; 2; 7; 80; 81; 9

Default Null Score
1

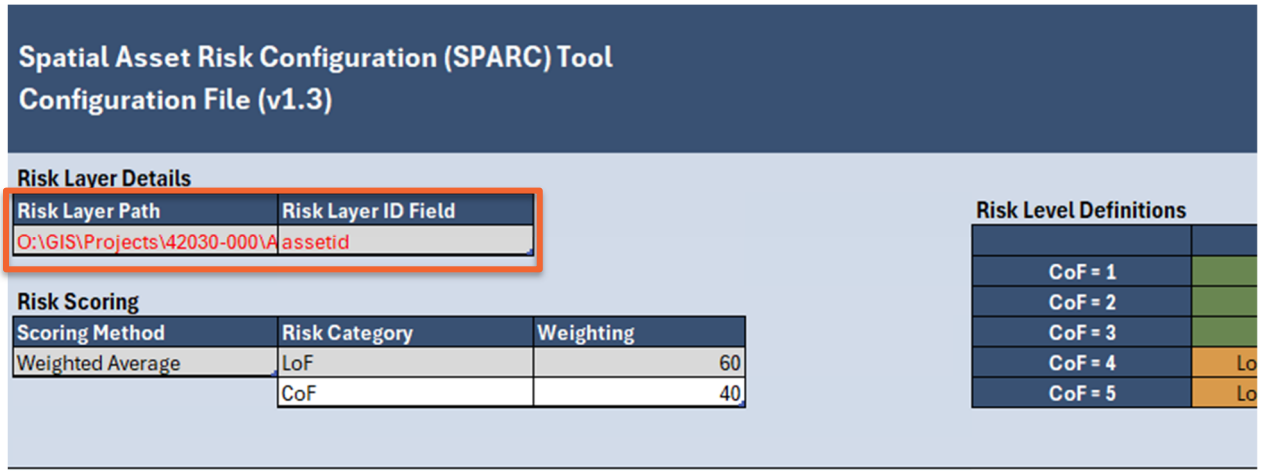
Join Search Distance (ft)
25

Populate Configuration File

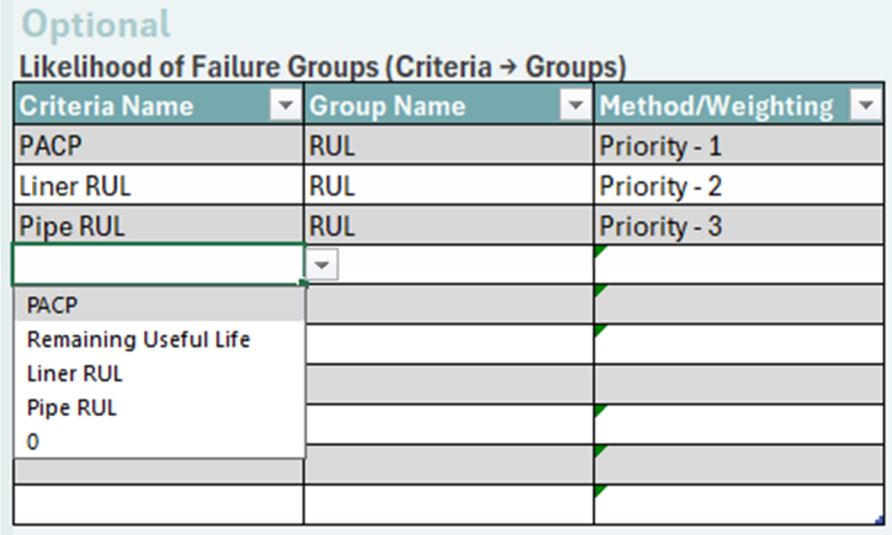
Once all criteria rubric templates have been populated and the risk framework has been developed, the Configuration File can be populated.

1. Open **Risk Model Configuration.xlsx** (feel free to rename this file) and input the path to the risk layer and the ID field. Save and close.

Figure 4: Risk layer details within Configuration File

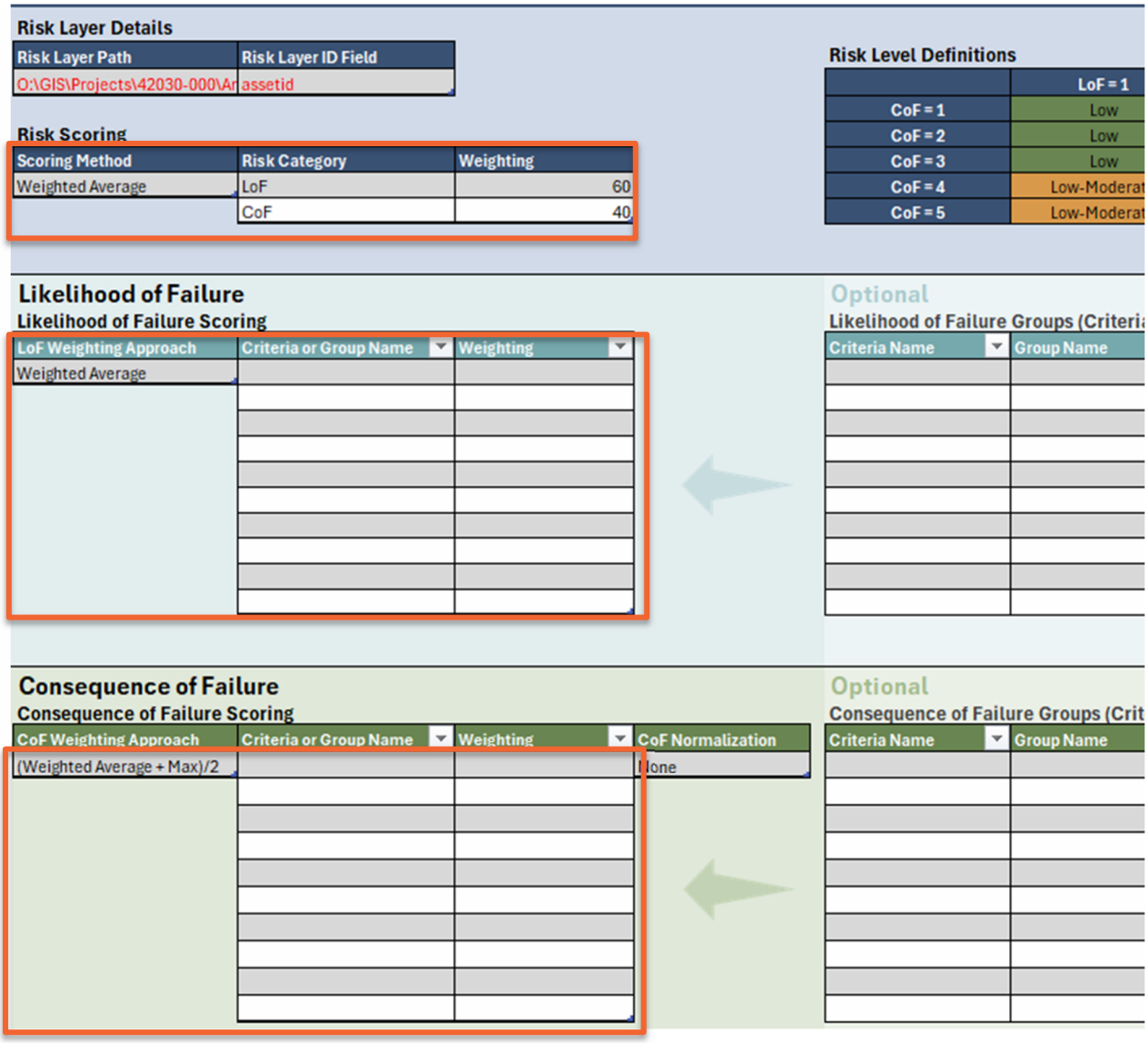


2. In ArcGIS Pro, run the **Update Criteria Lists** tool from the Hazen SPARC toolbox. Use the Risk Model Configuration file as the input. This will add dropdowns to the configuration file for all the criteria saved in the Likelihood of Failure and Consequence of Failure folders.



3. Fill out the parameters in the Risk Model Configuration file for Risk Scoring, Risk Level Definitions, COF/LOF Weighting Approach, Likelihood of Failure Scoring, and Consequence of Failure Scoring. It is acceptable if the configuration file is partially completed; an incomplete Risk Model Configuration file can still run criteria scoring and generate risk scores.

Figure 5: LOF, COF, and Risk Scoring within Configuration File

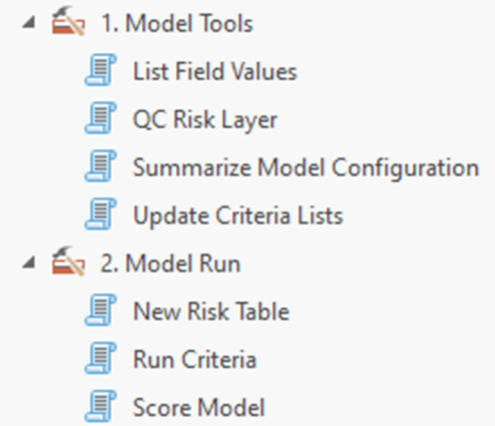


4. Where required by the model design, create criteria groups by selecting criteria, assigning a group name, and selecting a Method/Weighting approach. If a second level of grouping is required, subcriteria can be created as well following a similar method.

Run Model

Scoring the model is completed within ArcGIS Pro using the **Hazen SPARC Toolbox**.

Figure 6: Risk Model Toolbox



To fully score the model for the first time – including LOF, COF, and overall risk scores – all three of the **Model Run** tools must be executed. However, if you are in the process of developing the framework and are only interested in reviewing score distributions for different criteria, you will not need to run the "Score Model" tool.

1. **New Risk Table**

    - Click the folder next to Risk Model Configuration File to specify the file path of the Configuration File, or pull it in from the Contents pane.

    - Click the folder next to Risk Table to specify the file path and name of the Risk Table. The specified output location should be a file geodatabase.

    - Click Run.

2. **Run Criteria**

    - Click the folder next to Risk Model Configuration File to specify the file path of the Configuration File, or drag it in from the Contents pane.

    - Click the dropdown arrow next to Select LOF Criteria or Select COF Criteria to select the criteria to calculate. Any number of these criteria can be run at the same time.

        - Select the checkbox next to the Search bar in the pop-up window to select all criteria in the dropdown menu.

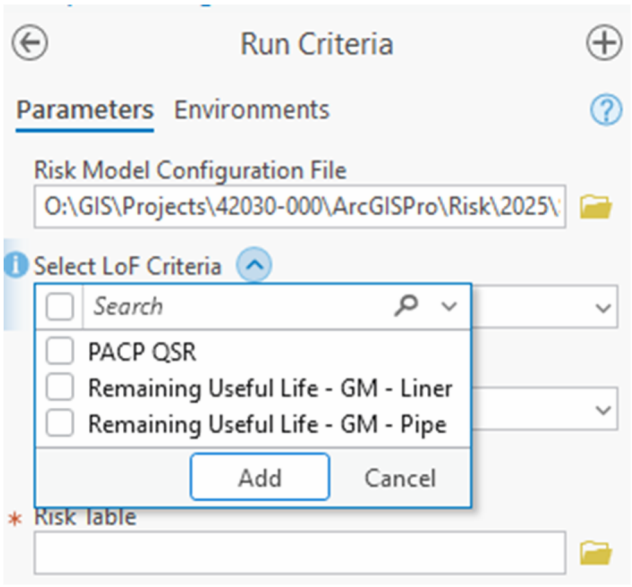
    - If desired, check the "Add or Update Source of Score Field" to add additional criteria scoring information to the Risk Table.

        - This adds or updates the data fields that provide context as to how each criterion was calculated. For example, the "Diameter Source of Score" field would be the

diameter of the asset, and the "Diameter" column would be the 1-5 risk score determined using that Source of Score.

- Click the folder next to the Risk Table to specify the file path of the Risk Table, or drag it in from the contents pane.
- Click Run.

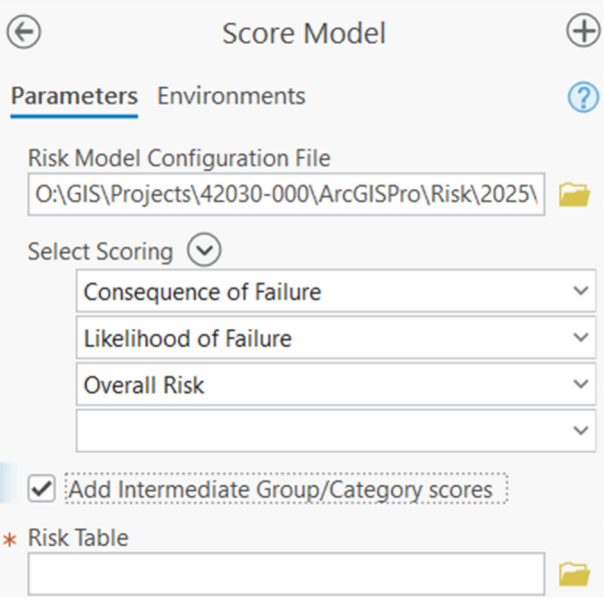
Figure 7: Run Criteria configuration within the risk model



3. Score Model

- Click the folder next to Risk Model Configuration File to specify the file path of the Configuration File, or pull it in from the Contents pane.
- Click the dropdown arrow next to Select Scoring to select what scoring should be calculated: LOF, COF, and/or Overall Risk.
- Optionally, check the box to "Add Intermediate Group/Category Scores".
    - This option adds fields to the Risk Table for the intermediate criteria/groups created when calculating the risk scores. Check this option if the intermediate scores are required for QC or reporting.
- Click the folder next to the Risk Table to specify the file path of the Risk Table, or drag it in from the Contents pane.
- Click Run.

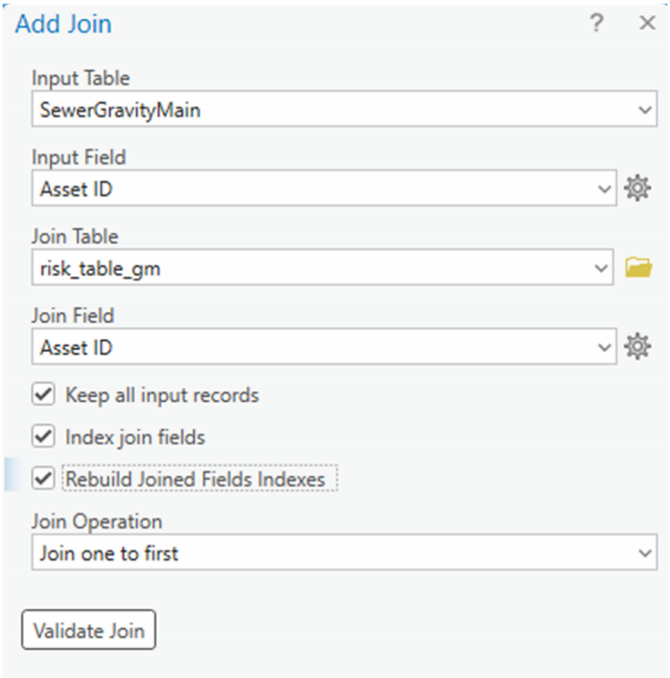
Figure 8: Score Model configuration within the risk model



Visualize Results

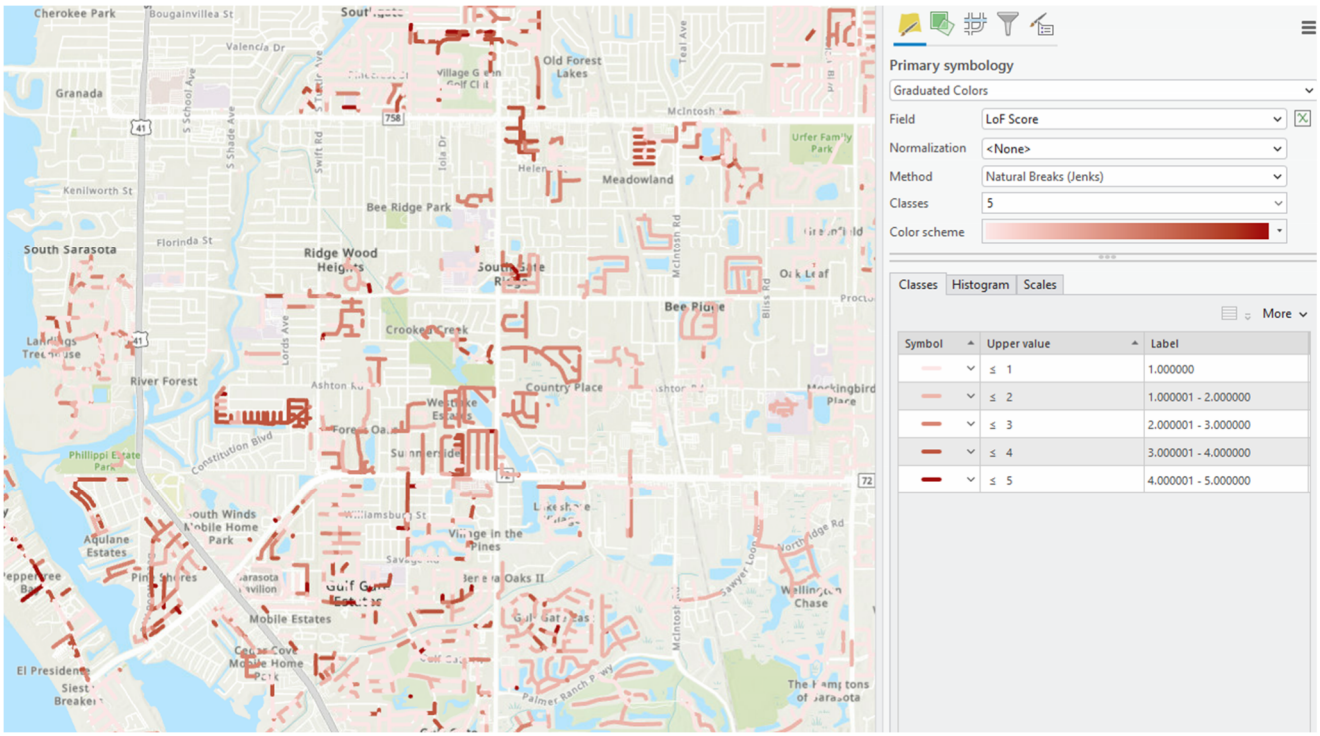
After the LOF, COF, and Overall Risk scoring tools have ran, these results can be joined back to the asset layer(s) to visualize the results. Joining the asset layer to the Risk Table to which the tool outputs are written ensures that the joined table will automatically update to reflect any updates to the Risk Table.

Figure 9: Join risk layer to Risk Table



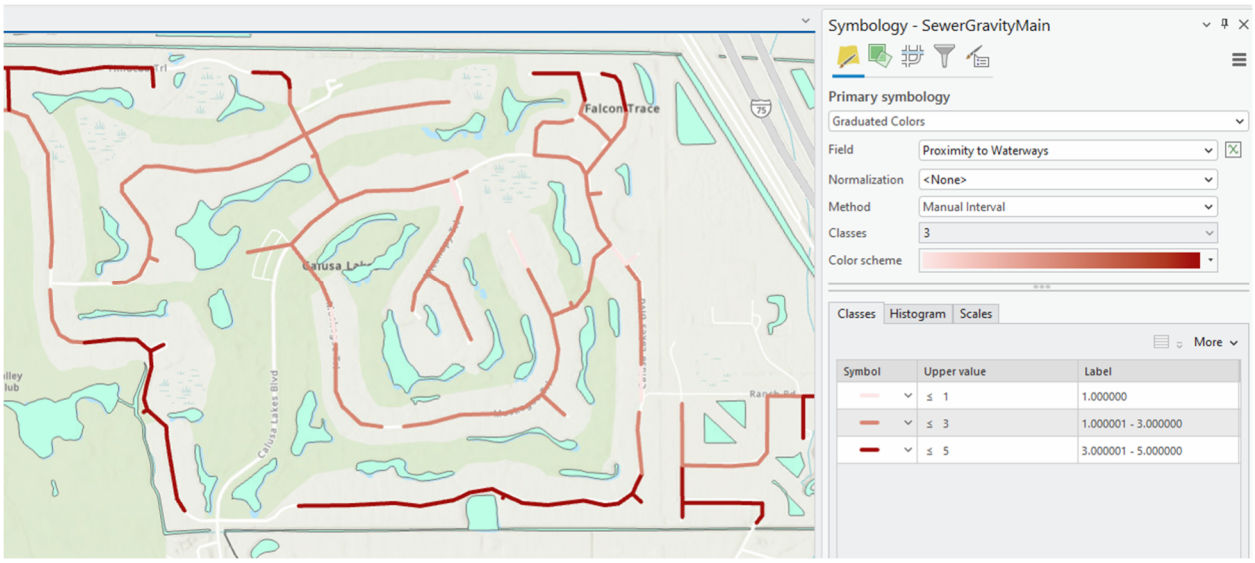
Symbology can be set so that the user can visually determine areas where a particular score or source of score was significantly higher than average. Graduated colors is an effective symbology method to do so.

Figure 10: Symbolize assets by risk score



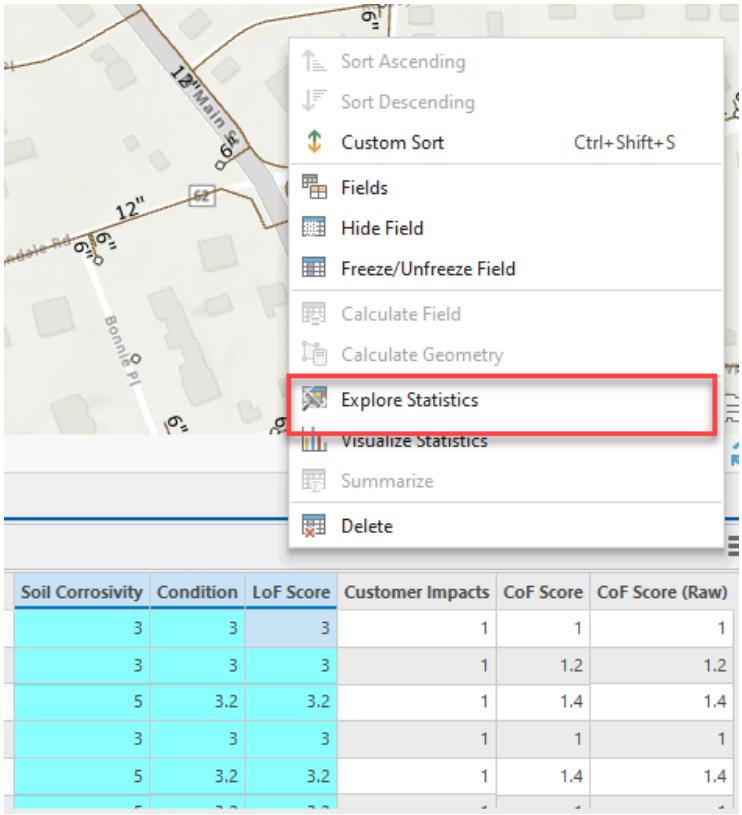
Visualizing results can also be helpful in QA/QC of model results. For example, resulting Distance to Roadways scores can be viewed along with Roadways GIS data to ensure that the results seem to align with the scoring criteria.

Figure 11: QAQC risk results in GIS



To review the distribution of results, plots can be created for any fields of interest in your Risk Table within ArcGIS Pro using the Explore Statistics feature.

Figure 12: Explore Statistics



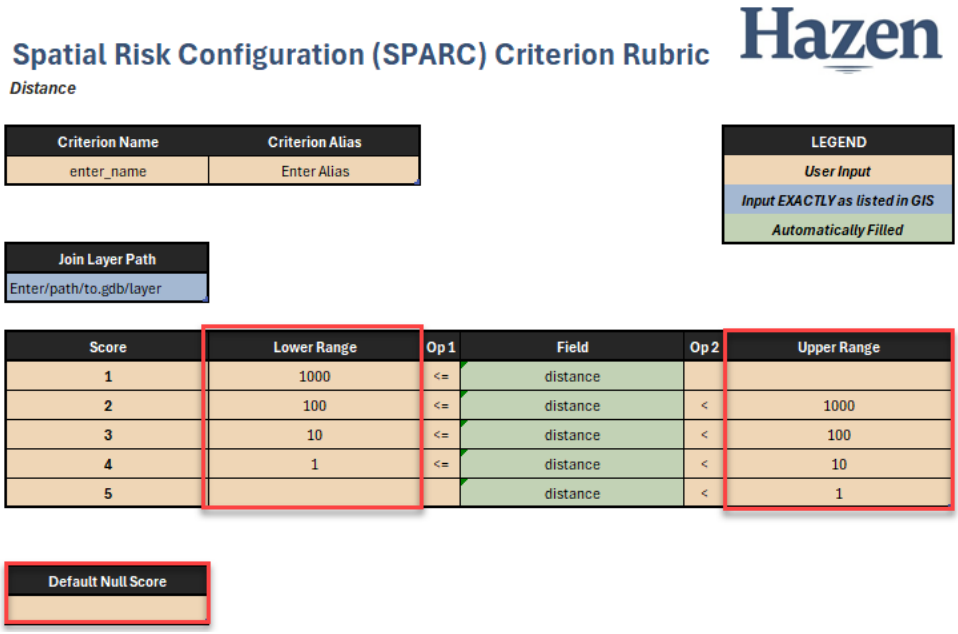
Model Updates

Throughout the risk model development and during risk result validation, it is common to update components of the risk model. The following sections detail how to complete common updates to a SPARC tool configuration.

Adjusting Scoring Rubrics

One of the most common updates during risk model development is adjustments to the criteria template scoring rubrics. Changes to the definitions of a 1-5 score for each criterion can easily be made. These may include changes to the Value(s), Lower and Upper Ranges, the Join Search Distance, and Default Null Score. Some are highlighted in **red** in an example criterion below.

Figure 13: Adjust scoring ranges for risk criteria



Spatial Risk Configuration (SPARC) Criterion Rubric

Distance

Criterion Name	Criterion Alias
enter_name	Enter Alias

LEGEND
User Input
Input EXACTLY as listed in GIS
Automatically Filled

Join Layer Path
Enter/path/to.gdb/layer

Score	Lower Range	Op 1	Field	Op 2	Upper Range
1	1000	<=	distance		
2	100	<=	distance	<	1000
3	10	<=	distance	<	100
4	1	<=	distance	<	10
5			distance	<	1

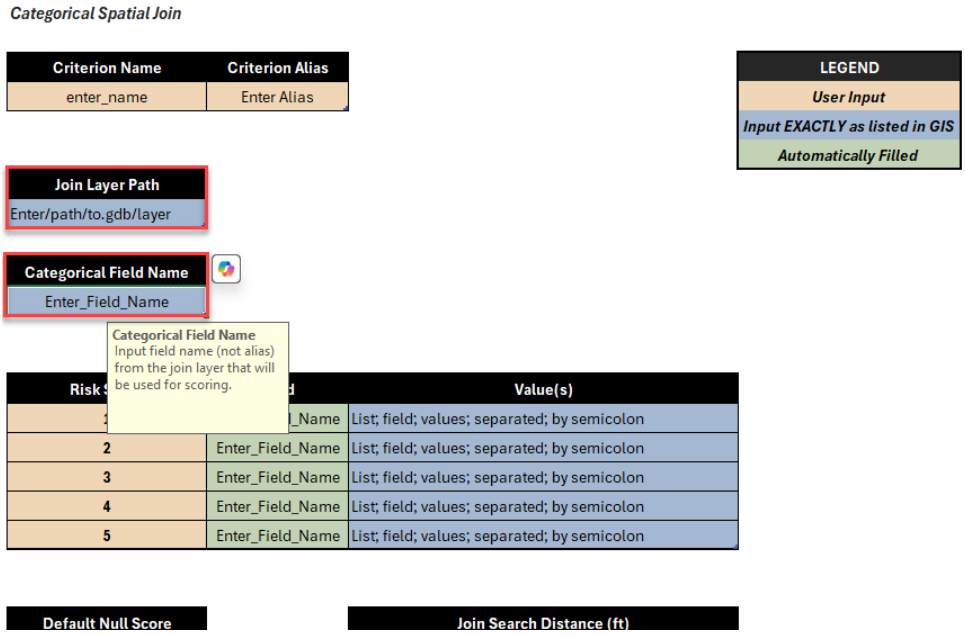
Default Null Score

Once the changes have been made to the Criterion Rubric spreadsheet it should be saved. Then, the user can run the **Run Criteria** and **Score Model** tools.

Updating Data Sources

As data sources are updated over time or if preprocessing occurs and a new data source needs to be used the user must update the criteria rubrics. Changes to the data source can easily be made by updating the Join Layer/Table Path and the associated field names. These are shown in the example below, highlighted in **red**:

Figure 14: Update risk layer path and field name(s)



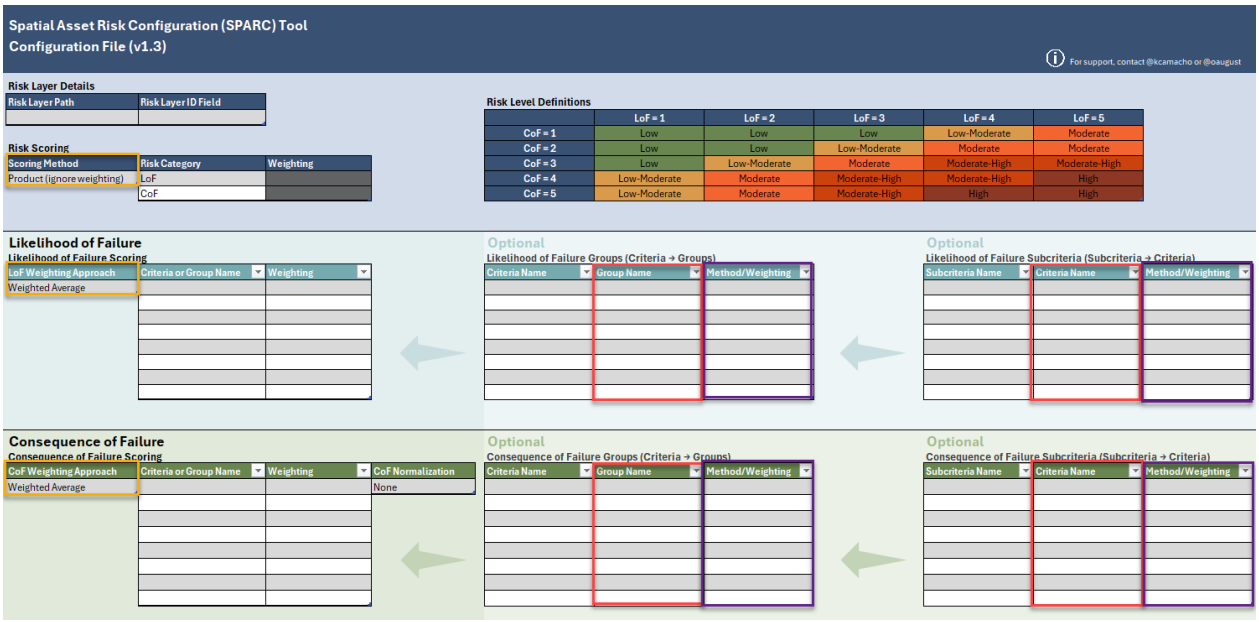
Once the changes have been made to the criteria rubric spreadsheet it should be saved. Then, the user can run the **Run Criteria** and **Score Model** tools.

Updating Weightings & Scoring Methodology

The most common updates once criteria scoring adjustments are complete, will be to LOF, COF, and Risk scoring methodology and weightings. These updates can be made by adjusting the Configuration File.

In the configuration file, the user can create or adjust subcriteria and criteria groups shown in **red**. Alternatively, the criteria scoring method/weightings can be updated using the dropdown options (highest, mean, or priority) or manually enter a weight value as shown in **purple**. Finally, the user can also update the risk scoring method and LOF/COF weighting approach shown in **yellow**.

Figure 15: Update Configuration File



Once the Configuration File has been saved, the user can navigate to the **Score Model** tool in the ArcGIS Pro toolbox and rerun LOF, COF, and/or Risk Score depending on the changes that were made.

Developing Scoring Scenarios

This section describes how the user can create an alternative scoring methodology or weighting scenario and compare the results. There are two options if the user would like to create and compare multiple scoring scenarios.

1. **For simple weighting comparisons:** First, the user can simply make the scoring changes as described in the section above and save the updated Configuration File. Then, the user can duplicate the Risk Table in GIS and rename it to indicate that the results will reflect the new scenario. Finally, the user can then rerun the **Score Model** tool making sure to store the results in the newly created Risk Table. The original scoring will be saved in the original Risk Table and the new scoring will be reflected in the new Risk Table. Users can join one or both tables to their Risk Layer, to visualize and compare the results.

2. **For major scoring methodology comparisons**: First, the user can create a copy of the Configuration File and rename it to indicate that it will reflect the new scoring methodology. Then, in the new Configuration File the user can make the scoring methodology changes as described above and save the updated Configuration File. Next, the user can duplicate the Risk Table in GIS and rename the table to indicate these results will reflect the new scenario. Finally, the user can then rerun the **Score Model** tool making sure to input the new Configuration File and store the results in the newly created Risk Table. The original scoring will be saved in the original

Risk Table and the new scoring will be reflected in the new Risk Table. Users can join one or both tables to their Risk Layer, to visualize and compare the results.

Model QAQC & Documentation

Thorough quality assurance and quality control (QAQC) are key to ensuring that the correct GIS layers are being used, scoring is being performed as expected, and there are no erroneous results being produced. To perform QAQC on results from a SPARC model, the user can begin by following these steps:

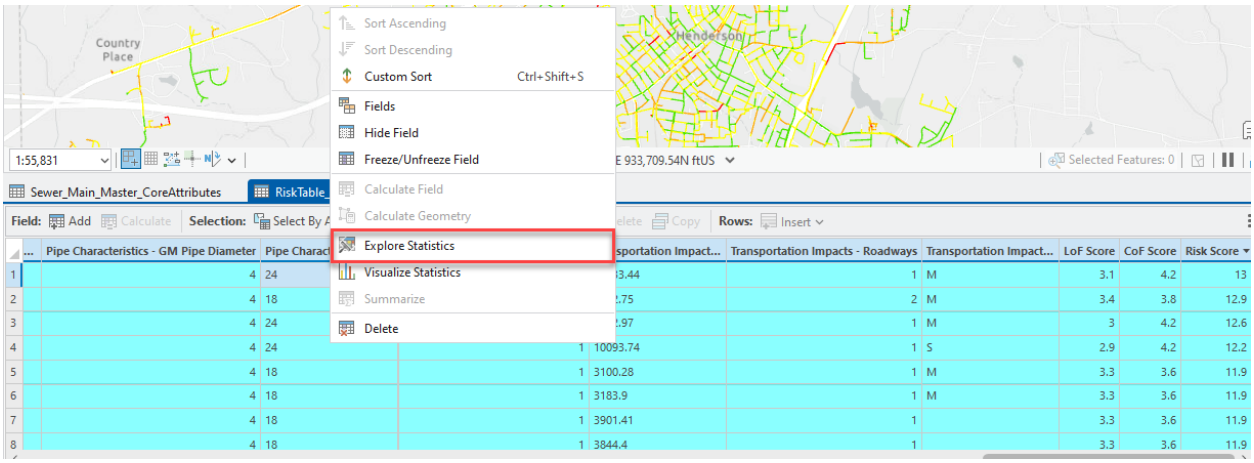
- Review Configuration File
    - Review Risk Layer file path and ID field.
    - Review Risk Level definitions.
    - Review Risk, LOF, and COF scoring methodology, criteria groups, and method/weights.
    - Review/confirm COF Normalization methodology.

- Review Criteria Rubrics:

    - Run the **Summarize Model Configuration** tool to export the GIS layers and tables and scoring rubrics used for each criterion. Review the data sources and scoring logic for each criterion to ensure their accuracy.

- Review Results:
    - Join the Risk Table results to the Risk Layer. Use Symbology to visualize the scores geospatially. Overlay reference layers such as waterbodies and roads to ensure the scoring is performing as intended.
    - Select the score fields in the Risk Table, then choose 'Explore Statistics' to review the distribution and statistics of results for each criterion, grouping, LOF, COF, and risk.

Figure 16: Explore statistics to QAQC results within GIS

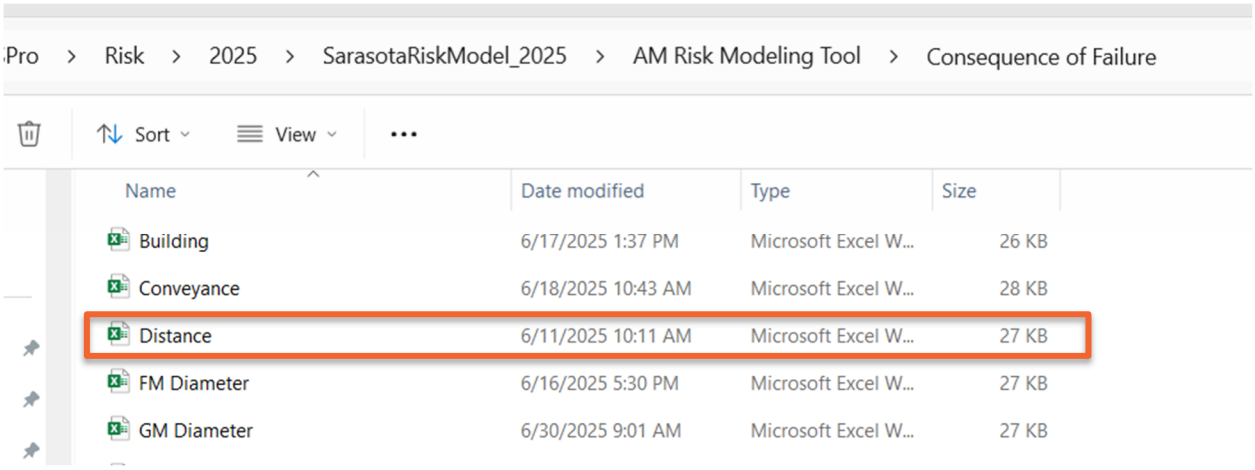


Troubleshooting Common Issues

Below details several common issues that can arise when operating the tool and the recommended solution.

- Null Asset IDs
    - Problem: risk layer has one or more null values in the asset ID column. Each row must have a unique asset ID for the tool to operate.
    - Solution: assign null asset IDs a permanent asset ID or create a new ID field with unique IDs for risk modeling.
- Criteria Rubric Locations
    - Problem: when criteria rubric templates are placed in the LOF or COF folder, they will be processed by the toolbox tools even if they are not included in the configuration file. This will cause the tool to produce an error if the criteria are not populated with name and alias.
    - Solution: ensure that only the rubrics being used for the risk assessment are in the LOF and COF folders and that no extra files are in those folders.

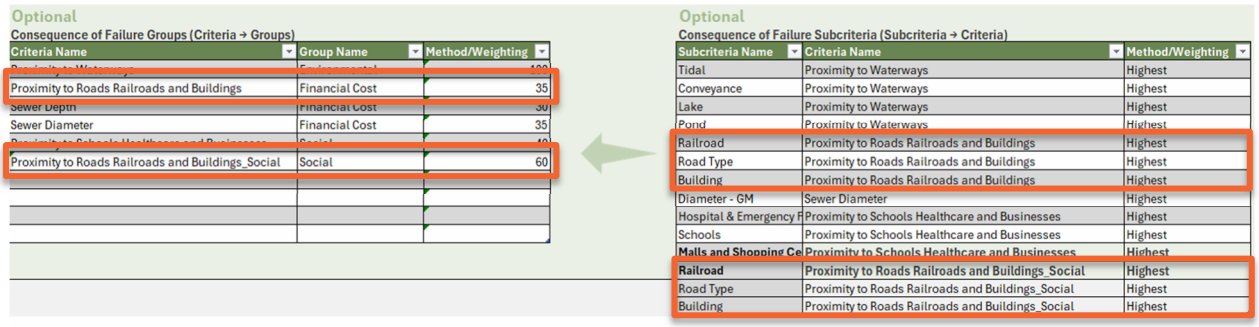
Figure 17: Remove unpopulated Criteria Templates from LOF and COF folders



- Version Incompatibilities
    - Problem: using old criteria templates with a new version of the toolbox will cause the tool to produce an error.
    - Solution: start with a new toolbox, copy and paste criteria from other runs at your own risk.

- Repeating Subcriteria
    - Problem: when subcriteria/criteria are being used for more than one criteria/group under the same name, the tool will produce an error.
    - Solution: if subcriteria are being used more than once, then they should be listed in the Configuration file as many times as they are being used and should be assigned a unique subcriteria/criteria for each use. In the example below, railroad, road type, and building criteria were all being used for both the social and financial cost criteria groups. Because the criteria name cannot repeat, one set of these criteria was renamed with "_Social".

Figure 18: Rename criteria so that there are no duplicates



Optional

Consequence of Failure Groups (Criteria → Groups)

Criteria Name	Group Name	Method/Weighting
Proximity to Roads Railroads and Buildings	Financial Cost	35
Sewer Depth	Financial Cost	30
Sewer Diameter	Financial Cost	35
Proximity to Roads Railroads and Buildings_Social	Social	60

Optional

Consequence of Failure Subcriteria (Subcriteria → Criteria)

Subcriteria Name	Criteria Name	Method/Weighting
Tidal	Proximity to Waterways	Highest
Conveyance	Proximity to Waterways	Highest
Lake	Proximity to Waterways	Highest
Pond	Proximity to Waterways	Highest
Railroad	Proximity to Roads Railroads and Buildings	Highest
Road Type	Proximity to Roads Railroads and Buildings	Highest
Building	Proximity to Roads Railroads and Buildings	Highest
Diameter - GM	Sewer Diameter	Highest
Hospital & Emergency F	Proximity to Schools Healthcare and Businesses	Highest
Schools	Proximity to Schools Healthcare and Businesses	Highest
Malls and Shopping Ce	Proximity to Schools Healthcare and Businesses	Highest
Railroad	Proximity to Roads Railroads and Buildings_Social	Highest
Road Type	Proximity to Roads Railroads and Buildings_Social	Highest
Building	Proximity to Roads Railroads and Buildings_Social	Highest

Advanced Examples

The following examples highlight more complex use cases that have emerged over the course of SPARC's lifespan. Reviewing these scenarios will offer insight into the tool's capabilities and internal logic.

Use Case 1: Collapsing Many Data Sources and Filters into One Criterion

In this example, the user wanted to combine several factors into one Soil criterion for Likelihood of Failure scoring. As can be seen from the figure below, soil corrosivity is calculated in a highly specific manner using four material types and four environmental corrosion layers (shown in white). For most materials, there was one criterion needed, but asbestos cement required three separate criteria to be merged into one 30% Soil Corrosivity score.

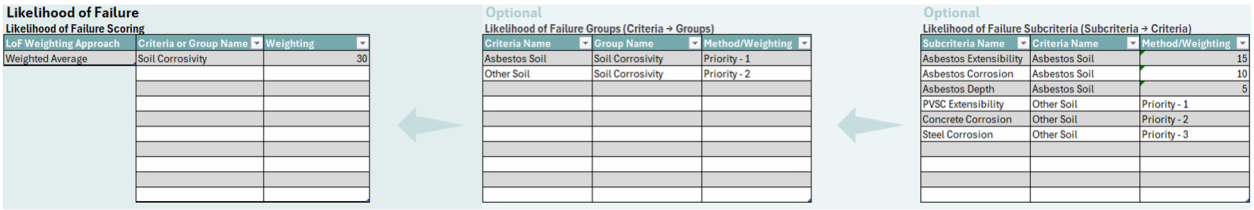
Figure 19: Soil section in planned risk scoring matrix.

Soil: 30%					
If material=PVC:	If material=Concrete:	If material=Steel, Iron:	If material=Asbestos Cement:	If material=Asbestos Cement:	If material=Asbestos Cement:
30%	30%	30%	15%	10%	5%
Linear Extensibility	Corrosion of Concrete	Corrosion of Steel	Linear Extensibility2	Corrosion of Concrete2	Depth to Groundwater
Very High, >=9%	High	High	Very High, >=9%	High	High
High, [6-9%)	-	-	High, [6-9%)	-	-
Moderate, [3-6%)	Moderate	Moderate	Moderate, [3-6%)	Moderate	Moderate
-	-	-	-	-	-
Low, <3%	Low	Low	Low, <3%	Low	Low

Solution Rubric Configuration

The solution for this situation was to create six Filtered Categorical Join Criteria, one for each of the material/environmental combinations shown above. Using subcriteria and groups, these were combined into a single Soil Corrosivity score.

Figure 20: Screenshot of Risk Model Configuration with soil criteria only.



Grouping and Scoring

As seen above, the asbestos criteria were treated as subcriteria and combined into a single "Asbestos Soil" criterion. The scores were combined using the 15/10/5 weighting designated in the original table. The

other soils were grouped together using the Priority grouping method, which – when the default score in the configuration rubrics is left blank – merges the individual material scores into a single output column. See the tables below for a closer look at how these groupings play out in the Risk Table. Once the subcriteria were combined, they could then be lumped into a single Soil Corrosivity criterion using criteria grouping.

Table 5: Risk Table with the six soil criteria already scored. The first five records are shown.

Asset ID	Material	Asbestos Extensibility	Asbestos Corrosion	Asbestos Depth	PVSC Extensibility	Concrete Corrosion	Steel Corrosion
abc-123	asb	3	5	2	NULL	NULL	NULL
abc-124	asb	1	1	3	NULL	NULL	NULL
abc-125	pvc	NULL	NULL	NULL	5	NULL	NULL
abc-126	concrete	NULL	NULL	NULL	NULL	4	NULL
abc-127	steel	NULL	NULL	NULL	NULL	NULL	2

Table 6: Risk Table with the soil criteria grouped into Asbestos Soil and Other Soil groups.

Asset ID	Material	Asbestos Soil	Other Soil
abc-123	asb	3.5	NULL
abc-124	asb	1.3	NULL
abc-125	pvc	NULL	5
abc-126	concrete	NULL	4
abc-127	steel	NULL	2

Table 7: Final soil corrosivity criterion that will be used for LOF scoring.

Asset ID	Material	Soil Corrosivity
abc-123	asb	3.5
abc-124	asb	1.3
abc-125	pcv	5
abc-126	concrete	4
abc-127	steel	2

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ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
SHADI ESKAF
Director

NORTH CAROLINA
Environmental Quality

September 5, 2023

Ms. Catherine Crosby
Town of Apex
PO Box 250
Apex, NC 27502

SUBJECT: Offer & Acceptance for American Rescue Plan Funding
Town of Apex
Evaluation of the Current State of the Collection System
Project No. AIA-W-ARP-0052
UEID No. NDRHHH8B3C85

Dear Ms. Crosby:

The Town of Apex has been approved for American Rescue Plan (ARP) funding from the State Fiscal Recovery Fund in the amount of **$400,000** for an Asset Inventory and Assessment (AIA) study. Projects funded from the State Fiscal Recovery Funds established in S.L. 2021-180/S.L. 2022-74 must meet applicable federal law and guidance for the ARP funds.

Enclosed are two (2) copies of an offer-and-acceptance document, extending ARP funding in the amount of $400,000. This offer is made by the Division of Water Infrastructure (DWI), subject to the assurances and conditions set forth in the enclosed offer-and-acceptance document. Funds will not be disbursed unless this offer is accepted.

Upon your acceptance, please submit the following items to Pam Whitley, via email at Pam.Whitley@deq.nc.gov, or via mail at Division of Water Infrastructure (DWI), 1633 Mail Service Center, Raleigh, North Carolina 27699-1633:

1. One (1) copy of the original offer-and-acceptance document, executed by the Authorized Representative for the project, along with the signed "Standard Conditions and Assurances" for ARP Projects. **Please retain the second copy for your files.**

2. A resolution (sample copy attached), adopted by the governing body, accepting the offer, and making the applicable assurances contained therein.

3. Sales Tax Certification, if applicable (attached).

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4. ARPA Engineering Services Procurement Certification (attached).

5. One (1) copy of all executed service agreements and/or contracts.

All work associated with this project must be completed within 24 months of the date of this letter.

Once the subject project has commenced, the enclosed "reimbursement request form" must be completed and submitted with all reimbursement requests. You are free to reproduce this form should additional copies be needed. Additional information and template forms can be found on DWI's website under the "I Have Funding – Construction and Reimbursement" page. Reimbursement requests should be sent to Susan Kubacki, your Viable Utility Unit Project Manager, at the address noted.

As a reminder, a memorandum requesting your federal identification number was included with the Letter of Intent to Fund. You must complete and submit this no later than the time when you choose to submit your first request for reimbursement.

On behalf of the Department of Environmental Quality, I am pleased to extend this offer of ARP funds, made available by the North Carolina Fiscal Recovery Fund. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Susan Kubacki at susan.kubacki@deq.nc.gov or 919-707-9181.

Sincerely,

DocuSigned by:
Victor D'Amato
52CD62E9DA6B44F...

Victor A. D'Amato, PE
Division of Water Infrastructure, NCDEQ

Enclosures: Offer-and-Acceptance Document (2 copies)
Resolution by Applicant's Governing Body to Accept an Offer of Funding
Sales-Tax Certification Form
ARPA Engineering Services Procurement Certification
Reimbursement Request Form

CC: Catherine Crosby, Catherine.crosby@apexnc.org
Brian Porter, Hazen and Sawyer, Raleigh, NC, bporter@hazenandsawyer.com
Jennifer House (via email)
DWI Administrative Unit (via email)
Susan Kubacki (via email)
Matthew Rushing, EI (via email)
FILE: ARPA (Agreement Number 2000063133)

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STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Town of Apex
PO Box 250
Apex, NC 27502

Project Number: **AIA-W-ARP-0052**

Recipient's UEID#: **NDRHHH8B3C85**

Drinking Water ☐ **Wastewater** ☒ **Both** ☐ **Distressed** ☐ **Not Distressed** ☒		**Total Grant Offered**
ARPA Training Grant	☐	
ARPA Asset Inventory & Assessment Grant (AIA)	☒	**$ 400,000**
ARPA Merger/Regionalization Feasibility Grant (MRF)	☐	

Project Description:

Evaluation of the Current State of the Collection System

Total Financial Assistance Offer: **$ 400,000**

**ARP-funded projects are exempt from both the grant fee and match requirements.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina: **Shadi Eskaf, Director, Division of Water Infrastructure**
North Carolina Department of Environmental Quality

DocuSigned by:
Victor D'Amato — Signed on behalf of Shadi Eskaf — 9/6/2023
52CD62E9DA6B44F...
Signature — Date

On Behalf of (Applicant): _____
Name of Representative in Resolution: _____
Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

Signature — Date

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STANDARD CONDITIONS FOR ARP GRANTS

1. Acceptance of this Funding Offer does not exempt the Recipient from complying with requirements stated in the U.S. Treasury's Final Rule for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and the SLFRF Compliance and Reporting Guidance not explicitly referred to in this document and any future requirements implemented by the U.S Treasury.

2. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The Recipient shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification form provided by DEQ.

3. Specific MBE/WBE (DBE) forms and instructions are provided that are to be included in the contract specifications. These forms will assist with documenting positive efforts made by recipients, their consultants, and contractors to utilize disadvantaged businesses enterprises. Such efforts should allow DBEs the maximum feasible opportunity to compete for subagreements and subcontracts to be performed. Documentation of efforts made to utilize DBE firms must be maintained by all recipients, and construction contractors, and made available upon request.

4. Subrecipients shall fully comply with Subpart C of 2 CFR Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business with Other Persons," as implemented and supplemented by 2 CFR Part 1532. Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Subrecipients may access suspension and debarment information at: http://www.sam.gov. This system allows subrecipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance.

5. Projects with a total cost of $10,000,000 or more must meet U.S. Treasury requirements for prevailing wage rates, project labor agreements, and related requirements. Recipients can either certify meeting the requirements or provide plans and reports as the SLFRF Compliance and Reporting Guidance specifies.

6. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines. ARP-funded projects must also adhere to North Carolina State law, specifically NC General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying (A/E) Services. NCGS 143-64.32 cannot be used to exempt Recipients from a qualification-based selection for A/E. The State provides applicable certification forms that must be completed prior to receiving funds for any engineering services covered under this funding offer.

7. Local government units designated as distressed must complete associated requirements of statute §159G-45(b).

8. Funds made available by the ARP that are not disbursed to the entity accepting the funds in this document by December 31st, 2026, will no longer be available for the project. Unused Federal funds will revert from the State of North Carolina to the U.S. Treasury.

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STANDARD ASSURANCES FOR AIA GRANTS

1. The Recipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
2. The Recipient is responsible for paying for ineligible project costs as determined by the Division.
3. The Recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three (3) years following completion of the project.
4. All ARP funds shall be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the Recipient's compliance with the Standard Conditions and Assurances of this Award. The Recipient agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute. Requests for reimbursement must be made using the Division's reimbursement form.
5. All funds provided pursuant to North Carolina General Statute 159G must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34, as amended. **The Recipient must expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.** Please note that the State is not a party to any contract(s) and the Recipient is expected to uphold its contract obligations regarding timely payment.
6. The Recipient must provide summaries of project progress every other month during the project or as otherwise directed by the Division.
7. The Recipient must provide a digital copy of the final report in a universally readable format. If a project includes updating or developing a GIS database or shapefiles, at a minimum the current utility service boundaries must be provided as a polygon shapefile, including any service gaps within the boundary.
8. The Recipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
9. The Recipient must provide approved minutes or a resolution confirming the final report has been presented to the recipient's governing board.
10. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Assurance Nos. 7, 8, and 9. After receipt of this documentation, the final reimbursement request will be processed.

Acknowledgement of Standard Conditions and Assurances

The Recipient hereby gives assurance to the Department of Environmental Quality that the declarations, assurances, representations, and statements made by the Applicant in the Application; and all documents, amendments, and communications filed with the Department of Environmental Quality by the Applicant in support of its request for financial assistance will be fulfilled.

.....	.....
Signature	Date

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(Suggested Format)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of $_____ to perform an Asset Inventory and Assessment study detailed in the submitted application, and

WHEREAS, the (unit of government) intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That (unit of government) does hereby accept the American Rescue Plan (ARP) offer of $_____.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That (name and title of authorized representative), and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date

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SALES-TAX REIMBURSEMENT CERTIFICATION FORM

(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant:_____

Project Number:_____

☐ Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

☐ The project includes sales taxes related to the purchase of equipment or the provision of applicable services, and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

☐ The project includes sales taxes related to the purchase of equipment or the provision of applicable services, and the unit of government will not request reimbursement from the DOR.

☐ The project will not include sales taxes.

_____

(Printed Name and Title of Authorized Representative)

_____

(Signature of Authorized Representative)

_____

(Date)

Submit to: NC Dept. of Environment & Natural Resources
Division of Water Infrastructure
Pam Whitley, Project Management Branch
1633 Mail Service Center
Raleigh, NC 27699-1633

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NC DEQ Division of Water Infrastructure
Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving Clean Water State Revolving Fund funding to comply with engineering procurement guidelines. North Carolina Session Law 2021-180 authorizes the Division of Water Infrastructure (Division) to award grant funds from the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund for drinking water, wastewater, and stormwater infrastructure projects. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines.

To comply, you must follow North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for reimbursement.

Applicant: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Division Funding Number: Click or tap here to enter text.

---

1) List the basic services being provided: (i.e., planning, design, inspection etc.)
   Click or tap here to enter text.
2) Describe the method of announcement for the project.
   Click or tap here to enter text.
3) List the firms the announcement was discussed with or that proposals were received from in order of quality.
   Click or tap here to enter text.
4) Was a contract negotiated with the best qualified firm? ☐ Yes ☐ No (Check one)
   If no, explain why.
   Click or tap here to enter text.

NOTE: Documentation of Qualification-Based-Selection of Engineering Services shall be provided to the Division upon request (to include announcement and qualifications requested).

By signing below, I Click or tap here to enter text., the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

_____
(signed name, title and date)

(DWI staff use only – Check and initial here if debarment status checked and firm is NOT debarred ☐ _____)

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Clean Water Act, Section 602(b)(14)	(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State). From: water_resources_reform_and_development_act_guidance.pdf (epa.gov) *The requirements of 40 U.S.C. 1101 et seq. are:* • *Public announcement of the solicitation (e.g., a Request for Qualifications);* • *Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation); o Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);* • *Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;* • *Selection of at least three firms considered to be the most highly qualified to provide the services required; and* • *Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;* ▪ *In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.*
Uniform Guidance 2 CFR 200.319(b)	**Competition.** The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
NC General Statute 143-64.31	**Procurement of Architectural, Engineering, and Surveying Services (NC "Mini-Brooks")** …It is the public policy of this State… and Local Governmental Units…, to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services,…, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. …

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NC General Statute 143-64.32	**NOTE: CWSRF and ARPA funding: NCGS 143-64.32 cannot be used to exempt a local government unit from abiding by NCGS 143-63.31. This is because there is no minimum dollar exemption allowed in the Federal Brooks Act, the Clean Water Act Section 602(b)(14), or 2 CFR 200.319.** **Written exemption of particular contracts.** Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars ($50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)
21 NCAC 56.0701(f)	SECTION .0700 – RULES OF PROFESSIONAL CONDUCT, adopted in accordance with NC General Statute 89C-20 (Board Rules for Professional Engineers, etc.) (f) A licensee shall solicit or accept work only on the basis of qualifications and: (1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies; (2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered; (3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.); …

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ARPA AIA/MRF REIMBURSEMENT REQUEST FORM

Division of Water Infrastructure **Project No.** _____

Period Covered by this Report: **From** _____ **To** _____

Grant Amount =		Match % Required =	
		Match amount =	$ -

Match and Grant Fee are N/A for ARPA funded projects

Recipient Organization
Name: Town, City or County etc. **Payment No.** _____
Address: **Page No.** _____
City, State & Zip:

Use additional sheets if needed. Use a "Misc." column if needed.	*Consultant Name*	*Consultant Name*	*Consultant Name*	***Constultant Deductions towards Match, if In-Kind or Grant Fee see below***	
Classification of	**A**	**B**	**C**	**D**	**Total**
Cumulative Totals					$ -
					$ -
					$ -
					$ -
					$ -
Total Cumulative to date	$ -	$ -	$ -	$ -	$ -
Previously Received					$ -
Amount Requested	$ -	$ -	$ -	$ -	$ -
				No Match	
In-Kind Contribution	**In-Kind Contribution, Grant Fee, and Match are N/A for ARPA funded projects**				
Grant Fee					
Total Match *				$ -	
Percent Complete					

Certification

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.

You must check ONE of the boxes below or your payment will not be processed:

The funds requested above have already been paid to the respective vendors, consultants & contractors by the award recipient. ☐

OR

The funds requested above have not been paid to the respective vendors, consultants & contractors. Funds received from the State will be disbursed to these entities within three (3) banking days. ☐

Recipient **Signature of Authorized Representative** **Date**

Type or Print Name and Title

DWI comments

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Master Agreement No.: 2022-051

TASK ORDER No. 2

UNDER
MASTER AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES

This Task Order ("Task Order"), made as of the 3rd day of April, 2024, by and between the Town of Apex (hereafter, "Town") and Hazen and Sawyer ("Professional").

WITNESSETH

WHEREAS, Town and Professional entered into a Master Agreement for On-Call Professional Services dated July 27, 2021 ("Master Agreement"); and

WHEREAS, Town has determined it is in need of Services for On-Call Engineering Services ("Project"), and Professional desires to provide such Services; and

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt of which is acknowledged, the parties agree as follows.

1. Recitals, Purpose and Effective Date. The Recitals and the Master Agreement are incorporated into this Task Order. Each party represents and warrants that it has in its possession and is familiar with the Master Agreement, and agrees that such does not need to be attached to this Task Order. The purpose of this Task Order is to set forth specific terms and conditions pursuant to which Professional shall provide Services for the Project. The Project is Evaluation of the Current State of the Collection System and is further identified on Attachment 1 Scope of Work attached hereto and incorporated herein by reference. The Effective Date of this Task Order is the date on which it is executed by the last to execute this Task Order.

2. Commencement and Termination.
   A. Professional's services on Project shall commence upon a Notice to Proceed issued by Town or as otherwise provided in Attachment 1.
   B. If the Master Agreement terminates before the Services provided hereunder are completed, then and in that event the Master Agreement shall continue as to Project until such time as Project is satisfactorily completed.

3. Schedule, Milestone Dates. Project schedule, including date by which Services shall be completed, and all deliverables to be delivered is provided in Attachment 1.

4. Fee for Services.
   A. The total compensation for Basic Services is provided in Attachment 1.
   B. The fee for Additional Services, if any, shall be determined as provided in Attachment 1, or, if not so provided, as provided in Agreement.

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5. Key Personnel and Use of Subcontractors.
   A. Professional's key personnel are provided in Attachment 1.
   B. If Professional is to use subcontractors for a portion of its Services, then the following applies to such subcontractor(s):
      No changes in Professional's key personnel or subcontractors designated in this Task Order as those who will provide Services shall be permitted except with the prior written consent of Town, which consent shall not be unreasonably withheld.

6. Insurance. Professional represents and warrants that all insurance requirements set forth in Agreement continue to be met.

7. Amendment. This Task Order may be amended only by written amendment of the parties.

8. Clean Air Act (42 U.S.C. 7401-7671q) and Federal Water Pollution Control Act (33 U.S.C. 1251-1387). Professional hereby certifies that during the term of this Task Order, the Professional and any of its subcontractors will comply with all applicable standards, orders, regulations and requirements issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act, as amended.

9. Debarment and Suspension (Executive Orders 12549 and 12689). Professional hereby certifies that, during the term of this Task Order, neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency pursuant to and in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

10. Byrd Anti-lobbying Amendment (31 U.S.C. 1352). Professional hereby certifies that it is in, and during the term of this Task Order shall remain in, compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment and further certifies that:

    (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

    (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

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(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

11. Procurement of recovered materials (2 CFR 200.323). Professional hereby certifies that during the term of this Task Order, the Professional and any of its subcontractors will comply with all applicable standards, orders, regulations and requirements of Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, including procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

12. Prohibition on certain telecommunications and video surveillance services or equipment (2 CFR 200.216). Professional hereby certifies that during the term of this Task Order, the Professional and any of its subcontractors will comply with all applicable standards, orders, regulations and requirements of 2 CFR 200.216(a) and shall not procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Covered telecommunications are as described in Public Law 115–232, section 889.

13. Domestic preferences for procurements (2 CFR 200.322). Professional hereby certifies that during the term of this Task Order, the Professional and any of its subcontractors will comply with all applicable standards, orders, regulations and requirements of 2 CFR 200.322 to, as appropriate and to the extent consistent with law and to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals this 3rd day of April, 2024.

Professional

Name: Hazen and Sawyer
Name of Professional (type or print)

By: _____
(Signature)

Title: Vice President

Attest: _____
(Secretary, if a corporation)

Town of Apex

DocuSigned by:
_____
D78A025D93C8450...
Shawn Purvis, Interim Town Manager

Attest: DocuSigned by: Allen Coleman 024 | 5:09 PM EDT
C1F21B1AF04C4FF...
Town Clerk

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

DocuSigned by:
_____
C1FC1A957C74406...
Finance Director

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ATTACHMENT 1

SCOPE OF WORK

The Project is Evaluation of the Current State of the Collection System

The Basic Services are broken into the following tasks:

The Town plans to use the Asset Inventory and Assessment Grant to assess the current state of the collection system, which consists of approximately 310 miles of pipe and 32 pump stations and associated force mains. The focus is on assessing the aging infrastructure, as well as areas with suspected or known concerns that are mostly likely accelerating asset deterioration rates. This project builds on and updates a SSES/AIA project that the Town performed over twenty years ago. All activities will adhere to North Carolina Division of Water Infrastructure's "Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory & Assessment, Capital Cost, and Operating Cost Analyses." The proposed tasks are outlined below.

Task 1 – Initial System Evaluation

The Initial System Evaluation task will develop an effective plan for field condition services by examining the known data for the system and focus on problem areas. This task will allow field work to be appropriately planned and maximize the useful data for proper asset management planning. The following are subtasks for Task 1:

- Review Town collection system data
- Identify known problem locations and determine appropriate field condition services to assess these locations and determine appropriate improvements.
- Develop of field condition services plan that investigates the part of the system nearing the end of service life and the areas that are showing condition deficiencies.

Task 2 – Field Condition Services

The Field Condition Services task will use industry standard field investigation techniques to assess the condition and performance of the collection system. The information obtained in Task 1 will allow for the investigations to target the areas of the collection system that will produce an effective prioritized list of system needs. The following are subtasks will be prioritized to target system issues identified in Task 1 and may be included in Task 2:

- Subsurface Utility Engineering Investigation
- CCTV
- Manhole inspections
- Flow Monitoring
- Smoke Testing
- Dye Testing
- Stream Crossing assessment

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Task 3 – Asset Management Plan Development

The Asset Management Plan Development task will use the data obtained by evaluating the current state of the collection system to identify and validate system needs, which will thereby inform future capital improvement project and maintenance activities. In addition, the filed investigation finding will inform the digital asset register, which is maintained in GIS and used to perform asset management analyses. The task will conclude the project with a written and/or digital asset management plan that uses a risk-based approach to prioritizing system needs in a financially constrained environment. The following are subtasks may be included in Task 3:

- Risk-based Prioritization of System Needs
- CIP Development
- Life-cycle Modeling
- Financial Analysis
- Asset Management Plan Development and Report
- Dashboard development
- SCADA implementation

Project Schedule and Deliverables:

The total project schedule shall be 420 days as outlined in the table below. Deliverables will be submitted in draft and final form and will include Risk-Based Asset Management Plan, digital field investigation results and updated asset registry in GIS. Draft and final copies of the Risk-Based Asset Management Plan will be provided to the North Carolina Division of Water Infrastructure.

Total Compensation for Basic Services:
A summary of the no to exceed fee is provided below:

Task	Fee	Duration
Task 1 – Initial System Evaluation	$20,000	60 Days
Task 2 – Field Condition Services	$200,000	240 Days
Task 3 – Asset Management Plan Development	$180,000	120 Days
Total	$400,000	420 Days

Method of Determining Fee for Additional Services:

Task Order is not to exceed. Any additional services outside the basic services described above will be performed under a different Task Order.

Key Personnel: Brian Porter, John Sorrell, Faris Matar

Subconsultants: To be determined after Task 1.

RESOLUTION NO. 2024 - 019
RESOLUTION ACCEPTING AMERICAN RESCUE PLAN FUNDS

WHEREAS, the American Rescue Plan ("ARP"), funded from the State Fiscal Recovery Fund, was established in S.L. 2021-180 to assist eligible units of government with meeting their water and wastewater infrastructure needs;

WHEREAS, the North Carolina Department of Environmental Quality (NCDEQ) has offered the Town of Apex ARP funding in the amount of $400,000.00 to perform an Asset Inventory and Assessment (AIA) study detailed in the submitted application; and

WHEREAS, the Town of Apex intends to perform said project in accordance with the agreed scope of work.

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

1. The Town of Apex hereby accepts the ARP offer of $400,000.00;

2. The Town of Apex does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to; and

3. The Town of Apex hereby authorizes the Interim Town Manager or their designee to execute all documents associated with the ARP offer as may be required by the Division of Water Infrastructure, furnish such information as the appropriate State agency may request in connection with such application or the project, and to make the assurances contained in the Award Offer.

Upon motion duly made by Council Member Zegerman and duly seconded by Council Member Mahaffey, the above resolution was duly adopted by the Apex Town Council at the meeting held in Apex North Carolina at the Town Hall located at 73 Hunter Street in Apex, North Carolina.

This the 12th day of March, 2024.

APEX 1873 NORTH CAROLINA

TOWN OF APEX

Jacques K. Gilbert
Mayor

ATTEST:

Allen Coleman, CMC, NCCCC
Town Clerk

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: PUBLIC HEARING

Meeting Date: June 23, 2026

Item Details

Presenter(s): Joshua Killian, Planner III

Department(s): Planning

Requested Motion

Public hearing and possible motion concerning Rezoning Application Case No. 25CZ23 Horton Park PUD Amendment. The applicant, Pablo Reiter, PRMS Investments LLC, seeks to rezone approximately 16.96 acres from Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04) to Planned Unit Development-Conditional Zoning (PUD-CZ). The proposed rezoning is located at 0 Jessie Drive and 8252 Smith Road.

Approval Recommended?

The Planning Department recommends approval.

The Planning Board held a Public Hearing on June 8, 2026 and unanimously recommended approval of the rezoning with the conditions offered by the applicant.

Item Details

The properties to be rezoned are identified as PINs 0751209246 & 0750493450.

Attachments

- PH1-A1: Staff Report - Rezoning Case No. 25CZ23 - Horton Park PUD Amendment
- PH1-A2: Planning Board Report to Town Council - Rezoning Case No. 25CZ23 - Horton Park PUD Amendment

All property owners, tenants, and neighborhood associations within 500 feet of this rezoning have been notified per UDO Sec. 2.2.11 *Public Notification*.

BACKGROUND INFORMATION:

Location: 0 Jessie Dr & 8252 Smith Rd
Owner: Horton Park Investments, LLC
Applicant: Pablo Reiter, PRMS Investments LLC
Authorized Agents: Jason Barron & Leticia Shapiro, Morningstar Law Group

PROJECT DESCRIPTION:

Acreage: ±16.96
PINs: 0751209246 & 0750493450
Current Zoning: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)
Proposed Zoning: Planned Unit Development-Conditional Zoning (PUD-CZ)
2045 Land Use Map: Medium Density Residential
Town Limits: Yes

Adjacent Zoning & Land Uses:

	Zoning	Land Use
North:	Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04); Rural Residential (RR)	Vacant; Gladsong Dr; Single-family (Horton Park)
South:	Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04); Rural Residential (RR)	Single-family
East:	Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04); Rural Residential (RR)	Horton Park Dr; Townhomes; Vacant; Smith Rd
West:	Medium Density Residential-Conditional Zoning (MD-CZ #25CZ09); Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)	Vacant; Single-family (Horton Park)

EXISTING CONDITIONS:
The subject parcels are located within the Horton Park Planned Unit Development which was approved by Town Council on April 17, 2018. The parcels are vacant with existing vegetation.

0 Jessie Drive is west of Horton Park Dr and is classified as “POD 5” in the PUD. The permitted use for POD 5 is townhomes. 8252 Smith Rd is south of Gladsong Dr and is classified as “POD 6” in the PUD. The permitted use for POD 6 is single-family detached. POD 6 was included in the Horton Park Master Subdivision Plan which was approved on September 18, 2018. See Figure 1: Site Location.

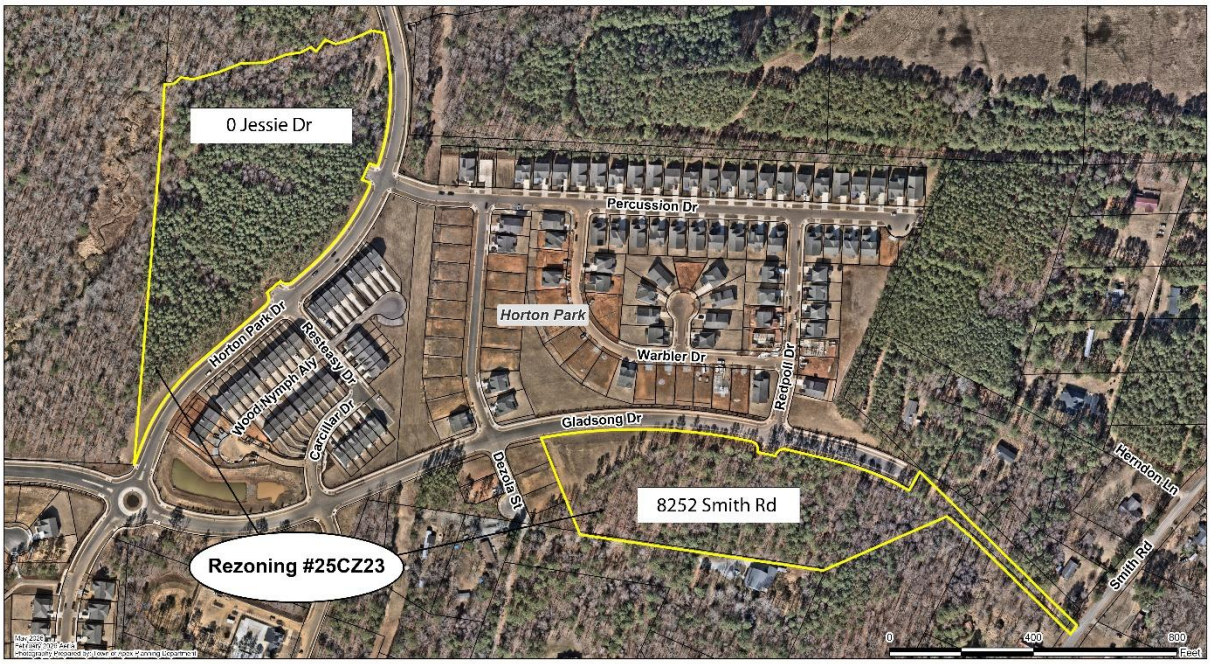


Figure 1: Site Location

NEIGHBORHOOD MEETING:
The applicant conducted the first neighborhood meeting on November 24, 2025, and the second neighborhood meeting on March 23, 2026. The neighborhood meeting reports are attached.

2045 LAND USE MAP:
The 2045 Land Use Map classifies the property subject to this rezoning as Medium Density Residential. The proposed amendments to the PUD-CZ zoning are consistent with that classification.

WCPSS COORDINATION:
The proposed Horton Park PUD Amendment does not include an increase to the residential density. Therefore, a letter of impact from WCPSS was not requested.

ENVIRONMENTAL ADVISORY BOARD RECOMMENDATIONS:
This rezoning was exempt from meeting with the Apex Environmental Advisory Board (EAB) per Unified Development Ordinance (UDO) Section 2.1.9.A.2.a. The rezoning amends zoning conditions which have no environmental impact on a site including, but not limited to, revisions to architectural standards, building height, setbacks, and uses.

BACKGROUND:
The approved Rezoning Case #18CZ04 Horton Park PUD includes phased transportation and road improvement conditions that are generally based on the number of residential units platted. Currently, no more than 250 residential units can be platted before the completion of the following improvements:

- Construction of the north-south Collector from Jessie Drive to Colby Chase Drive (Horton Park Dr);
- the Colby Chase connection from Merion subdivision to Pemberley subdivision;
- the portion of the east-west Major Collector from the north-south Collector to the access for the Dezola Street properties (Gladsong Dr);
- Completion of the east-west Major collector to Smith Rd (Gladsong Dr)

In addition, no more than 50 additional residential units can be for single-family and townhomes, or 50 additional units and 300 units total) prior to the completion of additional through lanes associated with the NCDOT U-5825 project (Ten Ten Road widening).

At the time of the initial rezoning approval, there was no traffic signal at Smith Rd and Stephenson Rd and the NCDOT U-5825 project was approved in the State Transportation Improvement Plan (STIP) for construction to begin in 2023. Since that time, a traffic signal has been installed at Smith Rd and Stephenson Rd, and many of the road improvements required for this PUD have been installed. The NCDOT U-5825 project has been reprioritized for funding and a schedule for right-of-way, utilities, and/or construction has not been finalized at this time.

PLANNED UNIT DEVELOPMENT PLAN AMENDMENT:
The applicant is proposing amendments to Section 12: Public Facilities and Section 17: Phasing as shown below. The east-west Major Collector road (Gladsong Dr) to Smith Rd has not yet been completed. The proposed PUD amendment would allow up to 335 residential units to be platted as part of the "Phase I" improvements of "Option 1" of #18CZ04 Horton Park PUD. The amendment would also allow up to 385 units before NCDOT U-5825 (Ten Ten Road Widening) is complete. Both increases are based on the results of an updated traffic study provided by Kimley-Horn dated September 29, 2025.

There are no other changes proposed to the previously approved rezoning. Deletions are shown with strikethrough, and additions are shown as bold and underlined text.

Section 12: Public Facilities

Transportation:
Following are the Traffic Capacity Zoning Conditions for the project as coordinated between NCDOT, the Town of Apex Transportation Engineering staff, and the project Transportation Engineer (Ramey Kemp & Associates).

The Developer shall coordinate with NCDOT all planned improvements on state maintained roadways. In some cases, zoning conditions are subject NCDOT review and approval and may change to conform to NCDOT approvals. Turn bay storage lengths refer to the length of full width lane provided exclusive of the 100-foot taper in each case. Jessie Drive shall continue as a state maintained roadway for all existing and proposed sections, and the developer shall dedicate the right-of-way pursuant to the current Town of Apex Transportation Plan – Thoroughfare and Collector Street Plan, currently a 100-foot public right of way along all sections of Jessie Drive within the development.

The timing of the roadway improvements will be coordinated with Apex Transportation Staff during the Master Subdivision Plan and Construction Document review based upon the recommendations within the approved Traffic Impact Analysis (TIA) and according to the phasing plan providing in Section 17 – Phasing. The following recommendations are based upon the initial TIA dated May 31, 2017 with Colby Chase Addendum dated August 30, 2017 **and an updated Traffic Study provided by Kimley-Horn dated September 29, 2025.**

US 1 Southbound Ramps / Waterford Green Drive at Center Street

- The Developer shall coordinate with NCDOT and Town staff in order to conduct a signal timing study and implement traffic signal timing modifications within the scope of the closed loop-system for Center Street/Ten-Ten Road, including this intersection, Lufkin Road and Reliance

Avenue. The developer shall be obligated to pursue this effort only once during the development build-out schedule as directed by the Town of Apex Senior Transportation Engineer.

- The Developer shall provide intersection signal timing evaluation and modifications at a time to be determined by the Town of Apex Senior Transportation Engineer within the following schedule: The timing evaluation shall occur after the first Final Plat is recorded and prior to the recorded and prior to the recordation of the Final Plat for no more than 250 dwelling units of single-family and/or townhomes, or the issuance building permits for 250 apartment units, or any combination thereof.

US Northbound Ramps / Lufkin Road at Ten-Ten Road

- The Developer shall construct dual left turn lanes with 400 feet of storage on the US 1 off-ramp, assuming the pending state TIP project west of Reliance Avenue remains on schedule to be constructed after proposed development build-out. Acceleration of the TIP project may result in revised requirements subject to approval by Apex and NCDOT at a later date.
- The Developer shall construct the aforementioned US 1 Northbound Ramp improvements prior to recordation of the Final Plat for 180 dwelling units of single-family and/or townhomes, or the issuance of building permits for 180 apartments units, or any combination thereof.

Reliance Avenue at Ten-Ten Road

- The Developer Shall restripe the eastbound right turn lane as a through-right and provide additional merge length east of the signalized intersection subject to NCDOT requirements.
- The Developer shall construct the improvements at the aforementioned Reliance Avenue/Ten Ten intersection prior to the first Final Plat for single-family and/or townhomes, or the first building permit issuance for the apartments.

Jessie Drive at Ten-Ten Road

- ~~The Developer shall construct a westbound left-turn lane with a minimum of 100 feet of storage and appropriate taper prior to the pending state TIP project.~~
- ~~The Developer shall construct an eastbound right-turn lane with a minimum of 200 feet of storage and appropriate taper prior to the pending state TIP project.~~
- ~~The Developer shall construct a northbound right-turn lane with 100 feet of storage and appropriate taper prior to the pending state TIP project.~~
- ~~The Developer shall monitor this intersection and install a traffic signal if warranted and permitted by NCDOT prior to the pending state TIP project.~~
- ~~The Developer shall construct the improvements at the aforementioned Jessie Drive/Ten Ten intersection prior to the first Final Plat for single-family and/or townhomes, or the first building permit issuance for the apartments.~~
- ~~If the traffic signal is not warranted prior to the first Final Plat, the developer shall provide a performance bond for the signal based on an engineer's estimate of final costs. The performance bond shall remain in place for a period of 5 years, or until the last Final Plat for the development, whichever comes first. Once the signal is warranted, the developer shall install the signal within 6 months plus time for any delays due to right-of-way acquisition and utility relocation but not to exceed 12 months.~~

To date, the following improvements have been completed by the Developer:

- **Construct a westbound left-turn lane with a minimum of 100 feet of storage and appropriate**

taper prior to the pending state TIP project.

- **Construct an eastbound right-turn with a minimum of 200 feet of storage and appropriate taper prior to the pending state TIP project.**
- **Construct a northbound right-turn lane with 100 feet of storage and appropriate taper prior to the pending state TIP project.**

The following condition has been added with this PUD update, per the revised Traffic Impact Analysis for phases 1 and 2 completed by Kimley-Horn dated September 29, 2025:

- **The Developer shall install a traffic signal at the intersection of Jessie Drive and Ten-Ten Road prior to platting more than 250 residential lots.**

Smith Road at Ten-Ten Road

- The Developer shall extend the existing westbound left-turn lane to provide a minimum of 350 feet of storage and appropriate taper.
- The Developer shall construct the aforementioned improvements at the Smith Road/Ten Ten intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

Smith Road at Stephenson Road

- The Developer shall construct an eastbound left-turn lane with a minimum of 100 feet of storage and appropriate taper.
- The Developer shall monitor this intersection for installation of all-way stop control and provide for the all-way stop conversation if warranted and permitted by NCDOT.
- The Developer shall construct the aforementioned improvements at the Smith Road/Stephenson Road intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

Smith Road at Dezola Street

- The Developer shall construct a southbound right-turn lane with a minimum of 100 feet of storage and appropriate taper.
- The Developer shall construct and improve Dezola Street to a Major Collector Street Typical section on a 60-foot public right of way for the entire length.
- The Developer shall provide access to existing residential properties on Dezola Street in a manner that avoids residential driveways directly accessing any Major Collector Streets.
- The Developer shall construct the aforementioned improvements at the Smith Road/Dezola Street (aka East-West Collector) intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

East Williams Street at Straywhite Avenue

- The Developer shall monitor the intersection and install a traffic signal if warranted and permitted by NCDOT.
- The Developer shall complete the monitoring period as directed by the Town of Apex Senior Transportation Engineer within the following schedule: The monitoring shall occur after the opening of Colby Chase Drive from the Pemberley subdivision to the Merion Subdivision but no later than the recording of the Final Plat for 250 dwelling units of single-family and/or townhomes, or the issuance of building permits for 250 apartment units, or any combination thereof.

Jessie Drive at Site Drive #1 at the North-South Connector Street

- The Developer shall construct single lane northbound and southbound approaches with stop control, and free-flow eastbound and westbound approaches with 100-foot left turn lanes both directions at both intersections.
- The Developer shall construct the North-South Connector Street to a Minor Collector Street typical section on a 60-foot public right-of-way for the entire length.
- The Developer shall construct the aforementioned improvements at the Jessie Drive/North-South Collector prior to recordation of the first Final Plat for single-family and/or townhomes, or the issuance of the first building permit for the apartments.

The following roadway improvements are internal to the project and do not require NCDOT review or approval. These improvements shall be reviewed with Apex staff to verify compliance with design standards during the zoning, master subdivision, and construction document stages of the project as appropriate. Improvements shall be constructed and platted as the connections are created for each development POD.

North-South Connector Street at Site Drive #2, #3, and Dezola Street

- The Developer shall construct single lane eastbound and westbound approaches with stop control, and single lane northbound and southbound free-flow approaches.

Dezola Street at Site Drive #4

- The Developer shall construct single lane northbound and southbound approaches with stop control, and single lane eastbound and westbound free-flow approaches. Stop control may be reversed subject to future connectivity.

North South Connector Street at Colby Chase Drive

- The Developer shall construct the connection of Colby Chase from Pemberley Subdivision to the Merion Subdivision. The connection of Colby Chase Drive to the state-maintained portion required NCDOT review and approval.
- The Developer shall construct the connection of the north-south connector street to Colby Chase.
- The Developer shall evaluate with Apex staff the option for traffic calming devises along Colby Chase Drive between Pemberley and Merion subdivisions.

Colby Chase Drive Extension

- The Developer agrees not to open Colby Chase Drive to the Merion Subdivision until the North-South Collector Street is constructed and open to the public.

Section 17: Phasing

Residential Development Restrictions:

The residential sections of Horton Park are being restricted by off-site roadway improvements as listed below. No restrictions on the development of the non-residential sections of Horton Park or the adjacent Light Industrial property is identified within this section of the PD Text.

Option 1:

Phase I: No more than ~~250~~ **335** lots shall be platted for single family and townhomes, or ~~250~~ **335 apartment** units can receive building permits, or any combination thereof (not to exceed ~~250~~ **335** units total) prior to the completion of the off-site roadway improvements identified within

the Traffic Study provided by **Kimley-Horn dated September 29, 2025, which replaces the Traffic Study provided by** Ramey Kemp & Associates **as** noted in the PD Text – Section 12. **To date, the following improvements have been made as referenced in the Ramey Kemp & Associates Traffic Study: the north-south Collector from Jessie Drive to Colby Chase Drive, the Colby Chase connection from Merion subdivision to Pemberley subdivision, and the portion of the east-west Major Collector from the north-south Collector to the access for the Dezola Street properties. The east-west Major Collector to Smith Road has not been completed.**

Phase II: No more than 50 additional residential lots shall be platted for single-family and townhomes, or 50 additional units and ~~300~~ **385** units total) prior to the completion of additional through lanes associated with the NCDOT U-5825 project (Ten Ten Road widening).

Phase III: All remaining residential lots shall not be platted for single-family and townhomes, nor additional apartment units can receive building permits, until the Jessie Drive extension from Highway 55 to Ten Ten Road has been let for construction.

Option 2:

The completion of the extension of Jessie Drive from Highway 55 to Ten Ten Road as a 2-lane roadway section shall release all lots and units within Horton Park from any development timeline restrictions identified in Option 1.

PLANNING STAFF RECOMMENDATION:
Planning staff recommends approval of Rezoning #25CZ23 Horton Park PUD Amendment as proposed by the applicant.

PLANNING BOARD RECOMMENDATION:
The Planning Board held a public hearing on June 8, 2026 and unanimously recommended approval with the conditions offered by the applicant.

ANALYSIS STATEMENT OF THE REASONABLENESS OF THE PROPOSED REZONING:
This Statement will address consistency with the Town's comprehensive and other applicable plans, reasonableness, and effect on public interest:

The proposed amendments to the approved PUD-CZ zoning are consistent with the 2045 Land Use Map which classifies the area to be rezoned as Medium Density Residential.

The proposed rezoning is reasonable and in the public interest as it will allow platting of lots and construction of homes within the subject properties (POD 5 and POD 6) based on the results of a revised Traffic Study. Additional conditions have been provided that ensure continued phased improvements with development of the Horton Park PUD while continuing the limitation on residential density prior to the completion of NCDOT U-5825 (Ten Ten Rd widening).

PLANNED UNIT DEVELOPMENT DISTRICT AND CONDITIONAL ZONING STANDARDS:
Standards
In return for greater flexibility in site design requirements, Planned Development (PD) Districts are expected to deliver exceptional quality community designs that preserve critical environmental resources; provide high quality community amenities; incorporate creative design in the layout of buildings, Resource Conservation Area and circulation; ensure compatibility with surrounding land uses and neighborhood character; provide high quality architecture; and provide greater efficiency in the layout and provision of

roads, utilities, and other infrastructure. The Planned Development (PD) Districts shall not be used as a means of circumventing the Town's adopted land development regulations for routine developments.

1. Planned Unit Development (PUD-CZ) District
   In approving a Planned Development (PD) Zoning District designation for a PUD-CZ, the Town Council shall find the PUD-CZ district designation and PD Plan for PUD-CZ demonstrates compliance with the following standards:
   a) *Development parameters*
      (i) The uses proposed to be developed in the PD Plan for PUD-CZ are those uses permitted in Sec. 4.2.2 *Use Table.*
      (ii) The uses proposed in the PD Plan for PUD-CZ can be entirely residential, entirely non-residential, or a mix of residential and non-residential uses, provided a minimum percentage of non-residential land area is included in certain mixed use areas as specified on the 2045 Land Use Map. The location of uses proposed by the PUD-CZ must be shown in the PD Plan with a maximum density for each type of residential use and a maximum square footage for each type of non-residential use.
      (iii) The dimensional standards in Sec. 5.1.3 *Table of Intensity and Dimensional Standards, Planned Development Districts* may be varied in the PD Plan for PUD-CZ. The PUD-CZ shall demonstrate compliance with all other dimensional standards of the UDO, North Carolina Building Code, and North Carolina Fire Code.
      (iv) The development proposed in the PD Plan for PUD-CZ encourages cluster and compact development to the greatest extent possible that is interrelated and linked by pedestrian ways, bikeways and other transportation systems. At a minimum, the PD Plan must show sidewalk improvements as required by the Apex Transportation Plan and the *Town of Apex Standard Specifications and Standard Details*, and greenway improvements as required by the Town of Apex Parks, Recreation, Greenways, and Open Space Plan and the Apex Transportation Plan. In addition, sidewalks shall be provided on both sides of all streets for single-family detached homes.
      (v) The design of development in the PD Plan for PUD-CZ results in land use patterns that promote and expand opportunities for walkability, connectivity, public transportation, and an efficient compact network of streets. Cul-de-sacs shall be avoided unless the design of the subdivision and the existing or proposed street system in the surrounding area indicate that a through street is not essential in the location of the proposed cul-de-sac, or where sensitive environmental areas such as streams, floodplains, and wetlands would be substantially disturbed by making road connections.
      (vi) The development proposed in the PD Plan for PUD-CZ is compatible with the character of surrounding land uses and maintains and enhances the value of surrounding properties.
      (vii) The development proposed in the PD Plan for PUD-CZ has architectural and design standards that are exceptional and provide higher quality than routine developments. All residential uses proposed in a PD Plan for PUD-CZ shall provide architectural elevations representative of the residential structures to be built to ensure the Standards of this Section are met.
   b) *Off-street parking and loading*. The PD Plan for PUD-CZ shall demonstrate compliance with the standards of Sec. 8.3 *Off-Street Parking and Loading*, except that variations from these standards may be permitted if a comprehensive parking and loading plan for the PUD-CZ is

submitted as part of the PD Plan that is determined to be suitable for the PUD-CZ, and generally consistent with the intent and purpose of the off-street parking and loading standards.

c) *RCA*. The PD Plan for PUD-CZ shall demonstrate compliance with Sec. 8.1.2 Resource Conservation Area, except that the percentage of RCA required under Sec. 8.1.2 may be reduced by the Town Council by no more than 10% provided that the PD Plan for PUD-CZ includes one or more of the following:
   (i) A non-residential component;
   (ii) An overall density of 7 residential units per acre or more; or
   (iii) Environmental measures including but not limited to the following:
      a. The installation of a solar photovoltaic (PV) system on a certain number or percentage of single-family or townhouse lots or on a certain number or percentage of multifamily, mixed-use, or nonresidential buildings. All required solar installation shall be completed or under construction prior to 90% of the building permits being issued for the approved number of lots or buildings. For single-family or townhouse installations, the lots on which these homes are located shall be identified on the Master Subdivision Plat, which may be amended;
      b. The installation of a geothermal system for a certain number or percentage of units within the development; or
      c. Energy efficiency standards that exceed minimum Building Code requirements (i.e. SEER rating for HVAC).

d) *Landscaping*. The PD Plan for PUD-CZ shall demonstrate compliance with the standards of Sec. 8.2 *Landscaping, Buffering and Screening*, except that variations from these standards may be permitted where it is demonstrated that the proposed landscaping sufficiently buffers uses from each other, ensures compatibility with land uses on surrounding properties, creates attractive streetscapes and parking areas and is consistent with the character of the area. In no case shall a buffer be less than one half of the width required by Sec. 8.2 or 10 feet in width, whichever is greater.

e) *Signs.* Signage in the PD Plan for PUD-CZ shall demonstrate compliance with Sec. 8.7 *Signs*, except that the standards can be varied if a master signage plan is submitted for review and approval concurrent with the PD plan and is determined by the Town Council to be suitable for the PUD-CZ and generally consistent with the intent and purpose of the sign standards of the UDO. The master signage plan shall have design standards that are exceptional and provide for higher quality signs than those in routine developments and shall comply with Sec. 8.7.2 *Prohibited Signs*.

f) *Public facilities.* The improvements standards and guarantees applicable to the public facilities that will serve the site shall comply with Article 7: *Subdivision and* Article 14: *Parks, Recreation, Greenways, and Open Space*.
   (i) The PD Plan for PUD-CZ demonstrates a safe and adequate on-site transportation circulation system. The on-site transportation circulation system shall be integrated with the off-site transportation circulation system of the Town. The PD Plan for PUD-CZ shall be consistent with the Apex Transportation Plan and the *Town of Apex Standard Specifications and Standard Details* and show required right-of-way widths and road sections. A Traffic Impact Analysis (TIA) shall be required per Sec. 13.19.
   (ii) The PD Plan for PUD-CZ demonstrates a safe and adequate on-site system of potable water and wastewater lines that can accommodate the proposed development, and

are efficiently integrated into off-site potable water and wastewater public improvement plans. The PD Plan shall include a proposed water and wastewater plan.

(iii) Adequate off-site facilities for potable water supply, sewage disposal, solid waste disposal, electrical supply, fire protection and roads shall be planned and programmed for the development proposed in the PD Plan for PUD-CZ, and the development is conveniently located in relation to schools and police protection services.

(iv) The PD Plan shall demonstrate compliance with the parks and recreation requirements of Sec. Article 14: *Parks, Recreation, Greenways, and Open Space* and Sec. 7.3.1 *Privately-owned Play Lawns* if there is a residential component in the PUD-CZ.

g) *Natural resource and environmental protection.* The PD Plan for PUD-CZ demonstrates compliance with the current regulatory standards of this Ordinance related to natural resource and environmental protection in Sec. 6.1 *Watershed Protection Overlay District*, Sec. 6.2 *Flood Damage Prevention Overlay District*, and Sec. 8.1 *Resource Conservation*.

h) *Storm water management.* The PD Plan shall demonstrate that the post-development rate of on-site storm water discharge from the entire site shall not exceed pre-development levels in accordance with Sec. 6.1.7 of the UDO.

i) *Phasing.* The PD Plan for PUD-CZ shall include a phasing plan for the development. If development of the PUD-CZ is proposed to occur in more than one phase, then guarantees shall be provided that project improvements and amenities that are necessary and desirable for residents of the project, or that are of benefit to the Town, are constructed with the first phase of the project, or, if this is not possible, then as early in the project as is technically feasible.

j) *Consistency with 2045 Land Use Map.* The PD Plan for PUD-CZ demonstrates consistency with the goals and policies established in the Town's 2045 Land Use.

k) *Complies with the UDO.* The PD Plan for PUD-CZ demonstrates compliance with all other relevant portions of the UDO.

Legislative Considerations

The Town Council shall find the PUD-CZ designation demonstrates compliance with the following standards. Sec. 2.3.3.F:

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed conditional zoning district rezoning request is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest.

1) *Consistency with 2045 Land Use Map.* The proposed Conditional Zoning (CZ) District use's appropriateness for its proposed location and consistency with the purposes, goals, objectives, and policies of the 2045 Land Use Map.

2) *Compatibility.* The proposed Conditional Zoning (CZ) District use's appropriateness for its proposed location and compatibility with the character of surrounding land uses.

3) *Zoning district supplemental standards.* The proposed Conditional Zoning (CZ) District use's compliance with Sec. 4.4 *Supplemental Standards,* if applicable.

4) *Design minimizes adverse impact.* The design of the proposed Conditional Zoning (CZ) District use's minimization of adverse effects, including visual impact of the proposed use on adjacent lands; and avoidance of significant adverse impacts on surrounding lands regarding trash, traffic, service delivery, parking and loading, odors, noise, glare, and vibration and not create a nuisance.

5) *Design minimizes environmental impact.* The proposed Conditional Zoning District use's minimization of environmental impacts and protection from significant deterioration of water and air resources, wildlife habitat, scenic resources, and other natural resources.

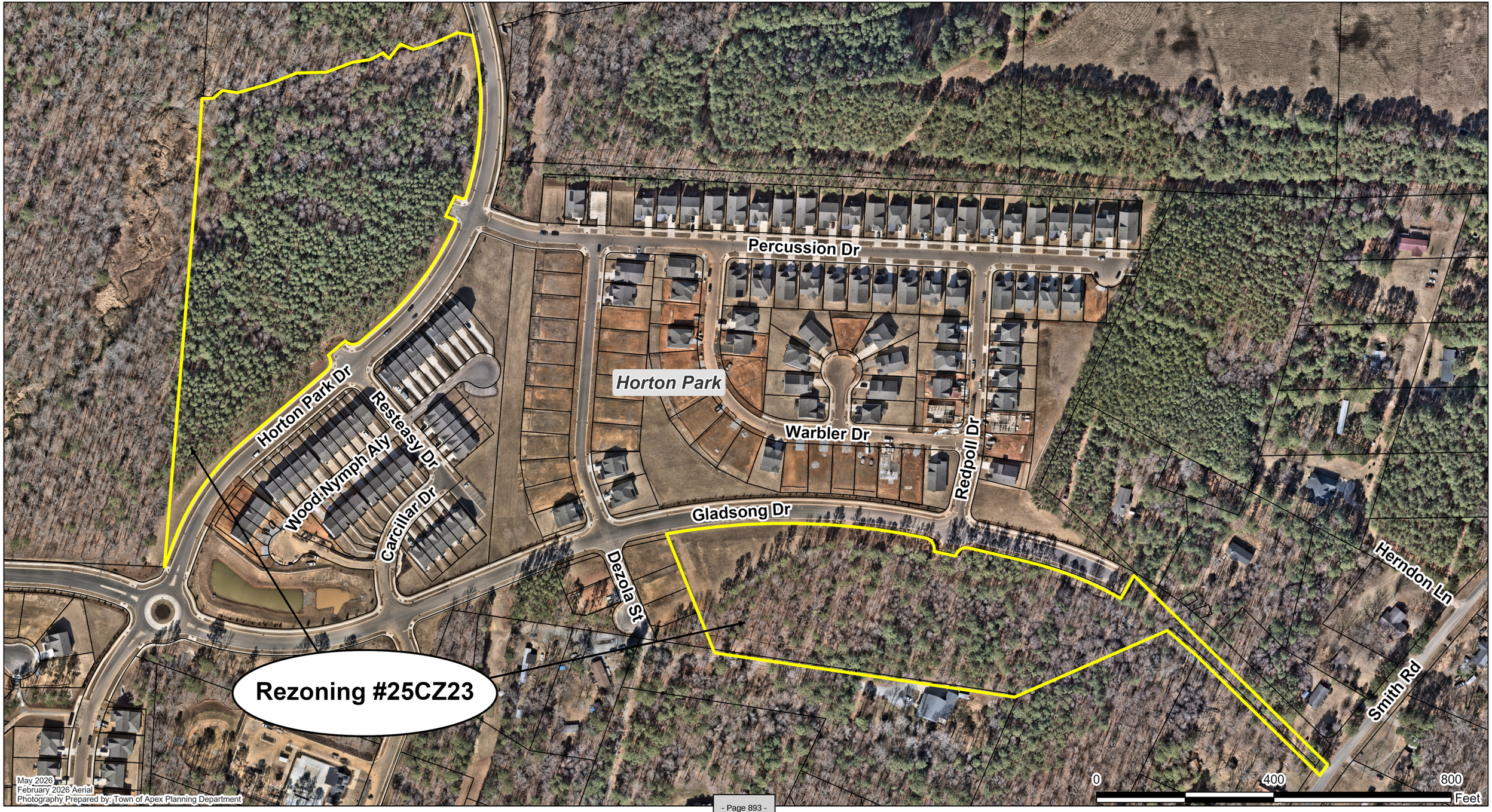
6) *Impact on public facilities.* The proposed Conditional Zoning (CZ) District use's avoidance of having adverse impacts on public facilities and services, including roads, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities.

7) *Health, safety, and welfare.* The proposed Conditional Zoning (CZ) District use's effect on the health, safety, or welfare of the residents of the Town or its ETJ.

8) *Detrimental to adjacent properties.* Whether the proposed Conditional Zoning (CZ) District use is substantially detrimental to adjacent properties.

9) *Not constitute nuisance or hazard.* Whether the proposed Conditional Zoning (CZ) District use constitutes a nuisance or hazard due to traffic impact or noise, or because of the number of persons who will be using the Conditional Zoning (CZ) District use.

10) *Other relevant standards of this Ordinance.* Whether the proposed Conditional Zoning (CZ) District use complies with all standards imposed on it by all other applicable provisions of this Ordinance for use, layout, and general development characteristics.


Percussion Dr
Horton Park
Horton Park Dr
Resteasy Dr
Wood Nymph Aly
Carcillar Dr
Warbler Dr
Redpoll Dr
Gladsong Dr
Dezola St
Herndon Ln
Smith Rd
Rezoning #25CZ23
May 2026
February 2026 Aerial
Photography Prepared by: Town of Apex Planning Department
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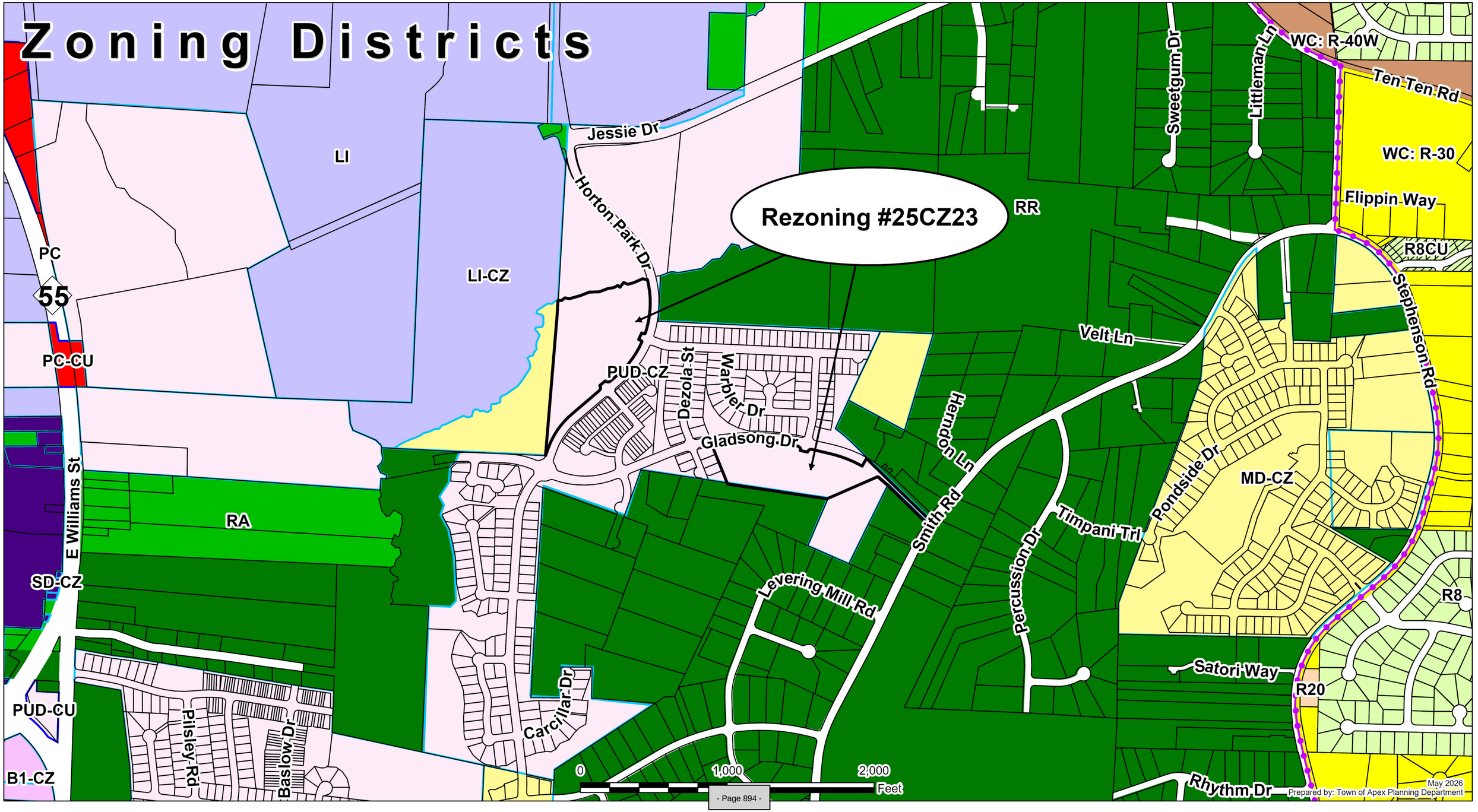
400
800
Feet


Zoning Districts
Rezoning #25CZ23
LI
LI-CZ
RR
RA
PC
55
PC-CU
SD-CZ
PUD-CU
B1-CZ
PUD-CZ
MD-CZ
R8CU
R8
R20
WC: R-40W
WC: R-30
Jessie Dr
Horton Park Dr
Dezola St
Warbler Dr
Gladsong Dr
Velt Ln
Hernon Ln
Smith Rd
Percussion Dr
Timpani Trl
Pondside Dr
Stephenson Rd
Sweetgum Dr
Littleman Ln
Ten Ten Rd
Flippin Way
E Williams St
Levering Mill Rd
Carcillar Dr
Pilsley Rd
Baslow Dr
Satori Way
Rhythm Dr
0
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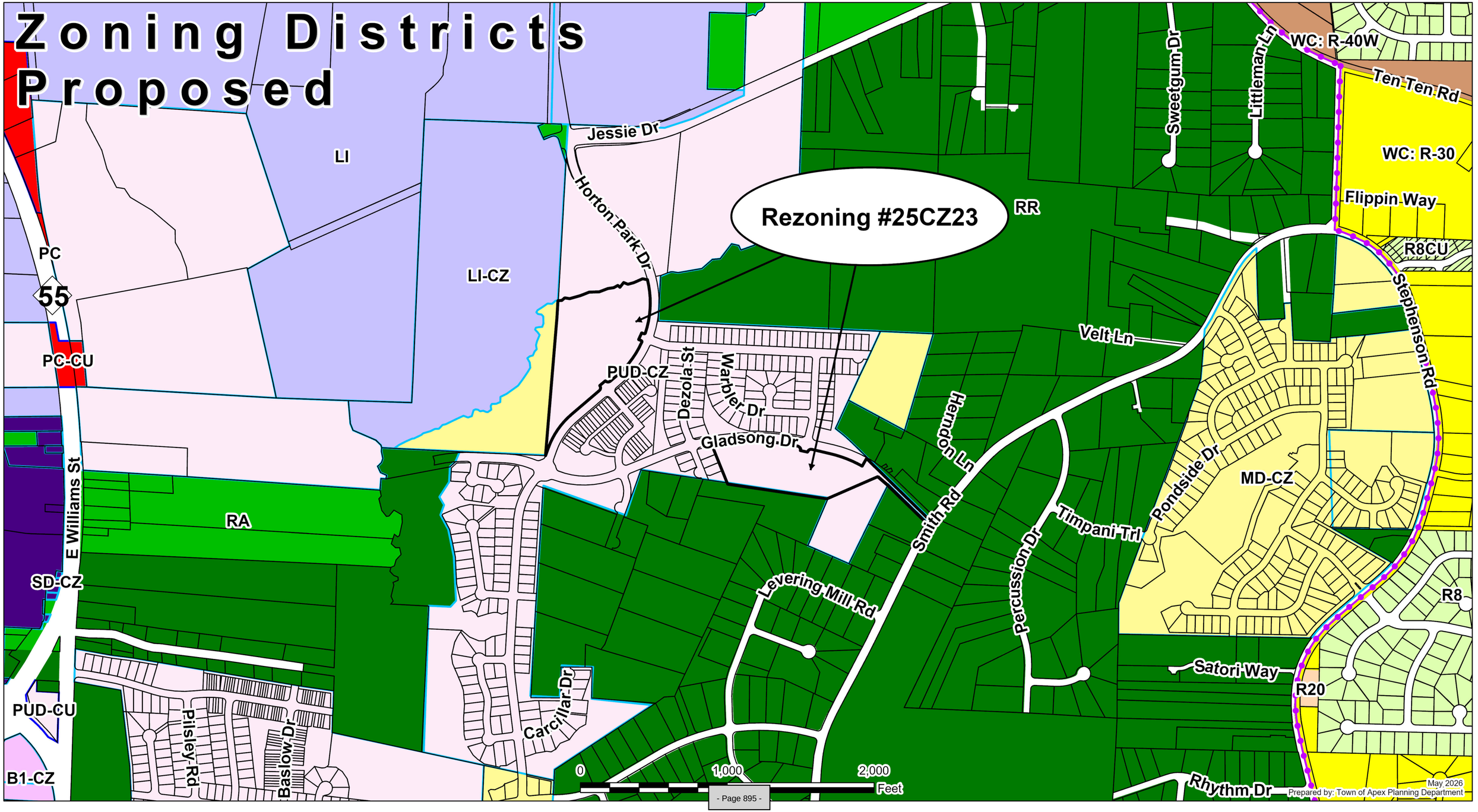
Feet
May 2026
Prepared by: Town of Apex Planning Department


Zoning Districts Proposed
Rezoning #25CZ23
LI
LI-CZ
RR
RA
PC
PC-CU
SD-CZ
PUD-CU
B1-CZ
PUD-CZ
MD-CZ
R8CU
R8
R20
WC: R-40W
WC: R-30
55
Jessie Dr
Horton Park Dr
Dezola St
Warbler Dr
Gladsong Dr
Velt Ln
Hernon Ln
Smith Rd
Percussion Dr
Timpani Trl
Pondside Dr
Stephenson Rd
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Littleman Ln
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E Williams St
Levering Mill Rd
Carcillar Dr
Pilsley Rd
Baslow Dr
Satori Way
Rhythm Dr
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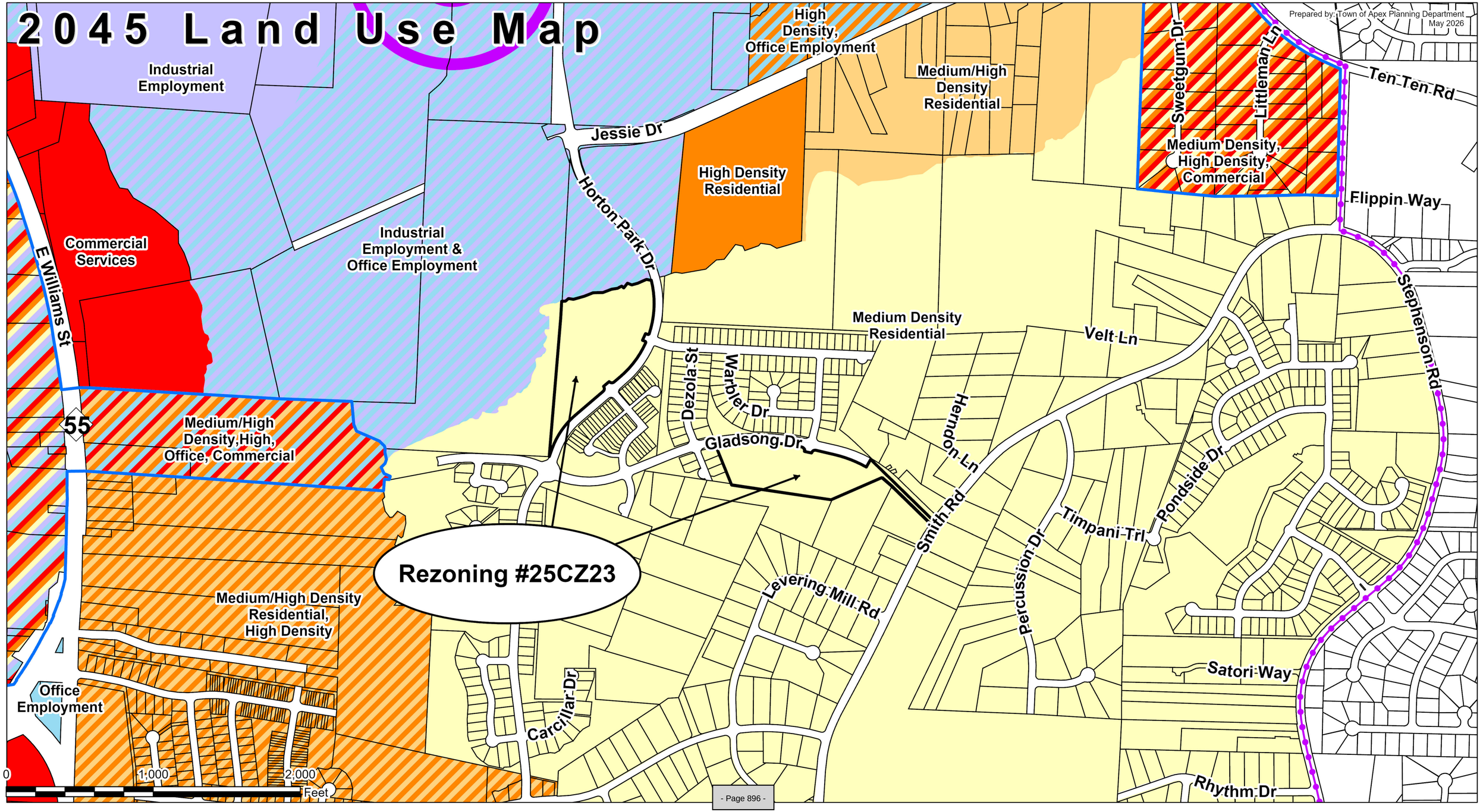
May 2026
Prepared by: Town of Apex Planning Department


2045 Land Use Map
Prepared by: Town of Apex Planning Department
May 2026
Industrial Employment
High Density, Office Employment
Medium/High Density Residential
Jessie Dr
Ten Ten Rd
Sweetgum Dr
Littleman Ln
Medium Density, High Density, Commercial
High Density Residential
Horton Park Dr
Flippin Way
Commercial Services
Industrial Employment & Office Employment
E Williams St
Stephenson Rd
Medium Density Residential
Velt Ln
Dezola St
Warbler Dr
Gladsong Dr
Herndon Ln
55
Medium/High Density,High, Office, Commercial
Smith Rd
Pondside Dr
Timpani Trl
Percussion Dr
Rezoning #25CZ23
Levering Mill Rd
Medium/High Density Residential, High Density
Satori Way
Office Employment
Carcillar Dr
Rhythm Dr
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PLANNED UNIT DEVELOPMENT 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.

Application #: #25CZ23 Submittal Date:

Fee Paid $ Check #

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Project Name: Horton Park PUD Amendment

Address(es): 8252 SMITH RD and 0 JESSIE DR

PIN(s) 0750493450 and 0751209246

Acreage: +/- 17 acres

Current Zoning: PUD-CZ/RR Proposed Zoning: PUD-CZ

Current 2045 LUM Designation: Medium Density Residential, High Density Residential, and Office/Industrial Employment.

Is the proposed rezoning consistent with the 2045 LUM Classification(s)? Yes ☒ No ☐

If any portion of the project is shown as mixed use (3 or more stripes on the 2045 Land Use Map) provide the following:

Area classified as mixed use: Acreage:

Area proposed as non-residential development: Acreage:

Percent of mixed use area proposed as non-residential: Percent:

Applicant Information

Name: PRMS Investments LLC c/o Pablo Reiter

Address: 6908 N. Ridge Drive

City: Raleigh State: NC Zip: 27615

Phone: (919) 422-1166 E-mail: pablo@prmsinv.com

Owner Information

Name: HORTON PARK INVESTMENTS LLC

Address: 6908 N. Ridge Drive

City: Raleigh State: NC Zip: 27615

Phone: (919) 422-1166 E-mail: pablo@prmsinv.com

Agent Information

Name: Jason Barron

Address: 434 Fayetteville Street, Suite 2200

City: Raleigh State: NC Zip: 27601

Phone: (919) 590-0371 E-mail: jbarron@morningstarlawgroup.com

Other contacts: Leticia Shapiro, Morningstar Law Group
434 Fayetteville Street, Suite 2200, Raleigh NC 27601
(919) 590-0366; tshapiro@morningstarlawgroup.com

PLANNED UNIT DEVELOPMENT APPLICATION

Application #: #25CZ23 Submittal Date:

PLANNED UNIT DEVELOPMENT DISTRICT STANDARDS:

In return for greater flexibility in site design requirements, Planned Development (PD) Districts are expected to deliver exceptional quality community designs that preserve critical environmental resources; provide high quality community amenities; incorporate creative design in the layout of buildings, Resource Conservation Area and circulation; ensure compatibility with surrounding land uses and neighborhood character; provide high quality architecture; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure. The Planned Development (PD) Districts shall not be used as a means of circumventing the Town's adopted land development regulations for routine developments. The PD text and plan should demonstrate how the standards of Sec. 2.3.4.F are met be the proposed rezoning.

LEGISLATIVE CONSIDERATIONS - CONDITIONAL ZONING

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed conditional zoning district rezoning request is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest. Use additional pages as needed.

1) *Consistency with 2045 Land Use Map.* The proposed Conditional Zoning (CZ) District use's appropriateness for its proposed location and consistency with the purposes, goals, objectives, and policies of the 2045 Land Use Map.

The 2045 Land Use Map designates the property as Medium Density Residential, High Density Residential, and Office/Industrial Employment. The approved Horton Park PUD is a mixed-use development that is comprised of single-family homes, townhomes, apartments, and non-residential areas. This is an amendment to the original Horton Park PUD wherein property has been developed including lots that have been platted and sold (approx. 247 units), open space dedicated, property dedicated to NCDOT (Jessie Drive), and internal R/W dedicated to the Town of Apex. The amendment does not change the boundary of the originally approved PUD and is not a density increase. It is a change to a 250 unit cap threshold condition directly related to road improvements that will instead allocate 335 dwelling units to allow development to continue.

2) *Compatibility.* The proposed Conditional Zoning (CZ) District use's appropriateness for its proposed location and compatibility with the character of surrounding land uses.

The Horton Park PUD is located along Jessie Drive, west of Smith Road, north of Colby Chase Drive and east of Middle Creek. The properties are all currently zoned PUD-CZ. The Town's 2045 Land Use Map designates the properties as Medium Density Residential, High Density Residential, and Office/Industrial Employment and is adjacent to similarly designated properties. As such, this is the appropriate location for the uses as previously approved and as shown on the Town's 2045 Land Use Map.

3) Zoning district supplemental standards. The proposed Conditional Zoning (CZ) District use's compliance with Sec 4.4 *Supplemental Standards*, if applicable.

The amended PUD will comply with all Supplemental Standards in UDO Section 4.4, if applicable.

PETITION PROCESS INFORMATION

4) *Design minimizes adverse impact.* The design of the proposed Conditional Zoning (CZ) District use's minimization of adverse effects, including visual impact of the proposed use on adjacent lands; and avoidance of significant adverse impacts on surrounding lands regarding trash, traffic, service delivery, parking and loading, odors, noise, glare, and vibration and not create a nuisance.

The PUD will adhere to the design guidelines within the previously approved PUD documents and all UDO standards for trash, traffic, service delivery, parking and loading, odors, noise, glare, and vibration. As previously noted, the adjacent and surrounding uses are compatible with the nature and scale of the approved single-family homes, townhomes, apartments, and non-residential areas of the PUD.

5) *Design minimizes environmental impact.* The proposed Conditional Zoning District use's minimization of environmental impacts and protection from significant deterioration of water and air resources, wildlife habitat, scenic resources, and other natural resources.

The amended PUD will not have adverse impacts on water and air resources, wildlife habitat, scenic resources and other natural resources

6) *Impact on public facilities.* The proposed Conditional Zoning (CZ) District use's avoidance of having adverse impacts on public facilities and services, including roads, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities.

To the applicant's knowledge, the amended PUD will not have adverse impacts on public facilities and services to serve the PUD as previously approved.

7) *Health, safety, and welfare.* The proposed Conditional Zoning (CZ) District use's effect on the health, safety, or welfare of the residents of the Town or its ETJ.

There will be no adverse impact to health, safety, and welfare related to the amended PUD. The Amendment will allow 335 units (225 Single Family detached and 110 Townhouses) to be allocated now, rather than the current condition capping the dwelling units at 250. This will allow development of the UPD to continue. This original cap was set when access from Horton Park was more constrained. Significant improvements have been made, including multiple points of access from Horton Park.

8) *Detrimental to adjacent properties.* Whether the proposed Conditional Zoning (CZ) District use is substantially detrimental to adjacent properties.

The amended PUD is similar in size, scale, and quality of existing nearby uses. Other conditions provided in the approved PUD text, including buffers, setbacks, and architectural requirements ensure the project is not detrimental to adjacent properties.

PETITION PROCESS INFORMATION

9) *Not constitute nuisance or hazard.* Whether the proposed Conditional Zoning (CZ) District use constitutes a nuisance or hazard due to traffic impact or noise, or because of the number of persons who will be using the Conditional Zoning (CZ) District use.

The amended PUD will not create a nuisance or hazard due to traffic or noise. A revised traffic study has been submitted with the PUD Amendment application that demonstrates allocating the additional units now to allow development to continue, is appropriate given the significant traffic improvements that have been completed in Horton Park. In addition, the amended PUD is similar in size, scale, and quality to existing in the area.

10) *Other relevant standards of this Ordinance.* Whether the proposed Conditional Zoning (CZ) District use complies with all standards imposed on it by all other applicable provisions of this Ordinance for use, layout, and general development characteristics.

The amended PUD will comply with all standards required by the UDO and additional standards set forth in the previously approved PUD text which either meets or exceeds the base requirements of the UDO.

ATTACHMENT A - APPLICATION PROPERTY LIST											
#	Property Address	REID	PIN	Deed Acres	Current Zoning	Owner	Owner Mailing Address 1	Owndер Mailing Address 2	Deed Book	Deed Page	Deed Recorded
1	8252 SMITH RD	0033171	0750493450	7.42	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033	019103	00782	7/29/2022
2	0 JESSIE DR	0434123	0751209246	9.97	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033	019103	00782	7/29/2022

AGENT AUTHORIZATION FORM

Application #: #25CZ23 Submittal Date:

Pablo Reiter - Manager Horton Park Investments, 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: See Property List

The agent for this project is: Jason Barron and Leticia Shapiro - Morningstar Law Group
Jeff Roach - Peak Engineering and Design

☐ I am the owner of the property and will be acting as my own agent

Agent Name:	Jason Barron and Leticia Shapiro Morningstar Law Group	Jeff Roach Peak Engineering and Design
Address:	434 Fayetteville St. Ste. 2200, Raleigh NC 27601	1125 Apex Peakway Apex, NC 27502
Telephone Number:	919-590-0371; 919-590-0366	919-439-0100
E-Mail Address:	jbarron@morningstarlawgroup.com tshapiro@morningstarlawgroup.com	jroach@peakengineering.com

Signature(s) of Owner(s)*

Pablo Reiter - Manager Horton Park Investments, LLC — 11-28-2025

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.

#25CZ23

AFFIDAVIT OF OWNERSHIP

Application #: _____ Submittal Date: _____

The undersigned, Leticia Shapiro for Pablo Reiter - Manager Horton Park Investments, LLC (the "Affiant") first being duly sworn, hereby swears or affirms as follows:

1. Affiant is over eighteen (18) years of age and authorized to make this Affidavit. The Affiant is the sole owner, or is the authorized agent of all owners, of the property located at See Property Attachment. and legally described in **Exhibit "A"** attached hereto and incorporated herein (the "Property").

2. This Affidavit of Ownership is made for the purpose of filing an application for development approval with the Town of Apex.

3. If Affiant is the owner of the Property, Affiant acquired ownership by deed, dated See Property Attachment., and recorded in the Wake County Register of Deeds Office on See Property Attachment., in Book See Property Attachment Page See Property Attachment..

4. If Affiant is the authorized agent of the owner(s) of the Property, Affiant possesses documentation indicating the agency relationship granting the Affiant the authority to apply for development approval on behalf of the owner(s).

5. If Affiant is the owner of the Property, from the time Affiant was deeded the Property on See Property Attachment., Affiant has claimed sole ownership of the Property. Affiant or Affiant's predecessors in interest have been in sole and undisturbed possession and use of the property during the period of ownership. Since taking possession of the Property on See Property Attachment., no one has questioned Affiant's ownership or right to possession nor demanded any rents or profits. To Affiant's knowledge, no claim or action has been brought against Affiant (if Affiant is the owner), or against owner(s) (if Affiant is acting as an authorized agent for owner(s)), which questions title or right to possession of the property, nor is any claim or action pending against Affiant or owner(s) in court regarding possession of the Property.

This the 1st day of December, 2025.

_____ (seal)

Leticia Shapiro for Pablo Reiter - Manager Horton Park Investments, LLC

Type or print name

STATE OF NORTH CAROLINA
COUNTY OF Wake

I, the undersigned, a Notary Public in and for the County of Harnett, hereby certify that Leticia Shapiro, Affiant, personally known to me or known to me by said Affiant's presentation of said Affiant's NA, personally appeared before me this day and acknowledged the due and voluntary execution of the foregoing Affidavit.

BRANDEN C FOSTER NOTARY PUBLIC HARNETT COUNTY, N.C. [NOTARY SEAL]

_____
Notary Public
State of North Carolina
My Commission Expires: December 12, 2028

AFFIDAVIT OF OWNERSHIP: EXHIBIT A – LEGAL DESCRIPTION

Application #: _____ Submittal Date: _____

Insert legal description below.

PIN: 0750493450

COMMENCING AT THE NORTHEAST PROPERTY CORNER OF LOT 504 OF HORTON PARK PHASE 2 AS SHOWN IN BOOK OF MAPS 2025 PAGES 1014-1019 THENCE, N 22° 00' 51.0" W FOR A DISTANCE OF 10.22 FEET TO THE POINT OF BEGINNING; THENCE RUNNING THE FOLLOWING CALLS:
ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 1528.18 FEET AND A 583.39 FEET CHORD WITH BEARING S89°14'34"E, AN ARC DISTANCE OF 586.99 FEET TO A POINT;
THENCE ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 25.00 FEET AND A 35.94 FEET CHORD WITH BEARING S32°17'26"E, AN ARC DISTANCE OF 40.10 FEET TO A POINT;
THENCE S77°57'09"E, 50.02 FEET TO A POINT;
THENCE ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 25.00 FEET AND A 35.18 FEET CHORD WITH BEARING N58°22'23"E, AN ARC DISTANCE OF 39.02 FEET TO A POINT;
THENCE S76°54'41"E, 129.05 FEET TO A POINT;
THENCE ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 820.00 FEET AND A 231.99 FEET CHORD WITH BEARING S68°46'45"E, AN ARC DISTANCE OF 232.77 FEET TO A POINT;
THENCE N29°21'11"E, 60.00 FEET TO A POINT;
THENCE S45°43'33"E, 609.19 FEET TO A POINT;
THENCE S35°48'35"W, 30.00 FEET TO A POINT;
THENCE N45°43'02"W, 390.98 FEET TO A POINT;
THENCE N49°11'07"W, 84.76 FEET TO A POINT;
THENCE S66°35'11"W, 375.96 FEET TO A POINT;
THENCE N81°28'30"W, 684.76 FEET TO A POINT;
THENCE N22°00'51"W, 280.53 FEET TO THE POINT OF BEGINNING.
CONTAINING 304,124.07 SQUARE FEET, MORE OR LESS.

PIN# 0751209246

BEGINNING AT THE SOUTHWEST MOST PROPERTY CORNER OF "LOTS O & P" AS SHOWN IN BOOK OF MAPS 2024 PAGES 1931-1946, THENCE RUNNING THE FOLLOWING CALLS:
N4°44'10"E, 946.02 FEET TO A POINT;
THENCE N3°19'27"E, 114.19 FEET TO A POINT;
THENCE N88°25'14"E, 25.83 FEET TO A POINT;
THENCE N49°14'56"E, 27.25 FEET TO A POINT;
THENCE S80°49'05"E, 33.65 FEET TO A POINT;
THENCE N74°14'18"E, 76.44 FEET TO A POINT;
THENCE N68°27'28"E, 65.09 FEET TO A POINT;
THENCE N88°37'23"E, 66.65 FEET TO A POINT;
THENCE N69°14'14"E, 63.62 FEET TO A POINT;
THENCE N81°19'05"E, 40.58 FEET TO A POINT;
THENCE N62°00'44"E, 32.18 FEET TO A POINT;
THENCE S46°52'03"E, 18.58 FEET TO A POINT;
THENCE N38°06'11"E, 41.22 FEET TO A POINT;
THENCE S68°05'04"E, 31.37 FEET TO A POINT;
THENCE N74°43'15"E, 41.26 FEET TO A POINT;
THENCE N66°10'28"E, 65.72 FEET TO A POINT;
THENCE S78°50'46"E, 31.14 FEET TO A POINT;
THENCE N70°07'44"E, 2.42 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 655.00 FEET AND A 364.35 FEET CHORD WITH BEARING S2°10'02"W, AN ARC DISTANCE OF 369.22 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 8.00 FEET AND A 11.51 FEET CHORD WITH BEARING S64°20'28"W, AN ARC DISTANCE OF 12.85 FEET TO A POINT;
THENCE N69°38'01" WEST, 15.90 TO A POINT;
THENCE S24°32'45" WEST, 50.21 TO A POINT;
THENCE S69°38'01"E, 18.54 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 8.00 FEET AND A 11.68 FEET CHORD WITH BEARING S22°43'53"E, AN ARC DISTANCE OF 13.09 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 655.00 FEET AND A 286.52 FEET
CHORD WITH BEARING S36°48'17"W, AN ARC DISTANCE OF 288.86 FEET TO A POINT;
THENCE S49°26'19" WEST, 55.76 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 25.00 FEET AND A 34.64 FEET CHORD WITH BEARING N86°42'27"W, AN ARC DISTANCE OF 38.27 FEET TO A POINT;
THENCE S49°26'19" WEST, 50.04 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 25.00 FEET AND A 34.64 FEET CHORD WITH BEARING S5°35'5"W, AN ARC DISTANCE OF 38.27 FEET TO A POINT;
THENCE S49°26'19" WEST, 249.22 FEET TO A POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 540.00 FEET AND A 277.37 FEET CHORD WITH BEARING S34°33'26"W, AN ARC DISTANCE OF 280.51 FEET TO A POINT;
THENCE S19°40'32"W, 55.86 FEET;
THENCE N87D20'7"W, 0.53 FEET TO THE POINT OF BEGINNING.
CONTAINING 434,630 SQUARE FEET, MORE OR LESS.

DEVELOPMENT NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

Proposed Subdivision/Development Information

Description of location: Previously approved see Town of Apex Rezoning Case #17CZ19 & #18CZ04.

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact Information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Proposed Subdivision/Development Name

1st Choice: _____

2nd Choice *(Optional)*: _____

Town of Apex Staff Approval:

_____ _____

Town of Apex Planning Department Staff Date

STREET NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

Wake County Approval Date: _____

Guidelines:

- No names duplicating or sounding similar to existing road names
- Avoid difficult to pronounce names
- No individuals' names
- Avoid proper names of a business, e.g. Hannaford Drive
- Limit names to 14 characters in length
- No directionals, e.g. North, South, East, West
- No punctuation marks, e.g. periods, hyphens, apostrophes, etc.
- Avoid using double suffixes, e.g. Deer Path Lane
- All names must have an acceptable suffix, e.g. Street, Court, Lane, Path, etc.
- Use only suffixes which are Town of Apex approved
- Town of Apex has the right to deny any street name that is determined to be inappropriate

Information:

Description of location: See previously approved Town of Apex Rezoning Case #17CZ19 & #18CZ04.

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

#25CZ23

STREET NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

# of roads to be named: _____

Please submit twice as many road names as needed, with preferred names listed first. Proposed road names should be written exactly as one would want them to appear. Town of Apex Planning Department staff will send all approved street names to the Wake County GIS Department for county approval. Please allow several weeks for approval. Upon approval Wake County GIS – Street Addressing will inform you of the approved street names.

Example: Road Name Suffix

Hunter Street

1	See previously approved Town of Apex Rezoning	11	
2	Case #17CZ19 & #18CZ04.	12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

TOWN OF APEX STAFF APPROVAL

Town of Apex Staff Approval Date

WAKE COUNTY STAFF APPROVAL:

GIS certifies that _____ names indicated by checkmark ☑ are approved.
Please disregard all other names.

Comments:

Wake County GIS Staff Approval Date

#25CZ23

TOWN OF APEX UTILITIES OFFER AND AGREEMENT

Application #: _____ Submittal Date: _____

Town of Apex
73 Hunter Street
P.O. Box 250 Apex, NC 27502
919-249-3400

WAKE COUNTY, NORTH CAROLINA CUSTOMER SELECTION AGREEMENT

Horton Park PUD

(the "Premises")

The Town of Apex offers to provide you with electric utilities on the terms described in this Offer & Agreement. If you accept the Town's offer, please fill in the blanks on this form and sign and we will have an Agreement once signed by the Town.

PRMS Investments LLC, the undersigned customer ("Customer") hereby irrevocably chooses and selects the Town of Apex (the "Town") as the permanent electric supplier for the Premises. Permanent service to the Premises will be preceded by temporary service if needed.

The sale, delivery, and use of electric power by Customer at the Premises shall be subject to, and in accordance with, all the terms and conditions of the Town's service regulations, policies, procedures and the Code of Ordinances of the Town.

Customer understands that the Town, based upon this Agreement, will take action and expend funds to provide the requested service. By signing this Agreement the undersigned signifies that he or she has the authority to select the electric service provider, for both permanent and temporary power, for the Premises identified above.

Any additional terms and conditions to this Agreement are attached as Appendix 1. If no appendix is attached this Agreement constitutes the entire agreement of the parties.

Acceptance of this Agreement by the Town constitutes a binding contract to purchase and sell electric power.

Please note that under North Carolina General Statute §160A-332, you may be entitled to choose another electric supplier for the Premises.

Upon acceptance of this Agreement, the Town of Apex Electric Utilities Division will be pleased to provide electric service to the Premises and looks forward to working with you and the owner(s).

ACCEPTED:

CUSTOMER: PRMS Investments LLC	TOWN OF APEX
BY: _____ Authorized Agent	BY: _____ Authorized Agent
DATE: 11-28-2025	DATE: _____

#25CZ23

NOTICE OF NEIGHBORHOOD MEETING

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.

11/10/2025

Date

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at

See Attachment A | See Attachment A

Address(es) | PIN(s)

in accordance with the Town of Apex Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. If you are unable to attend, please refer to the Project Contact Information page for ways to contact the applicant. Notified neighbors may request that the applicant provide updates and send plans via email or mail. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map or the Apex Development Report located on the Town of Apex website at http://www.apexnc.org/180. Applications for Rezoning must hold a second Neighborhood Meeting in the month prior to the anticipated public hearing date.

A Neighborhood Meeting is required because this project includes (check all that apply):

	Application Type	Approving Authority
☑	Rezoning (including Planned Unit Development)	Town Council
☐	Major Site Plan	Technical Review Committee (staff)
☐	Minor Site Plan for the uses "Day care facility", "Government service", "School, public or private", "Restaurant, drive-through", or "Convenience store with gas sales"	Technical Review Committee (staff)
☐	Special Use Permit	Board of Adjustment (QJPH*)
☑	Residential Master Subdivision Plan (excludes exempt subdivisions)	Technical Review Committee (staff)

*Quasi-Judicial Public Hearing: The Board of Adjustment cannot discuss the project prior to the public hearing.

The following is a description of the proposal including any proposed long range plan amendments (also see attached map(s) and/or plan sheet(s)):

Rezone for the purpose of amending the Horton Park Planned Unit development to remove a dwelling unit cap to increase the total allowed units.

Estimated submittal date: December 1, 2025

MEETING INFORMATION:

Property Owner(s) name(s):	See Attachment A
Applicant(s):	PRMS Investments, c/o Leticia Shapiro, Morningstar Law Group (attorney)
Contact information (email/phone):	tshapiro@morningstarlawgroup.com
Meeting Address:	https://morningstarlaw.group/11242025.mtg
Date/Time of meeting**:	November 24, 2025, 5:30pm - 6:30pm

Welcome: 5:30pm - 5:35pm Project Presentation: 5:35pm - 5:45pm Question & Answer: 5:45pm-6:30pm

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-249-3426. You may also find information about the Apex Planning Department and on-going planning efforts at http://www.apexnc.org/180.

PROJECT CONTACT INFORMATION

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.

Development Contacts:

Project Name: Horton Park PUD Amendment Zoning: See Attachment A

Location: See Attachment A

Property PIN(s): See Attachment A Acreage/Square Feet: See Attachment A

Property Owner: See Attachment A

Address:

City: State: Zip:

Phone: Email:

Developer: PRMS Investments LLC

Address: 6908 N. Ridge Dr.

City: Raleigh State: NC Zip: 27615

Phone: Fax: Email: pablo@prmsinv.com

Engineer: Jeff Roach, Peak Engineering & Design PLLC

Address: 1125 Apex Peakway

City: Apex State: NC Zip: 27502

Phone: (919) 439-0100 Fax: Email: jroach@peakengineering.com

Builder (if known):

Address:

City: State: Zip:

Phone: Fax: Email:

Please note that Town staff will not have complete information about a proposed development until the application is submitted for review. If you have a question about Town development standards and how they relate to the proposed development, please contact the appropriate staff person listed below.

Town of Apex Department Contacts	
Planning Department Main Number (Provide development name or location to be routed to correct planner)	(919) 249-3426
Parks, Recreation & Cultural Resources Department Angela Reincke, Parks Planning Manager	(919) 372-7468
Transportation & Infrastructure Development Russell Dalton, Traffic Engineering Manager	(919) 249-3358
Water Resources Department Jessica Bolin, Environmental Engineering Manager (Stormwater, Sedimentation & Erosion Control) Matt Reker, Utility Engineer/FOG Program Manager (Water & Sewer)	(919) 249-3537 (919) 946-4394
Electric Utilities Division Jared Harris, Electric Technical Services Manager	(919) 372-7466

Providing Input to Town Council:

Each Town Council meeting agenda includes a Public Forum time when anyone is permitted to speak for three (3) minutes on any topic with the exception of items listed as Public Hearings for that meeting. The Town Council meets on the 2nd and 4th Tuesdays of each month at 6:00 p.m. (except for holidays, see schedule of meetings at http://www.apexnc.org/838/Agendas-Minutes). You may also contact Town Council by e-mail at AllCouncil@apexnc.org.

Private Agreements and Easement Negotiation:

The Town of Apex cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations. The only conditions that the Town of Apex can enforce are those conditions that are made a part of the conditional zoning of the property by agreement of the developer and the Town.

As an example, if a developer offers to build a fence for a neighbor to mitigate some impact, the Town can only enforce the construction of the fence if the fence becomes a condition of the rezoning. This would occur by the developer offering the condition as part of their conditional zoning application package or at the Town Council public hearing on the conditional zoning and the Town accepting it as a condition. Private agreements regarding a fence being constructed will not be enforced by the Town.

To request that any agreement with a developer is made a part of the conditional zoning at the time of approval, you may ask at the Town Council public hearing if the agreement is included in the conditions. If it is not, you may request that the Town Council not approve the rezoning without the agreement being included in the conditions (note that it is up to Town Council whether to approve or deny the rezoning but they cannot impose conditions that the applicant does not agree to add). The developer's proposed conditions can be viewed any time after a rezoning is submitted on the Interactive Development Map at: http://apexnc.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=fa9ba2017b784030b15ef4da27d9e795

Documentation:

Neighbors to a requested new development and/or rezoning are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.

COMMON CONSTRUCTION ISSUES & WHO TO CALL

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.

Noise & Hours of Construction:	**Non-Emergency Police**	**919-362-8661**

Noise from tree removal, grading, excavating, paving, and building structures is a routine part of the construction process. The Town generally limits construction hours from 7:00 am to 8:30 pm so that there are quiet times even during the construction process. Note that construction outside of these hours is allowed with special permission from the Town when it makes more sense to have the construction occur at night, often to avoid traffic issues. In addition, the Town limits hours of blasting rock to Monday-Friday from 8:00 am to 5:00 pm. Report violations of construction hours and other noise complaints to the Non-Emergency Police phone number at 919-362-8661.

Construction Traffic:	**Infrastructure Inspections**	**919-249-3386**

Construction truck traffic will be heavy throughout the development process, including but not limited to removal of trees from site, loads of dirt coming in and/or out of the site, construction materials such as brick and wood brought to the site, asphalt and concrete trucks come in to pave, etc. The Town requires a construction entrance that is graveled to try to prevent as much dirt from leaving the site as possible. If dirt does get into the road, the Town can require they clean the street (see "Dirt in the Road" below).

Road Damage & Traffic Control:	**Infrastructure Inspections**	**919-249-3386**

There can be issues with roadway damage, roadway improvements, and traffic control. Potholes, rutting, inadequate lanes/signing/striping, poor traffic control, blocked sidewalks/paths are all common issues that should be reported to Transportation & Infrastructure Development – Infrastructure Inspections at 919-249-1109. The Town will get NCDOT involved if needed.

Parking Violations:	**Non-Emergency Police**	**919-362-8661**

Unless a neighbor gives permission, there should be no construction parking in neighbors' driveways or on their property. Note that parking in the right-of-way is allowed, but Town regulations prohibit parking within 15 feet of driveways so as not to block sight triangles. Trespassing and parking complaints should be reported to the Non-Emergency Police phone number at 919-362-8661.

Dirt in the Road:	**Water Resources**	**919-362-8166**

Sediment (dirt) and mud gets into the existing roads due to rain events and/or vehicle traffic. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed. Staff will coordinate the cleaning of the roadways with the developer.

Dirt on Properties or in Streams:	**Water Resources**	**919-362-8166**

Sediment (dirt) can leave the site and get onto adjacent properties or into streams and stream buffers; it is typically transported off-site by rain events. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed so that staff can coordinate the appropriate repairs with the developer.

Dust:	**Water Resources**	**919-362-8166**

During dry weather dust often becomes a problem blowing into existing neighborhoods or roadways. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed so that staff can coordinate the use of water trucks onsite with the grading contractor to help control the dust.

Trash:	**Water Resources**	**919-362-8166**

Excessive garbage and construction debris can blow around on a site or even off of the site. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed. Staff will coordinate the cleanup and trash collection with the developer/home builder.

Temporary Sediment Basins:	**Water Resources**	**919-362-8166**

Temporary sediment basins during construction (prior to the conversion to the final stormwater pond) are often quite unattractive. Concerns should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed so that he can coordinate the cleaning and/or mowing of the slopes and bottom of the pond with the developer.

Stormwater Control Measures:	**Water Resources**	**919-362-8166**

Post-construction concerns related to Stormwater Control Measures (typically a stormwater pond) such as conversion and long-term maintenance should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed.

Electric Utility Installation:	**Electric Utilities**	**919-249-3531**

Concerns with electric utility installation can be addressed by the Apex Electric Utilities Department.

How to Participate in the November 24, 2025 Neighborhood Meeting

To participate by PC, Mac, iPad, iPhone or Android device, go to https://morningstarlaw.group/11242025.mtg to register for the meeting. (Registration is necessary as we are required by the Town of Apex to have a record of attendance.)

- Upon registration, you will receive a confirmation email with instructions on how to access the meeting.
- To participate by phone,
- Dial one of the following numbers:

Dial one of the following numbers:

- +1 301 715 8592
- +1 305 224 1968
- +1 309 205 3325
- +1 312 626 6799
- +1 646 931 3860
- +1 929 436 2866
- +1 253 205 0468
- +1 253 215 8782
- +1 346 248 7799
- +1 360 209 5623
- +1 386 347 5053
- +1 507 473 4847
- +1 564 217 2000
- +1 669 444 9171
- +1 669 900 6833
- +1 689 278 1000

REGISTRATION QR

Webinar ID: 834 2827 5916
Passcode: 176754

- For attendance purposes as required by the Town of Apex, individuals participating via telephone will be unmuted and asked to identify themselves including their name and address.

If you have difficulty registering, you may call Branden Foster at **(919) 590-0353** or email **bfoster@morningstarlawgroup.com** prior to the meeting for assistance. If you have difficulty connecting during the meeting, please email **bfoster@morningstarlawgroup.com** and the meeting link will be sent to help assist.

During the meeting, participants will be muted by default. Also, participants' video will be off by default, i.e. only the presenters will be visible.

If you are participating via your computer, iPhone or Android device, you can submit questions/comments by using the Raise Hand and/or the Q&A features. We will not use the Chat feature. If you use Raise Hand, a panelist will either unmute you to allow you to speak to solicit your questions/comments.

If you are participating via telephone, you can submit questions/comments prior to and during the meeting via email at **bfoster@morningstarlawgroup.com**.

Attachment A

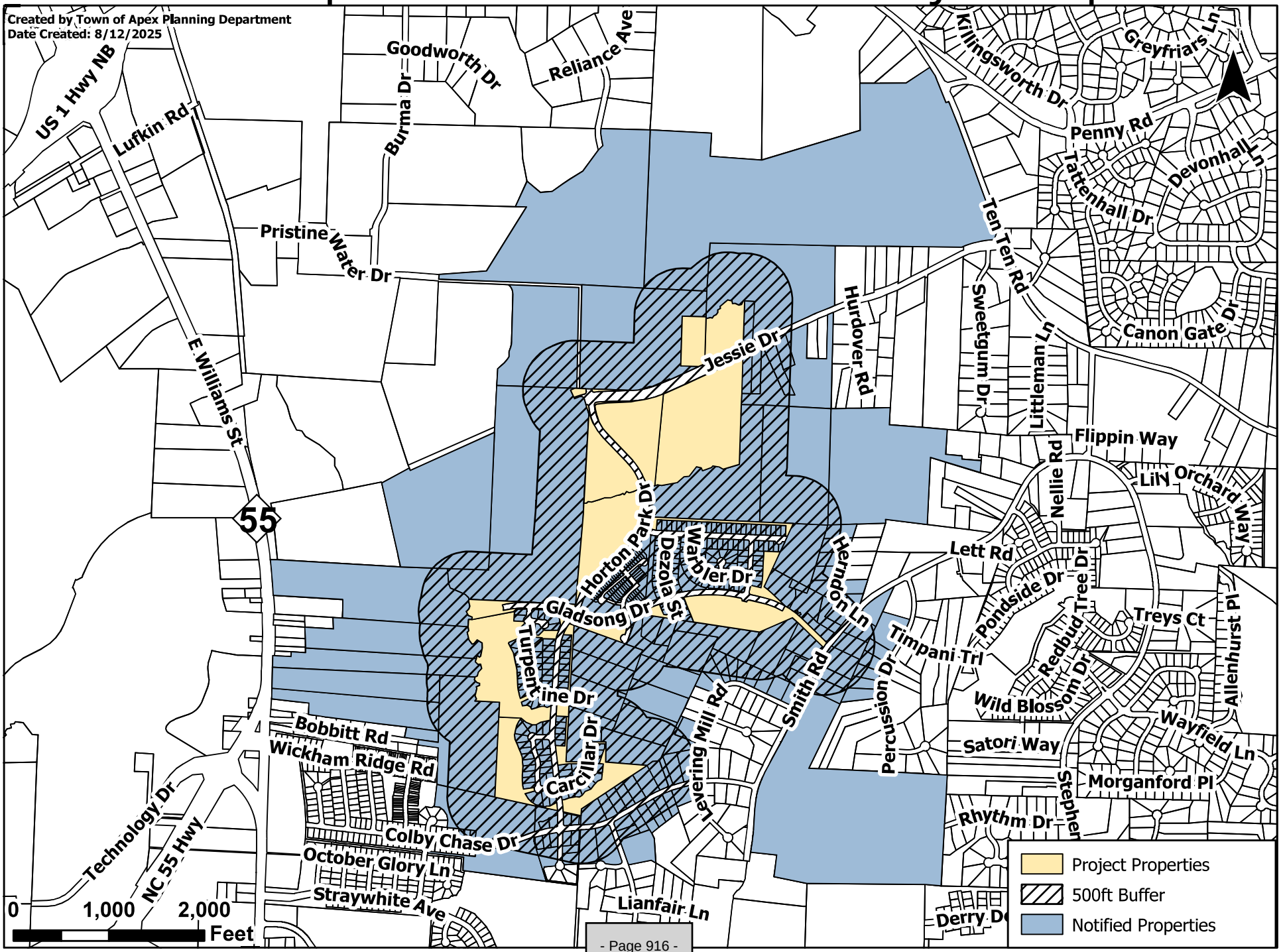
PIN	Site Address	Owner Name and Address	Current Zoning	Proposed Zoning
0751328256	5112 Jessie Drive	MFW INVESTMENTS LLC 2702 EMERALD DR EMERALD ISLE NC 28594-6525	RA	PUD
0751421387	5100 Jessie Drive	MFW INVESTMENTS LLC 2702 EMERALD DR EMERALD ISLE NC 28594-6525	PUD	PUD
0751217785	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0751311392	5220 Jessie Drive	STEPHENS ENTERPRISES LLC 319 CHAPANOKE RD STE 102 RALEIGH NC 27603-3433	PUD	PUD
0751216742	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	RA	RA
0751217546	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	RA/PUD	RA/PUD
0751217477	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0751219622	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0751318399	5101 Jessie Drive	HORTON PARK MF LLC PO BOX 6327 RALEIGH NC 27628-6327	PUD	PUD
0751303685	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0751401327	0 Percussion Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0751209246	0 Jessie Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD

Neighborhood Meeting Property List

**Not to be confused with Application Property List

0750496718	0 Gladsong Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750493450	8252 Smith Road	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750394462	0 Gladsong Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750299215	0 Gladsong Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	RA/PUD	RA/PUD
0750294489	0 Gladsong Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750196496	0 Smith Road	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	RR	RR
0750188877	0 Gladsong Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	RR/PUD	RR/PUD
0750295211	0 Horton Park Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750284482	0 Horton Park Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750275916	0 Horton Park Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750179831	0 Horton Park Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD
0750278682	0 Horton Park Drive	HORTON PARK INVESTMENTS LLC 6908 N RIDGE DR RALEIGH NC 27615-7033	PUD	PUD

Notified Properties within 500ft of the Project Properties



NEIGHBORHOOD MEETING SIGN-IN SHEET

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.

Meeting Address: Online

Date of meeting: November 24, 2025 Time of meeting: 5:30 pm

Property Owner(s) name(s): See Attachment A

Applicant(s): PRMS Investments, c/o Leticia Shapiro, Morningstar Law Group (attorney)

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only. For virtual meetings, applicants must include all known participants and request the information below.

	NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS & UPDATES
1.	Adolfo E Pulido			[redacted]	
2.	Sydney Asencio				
3.	Osiris Reyes Blancas				
4.	Hunter Muse				
5.	Robert Heise				
6.	Nicholas McAllister				
7.	Erika Hijazin				
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Use additional sheets, if necessary.

First Neighborhood Meeting Report | Horton Park PUD Amendment

Date: November 24, 2025

The applicant opened the meeting and presented the proposed rezoning for the Horton Park Planned Unit Development Amendment. The applicant provided a presentation that discussed the purpose of the rezoning, the rezoning process, and the items being amended.

Key Topics Discussed:

Proposed Amendment Details

- The amendment would change a condition limiting development to 250 dwelling units prior to the widening of Ten Ten Road.
- The request is to increase this cap to 335 dwelling units (225 single family and 110 townhomes) in order for development to continue.
- This is not an increase to the total number of units in the full development (approximately 800 units), it is a change to the number of units that can allocated for development.
- The original cap was set when access from Horton Park was more constrained than it is today.

Development Locations

- The additional development would occur in two interior areas of Horton Park.
- Approximately 25 lots east of the central roundabout.
- Approximately 65-70 townhomes north of the roundabout.
- The development will facilitate completion of the connection to Smith Road, providing another access point.

Traffic Considerations & Road Improvements

- Since the original rezoning, multiple access points have been added, including Production Drive connecting to Reliance and NC-55.
- Horton Park has already made significant road improvements:
- Added a second left turn lane from US-1 to Ten Ten Road
- Implemented additional improvements on Ten Ten between Lufkin and Reliance
- Submitted a signal warrant analysis for the Ten Ten/Jesse intersection
- The NCDOT timeline for Ten Ten Road widening has been repeatedly pushed back and is not currently programmed in the next 3-5 years.

- Jesse Drive improvements are planned by the Town of Apex with construction beginning in summer 2026.

Community Concerns

- Residents expressed concern about continued development without Ten Ten Road widening.
- Questions were raised about construction traffic through Marion subdivision, which was supposed to be prevented.
- The team explained that the Town of Apex required the barricades to be removed for emergency services access.
- One resident expressed concern that information about planned townhomes in Pod 5 wasn't disclosed prior to home purchase.

Rezoning Process Timeline

- The team has completed the pre-application meeting and this first neighborhood meeting.
- Anticipated submittal date is December 1st.
- After submission, there will be staff review, a second neighborhood meeting, review by Planning Board, and finally Town Council decision.

Specific Question and Answer Session

Do you know the DOT's timeline to expand Ten-Ten?

Response:

The comprehensive widening of Ten-Ten Road has been pushed and isn't planned in the next three to five years, based on the information that on the NCDOT website.

What is to prevent the developer from asking for more units until the max units are allowed and no work happens on Ten-Ten?

Response:

We would have to come in for a rezoning again if we wanted to raise the unit count.

Is there any plans to expand/widen Colby Chase Dr?

Response:

No.

Can you clarify your statement that this is not an addition of more units? What is the difference between continuing development and increasing a dwelling cap?

Response:

Instead of 250 being the number of units allocated for development, we are asking for 335 units to be allocated in order to continue moving forward with development. We're not asking to increase the dwelling unit count in total. We are asking for those units to be allocated now so we can continue development.

If the cap is increased, in which areas of the neighborhood will the additional lots be developed?

Response:

There is an East-West collector street near a roundabout in Horton Park; twenty-five lots on this road exceeded the current 250-unit cap. Additionally, 65 to 70 townhomes are planned, aiming for a total of 335 units.

Response:

I get you are not asking for new units, but you are asking for units sooner than Ten-Ten being expanded. The concern is more and more units and no change with Ten-Ten. This is one of the main concerns.

Response:

The initial traffic study did not consider additional connectivity north of Jesse Drive. Horton Park has been required to make significant improvements, including a second left turn lane and traffic signal modifications at US1 and Ten Ten Road. A signal warrant analysis has been submitted for the intersection of Ten Ten at Jesse. The project has paid for a traffic signal installation, pending approval from the town and D.O.T.

The construction of Production Drive up to Reliance and connections via Pristine Water Drive and Burma Drive partially fulfill the original zoning requirements for a connection to NC55. Additionally, the East-West road to Smith Road will be completed, likely reducing traffic on Colby Chase Drive.

There is heavy construction traffic in Merion. The deal with the developer originally was zero construction traffic in Merion. There are signs to redirect the construction traffic, but none of the subs pay attention. What can be done to make sure construction traffic out of Merion?

Response:

The original agreement was to keep Colby Chase Drive closed into Marion until the developer built the road. Barricades were left up and the road was dedicated to the Town of Apex. The Town made the decision to remove them. The goal was to improve emergency service access. Best thing to do about this is to call the either Apex planning or Apex transportation department.

We have called and they are not responsive to help. We did not want the road open.

Response:

No response provided.

When is Jessie going to connect to 55?

Response:

That is a great question. There are projects in the area that are looking at the Jessie Drive extension so private development could speed the extension of Jessie Drive.

Who has to pay for the Jessie drive connection to 55?

Response:

If the town of Apex undertakes a project, it may be funded through taxes or a transportation bond. There are multiple projects between NC55 and Jesse Drive that may contribute to funding parts of it.

Can you share a graphic for the full development plan of 800 units? As well as the increase in dwelling cap for this piece?

Response:

The applicant provided a visual that answered this question for the participant.

The western part of Horton Park Dr in Pod 5 directly impacts my lot/value. Why wasn't this information shared prior to purchase/given to the sales team at DR Horton?

Response:

We can't answer that question. DR Horton bought land from the applicant and built their community.

Does this also include some commercial development, or is it?

Response:

Currently residential.

Are they considering leaving some trees?

Response:

Original tree save requirements remain unchanged.

Is it solely a Town of Apex decision on that, or are there any other?

Response:

The Town of Apex staff, Planning Board, and Town Council will review the request. Public hearing notices will be sent to those living within 500 feet of the rezoning.

Is it the same Builder, or is it going to be a mix of different?

Response:

It's uncertain at this time.

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

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.

I, Leticia Shapiro, do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Minor Site Plan, Residential Master Subdivision Plan, or Special Use Permit in accordance with UDO Sec. 2.2.7.B *Neighborhood Meeting*.

2. The meeting invitations were mailed to the Apex Planning Department, all property owners and tenants abutting and within 500 feet of the subject property and any neighborhood association that represents citizens in the notification area via first class mail a minimum of 14 days in advance of the Neighborhood Meeting.

3. The meeting was conducted at online (location/address) on November 24, 2025 (date) from 5:30 pm (start time) to 6:30 pm (end time).

4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.

5. I have prepared these materials in good faith and to the best of my ability.

12/1/25
Date

By: _____

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, Branden C Foster, a Notary Public for the above State and County, on this the 1st day of December, 2025.

SEAL

BRANDEN C FOSTER NOTARY PUBLIC HARNETT COUNTY, N.C.

Branden C Foster
Notary Public

Branden C Foster
Print Name

My Commission Expires: December 12, 2028

Applicant Clarification/Additional Language:

See previously approved PUD - Town of Apex Rezoning Case #17CZ19 & #18CZ04.

This is a previously approved PUD that is exempt from the Environmental Advisory Board pursuant to UDO Section 2.1.9 (A)(2)(a).

2.1.9 Apex Environmental Advisory Board

A) ***Powers and Duties***
The Environmental Advisory Board shall have the following powers and duties under the provisions of this Ordinance:

1) 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.

2) 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) Rezonings 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) Rezonings to resolve nonconformities;

c) Rezonings of 10 acres or less; and

d) Rezonings within the Small Town Character Overlay District.

Additional Board Recommendations:

NOTICE OF NEIGHBORHOOD MEETING

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.

March 9, 2026

Date

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at

See Attachment A | See Attachment A

Address(es) | PIN(s)

in accordance with the Town of Apex Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. If you are unable to attend, please refer to the Project Contact Information page for ways to contact the applicant. Notified neighbors may request that the applicant provide updates and send plans via email or mail. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map or the Apex Development Report located on the Town of Apex website at http://www.apexnc.org/180. Applications for Rezoning must hold a second Neighborhood Meeting in the month prior to the anticipated public hearing date.

A Neighborhood Meeting is required because this project includes (check all that apply):

	Application Type	Approving Authority
☑	Rezoning (including Planned Unit Development)	Town Council
☐	Major Site Plan	Technical Review Committee (staff)
☐	Minor Site Plan for the uses "Day care facility", "Government service", "School, public or private", "Restaurant, drive-through", or "Convenience store with gas sales"	Technical Review Committee (staff)
☐	Special Use Permit	Board of Adjustment (QJPH*)
☐	Residential Master Subdivision Plan (excludes exempt subdivisions)	Technical Review Committee (staff)

*Quasi-Judicial Public Hearing: The Board of Adjustment cannot discuss the project prior to the public hearing.

The following is a description of the proposal including any proposed long range plan amendments (also see attached map(s) and/or plan sheet(s)):

Rezone for the purpose of amending the Horton Park Planned Unit Development to update transportation conditions.

Estimated submittal date: Application filed 12/1/2025

MEETING INFORMATION:

Property Owner(s) name(s):	See Attachment A
Applicant(s):	PRMS Investments, c/o Leticia Shapiro, Morningstar Law Group (attorney)
Contact information (email/phone):	tshapiro@morningstarlawgroup.com/919-590-0366
Meeting Address:	https://morningstarlaw.group/03232026 Zoom Platform
Date/Time of meeting**:	March 23, 2025, 5:30pm - 6:30pm

Welcome: 5:30pm - 5:35pm Project Presentation: 5:35pm - 5:45pm Question & Answer: 5:45pm-6:30pm

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-249-3426. You may also find information about the Apex Planning Department and on-going planning efforts at http://www.apexnc.org/180.

PROJECT CONTACT INFORMATION

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.

Development Contacts:

Project Name: Horton Park PUD Amendment Zoning: See Attachment A

Location: See Attachment A

Property PIN(s): See Attachment A Acreage/Square Feet: See Attachment A

Property Owner: See Attachment A

Address:

City: State: Zip:

Phone: Email:

Developer: PRMS Investments LLC

Address: 6908 N. Ridge Dr.

City: Raleigh State: NC Zip: 27615

Phone: Fax: Email: pablo@prmsinv.com

Engineer: Jeff Roach, Peak Engineering & Design PLLC

Address: 1125 Apex Peakway

City: Apex State: NC Zip: 27502

Phone: (919) 439-0100 Fax: Email: jroach@peakengineering.com

Builder (if known):

Address:

City: State: Zip:

Phone: Fax: Email:

Please note that Town staff will not have complete information about a proposed development until the application is submitted for review. If you have a question about Town development standards and how they relate to the proposed development, please contact the appropriate staff person listed below.

Town of Apex Department Contacts	
Planning Department Main Number (Provide development name or location to be routed to correct planner)	(919) 249-3426
Parks, Recreation & Cultural Resources Department Angela Reincke, Parks Planning Manager	(919) 372-7468
Transportation & Infrastructure Development Russell Dalton, Traffic Engineering Manager	(919) 249-3358
Water Resources Department Jessica Bolin, Environmental Engineering Manager (Stormwater, Sedimentation & Erosion Control) Matt Reker, Utility Engineer/FOG Program Manager (Water & Sewer)	(919) 249-3537 (919) 946-4394
Electric Utilities Division Jared Harris, Electric Technical Services Manager	(919) 372-7466

Providing Input to Town Council:

Each Town Council meeting agenda includes a Public Forum time when anyone is permitted to speak for three (3) minutes on any topic with the exception of items listed as Public Hearings for that meeting. The Town Council meets on the 2nd and 4th Tuesdays of each month at 6:00 p.m. (except for holidays, see schedule of meetings at http://www.apexnc.org/838/Agendas-Minutes). You may also contact Town Council by e-mail at AllCouncil@apexnc.org.

Private Agreements and Easement Negotiation:

The Town of Apex cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations. The only conditions that the Town of Apex can enforce are those conditions that are made a part of the conditional zoning of the property by agreement of the developer and the Town.

As an example, if a developer offers to build a fence for a neighbor to mitigate some impact, the Town can only enforce the construction of the fence if the fence becomes a condition of the rezoning. This would occur by the developer offering the condition as part of their conditional zoning application package or at the Town Council public hearing on the conditional zoning and the Town accepting it as a condition. Private agreements regarding a fence being constructed will not be enforced by the Town.

To request that any agreement with a developer is made a part of the conditional zoning at the time of approval, you may ask at the Town Council public hearing if the agreement is included in the conditions. If it is not, you may request that the Town Council not approve the rezoning without the agreement being included in the conditions (note that it is up to Town Council whether to approve or deny the rezoning but they cannot impose conditions that the applicant does not agree to add). The developer's proposed conditions can be viewed any time after a rezoning is submitted on the Interactive Development Map at: http://apexnc.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=fa9ba2017b784030b15ef4da27d9e795

Documentation:

Neighbors to a requested new development and/or rezoning are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.

COMMON CONSTRUCTION ISSUES & WHO TO CALL

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.

Noise & Hours of Construction:	**Non-Emergency Police**	**919-362-8661**

Noise from tree removal, grading, excavating, paving, and building structures is a routine part of the construction process. The Town generally limits construction hours from 7:00 am to 8:30 pm so that there are quiet times even during the construction process. Note that construction outside of these hours is allowed with special permission from the Town when it makes more sense to have the construction occur at night, often to avoid traffic issues. In addition, the Town limits hours of blasting rock to Monday-Friday from 8:00 am to 5:00 pm. Report violations of construction hours and other noise complaints to the Non-Emergency Police phone number at 919-362-8661.

Construction Traffic:	**Infrastructure Inspections**	**919-249-3386**

Construction truck traffic will be heavy throughout the development process, including but not limited to removal of trees from site, loads of dirt coming in and/or out of the site, construction materials such as brick and wood brought to the site, asphalt and concrete trucks come in to pave, etc. The Town requires a construction entrance that is graveled to try to prevent as much dirt from leaving the site as possible. If dirt does get into the road, the Town can require they clean the street (see "Dirt in the Road" below).

Road Damage & Traffic Control:	**Infrastructure Inspections**	**919-249-3386**

There can be issues with roadway damage, roadway improvements, and traffic control. Potholes, rutting, inadequate lanes/signing/striping, poor traffic control, blocked sidewalks/paths are all common issues that should be reported to Transportation & Infrastructure Development – Infrastructure Inspections at 919-249-1109. The Town will get NCDOT involved if needed.

Parking Violations:	**Non-Emergency Police**	**919-362-8661**

Unless a neighbor gives permission, there should be no construction parking in neighbors' driveways or on their property. Note that parking in the right-of-way is allowed, but Town regulations prohibit parking within 15 feet of driveways so as not to block sight triangles. Trespassing and parking complaints should be reported to the Non-Emergency Police phone number at 919-362-8661.

Dirt in the Road:	**Water Resources**	**919-362-8166**

Sediment (dirt) and mud gets into the existing roads due to rain events and/or vehicle traffic. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed. Staff will coordinate the cleaning of the roadways with the developer.

Dirt on Properties or in Streams:	**Water Resources**	**919-362-8166**

Sediment (dirt) can leave the site and get onto adjacent properties or into streams and stream buffers; it is typically transported off-site by rain events. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed so that staff can coordinate the appropriate repairs with the developer.

Dust:	**Water Resources**	**919-362-8166**

During dry weather dust often becomes a problem blowing into existing neighborhoods or roadways. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed so that staff can coordinate the use of water trucks onsite with the grading contractor to help control the dust.

Trash:	**Water Resources**	**919-362-8166**

Excessive garbage and construction debris can blow around on a site or even off of the site. These incidents should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed. Staff will coordinate the cleanup and trash collection with the developer/home builder.

Temporary Sediment Basins:	**Water Resources**	**919-362-8166**

Temporary sediment basins during construction (prior to the conversion to the final stormwater pond) are often quite unattractive. Concerns should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed so that he can coordinate the cleaning and/or mowing of the slopes and bottom of the pond with the developer.

Stormwater Control Measures:	**Water Resources**	**919-362-8166**

Post-construction concerns related to Stormwater Control Measures (typically a stormwater pond) such as conversion and long-term maintenance should be reported by visiting the Report a Concern page at https://www.apexnc.org/1173/ or by calling the number listed.

Electric Utility Installation:	**Electric Utilities**	**919-249-3531**

Concerns with electric utility installation can be addressed by the Apex Electric Utilities Department.

ATTACHMENT A - PROPERTY LIST

#	Property Address	PIN	Deed Acres	Current Zoning	Owner	Owner Mailing Address 1	Owndер Mailing Address 2
1	0 HORTON PARK DR	0750179831	5.3	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
2	0 HORTON PARK DR	0750275916	0.73	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
3	0 HORTON PARK DR	0750278682	3.63	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
4	5100 JESSIE DR	0751421387	4.55	PUD-CZ	MFW INVESTMENTS LLC	2702 EMERALD DR	EMERALD ISLE NC 28594-6525
5	0 GLADSONG DR	0750394462	0.57	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
6	8252 SMITH RD	0750493450	7.42	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
7	0 GLADSONG DR	0750392314	0.16	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
8	0 GLADSONG DR	0750394802	0.99	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
9	0 GLADSONG DR	0750398713	0.89	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
10	0 GLADSONG DR	0750496718	1.43	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
11	0 DEZOLA ST	0750495371	3.84	PUD-CZ	HORTON, KIMBERLY A HORTON, LOOMIS III	4801 SW 202ND AVE	SOUTHWEST RANCHES FL 33332-1033
12	0 JESSIE DR	0751209246	9.97	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
13	0 PERCUSSION DR	0751401327	1.22	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
14	0 PERCUSSION DR	0750393817	1.37	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
15	0 CARCILLAR DR	0750298468	1.61	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
16	0 GLADSONG DR	0750188877	11.98	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
17	0 GLADSONG DR	0750294489	0.1	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
18	0 HORTON PARK DR	0750295211	0.5	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
19	5101 JESSIE DR	0751318399	19.74	PUD-CZ	HORTON PARK MF LLC	PO BOX 6327	RALEIGH NC 27628-6327
20	5220 JESSIE DR	0751311392	15.47	PUD-CZ	STEPHENS ENTERPRISES LLC	319 CHAPANOKE RD STE 102	RALEIGH NC 27603-3433
21	0 HORTON PARK DR	0750284482	0.55	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
22	0 GLADSONG DR	0750299215	1.61	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
23	0 JESSIE DR	0751217477	0.01	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
24	0 JESSIE DR	0751217546	0.03	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033
25	0 JESSIE DR	0751303685	0.06	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033

HOW TO PARTICIPATE IN THE MARCH 23, 2026, NEIGHBORHOOD MEETING

To participate by PC, Mac, or iPad devise, go to https://morningstarlaw.group/03232026 to register for the meeting. (Registration is necessary as we are required by the Town of Apex to have a record of attendance.) You may also scan the registration QR Code to register.

- Upon Registration, you Will receive a confirmation email with instructions on how to Access the meeting
- To attend the meeting via phone,
- Dial one of the following numbers:

REGISTRATION QR CODE

Dial one of the following numbers:

- +1 301 715 8592
- +1 305 224 1968
- +1 309 205 3325
- +1 312 626 6799
- +1 646 931 3860
- +1 929 436 2866
- +1 253 205 0468
- +1 253 215 8782

Webinar ID: 880 6940 1676
Passcode: 814227

- For attendance purposes as required by the Town of Apex, individuals participating via telephone will be unmuted and asked to identify themselves including their name and address.

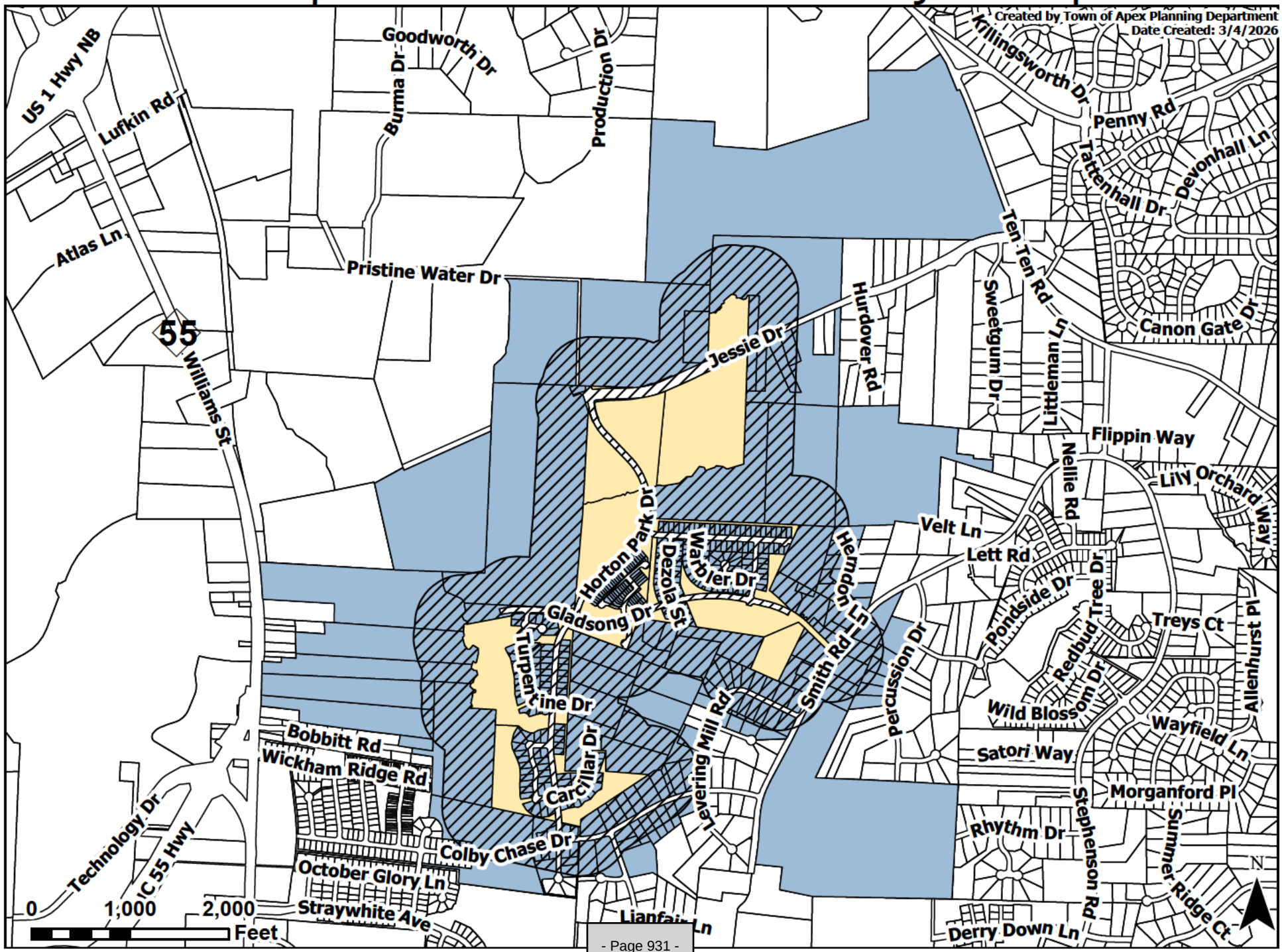
If you have difficulty registering, you can call Julia Odgen at **(919) 590-0367** or email jogden@morningstarlawgroup.com prior to the meeting for assistance. If you have difficulty connecting during the meeting, please email jogden@morningstarlawgroup.com and the meeting link will be sent to help assist.

During the meeting, participants will be muted by default. Also, participants' video will be off by default, i.e. only the presenters will be visible.

If you are participating via your computer, iPhone or Android device, you can submit questions/comments by using the Raise Hand and/or the Q&A features. We will not use the Chat feature. If you use Raise Hand, a panelist will either unmute you to allow you to speak to solicit your questions/comments.

If you are participating via telephone, you can submit questions/comments prior to and during the meeting via email at tshapiro@morningstarlawgroup.com.

Notified Properties within 500ft of the Project Properties



SITE ADDRESS	PIN NUMBER	OWNER	MAILING ADDRESS		
560 PRISTINE WATER DR	0751222279	560 PRISTINE WATER LLC	550 CORPORATE CENTER DR	RALEIGH NC 27607-0153	
2213 RED ADMIRAL CT	0750492940	AGARWAL, PRANAV KUMAR GOYAL, SAPANA	2213 RED ADMIRAL CT	APEX NC 27539-3641	
2255 HORTON PARK DR	0750390821	AKBAS, MURAT AKBAS, MELEK CUKA	2255 HORTON PARK DR	APEX NC 27539-3636	
7540 PERCUSSION DR	0751309164	ALEXANDER, MICHAEL CHRISTIAN STRINEKA, MELANIE	7540 PERCUSSION DR	APEX NC 27539-3634	
2253 HORTON PARK DR	0750390843	ALIAN, RYAN SEAN EIZADI, SHOHREH	2253 HORTON PARK DR	APEX NC 27539-3636	
2265 HORTON PARK DR	0750299744	ANDERSON, KEVIN MICHAEL DUKIC, ANDRIJANA	2265 HORTON PARK DR	APEX NC 27539-3636	
600 PRISTINE WATER DR	0751322322	APEX INDUSTRIAL OWNER 2 LLC	ROCKPOINT GROUP LLC	3953 MAPLE AVE STE 300	DALLAS TX 75219-3228
0 LEVERING MILL RD	0750387199	AQUA NORTH CAROLINA, INC	202 MACKENAN DR	CARY NC 27511-6447	
5216 LEVERING MILL RD	0750484775	BACHOLZKY, KATHRYN	5216 LEVERING MILL RD	APEX NC 27539-3610	
5228 JESSIE DR	0751102449	BACON, MARLOU SMITH BACON, KYLE EDWARD	1009 N SALEM ST	APEX NC 27502-2923	
3213 COLBY CHASE DR	0750375348	BALL, VALERIE YVONNE TRUSTEE BALL, DAVID TOLLEY TRUSTEE	3213 COLBY CHASE DR	APEX NC 27539-3639	
5201 LEVERING MILL RD	0750487352	BATOULI, PHOUNG	5201 LEVERING MILL RD	APEX NC 27539-3640	
3312 DREXEL HILL CT	0750482356	BAUERMEISTER, RYAN KARL BAUERMEISTER, DEBBY	3312 DREXEL HILL CT	APEX NC 27539-3679	
7517 PERCUSSION DR	0751307302	BENALLAL, SAID ABDELBAKI, IMANE	7517 PERCUSSION DR	APEX NC 27539-3634	
2259 HORTON PARK DR	0750299788	BLANCAS, OSIRIS REYES PIZANO, MARTHA MENDOZA	604 SECRET MEADOW LN	APEX NC 27523-8502	
3341 COLBY CHASE DR	0750273084	BRADLEY, SARAH E RALLIS, GEORGE M	3341 COLBY CHASE DR	APEX NC 27539-3602	
5112 HERNDON LN	0750592844	BROWN, KENNETH LAMONT BROWN, MARION R	236 HOWARD RD	FUQUAY VARINA NC 27526-8156	
5108 HERNDON LN	0750592995	BROWN, TONY	11021 ASTOR HILL DR	RALEIGH NC 27613-5669	
7824 PERCUSSION DR	0750597081	BRUCKS, CAROLINE VRY DRIES, JASON ROBERT	7824 PERCUSSION DR	APEX NC 27539-3607	
3225 COLBY CHASE DR	0750372274	BRUNET, JAMES R BRUNET, GRETA C	3225 COLBY CHASE DR	APEX NC 27539-3639	
5208 LEVERING MILL RD	0750485688	BURNET, MARTHA SNYDER TRUSTEE BURNET, GILBERT NEFF TRUSTEE	5208 LEVERING MILL RD	APEX NC 27539-3610	
2202 CARCILLAR DR	0750391731	CALDERON, LEONARDO BERMUDEZ PEROZO DIAZ, LINDA MERCEDES	2202 CARCILLAR DR	APEX NC 27539-3637	
5401 MERION STATION DR	0750371220	CALDERWOOD, JAMES S CALDERWOOD, JENNIFER	5401 MERION STATION DR	APEX NC 27539-3605	
3209 COLBY CHASE DR	0750376423	CAMPBELL, HENRY B CAMPBELL, JULLIE M	3209 COLBY CHASE DR	APEX NC 27539-3639	
2512 TEN TEN RD	0751532815	CAREY C JONES MEMORIAL PARK INC	PO BOX 781	APEX NC 27502-0781	
7557 PERCUSSION DR	0751402310	CARLSON, DAVID	7557 PERCUSSION DR	APEX NC 27539-3634	
3212 COLBY CHASE DR	0750373664	CATHEY, ROBERT E III	3212 COLBY CHASE DR	APEX NC 27539-3620	
3217 COLBY CHASE DR	0750374352	CAVALIERO, MARK L CAVALIERO, ELIZABETH F	3217 COLBY CHASE DR	APEX NC 27539-3639	
2324 HORTON PARK DR	0750293130	CHAHAL, JASVIR SINGH CHAHAL, SHARANJIT KAUR	2324 HORTON PARK DR	APEX NC 27539-3644	
2332 TURPENTINE DR	0750280674	CHANDRASHEKAR, RAMASWAMY CHANDRASHEKAR, BHAGYA	34 FOWLER FARM RD	SCARBOROUGH ME 04074-7558	
7556 PERCUSSION DR	0751401183	CHEN, CHIEN-CHUN CINDY LEE CHEN, HSIN-CHWEN SOLOMON	111 TEALIGHT LN	CARY NC 27513-5767	
3325 COLBY CHASE DR	0750276006	CHIARO, JOHN WARD CHIARO, VIRGINIA MAISCH	3325 COLBY CHASE DR	APEX NC 27539-3602	
5408 MERION STATION DR	0750269948	CHILDS, CHARLES CHILDS, PAIGE SALMON	5408 MERION STATION DR	APEX NC 27539-3603	
0 DEZOLA ST	0750385765	COFFER, LANA HORTON	3113 CARRIAGE LIGHT CT	RALEIGH NC 27604-6117	
7816 PERCUSSION DR	0750598293	COMER, BRIAN E STONE, MICHELE R	7816 PERCUSSION DR	APEX NC 27539-3607	
5409 MERION STATION DR	0750362975	COYNE, CASH COYNE, KATE MCNAMARA	5409 MERION STATION DR	APEX NC 27539-3605	
2269 HORTON PARK DR	0750299700	D R HORTON INC	2635 MERIDIAN PKWY STE 201	DURHAM NC 27713-4201	
3224 COLBY CHASE DR	0750371540	DALE, DENNIS DALE, ROBERTA	3224 COLBY CHASE DR	APEX NC 27539-3620	
2241 HORTON PARK DR	0750391952	DASANA, PARAMESHWARUDU TRUSTEE DASANA, NALINI TRUSTEE	3040	APEX NC 27502	
8317 SMITH RD	0750576147	DEAN, JOSEPH W DEAN, CHRISTINE W	8317 SMITH RD	APEX NC 27539-8179	
3472 COLBY CHASE DR	0750174078	DENCE, CARISA LEE	3472 COLBY CHASE DR	APEX NC 27539-9069	
8129 SMITH RD	0750594097	DOWNING, OSWALD DOWNING, DEBORAH H	8129 SMITH RD	APEX NC 27539-8175	
640 BUMBLEBEE LOOP	0750271722	DR HORTON INC	2635 MERIDIAN PKWY STE 201	DURHAM NC 27713-4201	
3476 COLBY CHASE DR	0750174019	ELJARJOUM, AAZIZ LAHMAR, FAIZA	3476 COLBY CHASE DR	APEX NC 27539-9069	
3332 COLBY CHASE DR	0750275225	ELM STREET BUILDERS LLC	3434 KILDAIRE FARM RD STE 240	CARY NC 27518-2275	
8128 SMITH RD	0750591257	EVENSON, DONNA MARTIN TRUSTEE TRUSTEE OF MARILYN B MARTIN FAMILY TRUST	2201 CANDUN DR STE 103	APEX NC 27523-6413	
3304 COLBY CHASE DR	0750278301	FELTON, TIMOTHY M FELTON, ALLISON C	3304 COLBY CHASE DR	APEX NC 27539-3601	
7552 PERCUSSION DR	0751401123	FILIPPO, JULIA	7552 PERCUSSION DR	APEX NC 27539-3634	
7537 PERCUSSION DR	0751309351	FITTS, MARCHE DOROTHY	7537 PERCUSSION DR	APEX NC 27539-3634	
8121 SMITH RD	0750596206	GANDHI, ANIL R GANDHI, NEHA A	105 BONNIEWOOD DR	CARY NC 27518-8961	
7577 PERCUSSION DR	0751404279	GELOZIN, ROBERT GELOZIN, SHAKHNOZA	7577 PERCUSSION DR	APEX NC 27539-3634	
2208 RED ADMIRAL CT	0750490928	GHORI, NILAM NAVADIYA, PRATIKKUMAR	2208 RED ADMIRAL CT	APEX NC 27539-3641	
8209 SMITH RD	0750582632	GIETZ, DYLAN GIETZ, JACQUELINE	125 STEEPRIDGE LN	HOLLY SPRINGS NC 27540-9666	
3308 DREXEL HILL CT	0750484209	GILMAN, BRIAN P GILMAN, REBECCA G	101 VE THEYL LN	CARY NC 27513-1629	
7601 PERCUSSION DR	0751407297	GILMAN, MATTHEW RYAN GILMAN, MARIA YEVNA	7601 PERCUSSION DR	APEX NC 27539-3635	
7836 PERCUSSION DR	0750586637	GLENNON, WILLIAM D GLENNON, RUTHANNE	7836 PERCUSSION DR	APEX NC 27539-3607	
5405 MERION STATION DR	0750371171	GOLD, LOREN J GOLD, MOLLY I	5405 MERION STATION DR	APEX NC 27539-3605	
7572 PERCUSSION DR	0751404102	GORANTLA, NAGARJUNA	7572 PERCUSSION DR	APEX NC 27539-3634	
504 RESTEASY DR	0750392880	GOWRISHANKAR, RAMKUMAR KARAJAGI, LEENA NINGARAJ	2412 EMILY BROOK WAY	APEX NC 27523-8510	
5213 LEVERING MILL RD	0750484438	GREENE, WILLIAM BLAKE GREENE, LAUREN KIRBY	5213 LEVERING MILL RD	APEX NC 27539-3640	
5013 JESSIE DR	0751407981	GRIFFIN, JOSEPH A	2153 MAIZEFIELD LN	FUQUAY VARINA NC 27526-5351	
2229 HORTON PARK DR	0751302062	HAGAN, ROBERT DOUGLAS JR HAGAN, MELISSA A	103 TREADWELL CT	CARY NC 27513-9002	
7565 PERCUSSION DR	0751403229	HAMAN, DEIRDRE HYSLOP, LYNN	7565 PERCUSSION DR	APEX NC 27539-3634	
2227 HORTON PARK DR	0751302083	HARTMAN, ALEXANDER ASENCIO, SYDNEY	2227 HORTON PARK DR	APEX NC 27539-3636	
2408 MERION CREEK DR	0750371996	HEISE, ROBERT H HEISE, CARY VIVIAN	2408 MERION CREEK DR	APEX NC 27539-6300	
5104 HERNDON LN	0751503134	HERNDON, GARY K HERNDON, DIANNE R	5100 HERNDON LN	APEX NC 27539-6505	
5100 HERNDON LN	0751503287	HERNDON, GARY KENNETH HERNDON, DIANNE R	5100 HERNDON LN	APEX NC 27539-6505	
2235 HORTON PARK DR	0750392918	HIJAZIN, GEORGE HIJAZIN, ERIKA	2235 HORTON PARK DR	APEX NC 27539-3636	
5021 JESSIE DR	0751428103	HINTON, BLANCHE W	5021 JESSIE DR	APEX NC 27539-8859	
5140 JESSIE DR	0751424433	HINTON, CHRISTOPHER R	5140 JESSIE DR	APEX NC 27539-6280	
5400 BOBBITT RD	0750180114	HINTON, INETTA LOUISE	5400 BOBBITT RD	APEX NC 27539-7286	
5137 DEZOLA ST	0750395262	HINTON, MELISSA D	5137 DEZOLA ST	APEX NC 27539-9529	
2325 HORTON PARK DR	0750295019	HOGAN, JEREMY LEE HOGAN, SUSAN ELIZABETH	2325 HORTON PARK DR	APEX NC 27539-3644	
5228 LEVERING MILL RD	0750481855	HORNADA, JEFFREY MICHAEL HORNADA, KARA LEIGH	5228 LEVERING MILL RD	APEX NC 27539-3610	
2443 CARCILLAR DR	0750278739	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033	
5009 DEZOLA ST	0751306056	HORTON PARK INVESTMENTS LLC	2635 MERIDIAN PKWY STE 201	DURHAM NC 27713-4201	
5101 JESSIE DR	0751318399	HORTON PARK MF LLC	PO BOX 6327	RALEIGH NC 27628-6327	
5145 DEZOLA ST	0750394206	HORTON, CHARLES LEON HORTON, SARAH J	8804 STEPHENSON RD	APEX NC 27539-8708	
8304 SMITH RD	0750184078	HORTON, KIMBERLY A HORTON, LOOMIS III	4801 SW 202ND AVE	SOUTHWEST RANCHES FL 33332-1033	
8217 SMITH RD	0750582794	HORTON, WILLIAM HORTON, EDNA W	8208 SMITH RD	APEX NC 27539-8176	
8208 SMITH RD	0750489723	HORTON, WILLIAM JR	JULIA HORTON BURRIS	8204 SMITH RD	APEX NC 27539-8176
8204 SMITH RD	0750489886	HORTON, WILLIAM JR BURRIS, JULIA HORTON	JULIA HORTON BURRIS	2337 CENTURY OAKS LN	CHARLOTTE NC 28262-3158
0 SMITH RD	0750488827	HORTON, WILLIAM JR HORTON, EDNA	JULIA HORTON BURRIS	8204 SMITH RD	APEX NC 27539-8176
8205 SMITH RD	0750583990	HORTON, WILLIAM JR HORTON, EDNA WILLIS	JULIA HORTON BURRIS	8204 SMITH RD	APEX NC 27539-8176
0 HERNDON LN	0750499710	HORTON, WILLIAM SR HEIRS HORTON, LOOMIS JR HEIRS	WILLIAM HORTON JR	8208 SMITH RD	APEX NC 27539-8176
7553 PERCUSSION DR	0751401360	HUANG, WILSON HUANG, GUOZHANG	7553 PERCUSSION DR	APEX NC 27539-3634	
5037 JESSIE DR	0751415915	HUNTER, MELVIN O HUNTER, NICOLE	5037 JESSIE DR	APEX NC 27539-8859	
2267 HORTON PARK DR	0750299722	HUSNA, HUSAIN TAWAWALA, ZAHARA	2272 CASCADE ST	MILPITAS CA 95035-7804	
7564 PERCUSSION DR	0751402192	HUSSIEN, OMNIA GALAL, KAREEM	7564 PERCUSSION DR	APEX NC 27539-3634	
5000 JESSIE DR	0751426828	INDUS REAL ASSOC LLC	4713 BROOK TOP CT	RALEIGH NC 27606-3100	
7549 PERCUSSION DR	0751401310	ISAEV, MIKHAIL ISAEVA, IANA	7549 PERCUSSION DR	APEX NC 27539-3634	
0 E WILLIAMS ST	0750084420	JONES, PATRICIA A	435 EYAM HALL LN	APEX NC 27502-4758	
7568 PERCUSSION DR	0751403142	KALATHUR, RAJA SEKHAR REDDY KALATHUR, BINDU MADHAVI	7568 PERCUSSION DR	APEX NC 27539-3634	

7541 PERCUSSION DR	0751400311	KANIA, CHRISTOPHER MICHAEL RYDER, LAURA	7541 PERCUSSION DR	APEX NC 27539-3634	
3204 COLBY CHASE DR	0750376759	KANODE, MARK E KANODE, LORI D	3204 COLBY CHASE DR	APEX NC 27539-3620	
2200 CARCILLAR DR	0750391753	KAPOOR, ROHAN SANDEEP	2200 CARCILLAR DR	APEX NC 27539-3637	
5200 LEVERING MILL RD	0750488577	KEENE, CHRISTOPHER P KEENE, ANNA E	5200 LEVERING MILL RD	APEX NC 27539-3610	
7589 PERCUSSION DR	0751406238	KENJALE, HIMANSHU RAMESH KENJALE, ROMA	7589 PERCUSSION DR	APEX NC 27539-3634	
2216 RED ADMIRAL CT	0750490846	KHANAL, KALYAN RIMAL, SARITA	2216 RED ADMIRAL CT	APEX NC 27539-3641	
5001 JESSIE DR	0751510857	KK LAND INC	2203 GOOD SHEPHERD WAY	APEX NC 27523-6947	
2329 HORTON PARK DR	0750295003	KOIRALA, GOPAL DHUNGANA, SUJATA	2329 HORTON PARK DR	APEX NC 27539-3644	
2217 RED ADMIRAL CT	0750492835	KONDAPALLI, RAGHAVA SANTOSH VUTUKURU, SREE DIVYA	2217 RED ADMIRAL CT	APEX NC 27539-3641	
0 SMITH RD	0750597456	KUMBA LLC	225 GRENOCH VALLEY LN	APEX NC 27539-6351	
7548 PERCUSSION DR	0751400173	LAKSHMANAN, SADAIYAN SADAIYAN, MAHALAKSHMI	7548 PERCUSSION DR	APEX NC 27539-3634	
2237 HORTON PARK DR	0750391996	LAL, RAHUL LAL, SAPNA	2237 HORTON PARK DR	APEX NC 27539-3636	
3232 COLBY CHASE DR	0750279358	LASTER, JOHN CASEY LASTER, REBEKAH ELIZABETH	3232 COLBY CHASE DR	APEX NC 27539-3620	
5129 DEZOLA ST	0750492134	LEATHAM, GARRETT LEATHAM, EMILY	5129 DEZOLA ST	APEX NC 27539-9529	
7585 PERCUSSION DR	0751405288	MACKIE, ROBERT	7585 PERCUSSION DR	APEX NC 27539-3634	
2261 HORTON PARK DR	0750299766	MADIKI, SUVARNA KUMAR	2261 HORTON PARK DR	APEX NC 27539-3636	
5204 LEVERING MILL RD	0750487632	MADRID, RICHARD J MADRID, RENE MONIQUE	5204 LEVERING MILL RD	APEX NC 27539-3610	
2204 CARCILLAR DR	0750391710	MALONE, JESSE MALONE, VERONICA R	2204 CARCILLAR DR	APEX NC 27539-3637	
2239 HORTON PARK DR	0750391974	MANDLIYA, AMIT	2239 HORTON PARK DR	APEX NC 27539-3636	
5133 DEZOLA ST	0750398002	MANSFIELD, MARISA MANSFIELD, MICHAEL	5133 DEZOLA ST	APEX NC 27539-9529	
2205 CARCILLAR DR	0750392548	MASOOD, HABIB ABUL MASOOD, DILARA YESMIN	611 MERCER GRANT DR	CARY NC 27519-8742	
3208 COLBY CHASE DR	0750375700	MATTHEWS, VIRGINIA M MATTHEWS, JOHN L	3208 COLBY CHASE DR	APEX NC 27539-3620	
2211 CARCILLAR DR	0750391592	MCALLISTER, NICHOLAS	2211 CARCILLAR DR	APEX NC 27539-3637	
7832 PERCUSSION DR	0750586768	MCCLAMROCK, GRADY L III MCCLAMROCK, HUONG T	7832 PERCUSSION DR	APEX NC 27539-3607	
5209 LEVERING MILL RD	0750485424	MEHTA, AM MEHTA, RJ	5209 LEVERING MILL RD	APEX NC 27539-3640	
5304 LEVERING MILL RD	0750387004	MERION HOMEOWNERS ASSOCIATION INC	C/O ASSOCIA HRW	4700 HOMEWOOD CT STE 380	RALEIGH NC 27609-5732
502 RESTEASY DR	0750393707	MEYERS, JENNIFER TORRISI MEYERS, MATTHEW WALTER	502 RESTEASY DR	APEX NC 27539-3638	
5100 JESSIE DR	0751421387	MFW INVESTMENTS LLC	2702 EMERALD DR	EMERALD ISLE NC 28594-6525	
7536 PERCUSSION DR	0751309104	MICCHI, PAULO RICARDO DOS SANTOS MICCHI, MARISA DA SILVA	7536 PERCUSSION DR	APEX NC 27539-3634	
7584 PERCUSSION DR	0751405151	MIN, YU KEUN HA, JIYEON	7584 PERCUSSION DR	APEX NC 27539-3634	
2225 HORTON PARK DR	0751303005	MOORE, ERIC SCOTT MOORE, TRACEY LEA	2225 HORTON PARK DR	APEX NC 27539-3636	
5220 LEVERING MILL RD	0750483860	MOUSHEGIAN, KENNETH C	5220 LEVERING MILL RD	APEX NC 27539-3610	
2207 CARCILLAR DR	0750392526	MURPHY, COLLEEN NICOLE	2207 CARCILLAR DR	APEX NC 27539-3637	
3305 COLBY CHASE DR	0750267955	MUSE, EDWARD MUSE, ROBIN	3305 COLBY CHASE DR	APEX NC 27539-3602	
7544 PERCUSSION DR	0751400114	NAGAOKA, SHUICHI NAGAOKA, YUMIKO	7544 PERCUSSION DR	APEX NC 27539-3634	
2221 REDPOLL DR	0750495828	NARAYANAN, NITHIN PUNAROOR ADIGA, PRIYANKA NAGESH	2221 REDPOLL DR	APEX NC 27539-3642	
5035 DEZOLA ST	0750396733	NEPAL, BHIM BAHADUR NEPAL, SABITA BISTA	5035 DEZOLA ST	APEX NC 27539-9501	
2201 CARCILLAR DR	0750392681	ORTIZ, JOSUE ZEVALLOS TAMA, MARIA ANTONELLA	2201 CARCILLAR DR	APEX NC 27539-3637	
1713 E WILLIAMS ST	0750096187	PAGE TWO HOLDINGS LLC	1501 HIGHWOODS BLVD STE 302	GREENSBORO NC 27410-2052	
0 E WILLIAMS ST	0750095624	PAGE TWO HOLDINGS LLC RODESSA LLC	1501 HIGHWOODS BLVD STE 302	GREENSBORO NC 27410-2052	
7529 PERCUSSION DR	0751308351	PARK, SUNNY PARK, EDWARD	7529 PERCUSSION DR	APEX NC 27539-3634	
0 COLBY CHASE DR	0750176279	PEMBERLEY PROPERTY OWNERS' ASSOCIATION, INC	OMEGA ASSOCIATION MANAGEMENT INC	160 NE MAYNARD RD STE 210	CARY NC 27513-9676
7592 PERCUSSION DR	0751406161	PETKAR, DEVENDRA PETKAR, DHANASHRI	7592 PERCUSSION DR	APEX NC 27539-3634	
3316 DREXEL HILL CT	0750481421	PICKLE, KENNETH B PICKLE, SHARON B	3316 DREXEL HILL CT	APEX NC 27539-3679	
0 COLBY CHASE DR	0750375774	PIETZ, BRYAN PIETZ, JORDAN	2400 MERION CREEK DR	APEX NC 27539-6300	
2400 MERION CREEK DR	0750383293	PIETZ, BRYAN S PIETZ, JORDAN	2400 MERION CREEK DR	APEX NC 27539-6300	
2257 HORTON PARK DR	0750390709	POLISHCHUK, YURII POLISHCHUK, ANASTASIIA	2257 HORTON PARK DR	APEX NC 27539-3636	
5224 LEVERING MILL RD	0750482864	POZDER, VLADIMIR POZDER, JULI W	5224 LEVERING MILL RD	APEX NC 27539-3610	
5043 DEZOLA ST	0750396666	PRADHAN, GEETA DEVI PRADHAN, PREM KUMAR	5043 DEZOLA ST	APEX NC 27539-9501	
7561 PERCUSSION DR	0751402279	PRADHAN, KRISHNA DANGOL, SITA	7561 PERCUSSION DR	APEX NC 27539-3634	
2206 CARCILLAR DR	0750390698	PRADHAN, SUSHMITA PRADHAN, LAXMI	2206 CARCILLAR DR	APEX NC 27539-3637	
7545 PERCUSSION DR	0751400360	QUDDUS, MD ABDUL AFROSE, NUSRAT NUR	7545 PERCUSSION DR	APEX NC 27539-3634	
2205 RED ADMIRAL CT	0751402043	RAHIMI, KHALIL MUSA	2205 RED ADMIRAL CT	APEX NC 27539-3641	
508 RESTEASY DR	0750392853	REGAN, JAMES MICHAEL	508 RESTEASY DR	APEX NC 27539-3638	
2213 REDPOLL DR	0750495928	REILLY, CHELSEA KAISER REILLY, KEVIN PATRICK	2213 REDPOLL DR	APEX NC 27539-3642	
0 DEZOLA ST	0750288880	RICHARDSON, ALTON RICHARDSON, TERESA	1295 WINDHAM RD	GREENVILLE NC 27834-7093	
0 DEZOLA ST	0750384478	RICHARDSON, DONALD F	1630 VAN BUREN ST NW	WASHINGTON DC 20012-2838	
0 DEZOLA ST	0750288532	RICHARDSON, DONALD FELIX	1630 VAN BUREN ST NW	WASHINGTON DC 20012-2838	
3326 COLBY CHASE DR	0750276204	RICKARDS, ZACHARY RICKARDS, KACI	3326 COLBY CHASE DR	APEX NC 27539-3601	
5312 LEVERING MILL RD	0750377872	ROBINSON, KEVIN ROBINSON, BRENDA	5312 LEVERING MILL RD	APEX NC 27539-3649	
2231 HORTON PARK DR	0751302040	RODRIGUEZ, RAFAEL BERTI COLINA DE BERTI, CAROLINA SNEIDY	2231 HORTON PARK DR	APEX NC 27539-3636	
5116 HERNDON LN	0750592619	RUSHING, JOHN RUSHING, KELLI KAE	5116 HERNDON LN	APEX NC 27539-6505	
5205 LEVERING MILL RD	0750486339	RUSNAK, DAVID W RUSNAK, PAMELA P	5205 LEVERING MILL RD	APEX NC 27539-3640	
5232 LEVERING MILL RD	0750480767	RYDESKY, THOMAS E RYDESKY, LINDA U	5232 LEVERING MILL RD	APEX NC 27539-3610	
7521 PERCUSSION DR	0751307352	SABO, JOSEPH BRIAN	7521 PERCUSSION DR	APEX NC 27539-3634	
2251 HORTON PARK DR	0750390864	SARPAL, ANEETA SARPAL, MANDEEP SINGH	2251 HORTON PARK DR	APEX NC 27539-3636	
7828 PERCUSSION DR	0750587839	SEIBERT, BLAKE A SEIBERT, AMANDA	7828 PERCUSSION DR	APEX NC 27539-3607	
2203 CARCILLAR DR	0750392569	SENLIK, CIHANGIR SENLIK, MERYEM	2203 CARCILLAR DR	APEX NC 27539-3637	
7840 PERCUSSION DR	0750585596	SETZER, DAVID M SETZER, JULIA D	7840 PERCUSSION DR	APEX NC 27539-3607	
3468 COLBY CHASE DR	0750175038	SIMPSON, DAVID L SIMPSON, RACHEL E	3468 COLBY CHASE DR	APEX NC 27539-9069	
506 RESTEASY DR	0750392861	SINGH, RAHUL TRUSTEE SINGH, ALKA TRUSTEE	3701 ADELA CT	CARY NC 27519-8637	
5217 LEVERING MILL RD	0750483541	SINGLETARY, MICHAEL SINGLETARY, LAETITIA	5217 LEVERING MILL RD	APEX NC 27539-3640	
2243 HORTON PARK DR	0750391931	SIRPAL, SAVEET	2243 HORTON PARK DR	APEX NC 27539-3636	
7588 PERCUSSION DR	0751406111	SKUTHAN, JERRY SKUTHAN, ALYSHA	7588 PERCUSSION DR	APEX NC 27539-3634	
5240 LEVERING MILL RD	0750389545	SMITH, ALEXANDER DUNCAN SMITH, CELESTE MIDDLETON	5240 LEVERING MILL RD	APEX NC 27539-3610	
5121 HERNDON LN	0750594559	SOCH, SHELLY RIAZ, ZAHID	5433 DEN HEIDER WAY	RALEIGH NC 27606-9584	
0 SMITH RD	0751505892	SORRELL GRADING COMPANY	929 TYLER DEWAR LN	FUQUAY VARINA NC 27526-6434	
5236 LEVERING MILL RD	0750389677	SPOHRER, STEVE SPOHRER, ALICE	5236 LEVERING MILL RD	APEX NC 27539-3610	
7533 PERCUSSION DR	0751309301	STEPHEN, JAMES GEORGE STEPHEN, MARILYN	7533 PERCUSSION DR	APEX NC 27539-3634	
5220 JESSIE DR	0751311392	STEPHENS ENTERPRISES LLC	319 CHAPANOKE RD STE 102	RALEIGH NC 27603-3433	
3220 COLBY CHASE DR	0750372555	STEWART, RICHARD J STEWART, MARY A	3220 COLBY CHASE DR	APEX NC 27539-3620	
7560 PERCUSSION DR	0751402133	SUNKARA, SNEHA BOLLA, PAVAN	7560 PERCUSSION DR	APEX NC 27539-3634	
5229 LEVERING MILL RD	0750482535	SURA, PIYUSH SURA, SMITA P	5229 LEVERING MILL RD	APEX NC 27539-3640	
7581 PERCUSSION DR	0751405238	THAPA, SHIV LAL THAPA, SABITRI	7581 PERCUSSION DR	APEX NC 27539-3634	
5025 JESSIE DR	0751426099	TOOMER, FANNIE O	5025 JESSIE DR	APEX NC 27539-8859	
5041 JESSIE DR	0751414924	TOOMER, JOEY T	5025 JESSIE DR	APEX NC 27539-8859	
0 E WILLIAMS ST	0750085838	TRINITY APEX NORTH 100 LLC	CHET MANN	1508 VON CANNON CIR	SANFORD NC 27330-8256
2209 CARCILLAR DR	0750392514	VARGHESE, SIBI SIBI, VINITA MARIA	4017 SYKES ST	CARY NC 27519-7300	
3205 COLBY CHASE DR	0750377550	WATSON, CHRISTOPHER WATSON, ARIEL	3205 COLBY CHASE DR	APEX NC 27539-3639	
3221 COLBY CHASE DR	0750373287	WILLS, JONATHAN RAY PANTEA, SIMONA	3221 COLBY CHASE DR	APEX NC 27539-3639	
7569 PERCUSSION DR	0751403279	WIMPEY, MICHAEL SHAUN WIMPEY, MARISKE DEIRDRE	7569 PERCUSSION DR	APEX NC 27539-3634	
3304 DREXEL HILL CT	0750485263	WINDES, TODD N WINDES, SASHA TRUSTEES	PMB 574	4607 LAKEVIEW CANYON RD	WESTLAKE VILLAGE CA 91361-4028
0 E WILLIAMS ST	0751201670	WOMBLE, CHARLES H WOMBLE, GLEN A	802 BELLAMY RD	NORTH MYRTLE BEACH SC 29582-2828	
8140 SMITH RD	0750497667	WRIGHT, DWIGHT MARVIN	5010 DEZOLA ST	APEX NC 27539-9500	

7525 PERCUSSION DR	0751308302	XU, XIWEN	7525 PERCUSSION DR	APEX NC 27539-3634
7573 PERCUSSION DR	0751404229	YAO, WILLIAM SHAU YAO, JANE HSIAO	7573 PERCUSSION DR	APEX NC 27539-3634
5005 DEZOLA ST	0751306151	YECKEL, CATHERINE MLK YECKEL, PHILIP ROSS	5005 DEZOLA ST	APEX NC 27539-9501
3228 COLBY CHASE DR	0750370454	YOUNG, GLORIA C TRUSTEE THE GLORIA C YOUNG REVOCABLE TRUST	3228 COLBY CHASE DR	APEX NC 27539-3620
510 RESTEASY DR	0750392835	YUKSELDI, ALI	510 RESTEASY DR	APEX NC 27539-3638
		APEX TOWN OF	PO BOX 250	APEX NC 27502
		Current Tenant	600 Bumblebee LOOP	APEX NC 27539
		Current Tenant	601 Bumblebee LOOP	APEX NC 27539
		Current Tenant	604 Bumblebee LOOP	APEX NC 27539
		Current Tenant	605 Bumblebee LOOP	APEX NC 27539
		Current Tenant	608 Bumblebee LOOP	APEX NC 27539
		Current Tenant	612 Bumblebee LOOP	APEX NC 27539
		Current Tenant	616 Bumblebee LOOP	APEX NC 27539
		Current Tenant	620 Bumblebee LOOP	APEX NC 27539
		Current Tenant	624 Bumblebee LOOP	APEX NC 27539
		Current Tenant	627 Bumblebee LOOP	APEX NC 27539
		Current Tenant	628 Bumblebee LOOP	APEX NC 27539
		Current Tenant	631 Bumblebee LOOP	APEX NC 27539
		Current Tenant	632 Bumblebee LOOP	APEX NC 27539
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		Current Tenant	2463 Carcillar DR	APEX NC 27539
		Current Tenant	2467 Carcillar DR	APEX NC 27539
		Current Tenant	3331 Co by Chase DR	APEX NC 27539
		Current Tenant	3332 Co by Chase DR	APEX NC 27539
		Current Tenant	3340 Co by Chase DR	APEX NC 27539
		Current Tenant	3346 Co by Chase DR	APEX NC 27539
		Current Tenant	3347 Co by Chase DR	APEX NC 27539
		Current Tenant	3353 Co by Chase DR	APEX NC 27539
		Current Tenant	5000 Dezola ST	APEX NC 27539
		Current Tenant	5001 Dezola ST	APEX NC 27539
		Current Tenant	5004 Dezola ST	APEX NC 27539
		Current Tenant	5008 Dezola ST	APEX NC 27539
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		Current Tenant	2277 Horton Park DR	APEX NC 27539
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		Current Tenant	2281 Horton Park DR	APEX NC 27539

Current Tenant	2283 Horton Park DR	APEX NC 27539
Current Tenant	2321 Horton Park DR	APEX NC 27539
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Current Tenant	2515 Horton Park DR	APEX NC 27539
Current Tenant	5000 Jessie DR	APEX NC 27539
Current Tenant	5112 Jessie DR	APEX NC 27539
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Current Tenant	7505 Percussion DR	APEX NC 27539
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Current Tenant	2312 Pine Cone CT	APEX NC 27539
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Current Tenant	2325 Pine Cone CT	APEX NC 27539
Current Tenant	2328 Pine Cone CT	APEX NC 27539
Current Tenant	2329 Pine Cone CT	APEX NC 27539
Current Tenant	560 Pristine Water DR	APEX NC 27539
Current Tenant	2201 Red Admiral CT	APEX NC 27539
Current Tenant	2204 Red Admiral CT	APEX NC 27539
Current Tenant	2209 Red Admiral CT	APEX NC 27539
Current Tenant	2212 Red Admiral CT	APEX NC 27539
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Current Tenant	2222 Redpoll DR	APEX NC 27539
Current Tenant	2225 Redpoll DR	APEX NC 27539
Current Tenant	2229 Redpoll DR	APEX NC 27539
Current Tenant	2233 Redpoll DR	APEX NC 27539
Current Tenant	504 Resteasy DR	APEX NC 27539
Current Tenant	506 Resteasy DR	APEX NC 27539
Current Tenant	8120 Smith RD	APEX NC 27539
Current Tenant	8121 Smith RD	APEX NC 27539
Current Tenant	8124 Smith RD	APEX NC 27539
Current Tenant	8128 Smith RD	APEX NC 27539
Current Tenant	8204 Smith RD	APEX NC 27539
Current Tenant	8205 Smith RD	APEX NC 27539
Current Tenant	8209 Smith RD	APEX NC 27539
Current Tenant	8217 Smith RD	APEX NC 27539
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Current Tenant	2309 Turpentine DR	APEX NC 27539
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Current Tenant	2315 Turpentine DR	APEX NC 27539
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Current Tenant	2319 Turpentine DR	APEX NC 27539
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Current Tenant	2324 Turpentine DR	APEX NC 27539
Current Tenant	2325 Turpentine DR	APEX NC 27539
Current Tenant	2328 Turpentine DR	APEX NC 27539
Current Tenant	2332 Turpentine DR	APEX NC 27539
Current Tenant	2336 Turpentine DR	APEX NC 27539
Current Tenant	2340 Turpentine DR	APEX NC 27539
Current Tenant	2344 Turpentine DR	APEX NC 27539
Current Tenant	2345 Turpentine DR	APEX NC 27539
Current Tenant	2348 Turpentine DR	APEX NC 27539
Current Tenant	2352 Turpentine DR	APEX NC 27539
Current Tenant	2200 Warbler DR	APEX NC 27539

Current Tenant	2204 Warbler DR	APEX NC 27539
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Current Tenant	2209 Warbler DR	APEX NC 27539
Current Tenant	2212 Warbler DR	APEX NC 27539
Current Tenant	2213 Warbler DR	APEX NC 27539
Current Tenant	2216 Warbler DR	APEX NC 27539
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Current Tenant	2236 Warbler DR	APEX NC 27539
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Current Tenant	2248 Warbler DR	APEX NC 27539
Current Tenant	2252 Warbler DR	APEX NC 27539
Current Tenant	2256 Warbler DR	APEX NC 27539
Current Tenant	2260 Warbler DR	APEX NC 27539
Current Tenant	2264 Warbler DR	APEX NC 27539
Current Tenant	1713A E Williams ST	APEX NC 27539

Created by Town of Apex Planning Department
Date Created: 3/4/2026

Attendee Report

Report generated time	3/24/2026 9:57

Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Registrants	# Cancelled registrants	Unique Vie	Total Users	Max Concurrent Views	Enable Registration
Horton Park PUD Amendment	880 6940 1676	3/23/2026 17:15	80	10	0	7	22	10	Yes

Host Details

Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name
Yes	Leticia Shapiro	[redacted]	3/23/2026 17:15	3/23/2026 18:34	80	No	United States

Panelist Details

Attended	User Name (Original Name)	Email	Join Time	Leave Time	Time in Session (minutes)	Is Guest	Country/Region Name
Yes	Pablo Reiter	[redacted]	3/23/2026 17:38	3/23/2026 18:01	23	Yes	United States
Yes	Kevin Dean	[redacted]	3/23/2026 17:21	3/23/2026 18:01	40	Yes	United States
Yes	Jeff Roach	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	3/23/2026 17:20	3/23/2026 18:12	52	No	United States
Yes	Julia Ogden	[redacted]	3/23/2026 18:11	3/23/2026 18:12	2	No	United States
Yes	Julia Ogden	[redacted]	3/23/2026 18:13	3/23/2026 18:34	22	No	United States

Attendee Details

Attended	User Name (Original Name)	First Name	Last Name	Email	Registration Time	Approval S	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name
Yes	Toufic Batouli	Toufic	Batouli	[redacted]	3/14/2026 20:02	approved	3/23/2026 17:31	3/23/2026 18:25	54	Yes	United States
Yes	Christopher Kania	Christopher	Kania		3/22/2026 12:34	approved	3/23/2026 17:30	3/23/2026 17:50	21	Yes	United States
Yes	Thomas Drake	Thomas	Drake		3/23/2026 16:29	approved	3/23/2026 17:30	3/23/2026 17:34	4	Yes	United States
Yes	Thomas Drake	Thomas	Drake				3/23/2026 17:31	3/23/2026 17:50	19	Yes	United States
Yes	Thomas Drake	Thomas	Drake				3/23/2026 17:38	3/23/2026 17:50	13	Yes	United States
Yes	Skip Hagan	Skip	Hagan		3/23/2026 16:36	approved	3/23/2026 17:30	3/23/2026 17:48	18	Yes	United States
Yes	Skip Hagan	Skip	Hagan				3/23/2026 17:54	3/23/2026 18:00	6	Yes	United States
Yes	Skip Hagan	Skip	Hagan				3/23/2026 18:00	3/23/2026 18:00	1	Yes	United States
Yes	Skip Hagan	Skip	Hagan				3/23/2026 18:00	3/23/2026 18:03	3	Yes	United States
Yes	Skip Hagan	Skip	Hagan				3/23/2026 18:12	3/23/2026 18:19	8	Yes	United States
Yes	Jim Brunet	Jim	Brunet		3/23/2026 17:29	approved	3/23/2026 17:30	3/23/2026 17:45	16	Yes	United States
Yes	Jim Brunet	Jim	Brunet				3/23/2026 17:30	3/23/2026 17:48	19	Yes	United States
Yes	Anne Oakley	Anne	Oakley		3/23/2026 17:30	approved	3/23/2026 17:30	3/23/2026 18:00	30	Yes	United States
Yes	Anne Oakley	Anne	Oakley				3/23/2026 17:30	3/23/2026 18:01	31	Yes	United States
Yes	jon cooper	jon	cooper		3/23/2026 17:39	approved	3/23/2026 17:39	3/23/2026 17:45	7	Yes	United States
No	Osiris	Osiris	Reyes Blancas		3/15/2026 20:41	approved	--	--	--	--	
No	Mike	Mike	Whitehead		3/16/2026 10:50	approved	--	--	--	--	
No	Selva	Selva	Mo		3/23/2026 16:54	approved	--	--	--	--	

Second Neighborhood Meeting Report | Horton Park PUD Rezoning

Date: March 23, 2026

The applicant provided a presentation providing a detailed overview of the proposed Planned Unit Development Amendment Rezoning and included the following key topics:

Purpose of the Meeting

The meeting was intended to:

- update neighbors since the first neighborhood meeting in November of 2025,
- explain where the application stands in the rezoning process,
- answer questions and collect public comments.

Current Status of the Rezoning

The team explained that:

- a pre-application meeting has been completed,
- the first neighborhood meeting was held in November,
- the application was submitted on December 1,
- the project is in staff review,
- the next steps are Planning Board and then Town Council public hearings.

Proposed Amendment

The amendment is limited to a single transportation-related condition in the PUD.

Currently, the PUD limits development to 250 dwelling units before certain road improvements identified in the traffic study are completed. The applicant is requesting that this cap be increased to 335 dwelling units before those improvements are complete.

The team emphasized that:

- this is not a request for additional density,
- the total approved development pattern in the PUD is not changing,
- the amendment only changes the phasing threshold so construction can continue while road improvements proceed.

The revised threshold would allow up to:

- 225 single-family detached homes
- 110 townhomes

Additional Traffic Commitments and Context

The team stated that transportation conditions have changed since the original 2019 rezoning because the area now has more access points and connections than before. They noted:

- improvements have already been completed,
- an updated traffic study has been performed,
- the developer will commit to installing a traffic signal at Jesse Drive and Ten Ten Road before platting more than 250 residential lots.

The broader network improvements were also discussed, including:

- extension of Glad Song over existing DeSola Street toward Smith Road,
- access north through Production Drive into Pinnacle Park toward Lufkin Road and Highway 55.

The applicant team said these connections are expected to relieve pressure on local roads and provide more route options.

Q&A

Q: A participant asked what size lots were planned.
A: The PUD was approved with the same lot pattern as the rest of the development, including townhomes and 52-foot lots.

Q: A participant asked about traffic impacts on Colby Chase Drive, stating that traffic had increased significantly since the barrier was removed.
A: Traffic engineer responded:

- an updated traffic analysis was completed in September,
- the opening of the gate/barrier was directed by the Town, not the developer,
- future connections and the new signal at Jesse Drive/Ten Ten Road should help distribute traffic and reduce pressure on Colby Chase.

Civil engineer added that improved westward and northward connections are one reason the rezoning amendment is being pursued now.

Q: A participant asked whether the amendment was increasing the overall density of the PUD.
A: The amendment does not add density beyond what is already approved in the PUD,

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

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.

I, Leticia L. Shapiro, do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Minor Site Plan, Residential Master Subdivision Plan, or Special Use Permit in accordance with UDO Sec. 2.2.7.B *Neighborhood Meeting*.

2. The meeting invitations were mailed to the Apex Planning Department, all property owners and tenants abutting and within 500 feet of the subject property and any neighborhood association that represents citizens in the notification area via first class mail a minimum of 14 days in advance of the Neighborhood Meeting.

3. The meeting was conducted at Virtual - Zoom Platform (location/address) on March 23, 2026 (date) from 5:30pm (start time) to 6:30pm (end time).

4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.

5. I have prepared these materials in good faith and to the best of my ability.

March 25, 2026
Date

By: _____
Leticia L. Shapiro

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, Paula H. Zorio, a Notary Public for the above State and County, on this the 25th day of March, 20 26.

SEAL

PAULA H. ZORIO
NOTARY PUBLIC
WAKE COUNTY, N.C.

_____
Notary Public
Paula H. Zorio
Print Name

My Commission Expires: 08/26/29

MORNINGSTAR LAW GROUP

Leticia Shapiro | Attorney
434 Fayetteville Street, Suite 2200
Raleigh, NC 27601

919-590-0366
tshapiro@morningstarlawgroup.com
www.morningstarlawgroup.com

December 1, 2025

Via Town of Apex IDT
Planning
Town of Apex
322 N. Mason Street
Apex, NC 27502

RE: Horton Park PUD Amendment
(See Exhibit C – List of Properties)

To Whom it May Concern,

This letter is submitted to inform you of a proposed amendment to the Horton Park Planned Unit Development (PUD). The request seeks to modify the existing zoning from Planned Unit Development Conditional Zoning (PUD-CZ) to PUD-CZ with revised conditions.

The Horton Park PUD was initially rezoned on October 18, 2017, under Case No. 17CZ19, encompassing a total of 149.029 acres (121.109 acres zoned PUD-CZ and 27.92 acres zoned LI-CU). Subsequently, on April 17, 2018, under Case No. 18CZ04, the PUD was amended to incorporate three additional parcels into the PUD-CZ portion of the district, adding 25.790 acres and increasing the total PUD-CZ acreage to 146.899 acres. The 2018 amendment also established a condition limiting development to a maximum of 250 dwelling units until the completion of specified off-site roadway improvements, including the NCDOT widening of Ten Ten Road. These improvements were identified in the Traffic Study prepared by Ramey Kemp & Associates and referenced in Section 12 and Section 17 of the approved PD Text, attached hereto as Exhibit B.

To date, approximately 247 units have been developed. The developer has completed a significant portion of the required improvements, resulting in materially enhanced access to and from Horton Park since approval of the amended PUD. These improvements are further documented in the revised Traffic Analysis prepared by Kimley-Horn, which has been submitted for review as part of this amendment application. At the time of the original approvals in 2017 and 2018, the widening of Ten Ten Road was anticipated for 2021. Due to delays, including but not limited to, the COVID-19 pandemic, the project was postponed to

2023 and, with the advancement of the NC-540 extension, now appears to have been deprioritized by NCDOT.

Exhibit A proposes an amendment to remove the 250-unit development cap and replace it with a revised cap of 335 units (225 single-family detached homes and 110 townhomes), consistent with the findings of the updated Transportation Impact Analysis performed by Kimley-Horn dated September 25. 2025. This amendment does not increase the overall number of units previously approved for the PUD; rather, it reallocates the approved units to allow development within the PUD to progress.

A corresponding PUD-CZ rezoning application and the revised Traffic Impact Analysis prepared by Kimley-Horn have been submitted through the Town's development portal.

Respectfully submitted,

Leticia L. Shapiro

Exhibit A

HORTON PARK PUD AMENDMENT
Proposed Rezoning Changes
December 1, 2025

Section 12: Public Facilities

...

Transportation

Following are the Traffic Capacity Zoning Conditions for the project as coordinated between NCDOT, the Town of Apex Transportation Engineering staff, and the project Transportation Engineer (Ramey Kemp & Associates).

The Developer shall coordinate with NCDOT all planned improvements on state maintained roadways. In some cases, zoning conditions are subject NCDOT review and approval and may change to conform to NCDOT approvals. Turn bay storage lengths refer to the length of full width lane provided exclusive of the 100-foot taper in each case. Jessie Drive shall continue as a state maintained roadway for all existing and proposed sections, and the developer shall dedicate the right-of-way pursuant to the current Town of Apex Transportation Plan – Thoroughfare and Collector Street Plan, currently a 100-foot public right of way along all sections of Jessie Drive within the development.

The timing of the roadway improvements will be coordinated with Apex Transportation Staff during the Master Subdivision Plan and Construction Document review based upon the recommendations within the approved Traffic Impact Analysis (TIA) and according to the phasing plan providing in Section 17 – Phasing. The following recommendations are based upon the initial TIA dated May 31, 2017 with Colby Chase Addendum dated August 30, 2017 and an updated Traffic Study provided by Kimley-Horn dated September 29, 2025.

US 1 Southbound Ramps / Waterford Green Drive at Center Street

- The Developer shall coordinate with NCDOT and Town staff in order to conduct a signal timing study and implement traffic signal timing modifications within the scope of the closed loop-system for Center Street/Ten-Ten Road, including this intersection, Lufkin Road and Reliance Avenue. The developer shall be obligated to pursue this effort only once during the development build-out schedule as directed by the Town of Apex Senior Transportation Engineer.

- The Developer shall provide intersection signal timing evaluation and modifications at a time to be determined by the Town of Apex Senior Transportation Engineer within the following schedule: The timing evaluation shall occur after the first Final Plat is recorded and prior to the recorded and prior to the recordation of the Final Plat for no more than 250 dwelling units of single-family and/or townhomes, or the issuance building permits for 250 apartment u nits, or any combination thereof.

US Northbound Ramps / Lufkin Road at Ten-Ten Road

- The Developer shall construct dual left turn lanes with 400 feet of storage on the US 1 off-ramp, assuming the pending state TIP project west of Reliance Avenue remains on schedule to be constructed after proposed development build-out. Acceleration of the TIP project may result in revised requirements subject to approval by Apex and NCDOT at a later date.
- The Developer shall construct the aforementioned US 1 Northbound Ramp improvements prior to recordation of the Final Plat for 180 dwelling units of single-family and/or townhomes, or the issuance of building permits for 180 apartments units, or any combination thereof.

Reliance Avenue at Ten-Ten Road

- The Developer Shall restripe the eastbound right turn lane as a through-right and provide additional merge length east of the signalized intersection subject to NCDOT requirements.
- The Developer shall construct the improvements at the aforementioned Reliance Avenue/Ten Ten intersection prior to the first Final Plat for single-family and/or townhomes, or the first building permit issuance for the apartments.

Jessie Drive at Ten-Ten Road

To date, the following improvements have been completed by the Developer:

- Construct a westbound left-turn lane with a minimum of 100 feet of storage and appropriate taper prior to the pending state TIP project.
- Construct an eastbound right-turn with a minimum of 200 feet of storage and appropriate taper prior to the pending state TIP project.
- Construct a northbound right-turn lane with 100 feet of storage and appropriate taper prior to the pending state TIP project.

The following condition has been added with this PUD update, per the revised Traffic Impact Analysis for phases 1 and 2 completed by Kimley-Horn dated September 29, 2025:

- The Developer shall install a traffic signal at the intersection of Jessie Drive and Ten-Ten Road prior to platting more than 250 residential lots.

Smith Road at Ten-Ten Road

- The Developer shall extend the existing westbound left-turn lane to provide a minimum of 350 feet of storage and appropriate taper.
- The Developer shall construct the aforementioned improvements at the Smith Road/Ten Ten intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

Smith Road at Stephenson Road

- The Developer shall construct an eastbound left-turn lane with a minimum of 100 feet of storage and appropriate taper.
- The Developer shall monitor this intersection for installation of all-way stop control and provide for the all-way stop conversation if warranted and permitted by NCDOT.
- The Developer shall construct the aforementioned improvements at the Smith Road/Stephenson Road intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

Smith Road at Dezola Street

- The Developer shall construct a southbound right-turn lane with a minimum of 100 feet of storage and appropriate taper.
- The Developer shall construct and improve Dezola Street to a Major Collector Street Typical section on a 60-foot public right of way for the entire length.
- The Developer shall provide access to existing residential properties on Dezola Street in a manner that avoids residential driveways directly accessing any Major Collector Streets.
- The Developer shall construct the aforementioned improvements at the Smith Road/Dezola Street (aka East-West Collector) intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

East Williams Street at Straywhite Avenue

- The Developer shall monitor the intersection and install a traffic signal if warranted and permitted by NCDOT.

- The Developer shall complete the monitoring period as directed by the Town of Apex Senior Transportation Engineer within the following schedule: The monitoring shall occur after the opening of Colby Chase Drive from the Pemberley subdivision to the Merion Subdivision but no later than the recording of the Final Plat for 250 dwelling units of single-family and/or townhomes, or the issuance of building permits for 250 apartment units, or any combination thereof.

Jessie Drive at Site Drive #1 at the North-South Connector Street

- The Developer shall construct single lane northbound and southbound approaches with stop control, and free-flow eastbound and westbound approaches with 100-foot left turn lanes both directions at both intersections.
- The Developer shall construct the North-South Connector Street to a Minor Collector Street typical section on a 60-foot public right-of-way for the entire length.
- The Developer shall construct the aforementioned improvements at the Jessie Drive/North-South Collector prior to recordation of the first Final Plat for single-family and/or townhomes, or the issuance of the first building permit for the apartments.

The following roadway improvements are internal to the project and do not require NCDOT review or approval. These improvements shall be reviewed with Apex staff to verify compliance with design standards during the zoning, master subdivision, and construction document stages of the project as appropriate. Improvements shall be constructed and platted as the connections are created for each development POD.

North-South Connector Street at Site Drive #2m #3, and Dezola Street

- The Developer shall construct single lane eastbound and westbound approaches with stop control, and single lane northbound and southbound free-flow approaches.

Dezola Street at Site Drive #4

- The Developer shall construct single lane northbound and southbound approaches with stop control, and single lane eastbound and westbound free-flow approaches. Stop control may be reversed subject to future connectivity.

North South Connector Street at Colby Chase Drive

- The Developer shall construct the connection of Colby Chase from Pemberley Subdivision to the Merion Subdivision. The connection of Colby Chase Drive to the state-maintained portion required NCDOT review and approval.
- The Developer shall construct the connection of the north-south connector street to Colby Chase.
- The Developer shall evaluate with Apex staff the option for traffic calming devises along Colby Chase Drive between Pemberley and Merion subdivisions.

Colby Chase Drive Extension

- The Developer agrees not to open Colby Chase Drive to the Merion Subdivision until the North-South Collector Street is constructed and open to the public.

Section 17: Phasing

Residential Development Restrictions:

The residential sections of Horton Park are being restricted by off-site roadway improvements as listed below. No restrictions on the development of the non-residential sections of Horton Park or the adjacent Light Industrial property is identified within this section of the PD Text.

Option 1:

Phase I: No more than 335 lots shall be platted for single family and townhomes, or 335 apartment units can receive building permits, or any combination thereof (not to exceed 335 units total) prior to the completion of the off-site roadway improvements identified within the Traffic Study provided by Kimley-Horn dated September 29, 2025, which replaces the Traffic Study provided by Ramey Kemp & Associates as noted in the PD Text – Section 12. To date, the following improvements have been made as referenced in the Ramey Kemp & Associates Traffic Study: the north-south Collector from Jessie Drive to Colby Chase Drive, the Colby Chase connection from Merion subdivision to Pemberley subdivision, and the portion of the east-west Major Collector from the north-south Collector to the access for the Dezola Street properties. The east-west Major Collector to Smith Road has not been completed.

Phase II: No more than 50 additional residential lots shall be platted for single-family and townhomes, or 50 additional units and 385 units total) prior to the

completion of additional through lanes associated with the NCDOT U-5825 project (Ten Ten Road widening).

Phase III: All remaining residential lots shall not be platted for single-family and townhomes, nor additional apartment units can receive building permits, until the Jessie Drive extension from Highway 55 to Ten Ten Road has been let for construction.

Option 2:

The completion of the extension of Jessie Drive from Highway 55 to Ten Ten Road as a 2-lane roadway section shall release all lots and units within Horton Park from any development timeline restrictions identified in Option 1.

EXHIBIT B

HORTON PARK

A PLANNED UNIT DEVELOPMENT

PD PLAN

Initial Horton Park Rezoning Submittal:	June 1, 2017
(Rezoning Case #17CZ19)	
Initial Horton Park Town Council Approval:	October 18, 2017
Horton Park Amendment:	February 1, 2018
	March 1, 2018
	March 20, 2018
Town Council Approval:	April 17, 2018

Applicant: MFW Investments, LLC
114 Birklands Drive
Cary, NC 27518

Civil Engineering & Land Planning: Peak Engineering & Design, PLLC
5448 Apex Peakway #368
Apex, NC 27502
(919) 439-0100
JRoach@PeakEngineeringDesign.com

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Exhibits

Building Elevations

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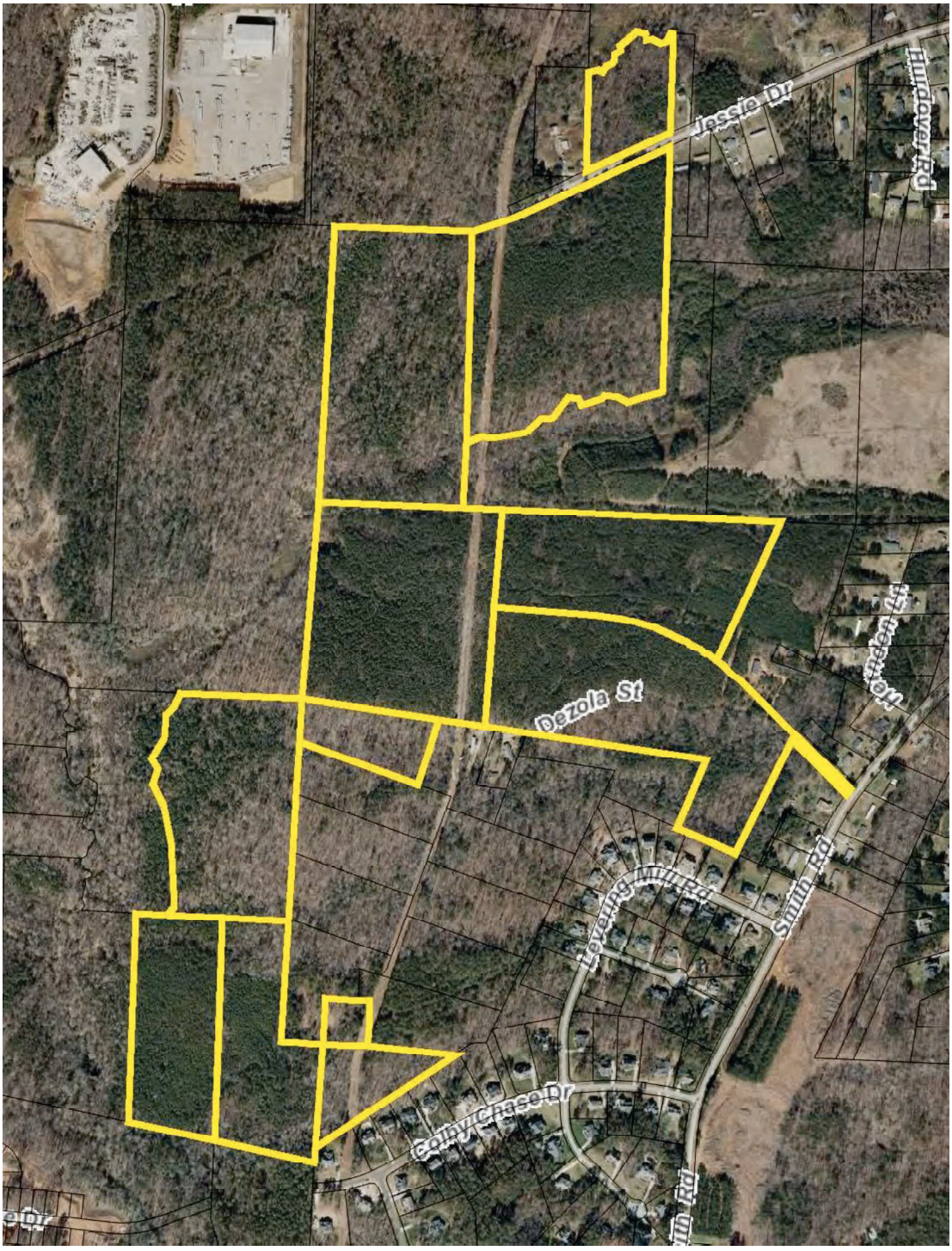
Section 2: Vicinity Map

Horton Park is a property assembly located along the western terminus of Jessie Drive on the north; Colby Chase Drive on the south; Middle Creek on the west; and Smith Road on the east. A Light Industrial area is located north of Jessie Drive which is not part of the rezoning package and is not included in the PUD-CZ zoning or PD Text document.



Executive Summary:
Horton Park was rezoned in October 2017 under case #17CZ19. The zoning case included 149.029 acres (121.109 acres PUD-CZ and 27.92 acres LI-CU). This zoning case is to add three parcels to the PUD-CZ section of the rezoning – 14.790 acre, 10.00 acre and 1 acre parcels. The following information is related to the overall project description and development opportunities.

Section 3: Project Data

Project name:	Horton Park
Applicant/Developer:	MFW Investments, LLC 114 Birklands Drive Cary, NC 27518-8203 mwhitehead@macgregordev.com
Prepared by:	Peak Engineering & Design, PLLC 5448 Apex Peakway #368 Apex, NC 27502 (919) 439-0100 jroach@peakengineeringdesign.com

Zoning:

Existing Zoning:	Planned Unit Development (PUD-CZ) and Rural Residential (RR)
Proposed Zoning:	Planned Unit Development – Conditional Zoning (PUD-CZ)

2030 Land Use Map

Existing Land Use Designation:	Medium Density Residential, High Density Residential, Office Employment/Industrial Employment
Proposed Land Use:	Medium Density Residential, High-Density Residential, Office Employment/Industrial Employment (no change proposed)
Total Property:	146.899 acres 121.109 acres in the original PUD zoning (case #17CZ19) 25.790 acres of new property added to the PUD

Property Data (PINs):

0751-42-1387	0750-49-2436	0750-27-8677
0751-31-9308	0750-29-9342	0751-40-0194
0751-31-0079	0750-29-2070	0750-27-0906
0750-39-0993	0750-27-4707	0750-27-8925

Legal descriptions of the properties are based upon recorded maps, plats, or deeds. This information is all public and provided within the zoning application packet.

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Section 4: Purpose Statement

Horton Park is a proposed mixed-use development that is comprised of single family homes, townhomes, apartments, and non-residential areas. The 146.899 acre assemblage – 25.790 acres are new properties within the proposed PUD zoning district – is located in an underserved portion of Apex due to the lack of adequate road, water and sewer infrastructure. The PUD parameters are outlined in UDO Section 2.3.4(F)(1)(a)(i - vi) and addressed in various locations within the PD text document which will control the overall Horton Park development as previously described.

The PUD section of the property assemblage is comprised of twelve (12) parcels which total 146.899 acres located along Jessie Drive, west of Smith Road, north of Colby Chase Drive and east of Middle Creek. The properties are all currently zoned PUD-CZ or RR (Rural Residential). The Town of Apex's 2030 Land Use Map designates the properties as Medium Density Residential, High Density Residential as well as Office Employment/Industrial Employment. An amendment to the 2030 Land Use Map is not required for the current zoning request. Additional information related to the 2030 Land Use Map is provided in Section 18 – 2030 Land Use Map - within the PD Text document and with additional exhibits within the rezoning application.

The purpose of the PUD-CZ rezoning application is to develop a high quality, multi-product development including single family homes, townhomes, apartments and office/industrial employment and tech-flex options. The Horton Park project was previously approved as a PUD-CZ (case #17CZ19) with additional property north of Jessie Drive for Light Industrial uses. The current request is for the previous PUD-CZ district along with three additional parcels. This request does not included any changes to the LI-CZ district north of Jessie Drive.

The higher density residential portion of the property, including apartments and townhomes, will be clustered along Jessie Drive (a major thoroughfare) and the north-south connector (a minor collector street). As the site transitions from north to south, the density of the residential portion of Horton Park will reduce and the lot sizes increase. Infrastructure – including roads, water, and sewer – will extend from Jessie Drive south to other collectors and properties from the light industrial and higher density use on the north to the lower density, residential uses in the south.

The residential and non-residential portions of the development will allow the live-work environment which has been stressed by staff and elected officials for years. Greenways will provide pedestrian and bicycle connectivity to surrounding developments, future Apex trail connections and adjacent municipal connections. In the greenways section of the PD text, the extension of the Middle Creek greenway will be analyzed as discussions have been ongoing with Parks & Recreation staff related to long-term connectivity within the basin.

The transportation systems associated with the project will construct a portion of Jessie Drive from the project's western boundary to Ten Ten Road. This is the start of a critical link for future transportation systems in Apex to serve the area. The developer does not control the property to

the west of Middle Creek and cannot commit to the construction of the Jessie Drive connection to Highway 55. Discussions are ongoing with the Town of Apex and adjacent property owners to facilitate construction of Jessie Drive to Highway 55. A full Traffic Impact Analysis prepared by Ramey Kemp & Associates is included with the rezoning application. The analysis includes roadway improvements associated with Horton Park, including sections of Jessie Drive, major and minor collectors, and local streets to serve future residents and local commuters in the area.

Phasing is covered in Section 17 of the PD Text and in summary, the project expects development to occur in a number of phases, including non-residential, apartments, townhomes and single family areas. The final construction phasing will be coordinated with Apex staff during the Master Subdivision and Site Plan design stages. Section 17 provides additional phasing details.

The rezoning of the properties to PUD-CZ will provide a high quality project for the live–work option in southeast Apex, preserves significant environmentally sensitive areas, provides greenway connections and play lawns, ensures compatibility with the surrounding developments, provides major infrastructure upgrades, and adds significant industrial/employment zoned areas in southeast Apex.

Section 5: Permitted Use Table

The rezoned lands may be used as listed below. The chart provided is a reference to UDO Section 4.2.2 – Use Table – which lists the uses which are permitted within the proposed PUD-CZ zoning.

Horton Park PUD			
Permitted Use Table – PUD-CZ District Only			
"P" permitted; "S" special use permit; " " not permitted; "%" percentage of gross square footage			
Use Type	Residential PODs 3, 5 - 8	High Density Residential POD 4	Tech-Flex Non-Residential POD 2
Residential Uses (UDO 4.3.1)			
Accessory apartment	P	P	
Condominium			
Congregate living facility			
Duplex			
Family care home	P	P	
Farm residence			
Manufactured home			
Mobile home			
Multi-family or apartment		P	
Nursing or convalescent facility			
Security or caretaker quarters			
Single-family	P		

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Horton Park PUD			
Permitted Use Table			
"P" permitted; "S" special use permit; " " not permitted; "%" percentage of gross square footage			
Use Type	Residential PODs 3, 5 - 8	High Density Residential POD 4	Tech-Flex Non-Residential POD 2
Townhouse	P	P	
Townhouse, detached	P	P	
Triplex or quadplex			
Public and Civil Uses (UDO 4.3.2)			
Airplane landing strip			
Airport			
Ambulatory Health- care Facility with Emergency Dept.			
Assembly hall, nonprofit			
Assembly hall, for- profit			
Cemetery			
Church or place of worship			
Day care facility			P
Drop-in or short- term day care			P
Government service			P
Heliport or helipad			
Hospital			
School, public or private			
Transportation facility			
Veterinary clinic or hospital			P
Vocational school			P
Utilities (UDO 4.3.3)			
Chipping and mulching			
Communication tower, commercial			
Communication tower, constructed stealth			
Communication tower, camouflage stealth			
Electrical power facility			
Incinerator			
Recycling plant			
Sanitary landfill			
Utility, minor	P	P	P

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Horton Park PUD			
Permitted Use Table			
"P" permitted; "S" special use permit; " " not permitted; "%" percentage of gross square footage			
Use Type	Residential PODs 3, 5 - 8	High Density Residential POD 4	Tech-Flex Non-Residential POD 2
Water reservoir			
Water or wastewater plant			
Land Clearing and Inert Debris Landfill			
Wireless support structure			
Wireless communication facility			
Recreation Uses (UDO 4.3.4)			
Arena, auditorium or stadium			
Beach bingo			
Botanical garden			P
Campground			
Entertainment, indoor			P
Entertainment, outdoor			
Fish hatchery and fish pond			
Game rooms and device			
Golf course			
Greenway	P	P	P
Horse boarding and riding stable			
Park, active	P	P	P
Park, passive	P	P	P
Recreation facility, private	P	P	
Regional recreation complex			
Youth or day camps			
Zoological garden			
Shooting range, indoor			
Shooting range, outdoor			
Commercial Uses - Adult Use (UDO 4.3.5.A)			
Adult Establishment			
Bar or nightclub			
Electronic gaming operation			
Tattoo parlor and body piercing			

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Horton Park PUD			
Permitted Use Table			
"P" permitted; "S" special use permit; " " not permitted; "%" percentage of gross square footage			
Use Type	Residential PODs 3, 5 - 8	High Density Residential POD 4	Tech-Flex Non-Residential POD 2
Communication (UDO 4.3.5.B)			
Broadcasting station (radio and television)			
Radio and television recording studio			
Food and beverage service (UDO 4.3.5.C)			
Restaurant, drive-through			
Restaurant, general			P
Office and Research (UDO 4.3.5.D)			
Dispatching office			P
Medical or dental office or clinic			P
Medical or dental laboratory			P
Office, business or professional			P
Publishing office			P
Research facility			P
Parking, Commercial (UDO 4.3.5.E)			
Parking garage, commercial			
Parking lot, commercial			
Public accommodation (UDO 4.3.5.F)			
Bed and breakfast			
Hotel or motel			
Retail Sales and Services (UDO 4.3.5.G)			
Artisan Studio			P
Barber and beauty shop			
Book store			
Building supplies, retail			
Convenience store			P
Convenience store with gas sales			P
Dry cleaners and laundry service			

Horton Park PUD			
Permitted Use Table			
"P" permitted; "S" special use permit; " " not permitted; "%" percentage of gross square footage			
Use Type	Residential PODs 3, 5 - 8	High Density Residential POD 4	Tech-Flex Non-Residential POD 2
Farmer's market			
Financial institution			
Flea Market			
Floral shop			
Funeral home			
Gas and fuel, retail			
Glass sales			
Greenhouse or nursery, retail			
Grocery, general			P
Grocery, specialty			P
Health/fitness center or spa			P
Kennel, indoor			
Kennel, outdoor			
Laundromat			
Monument sales, retail			
Newsstand or gift shop			
Personal service			P
Pharmacy			P
Printing and copying service			P
Real estate sales			P
Repair services, limited			P
Retail sales, bulky goods			
Retail sales, general			
Self-service storage			
Studio for art			P
Tailor shop			P
Theater			
Upholstery shop			P
Pet services			P
Pawn shop			
Vehicle Repair and Service (UDO 4.3.5.H)			
Automotive paint or body shop			
Automotive parts			

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Horton Park PUD			
Permitted Use Table			
"P" permitted; "S" special use permit; " " not permitted; "%" percentage of gross square footage			
Use Type	Residential PODs 3, 5 - 8	High Density Residential POD 4	Tech-Flex Non-Residential POD 2
Automotive Service Station			
Car wash or auto detailing			
Repair and maintenance, general			
Towing Service			
Truck Terminal			
Vehicle Inspection Center			
Vehicle sales and rental, heavy			
Vehicle sales and rental, light			
Industrial Uses - Industrial Service (UDO 4.3.6.A)			
Building Supplies, wholesale			
Contractor's office and storage yard			
Greenhouse or nursery, wholesale			
Laboratory, industrial research			P
Machine or welding shop			
Railroad facility			
Warehousing			
Woodworking or cabinetmaking			
Wholesaling, general			
Production (UDO 4.3.6.B)			
Brewery			
Distillery			
Forestry			
Laundry plant			
Manufacturing and processing			
Microbrewery			P
Microdistillery			P
Wood or lumber processing			
Agricultural Uses (UDO 4.3.7)			
Active farm			

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Section 6: Description, Density and Dimensional Standards

The project is broken down into eight (8) PODs to explain the proposed uses, dimensional standards, density and other UDO standards. The PODs are shown on the project exhibit – identified as "EX-1: Proposed Site Exhibit" – included in the rezoning package. The density of the property is identified per POD, access shown per POD, and overall site configuration shown for future roadway extensions.

** **If additional property is included in the project boundary prior to any single family homes or townhomes being occupied in an adjacent POD/Phase, the design buffer may be shifted to the new project boundary in coordination with Apex staff. The design buffer may also be crossed by future public streets based upon review and approval by Apex staff.**

POD 1 **Non-Residential/Light Industrial**

Site Area: 27.92 acres
Proposed zoning: LI-CZ (Light Industrial – Conditional Zoning)

POD 1 is not addressed in any portion of the revised Horton Park PUD documents. It is shown on EX-1 as a hold-over from the previous rezoning (case #17CZ19). No changes to POD 1 are included in any part of the Horton Park project.

POD 2 **Tech-Flex Non-Residential (Office/Industrial Employment)**

POD 2 site area: 19.06 acres
Proposed zoning: PUD-CZ (with TF uses as noted in PD Text Section 5)
Maximum building height: 65 feet
Maximum Built-Upon percentage: 70% (PUD standard maximum BUA)
Front, side, rear and corner side setbacks: 20 feet

The Tech-Flex Non-Residential area is designated within the PUD-CZ district to allow the non-residential component within Horton Park. The uses are typical of small office parks or service areas adjacent to residential developments with access to collector streets and the surrounding transportation corridors. The tech-flex zoning allows a wide range of uses as outline in PD Text Section 5 – Table of Permitted Uses. The standards established within POD 2 shall follow UDO Section 5.1 – Table of Intensity – where the PD Text is silent or does not directly address the requirements.

PODs 3 & 5 Medium-High / High-Density Residential

POD 3 site area: 4.55 acres
POD 5 site area: 19.71 acres
Proposed zoning: PUD-CZ
Maximum density: Townhomes (6 units / acre) or single family homes (4 units / acre)

- POD 3 Density: 27 townhomes or 18 single family homes
- POD 5 Density: 118 townhomes or 78 single family homes

Maximum building height: 40 feet
Maximum Built-Upon percentage: 70%

PODs 3 & 5 are proposed for Medium-High/High Density Residential uses, including townhomes, single-family homes or a mix of products. All development of the residential portions of Horton Park shall submit for Master Subdivision Plan approval through the Town of Apex. Townhomes will be a mix of one (1), two (2), and three (3) bedroom units with various garage and surface parking options to meet current UDO standards (parking standards are referenced in Section 8 of the PD Text).

Individual lot driveway access from POD 5 to the North-South Minor Collector Street shall not be permitted.

Type T-1 Townhomes: front entry units

- Minimum lot width: 20 feet
- Minimum lot depth: 80 feet
- Front entry townhomes
- Setbacks:
  - Front setback: 20 feet from R/W
  - Garage setback: 20 feet from back of sidewalk or back of curb where no SW exists
  - Side setback: 0 feet
  - End unit side & corner lot setback: 3 ft
  - Rear setback: 10 feet

Type T-2 Townhomes: rear or alley entry units fronting on public streets

- Minimum lot width: 20 feet
- Minimum lot depth: 80 feet
- Rear or alley entry townhomes
- Setbacks:
  - Front setback: 10 feet from R/W
  - Side setback: 0 feet
  - End unit side & corner lot setback: 3 ft
  - Rear setback: 5 feet from alley easement or right-of-way

Type S-1, S-2, S-3 and S-4 single family lots in PODs 3 & 5 shall match the standards established in PODs 6, 7 & 8 within the PD Text document.

Perimeter buffers POD 3 & 5:
All perimeter buffers for PODs 3 & 5 are noted in the table included at the end of Section 6.

POD 4 **High Density Residential**

Site Area: 20.99 acres
Proposed zoning: PUD-CZ (Planned Unit Development – Conditional Zoning)

POD 4 is proposed for High Density Residential uses, including apartments, townhomes or a mix of both housing types. The final product will depend upon market conditions as the project progresses. POD 4 will have direct access to Jessie Drive and obtain approval from NCDOT and the Town of Apex.

The following parameters will control future apartment and/or townhome development within POD 4 as the required PUD-CZ standards apply:

POD 4 Apartments:
POD 4 site area: 20.99 acres
Proposed density: 314 apartments (maximum of 15 units/acre)
Maximum built-upon percentage: 70%
Maximum building height: 65 feet; 4-stories (not including basement level)

Apartments will be a mix of one (1), two (2) and three (3) bedroom units with the option for various parking standards, including surface, garage, and/or basement level parking.

Proposed minimum building setbacks:
- Front, side and rear: 50 feet (perimeter of the apartment site only)

POD 4 Townhomes:
POD 4 site area: 20.99 acres
Proposed density: 125 townhomes (max of 6 units/acre)
Maximum built-upon percentage: 70%
Maximum building height: 40 feet

If POD 4 is developed as townhomes, there may be a mix of two (2) car garage units, one (1) car garage units, and units without garages. Various types of parking shall be provided to meet current UDO standards (parking standard noted in Section 8 of the PD Text).

Type T-1 Townhomes: front entry units
- Minimum lot width: 18 feet
- Minimum lot depth: 80 feet
- Minimum building separation: 8 feet
- Front entry townhomes
- Setbacks:
  - Front setback: 20 feet from R/W
  - Garage setback: 20 feet from back of sidewalk or back of curb where no SW exists
  - Side setback: 0 feet
  - End unit side & corner lot setback: 3 ft
  - Rear setback: 10 feet

Type T-2 Townhomes: rear or alley entry units

- Minimum lot width: 18 feet
- Minimum lot depth: 80 feet
- Minimum building separation: 8 feet
- Rear or alley entry townhomes
- Setbacks:
  - Front setback: 10 feet from R/W
  - Side setback: 0 feet
  - End unit side & corner lot setback: 3 ft
  - Rear setback: 5 feet from alley right-of-way limits

Perimeter buffers POD 4:
All perimeter buffers for POD 4 are noted in the table included at the end of Section 6.

The project will comply with other standards established by UDO Section 5.1.3 related to setbacks and density requirements or as proposed throughout the rezoning process and noted within the PD Text document.

PODs 6, 7 & 8 Medium Density Residential

PODs 6, 7 and 8 are proposed Medium Density Residential uses per Section 5 of the PD text – Permitted Use table.

POD 6	39.01 acres (14.79 acres added to POD 6)
POD 7	19.37 acres
POD 8	24.21 acres (11 acres added to POD 8)
Total area:	82.59 acres
Proposed density:	227 single family lots (2.75 units / acre – medium density)
Maximum Built Upon Percentage:	70%
Maximum Building height:	40 feet

25.79 acres have been added to the Medium Density Residential PODs (PODs 6, 7 & 8). The overall lot count for this area has not increased from the previous zoning. Single family lots will be a mix of various sizes to create different options for future residents, including the following:

Type S-1 single family lots

- Minimum lot width: 70 feet
- Minimum lot depth: 100 feet
- Minimum lot size: 7,700 SF
- Average lot size: 8,500 SF
- Lots shall be front, side, or rear entry garage homes
- Proposed minimum setbacks:
  - Front setback: 15 feet from R/W
  - Garage setback: 20 feet from back of sidewalk, or back of curb where no SW exists
  - Side setback: 5’ min. (no aggregate)
  - Corner side setback: 10 feet minimum
  - Rear setback: 10 feet
  - Rear entry setback: 5 feet (garage setback for driveway parking standards from alley)

Type S-2 single family lots

- Minimum lot width: 60 feet
- Minimum lot depth: 100 feet
- Minimum lot size: 6,600 SF
- Average lot size: 7,200 SF
- Lots shall be front, side, or rear entry garage homes
- Proposed minimum setbacks:
  - Front setback: 15 feet from R/W
  - Garage setback: 20 feet from back of sidewalk, or back of curb where no SW exists
  - Side setback: 5' min. (no aggregate)
  - Corner side setback: 8 feet minimum
  - Rear setback: 10 feet
  - Rear entry setback: 5 feet (garage setback for driveway parking standards from alley)

Type S-3 single family lots

- Minimum lot width: 50 feet
- Minimum lot depth: 100 feet
- Minimum lot size: 5,500 SF
- Average lot size: 6,000 SF
- Lots shall be front, side, or rear entry garage homes
- Building setbacks:
  - Front setback: 10 feet from R/W
  - Garage setback: 20 feet from back of sidewalk, or back of curb where no SW exists
  - Side setback: 5' min. (no aggregate)
  - Corner side setback: 5 feet
  - Rear setback: 5 feet
  - Rear entry setback: 5 feet (garage setback for driveway parking standards from alley)

Type S-4 single family lots

S-4 single family lots are not permitted in POD 8 and are only permitted along the collector streets within POD 6 and 7.

- Minimum lot width: 40 feet
- Minimum lot depth: 100 feet
- Minimum lot size: 4,000 SF
- Average lot size: 4,500 SF
- Front entry units may have 1 car garage or no garage for each unit
- Rear entry units may have 2 car garage for each unit
- Building setbacks:
  - Front setback: 10 feet from R/W
  - Garage setback: 20 feet from back of sidewalk, or back of curb where no SW exists
  - Side setback: 5' min. (no aggregate)
  - Corner side setback: 5 feet
  - Rear setback: 5 feet
  - Rear entry setback: 5 feet (garage setback for driveway parking standards from alley)

Perimeter buffers PODs 6, 7 & 8:

All perimeter buffers for PODs 6, 7 & 8 are noted in the table included at the end of Section 6.

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Horton Park PUD Proposed Buffer Table				
POD #	North	East	South	West
1	N/A	N/A	N/A	N/A
2	30’ Type E (50’ Type E if disturbed per UDO)	20’ Type A Gas easement	20’ Type B Stream buffer	20’ Type B (class 4/5) 30’ Type B (class 6)
3	20’ Type B	20’ Type B	30’ Type B (50’ Type A/B if disturbed per UDO)	20’ Type B
4	30’ Type B (50’ Type A/B if disturbed per UDO)	25’ Type B-residential and landfill	25’ Type B – stream buffer next to landfill	0’ - adjacent to gas easement
5	20’ Type B	25’ Type B–next to landfill 0’ between POD 5&6	10’ Type A-major collector * (type ‘D’ for alley loaded)	20’ Type B
6	25’ Type B – landfill 20’ Type B-residential	20’ Type B	10’ Type A-major collector * (type ‘D’ for alley loaded) 20’ Type B-residential 30’ Type B-Beck property	0’ - adjacent to gas easement
7	10’ Type A-major collector *	10’ Type D-collector OR 20’ Type B-residential	None; internal to project (stream buffer)	10’ Type B-floodplain
8	0’ – internal 20’ Type B-residential	20’ Type B-stream buffer 20’ Type B – residential 10’ Type B – eastern boundary of Virginia Horton Stewart property	10’ Type B-Colby Crossing & stream buffer	10’ Type B floodplain

Buffers along roads shall be provided as shown on Sheet EX-1 or the PUD Plan Sheet Packet
* Alley units which front on a collector street are required to have a Type ‘D’ buffer

Section 7: Architectural Standards

The following Architectural Standards shall apply for the multi-family/apartments, townhomes and single family homes as applicable to the following sections.

Apartment standards:

1. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
2. Siding materials shall be varied in type and/or color on 30% of each façade on each building.
3. Windows must vary in size and/or type.
4. Windows that are not recessed must be trimmed.
5. Recesses and projections shall be provided for at least 50% of each façade on each building.
6. Rooflines cannot be a single mass; they must be varied with the use of gables or parapets.
7. Garage doors must have windows, decorative details or carriage-style adornments.
8. At least three of the following decorative features shall be used on each building:
   - Decorative shake
   - Board and batten
   - Decorative porch railing/posts
   - Shutters
   - Decorative/functional air vents on roof or foundation
   - Recessed windows
   - Decorative windows
   - Decorative brick/stone
   - Decorative gables
   - Decorative cornices
   - Tin/metal roof
9. A varied color palette shall be utilized for the apartment buildings throughout the development. With garden style apartments, a minimum of three color families for siding shall be provided and will include varied trim, shutter, and accent colors complementing the siding color. For a single mass apartment structure, the color shall vary with accent colors or architectural features to provide building relief.
10. Breezeway(s) for the four story apartment elevation is to be enclosed for additional mechanical equipment or elevators.

Townhome standards:

1. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
2. All townhomes shall have a crawl space or raised foundation which at a minimum rises at least 12 inches from average grade across the front of the house to the finished floor level at the front door.
3. Roofline cannot be a single mass; it must be broken up horizontally and vertically between units.
4. Garage doors must have windows, decorative details or carriage-style adornments.
5. House entrances for units with front-facing single-car garages shall have a prominent covered porch/stoop area leading to the front door.
6. The garage cannot protrude more than 1 foot out from the front façade or front porch.
7. The visible side of a townhome on a corner lot facing the public street shall contain at least 2 decorative elements such as, but not limited to, the following elements:
   - Windows
   - Bay window
   - Recessed window
   - Decorative window
   - Trim around the windows
   - Wrap around porch or side porch

- Two or more building materials
- Decorative brick/stone
- Decorative trim
- Decorative shake
- Decorative air vents on gable
- Decorative gable
- Decorative cornice
- Column
- Portico
- Balcony
- Dormer

8. Building facades shall have horizontal relief achieved by the use of recesses and projections.
9. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color.
10. The rear and side elevations of the units that can be seen from the right-of-way shall have trim around the windows.
11. Minor elevation adjustments may be accommodated with staff approval – including limiting clipped dormers on no more than 25% of the proposed townhome building designs.
12. Side entry, end unit townhomes in highly visible locations shall provide a covered entry feature for each unit. Highly visible locations shall include the end of a series of buildings, and adjacent to public or private rights-of-ways, recreation areas, open space, buffers, or adjacent properties.

Single-family residential standards:

1. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
2. All single-family homes shall have a crawl space or have a raised foundation which at a minimum rises at least 20 inches from average grade across the front of the house to the finished floor level at the front door.
3. Garage doors must have windows, decorative details or carriage-style adornments.
4. The garage cannot protrude more than 1 foot out from the front façade or front porch.
5. The roof shall be pitched at 5:12 or greater for 50% of the building designs.
6. Garages on the front façade of a home that faces the street shall not exceed 40% of the total width of the house and garage together.
7. Eaves shall project at least 12 inches from the wall of the structure.
8. The visible side of a home on a corner lot facing the public street shall contain at least 3 decorative elements such as, but not limited to, the following elements:
   - Windows
   - Bay window
   - Recessed window
   - Decorative window
   - Trim around the windows
   - Wrap around porch or side porch
   - Two or more building materials
   - Decorative brick/stone
   - Decorative trim
   - Decorative shake
   - Decorative air vents on gable
   - Decorative gable
   - Decorative cornice
   - Column
   - Portico
   - Balcony
   - Dormer
9. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color.

10. House entrances for units with front-facing single-car garages shall have a prominent covered porch/stoop area leading to the front door.
11. The rear and side elevations of the units that can be seen from the right-of-way shall have trim around the windows.
12. Front porches shall be a minimum of 6 feet deep.
13. No more than 25% of lots may be accessed with J-driveways. There shall be no more than 3 such homes in a row on any single block. Any lots eligible for a J-driveway home shall be identified on the Final Plat.
14. A maximum of 100% of the single family detached residential units within POD 6 shall be permitted as "zero-entry" homes without the 20 inch rise from average grade across the front of the property to the finished floor elevation. All "zero-entry" homes shall also provide first floor master bedrooms. Lots permitted as "zero-entry" shall be noted on the Final Plat.
15. All single family detached residential homes are to be pre-configured with conduit for a solar energy system.
16. No less than 10 single family detached homes out of the first 100 homes within POD 6 will be installed with a minimum of a 4 kW solar PV system.

Non-Residential / Commercial architectural standards:

1. Buildings located in the commercial area shall be architecturally compatible through the use of similar colors and building materials. Buildings shall be consistent in scale, massing, style, and relationship to adjacent streets.
2. Building placement shall be done to maximize parking in the rear or side of commercial buildings. Drive-thrus, pick-up windows, loading areas, trash facilities, and other uses necessary for the operation of the business should be encouraged to orient such uses away from adjacent streets.
3. Buildings shall have vertical breaks across any façade which faces an adjacent street. Windows and other store front treatments shall be proportional to the building height and width. Horizontal and vertical setbacks shall be used to provide a visual break in the building mass. Various architectural features shall be incorporated, including roofline changes, parapet heights, columns, piers, and material patterns to create various façade breaks.
4. Exterior materials for non-residential structures shall be a combination of materials. The primary façade (front) or any façade facing a street shall include:
    - Brick masonry
    - Decorative brick or stone
    - Stone accents
    - Decorative /block (integrally colored or textured)
    - EIFS cornices and parapet trim (EIFS or stucco shall not be used within 4 feet of ground and shall be limited to 25% of each building façade)
    - Precast concrete

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Section 8: Parking and Loading

Parking will be provided for each product type in accordance with Apex UDO Section 8.3 standards or as note below.

Non-Residential Parking:

Parking for non-residential, light industrial, and tech-flex uses shall be reviewed during the Site Plan for each specific use. Each use shall be required to meet UDO Section 8.3 standards for parking, loading and ingress/egress for the property.

Apartments:

Parking shall be provided by surface, garage, underground parking or a mix of parking types. Parking shall be provide per UDO Section 8.3 standards in conjunction with staff reviews.

Townhomes:

Townhome parking shall be provided pursuant to standards established in Section 8.3 of the UDO with the following clarification:

- 2 parking space/townhome required, including garage or driveway spaces, plus
- 0.50 parking spaces/bedroom over 2 bedrooms/unit, plus
- 0.25 parking spaces/unit for guest spaces
- Garages and driveways shall be counted for overall parking standards if they meet dimensional standards

Single Family detached:

Parking for single family homes will be provided in garages and concrete driveways on each lot which meet Apex UDO standards. CBU or Mail Kiosk parking shall be calculated per UDO Section 8.3 standards and provided around the appropriate device.

Residential driveways shall have a minimum width of 12' and 20' in length as measured from the back of the sidewalk or, where no sidewalk exists, a minimum of 20' as measured from the back of the curb, to count as required parking.

Section 9: Resource Conservation Area (RCA)

The PUD (146.899 acres) is located north and east of 540 and is therefore required to meet the standards UDO Section 8.1.2 to preserve or establish a minimum of 20% Resource Conservation Area (RCA) for the project. The project is proposing to mass grade the site and is therefore required to provide an additional 2% RCA. Horton Park is not requesting a 2% reduction in the RCA per UDO Section 2.3.4(F)(1)(c). The project will provide an overall RCA of no less than 20% (29.38 acres) of the PUDs total gross acreage if the site is stage-graded, and an additional 2% RCA for any single family sections within the PUD which are mass graded.

With large portions of floodplain along the western boundary of the site, development patterns may adjust to accommodate required RCA standards. RCA for the project may include stream buffers, floodplains, wetlands, steep slope areas, perimeter buffers, street and roadway buffers, a portion of storm water devices, community amenity areas, play lawns and other designated areas. The final location and calculations for RCA shall be finalized during the master subdivision and construction document plan review.

Section 10: Landscaping

Internal landscaping will comply with various UDO sections including 8.2 for buffers, street tree plantings, foundation plantings and tree preservation (as proposed) or as noted within Section 6 of the PD Text or as shown on EX-1: Proposed Site Exhibit attached with the rezoning request. With the variety of uses in and around the property, variable width and variable opacity buffers will be provided throughout the project.

The residential buffers will follow UDO standards for perimeter plantings, Jessie Drive frontage (thoroughfare), and residential adjacent to developed or undeveloped property. Proposed buffers are labeled within Section 6 – Description, Density, and Dimensional Standards for each POD and shown on Exhibit 1 to assist in the identification of the buffer classifications.

Section 11: Signage

All signage will comply with the applicable standards and requirements of UDO Section 8.7. Any non-residential sections shall also provide a signage plan along Jessie Drive or other roadway connections during Site Plan review and approval for future development.

Signage for the residential developments, whether apartments, townhome or single family PODs, shall be coordinated with staff during the appropriate Master Subdivision Plan and/or Master Signage Plan approval. Each section of the development will provide sign easements along perimeter street infrastructure for appropriate signage.

Section 12: Public Facilities

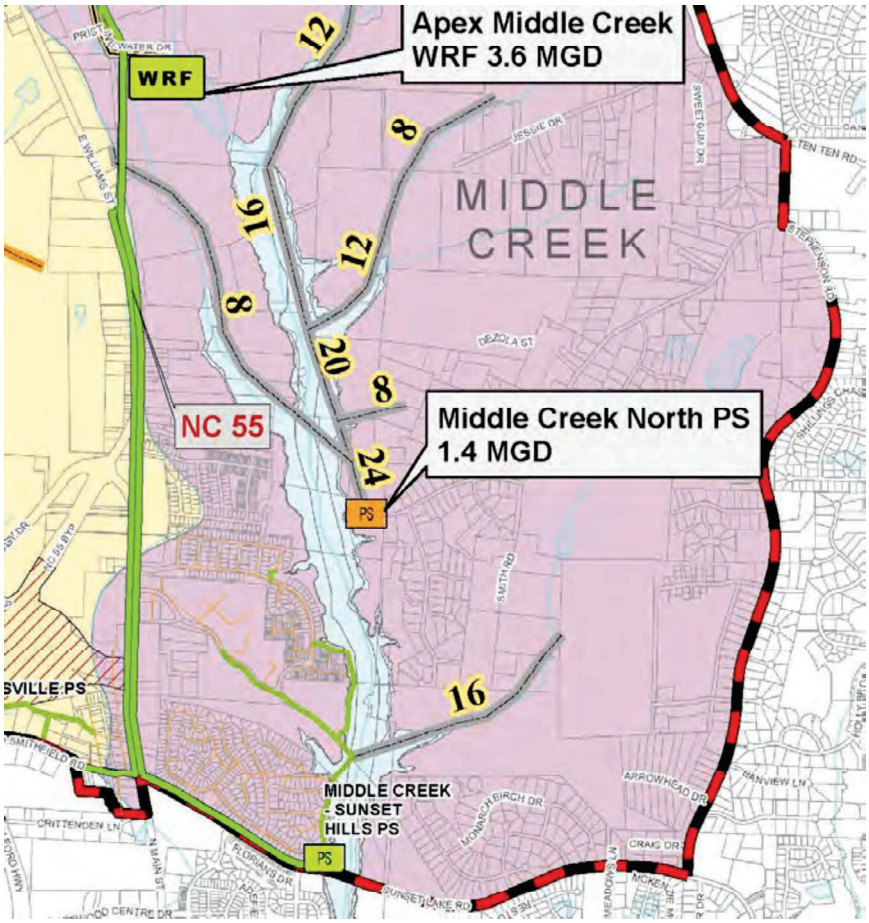
The project's construction will consist of the extension of public facilities to serve the site. All public facilities and infrastructure shall be designed per the current Town of Apex standards and specifications. Facilities include:

Water

Water will be extended from the Jessie Drive right-of-way (north), Pemberley subdivision (south) and Smith Road (east). Various extensions will be provided within the Horton Park phasing study to confirm sufficient pressure and flows to all portions of the project during any phase.

Sanitary Sewer

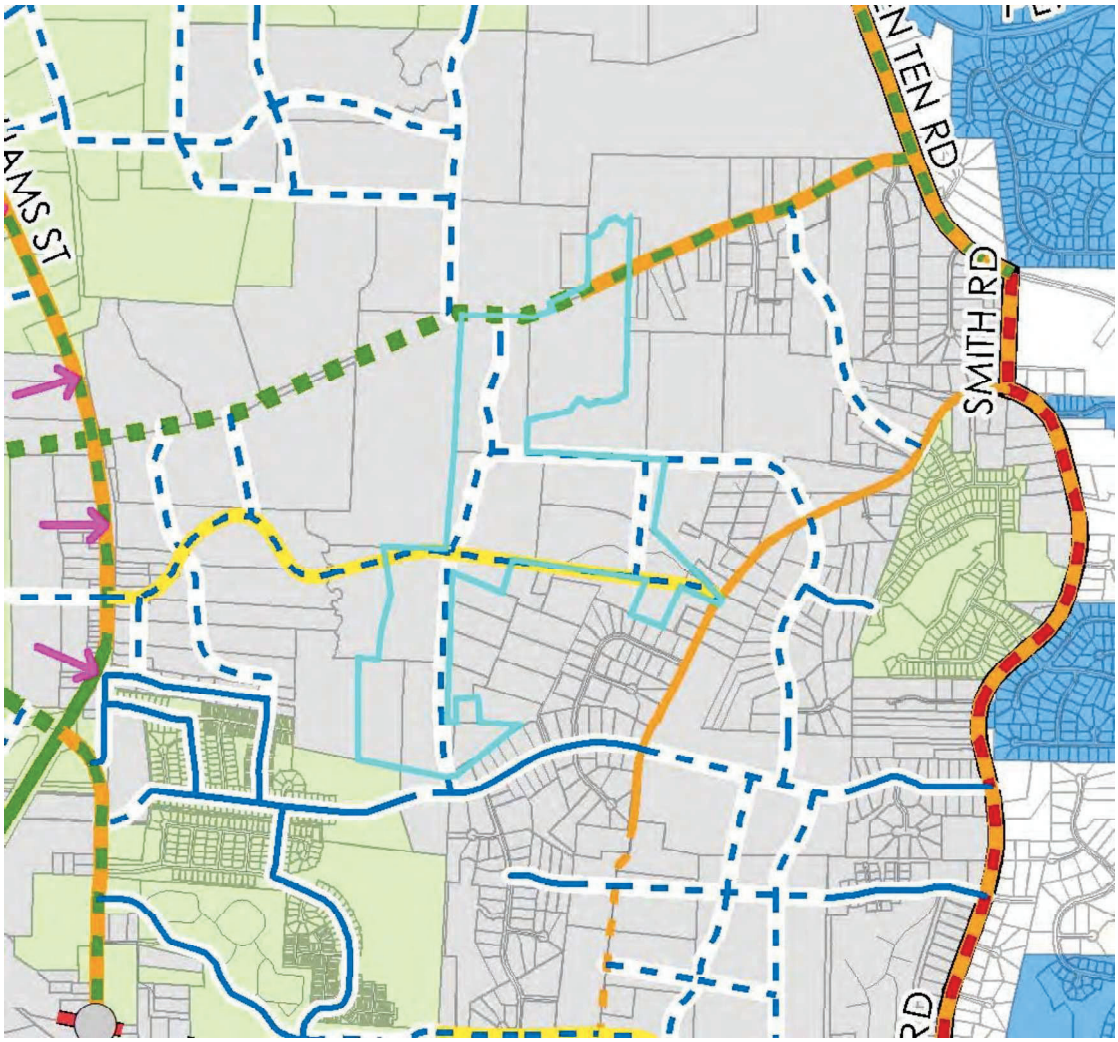
The Middle Creek North Pump Station is proposed to provide sanitary sewer service to the Middle Creek drainage basin north of Colby Chase Drive. This pump station will be fully funded by the development team, including design, land acquisition, construction and commissioning. Costs associated with the pump station will be reimbursed through separate developers' agreements with the Town of Apex that are outside the scope of the PUD rezoning process. The new regional pump station is required as the existing Middle Creek – Sunset Hills pump station is current at capacity and cannot accept significant flows for development within the Middle Creek drainage basin. This new pump station will alleviate capacity concerns for the existing pump station and provide a public sewer system option for Horton Park and other parts of Apex.





Streets

A number of future collector streets and a future 4-lane thoroughfare are shown on the Apex Transportation Plan – Thoroughfare and Collector Street Plan within the boundary of the PUD. These streets include Jessie Drive (major thoroughfare); an east-west major collector (within the vicinity of Dezola Street); an east-west minor collector (connection from Percussion Drive to the north-south connector); a north-south minor collector from the east-west major collector to the property boundary on the north; a north-south minor collector (Colby Chase Drive to Jessie Drive). The final alignment of any collectors or thoroughfares will be coordinated with staff during the Master Subdivision Plan or Site Plans. The ultimate right-of-way for each of the collectors and thoroughfares shall be provided during the time of Master Subdivision Plan review. The roadway sections which are installed are based upon the traffic capacity evaluations, the Traffic Impact Analysis, standards, and discussions with staff at the time of submittal of the Horton Park design documents. Modifications to the alignment of the collectors and thoroughfares will be reviewed with staff at the appropriate time to ensure compliance with Town standards that certain connections are made. The final alignment of all streets shown within the Master Subdivision Plans will be coordinated with staff.



Transportation:
Following are the Traffic Capacity Zoning Conditions for the project as coordinated between NCDOT, the Town of Apex Transportation Engineering staff, and the project Transportation Engineer (Ramey Kemp & Associates).

The Developer shall coordinate with NCDOT all planned improvements on state maintained roadways. In some cases, zoning conditions are subject to NCDOT review and approval and may change to conform to NCDOT approvals. Turn bay storage lengths refer to the length of full width lane provided exclusive of the 100-foot taper in each case. Jessie Drive shall continue as a state maintained roadway for all existing and proposed sections, and the developer shall dedicate the right-of-way pursuant to the current Town of Apex Transportation Plan – Thoroughfare and Collector Street Plan, currently a 100-foot public right of way along all sections of Jessie Drive within the development.

The timing of the roadway improvements will be coordinated with Apex Transportation Staff during the Master Subdivision Plan and Construction Document review based upon the recommendations within the approved Traffic Impact Analysis (TIA) and according to the phasing plan provided in Section 17 - Phasing. The following recommendations are based upon the initial TIA dated May 31, 2017 with the Colby Chase Addendum dated August 30, 2017.

US 1 Southbound Ramps / Waterford Green Drive at Center Street

- The Developer shall coordinate with NCDOT and Town staff in order to conduct a signal timing study and implement traffic signal timing modifications within the scope of the closed loop-system for Center Street/Ten-Ten Road, including this intersection, Lufkin Road and Reliance Avenue. The developer shall be obligated to pursue this effort only once during the development build-out schedule as directed by the Town of Apex Senior Transportation Engineer.
- The Developer shall provide intersection signal timing evaluation and modifications at a time to be determined by the Town of Apex Senior Transportation Engineer within the following schedule: The timing evaluation shall occur after the first Final Plat is recorded and prior to the recordation of the Final Plat for no more than 250 dwelling units of single-family and/or townhomes, or the issuance building permits for 250 apartment units, or any combination thereof.

US 1 Northbound Ramps / Lufkin Road at Ten-Ten Road

- The Developer shall construct dual left turn lanes with 400 feet of storage on the US 1 off-ramp, assuming the pending state TIP project west of Reliance Avenue remains on schedule to be constructed after proposed development build-out. Acceleration of the TIP project may result in revised requirements subject to approval by Apex and NCDOT at a later date.
- The Developer shall construct the aforementioned US 1 Northbound Ramp improvements prior to recordation of the Final Plat for 180 dwelling units of single-family and/or townhomes, or the issuance of building permits for 180 apartment units, or any combination thereof.

Reliance Avenue at Ten-Ten Road

- The Developer shall restripe the eastbound right turn lane as a through-right and provide additional merge length east of the signalized intersection subject to NCDOT requirements.
- The Developer shall construct the improvements at the aforementioned Reliance Avenue/Ten Ten intersection prior to the first Final Plat for single-family and/or townhomes, or the first building permit issuance for the apartments.

Jessie Drive at Ten-Ten Road

- The Developer shall construct a westbound left-turn lane with a minimum of 100 feet of storage and appropriate taper prior to the pending state TIP project.
- The Developer shall construct an eastbound right-turn lane with a minimum of 200 feet of storage and appropriate taper prior to the pending state TIP project.
- The Developer shall construct a northbound right-turn lane with 100 feet of storage and appropriate taper prior to the pending state TIP project.
- The Developer shall monitor this intersection and install a traffic signal if warranted and permitted by NCDOT prior to the pending state TIP project.
- The Developer shall construct the improvements at the aforementioned Jessie Drive/Ten Ten intersection prior to the first Final Plat for single-family and/or townhomes, or the first building permit issuance for the apartments.
- If the traffic signal is not warranted prior to the first Final Plat, the developer shall provide a performance bond for the signal based on an engineer's estimate of final costs. The performance bond shall remain in place for a period of 5 years, or until the last Final Plat for the development, whichever comes first. Once the signal is warranted, the developer shall install the signal within 6 months plus time for any delays due to right-of-way acquisition and utility relocation but not to exceed 12 months.

Smith Road at Ten-Ten Road

- The Developer shall extend the existing westbound left-turn lane to provide a minimum of 350 feet of storage and appropriate taper.
- The Developer shall construct the aforementioned improvements at the Smith Road/Ten Ten intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

Smith Road at Stephenson Road

- The Developer shall construct an eastbound left-tum lane with a minimum of 100 feet of storage and appropriate taper.
- The Developer shall monitor this intersection for installation of all-way stop control and provide for the all-way stop conversion if warranted and permitted by NCDOT.
- The Developer shall construct the aforementioned improvements at the Smith Road/Stephenson Road intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

Smith Road at Dezola Street

- The Developer shall construct a southbound right-tum lane with a minimum of 100 feet of storage and appropriate taper.
- The Developer shall construct and improve Dezola Street to a Major Collector Street typical section on a 60-foot public right of way for the entire length.
- The Developer shall provide access to existing residential properties on Dezola Street in a manner that avoids residential driveways directly accessing any Major Collector Streets.
- The Developer shall construct the aforementioned improvements at the Smith Road/Dezola Street (aka East-West Collector) intersection at the time the East-West Collector Street is constructed and platted to Smith Road.

East Williams Street at Straywhite Avenue

- The Developer shall monitor the intersection and install a traffic signal if warranted and permitted by NCDOT.
- The Developer shall complete the monitoring period as directed by the Town of Apex Senior Transportation Engineer within the following schedule: The monitoring shall occur after the opening of Colby Chase Drive from the Pemberley subdivision to the Merion Subdivision but no later than the recording of the Final Plat for 250 dwelling units of single-family and/or townhomes, or the issuance of building permits for 250 apartment units, or any combination thereof.

Jessie Drive at Site Drive #1 at the North-South Connector Street

- The Developer shall construct single lane northbound and southbound approaches with stop control, and free-flow eastbound and westbound approaches with 100-foot left turn lanes both directions at both intersections.
- The Developer shall construct the North-South Connector Street to a Minor Collector Street typical section on a 60-foot public right of way for the entire length
- The Developer shall construct the aforementioned improvements at the Jessie Drive/North-South Collector prior to recordation of the first Final Plat for single-family and/or townhomes, or the issuance of the first building permit for the apartments.

The following roadway improvements are internal to the project and do not require NCDOT review or approval. These improvements shall be reviewed with Apex staff to verify compliance with design standards during the zoning, master subdivision, and construction document stages of the project as appropriate. Improvements shall be constructed and platted as the connections are created for each development POD.

North-South Connector Street at Site Drive #2, #3, and Dezola Street

- The Developer shall construct single lane eastbound and westbound approaches with stop control, and single lane northbound and southbound free-flow approaches.

Dezola Street at Site Drive #4

- The Developer shall construct single lane northbound and southbound approaches with stop control, and single lane eastbound and westbound free-flow approaches. Stop control may be reversed subject to future connectivity.

North South Connector Street at Colby Chase Drive

- The Developer shall construct the connection of Colby Chase from Pemberley Subdivision to the Merion Subdivision. The connection of Colby Chase Drive to the state-maintained portion requires NCDOT review and approval.
- The Developer shall construct the connection of the north-south connector street to Colby Chase.
- The Developer shall evaluate with Apex staff the option for traffic calming devices along Colby Chase Drive between Pemberley and Merion subdivisions.

Colby Chase Drive Extension

- The Developer agrees not to open Colby Chase Drive to the Merion Subdivision until the North-South Collector Street is constructed and open to the public.

Sidewalks
Sidewalks will be installed in accordance with the UDO standards along all streets within the residential development and along the public rights-of-ways.

Greenways
Greenways and multi-use paths will be provided within the development per the PRGOS Master Plan and as an additional project amenity. Location of said greenways and multi-use paths is being and will continue to be coordinated with staff through the rezoning process and future MSPs. Additional detail will be provided at the appropriate time including the Parks & Recreation Advisory Commission meeting, MSP review and construction document submittals. Additional information is contained in Section 16 – Parks & Recreation.

Section 13: Pedestrian Circulation System and Amenities
The pedestrian circulation system will include sidewalks along internal streets, perimeter roadways, Jessie Drive, Dezola Street and other named and unnamed collectors, residential streets, alleys or as appropriate in discussion with staff. Various greenways and multi-use paths are shown within the Apex Master Plans and will be coordinated with staff for the design and installation as appropriate.

The developer has agreed to work with staff to find a location which can accommodate a future transit easement along Jessie Drive. Any final agreement and location shall be coordinated during the design of Jessie Drive. This commitment is not a commitment to construct – this is a commitment to work with staff to find an appropriate location only.

Section 14: Natural Resources and Environmental Protection
The site is located within the Town's Secondary Watershed Protection Overlay District including Middle Creek and the large floodplain associated with this feature. This part of Apex is currently undeveloped and has a number of creeks and streams containing a large amount of wetlands, floodplains, stream buffers and other environmentally sensitive areas. The site is shown within Specials Flood Hazard areas as identified by FEMA FIRM Maps 3720075100J and 3720075000J dated May 2, 2006.

Impacts to some of these environmentally sensitive areas will be unavoidable during the design and permitting for the project. Impacts will be identified and permitted through the appropriate local, State and/or Federal review agencies as required for construction of the project. Major creek crossings will be required and adjusted to minimize environmental impacts associated with the development.

A full review of the flora, fauna, endangered species and historical data has begun on the property. Any environmentally sensitive areas will be identified during the rezoning, site plan and construction document processes and required approvals obtained for impacts within the development. The creeks, streams, and buffers which are currently shown were provided by S&EC, Inc. and from the current USGS map and Wake County soils survey. An onsite review with

the US Army Corps of Engineers and NC-DNR will also be provided upon approval of the rezoning application. Any additional buffers or shall be coordinated with NCDEQ staff and the site adjusted per the final concurrence calls. Immediately adjoining land uses would extend into the newly available development area with additional building square footage or additional lots not to exceed the zoning approval conditions.

Based upon the North Carolina State Historic Preservation Office website (HPOWEB GIS Service) and Apex UDO Section 12.2 – Historic Structures – there are no historic homes or contributory structures within the boundary of the properties.

Section 15: Storm Water Management

The project will contain a number of proposed storm water SCMs. The site is located within the Middle Creek basin and Apex's Secondary Watershed Overlay District and is therefore required to meet the standards of UDO Section 6.1 as applicable. Horton Park will utilize approved structural devices to control storm water and sediment runoff including detention ponds, retention ponds, bioretention cells, wetlands, underground devices, and/or other State recognized storm water management devices. Storm water control devices shall blend into the surrounding developments or be used as possible amenities depending upon their design, aesthetics, size, and location. Final routing of the SCMs will be done in conjunction with the Apex Environmental Services staff to assure compliance with appropriate guidelines.

Section 16: Parks and Recreation

The Parks, Recreation, Greenways and Open Space Master Plan shows the development of the Middle Creek greenway from the Holly Springs greenway system at Sunset Lake Road extending north to Lufkin Road Middle School and the Town of Cary's greenway system north of Ten Ten Road. The greenway and multi-use path shall be a mix of asphalt, concrete, sidewalk, boardwalk, and pedestrian bridges which will be identified with Apex staff during the Master Subdivision Plan review. Horton Park has been in discussions with Parks & Recreation staff to determine the best routing to serve the most residents and possible commuters as practical. This routing would involve greenways along Middle Creek, unnamed creeks and streams, floodplain boundaries and other natural areas as well as multi-use paths along residential streets, minor collectors, and major collectors.

Horton Park was reviewed at the August 30, 2017 PRCR Advisory Commission meeting and was approved consistent with Staff's recommendation of a fee-in-lieu for the project with the flexibility for both parties to continue to work to find a way to implement the Middle Creek Greenway alignment. In the event a solution can be reached, which may involve adjusting the corridor, the developer would build the connection and receive credit against the fees owed. All other sections of the UDO pertaining to the construction of public greenway would then be applicable.

A Public Art Easement shall be provided at the intersection of Jessie Drive and the North-South Collector with a second location within the roundabout at the intersection of the North-South Collector and the East-West Collector streets.

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Section 17: Phasing

Lot Development Phasing:

The project will consist of as many as eight (8) development phases. These phases will be broken into the following categories, although development will vary in timing and order of POD development based upon market conditions at the time of approval:

1. one (1) phase of Office/Industrial Employment north of Jessie Drive (POD 1); (although not part of the overall PUD, the LI section is part of original rezoning discussions and therefore included with a possible construction phasing for the area);
2. one (1) phase of non-residential south of Jessie Drive (POD 2) although development shall occur on this property as specific uses are identified, not at one time;
3. one (1) phase of high density residential north of Jessie Drive (POD 3);
4. one (1) phase of high density residential south of Jessie Drive (POD 4);
5. one (1) townhome phase south of Jessie Drive (POD 5); and
6. three (3) medium density/single family phases south of Jessie Drive to Colby Chase Drive and east to Smith Road (PODs 6, 7 & 8).

Residential Development Restrictions:

The residential sections of Horton Park are being restricted by off-site roadway improvements as listed below. No restrictions on the development of the non-residential sections of Horton Park or the adjacent Light Industrial property is identified within this section of the PD Text.

Option 1:

Phase I: No more than 250 lots shall be platted for single-family and townhomes, or 250 apartment units can receive building permits, or any combination thereof (not to exceed 250 units total) prior to the completion of the off-site roadway improvements identified within the Traffic Study provided by Ramey Kemp & Associates and noted in the PD Text – Section 12. This also includes the construction of the north-south Collector from Jessie Drive to Colby Chase Drive, the Colby Chase connection from Merion subdivision to Pemberley subdivision, the portion of the east-west Major Collector from the north-south Collector to the access for the Dezola Street properties, and the completion of the east-west Major Collector to Smith Road.

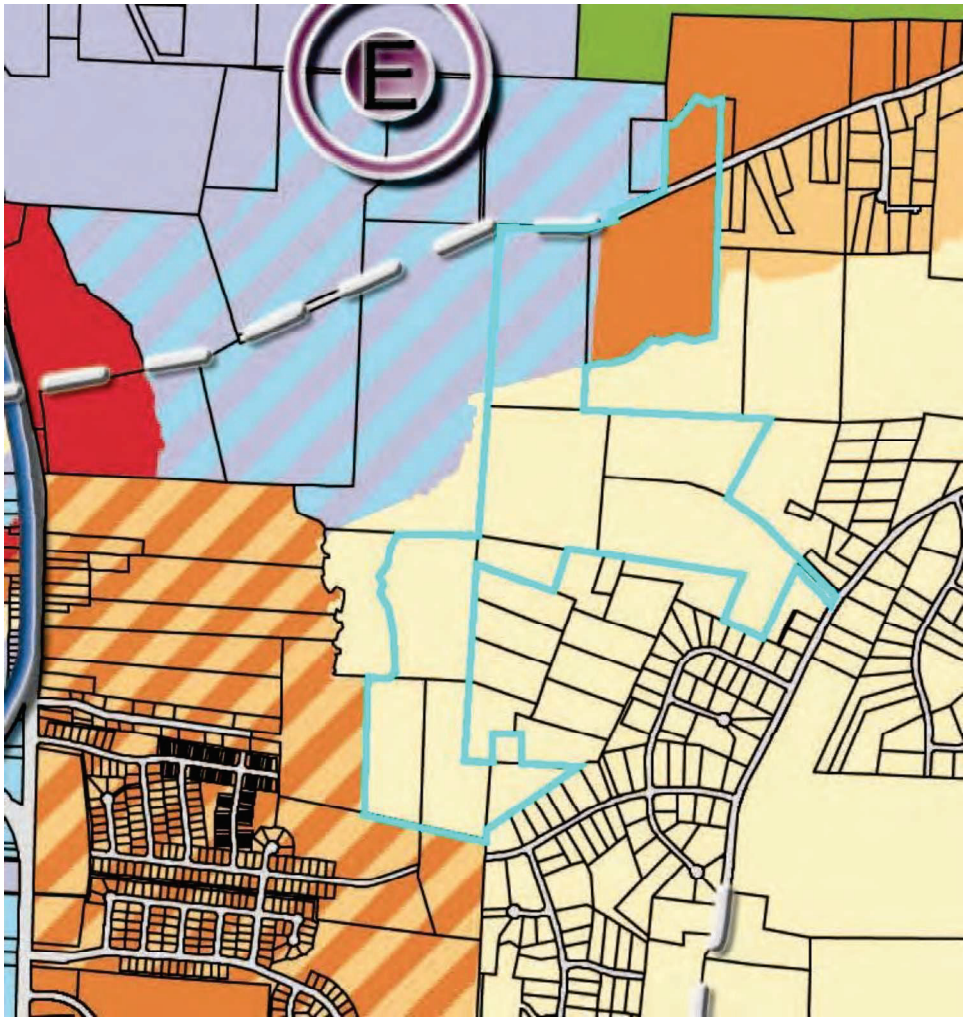
Phase II: No more than 50 additional residential lots shall be platted for single-family and townhomes, or 50 additional apartment units can receive building permits, or any combination thereof (not to exceed 50 additional units and 300 units total) prior to the completion of additional through lanes associated with the NCDOT U-5825 project (Ten Ten Road widening).

Phase III: All remaining residential lots shall not be platted for single-family and townhomes, nor additional apartment units can receive building permits, until the Jessie Drive extension from Highway 55 to Ten Ten Road has been let for construction.

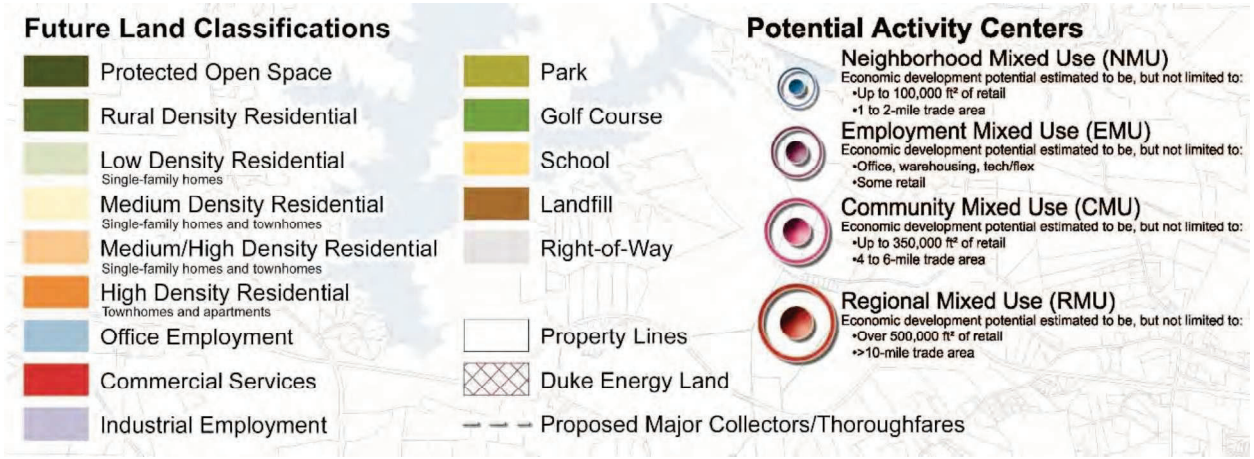
Option 2:
The completion of the extension of Jessie Drive from Highway 55 to Ten Ten Road as a 2-lane roadway section shall release all lots and units within Horton Park from any development timeline restrictions identified in Option 1.

Section 18: 2030 Land Use Map
The Horton Park PUD development encompasses 146.899 acres of property including multiple residential types (PODs 3-8) and a non-residential area (POD 2). The rezoning request is in keeping with the land use designations identified on the current 2030 Land Use Map. The 2030 Land Use Map has been included for reference in this section although there are no requested changes.

NO CHANGES TO THE CURRENT 2030 LAND USE MAP ARE PROPOSED WITH THE HORTON PARK REZONING.



Existing 2030 Land Use Map
Boundary of property under control is shown in blue



Section 19: Compliance with the Unified Development Ordinance

With any specific items previously identified within the PD Text addressed, the project – including the Residential Master Subdivision Plans, non-residential Site Plans, and Construction Documents – shall comply with the applicable Apex Unified Development Ordinance sections. Any deviation from these standards shall be approved by staff, Planning Board or Town Council representatives through the design and approval for the project as appropriate.

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EXHIBITS

The following exhibits/drawings are attached as part of the required PUD-CZ. Any reference to the LI-CZ parcels is for information purposes only and does not constitute control or additional standards on the LI-CZ parcel.

COVER SHEET (Sheet C000)

The Cover Sheet contains contact information, a vicinity map, the site design guidelines and required Town of Apex site notes and descriptions.

EXISTING CONDITIONS (Sheet C001)

The C001 Existing Conditions sheet is the overall boundary of the property including land owners, property line calls, creek data, adjacent property owner's information, land uses, PIN reference, deed and/or plat information, and surrounding roadway networks.

EXISTING CONDITIONS - TOPO (Sheet C002)

The C002 Existing Conditions sheet includes the data on sheet C001 along with LIDAR topographic information referenced into the drawing.

EXISTING CONDITIONS – TREE SURVEY (C003)

The C003 Tree Survey sheet contains the location, size and tree data. The trees were identified per requirements of UDO Section 8.1.2(B)(2) including perimeter site locations, anticipated RCA, and a general notation for internal tree samplings. This information was provided by Ellen & Associates, registered NC forester #565.

CONCEPTUAL SITE PLAN (Sheet C100)

The Conceptual Site Plan includes the required base items per the PUD checklist, standard site notes, access points, existing street network, and identification of specific uses. The light industrial area, townhomes/apartment areas as well as the single family residential areas are all identified on the plan. One item to point out is the location of Jessie Drive, the gas easement and creek locations based upon LIDAR and FEMA mapping options.

CONCEPTUAL UTILITY PLAN (Sheet C200)

The Conceptual Utility Plan shows the location of existing water and sewer infrastructure in the area. Although there is no sewer in the area, we have still set up the drawing to reflect existing conditions and location of possible connections.

PROPOSED SITE EXHIBIT (Sheet EX-1)

The Proposed Site Exhibit shows the location of the different uses within the project boundary. This includes separate areas for Light Industrial; high density residential (townhomes and/or apartments); medium/high density residential (townhomes); and medium density residential (single family homes). Each section is broken into PODs for each use and summarized in the PD Text document.

SINGLE FAMILY BUILDING ELEVATIONS

Single-family residential standards:

1. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
2. All single-family homes shall have a crawl space or have a raised foundation which at a minimum rises at least 20 inches from average grade across the front of the house to the finished floor level at the front door.
3. Garage doors must have windows, decorative details or carriage-style adornments.
4. The garage cannot protrude more than 1 foot out from the front façade or front porch.
5. The roof shall be pitched at 5:12 or greater for 50% of the building designs.
6. Garages on the front façade of a home that faces the street shall not exceed 40% of the total width of the house and garage together.
7. Eaves shall project at least 12 inches from the wall of the structure.
8. The visible side of a home on a corner lot facing the public street shall contain at least 3 decorative elements such as, but not limited to, the following elements:
   - Windows
   - Bay window
   - Recessed window
   - Decorative window
   - Trim around the windows
   - Wrap around porch or side porch
   - Two or more building materials
   - Decorative brick/stone
   - Decorative trim
   - Decorative shake
   - Decorative air vents on gable
   - Decorative gable
   - Decorative cornice
   - Column
   - Portico
   - Balcony
   - Dormer
9. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color.
10. House entrances for units with front-facing single-car garages shall have a prominent covered porch/stoop area leading to the front door.
11. The rear and side elevations of the units that can be seen from the right-of-way shall have trim around the windows.
12. Front porches shall be a minimum of 6 feet deep.
13. No more than 25% of the lots may be accessed with J-driveways. There shall be no more than 3 such homes in a row on any single block. Any lots eligible for a J-driveway home shall be identified on the Final Plat.
14. A maximum of 100% of the single family detached residential units within POD 6 shall be permitted as “zero-entry” homes without the 20 inch rise from average grade across the front of the property to the finished floor elevation. All “zero-entry” homes shall also provide first floor master bedrooms. Lots permitted as “zero-entry” shall be noted on the Final Plat.
15. All single family detached residential homes are to be pre-configured with conduit for a solar energy system.
16. No less than 10 single family detached homes out of the first 100 homes within POD 6 will be installed with a minimum of a 4 kW solar PV system.

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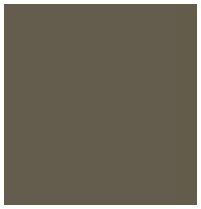
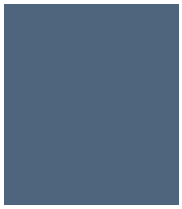
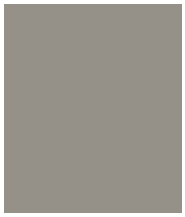
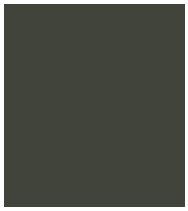
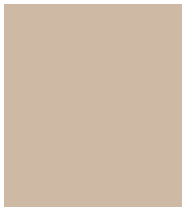
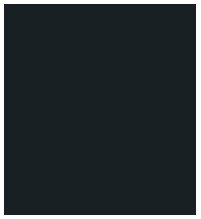
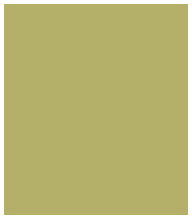
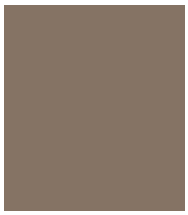
Townhome and Single Family Home Color Palette (Sherwin Williams)
All colors are Primary with the exception of those noted

 SW 6166 ECLIPSE	 SW 7502 DRY ROCK	SW 6008 INDIVIDUAL AZURITE	 SW 9148 SMOKEY
SW 6260 UNIQUE GRAY	SW 9136 LULLABY SLATE	 SW 9131 CORNWALL GREEN	 SW 6524 COMMODORE
SW 9119 DIRTY MARTINI	 SW 6188 SHADE GROWN	 SW 9117 URBAN JUNGLE	 SW 6156 RAMIE
 SW 6994 GREENBLACK ACCENT	 SW 6717 LIME RICKEY ACCENT ACCENT	 SW 7589 HABANERO CHILE ACCENT	 SW 70399148 VIRTUAL TAUPE

White may also be used as a primary, trim, or accent color with any palette variations



Wakefield

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

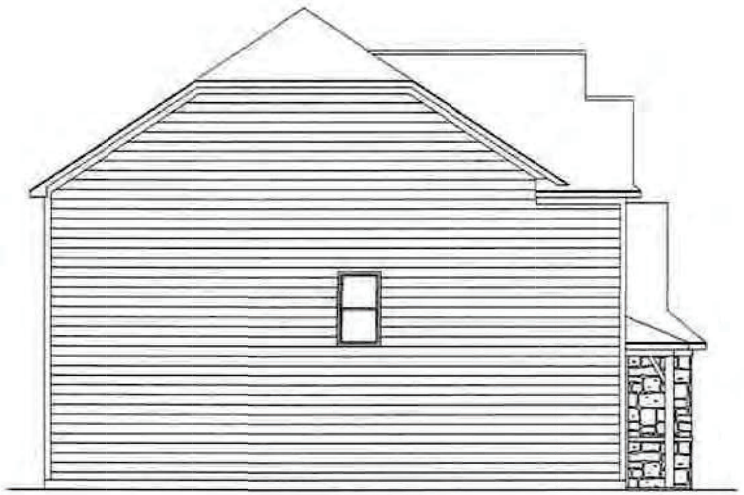
Wakefield - French Country

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Wakefield

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Wakefield - Low Country

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Wakefield

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

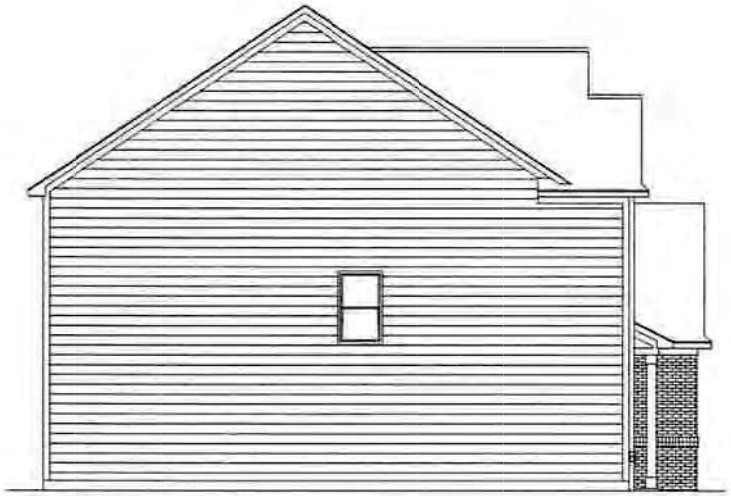
Wakefield - Craftsman

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Wakefield

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Wakefield - Federal - Brick

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Wakefield

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Wakefield - Federal - Siding

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Dorset - Craftsman

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Dorset - French Country

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Dorset - Low Country

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





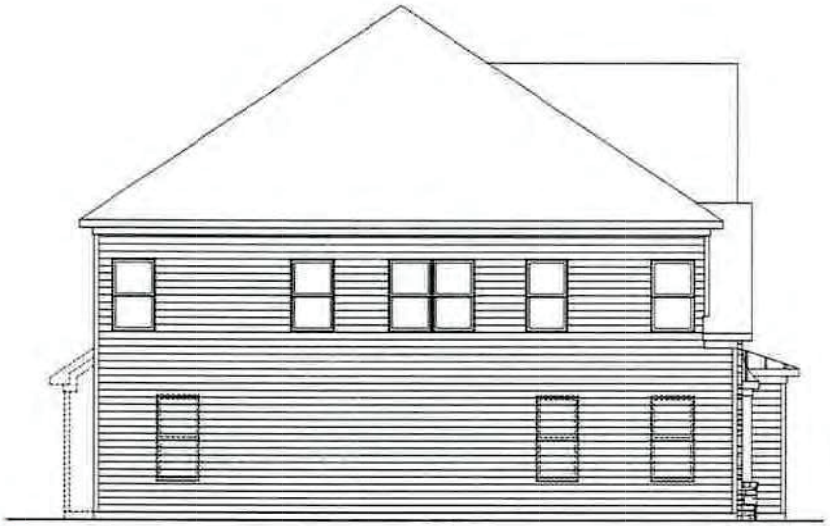
Right Elevation



Rear Elevation

Dorset - Arts and Crafts

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

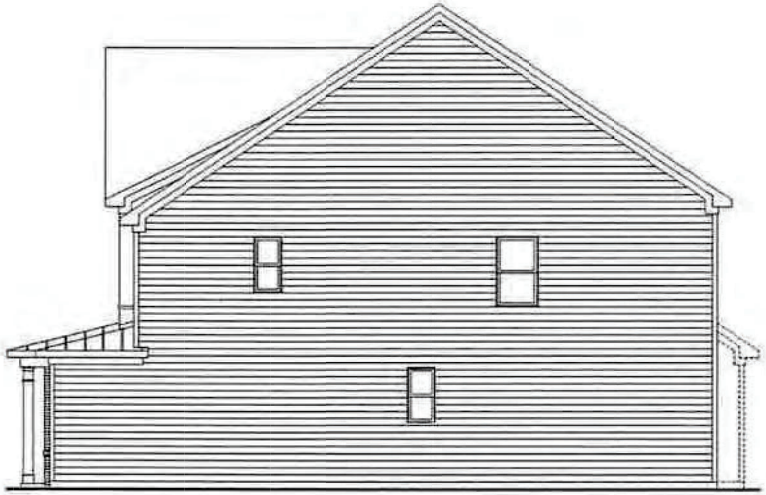
Dorset - European

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Dorset - Federal - Brick

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Dorset - Federal - Siding

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Essex II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Essex II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Essex II

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Essex II

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Essex II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Low Country

BUILDING ELEVATIONS FOR ILLUSTRATIVE PURPOSES ONLY



Essex II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



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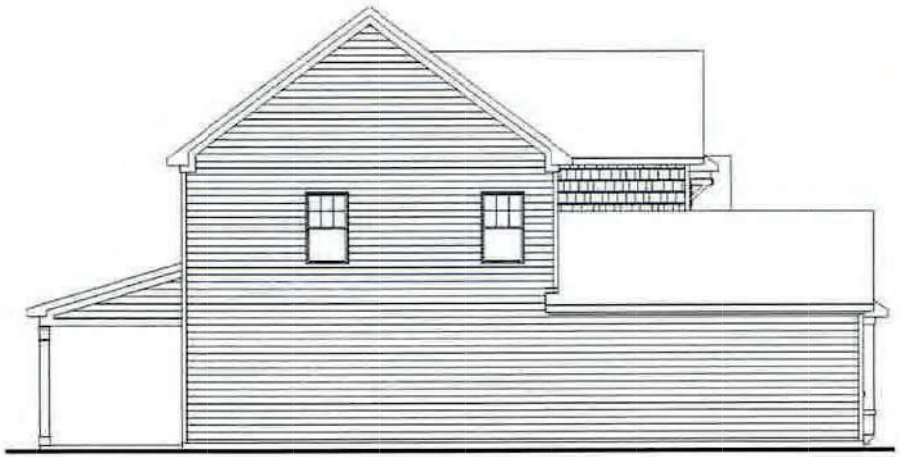
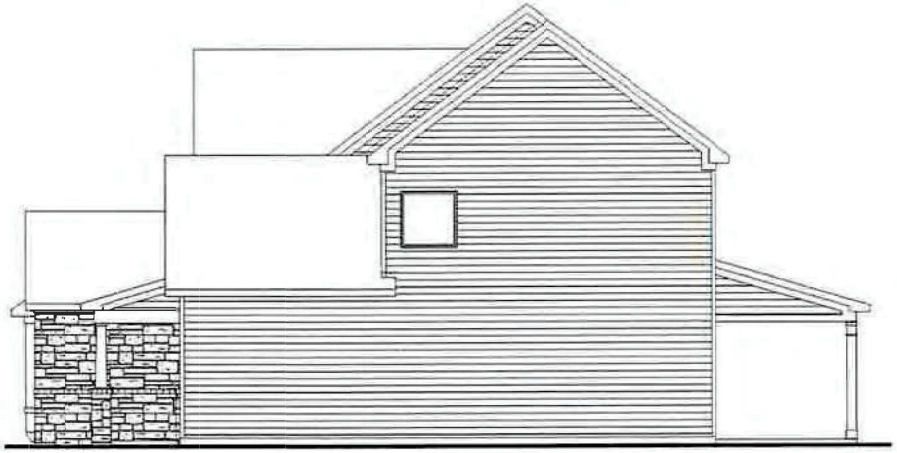
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

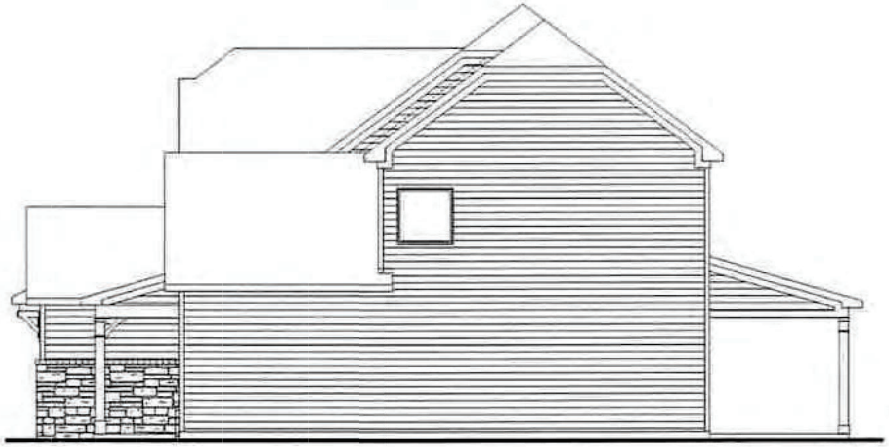
Brighton - Craftsman

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

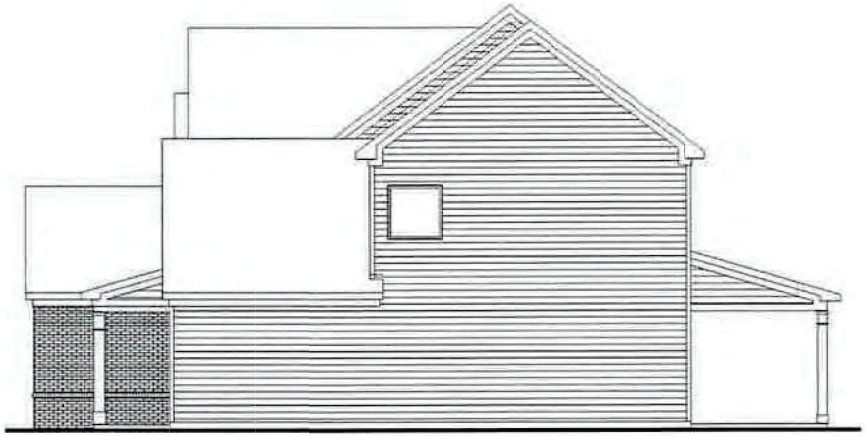
Brighton - Farmhouse

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

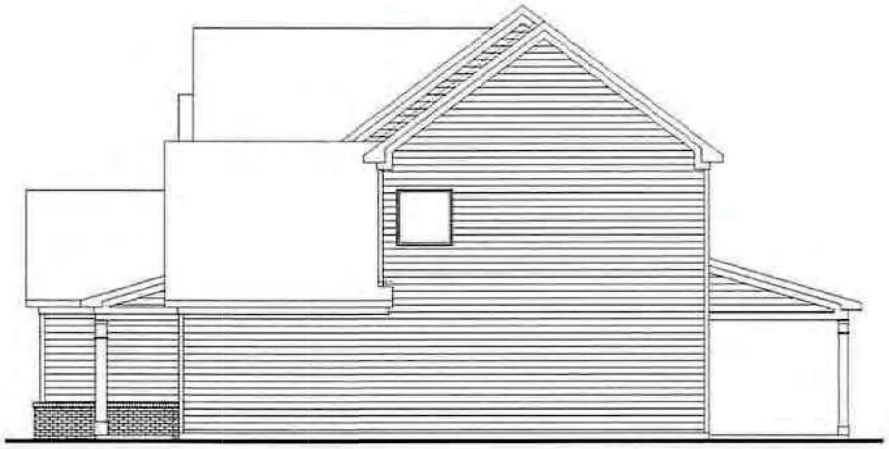
Brighton - Federal - Brick

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

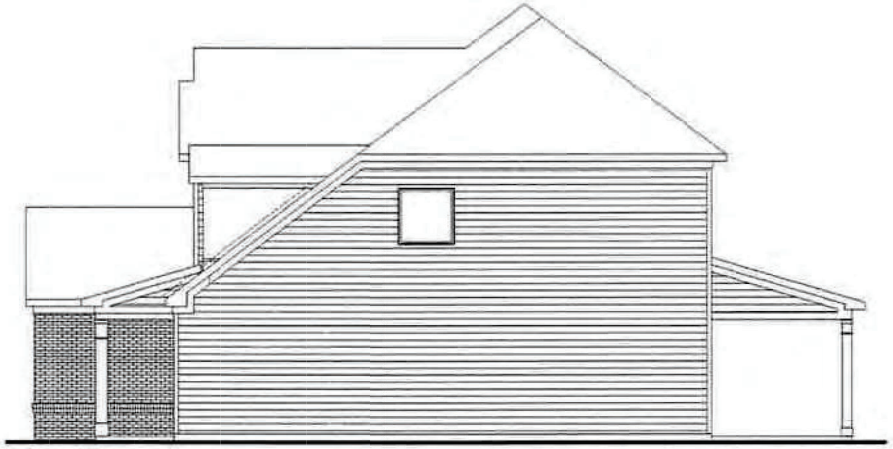
Brighton - Federal - Siding

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

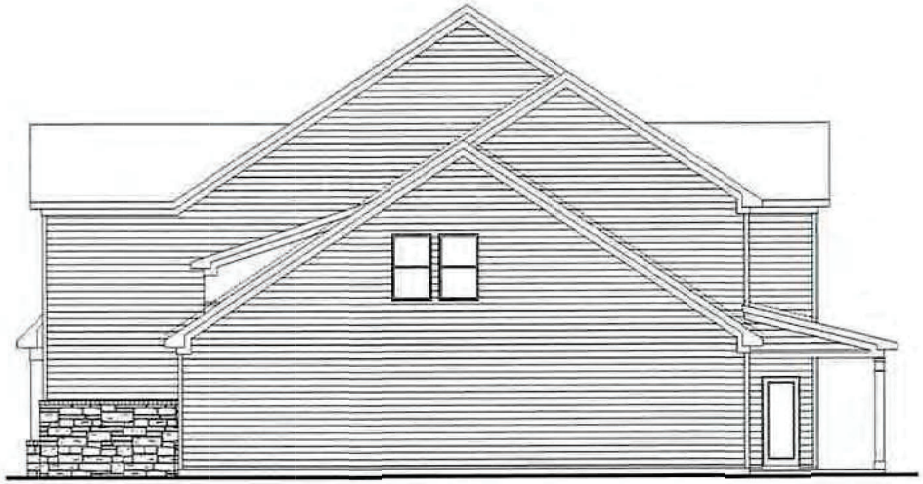
Brighton - Traditional

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

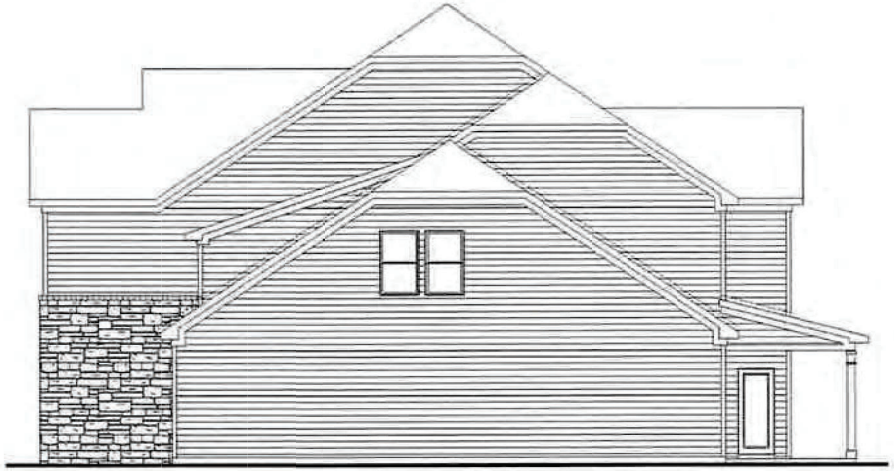
Highland - Craftsman

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Highland - Farmhouse

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Highland - Federal - Brick

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Highland - Federal - Siding

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

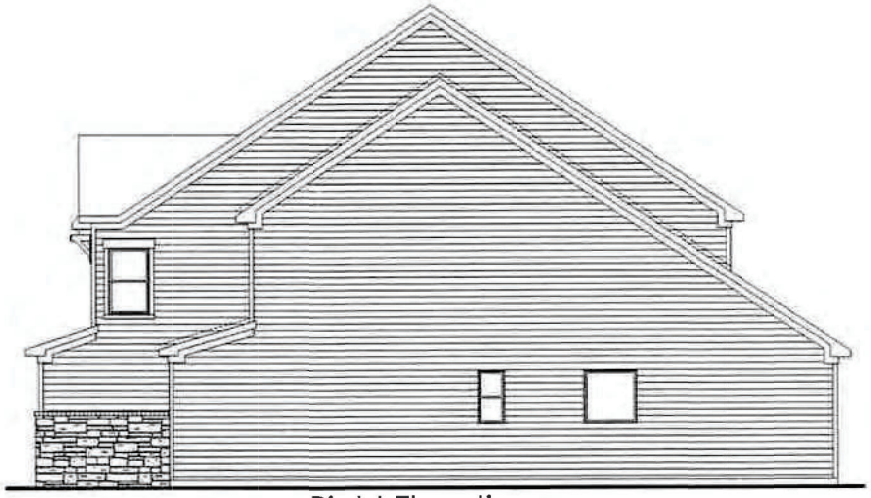
Highland - Traditional

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





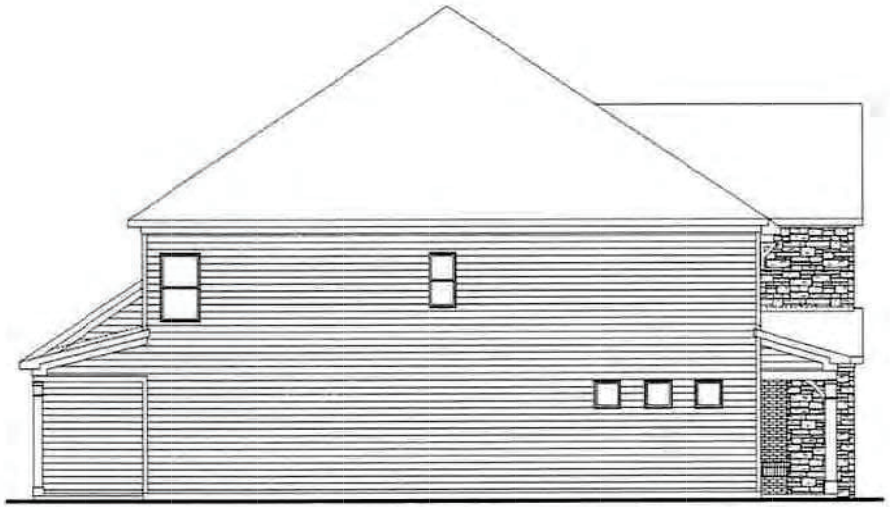
Right Elevation



Rear Elevation

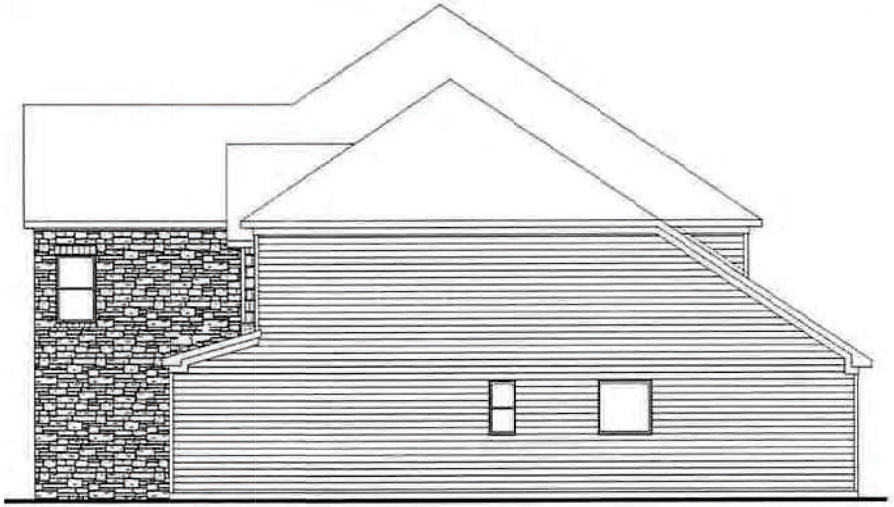
Kendyll - Craftsman

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





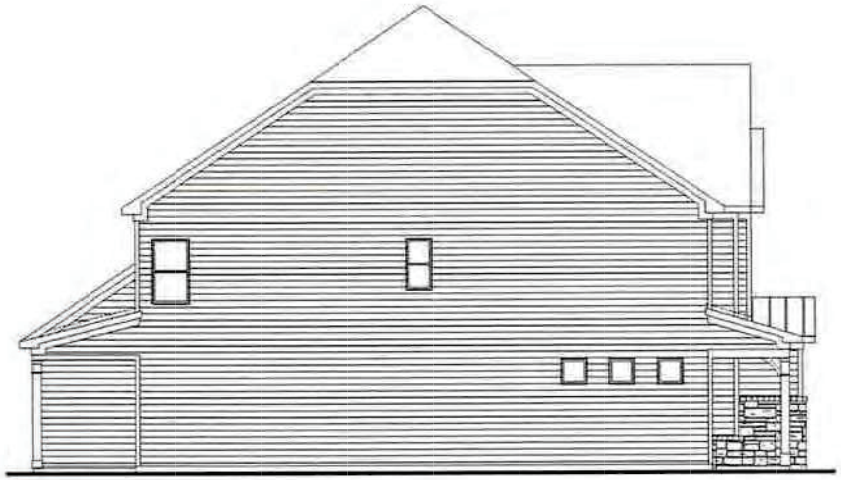
Right Elevation



Rear Elevation

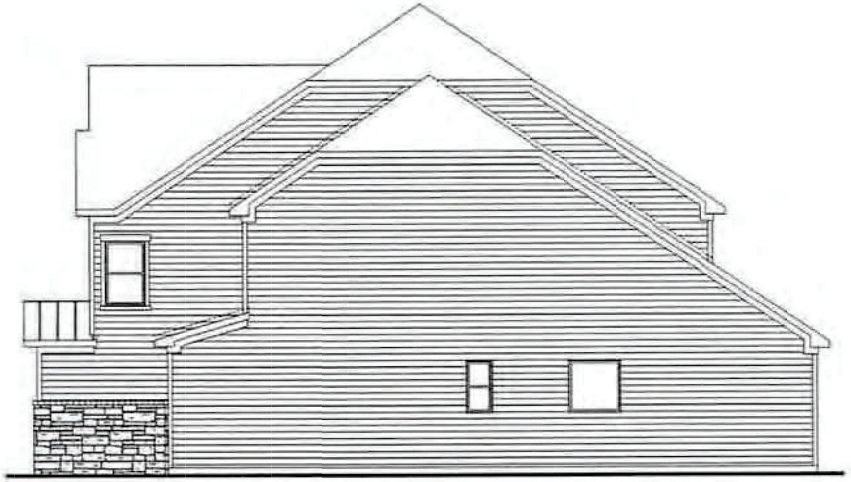
Kendyll - European

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

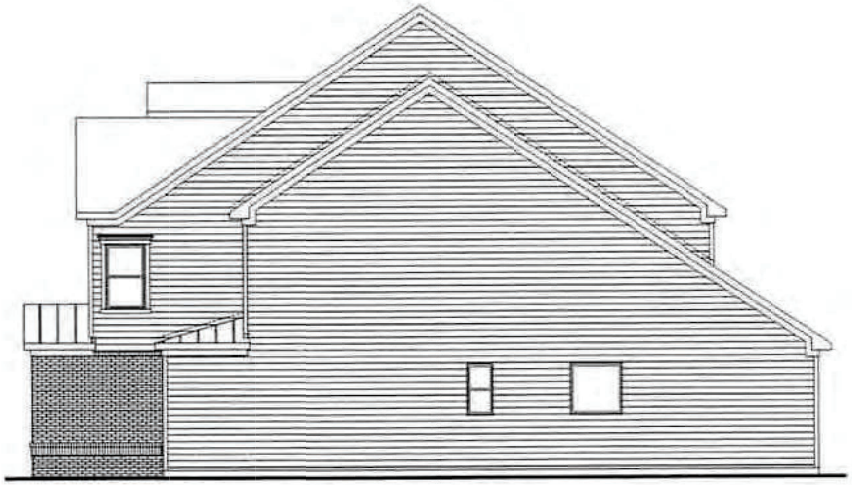
Kendyll - Farmhouse

BUILDING ELEVATIONS FOR
ILLUSTRATI RPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

Kendyll - Federal - Brick

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





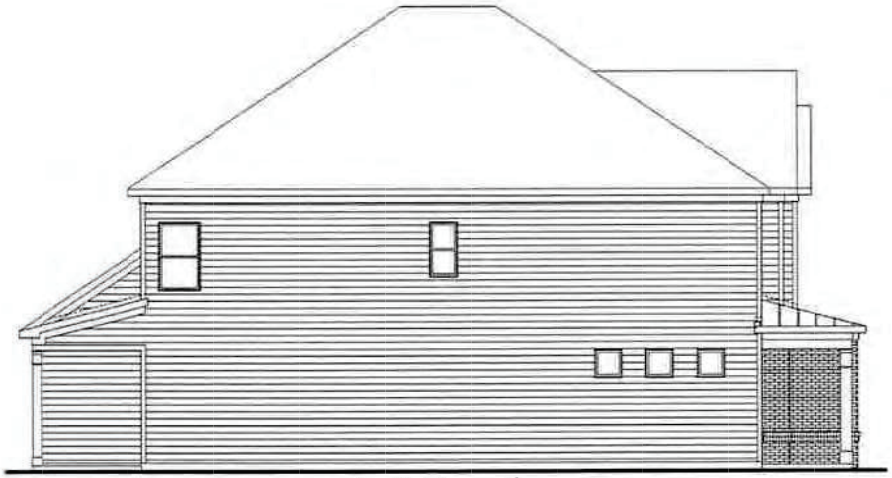
Right Elevation



Rear Elevation

Kendyll - Federal - Siding

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

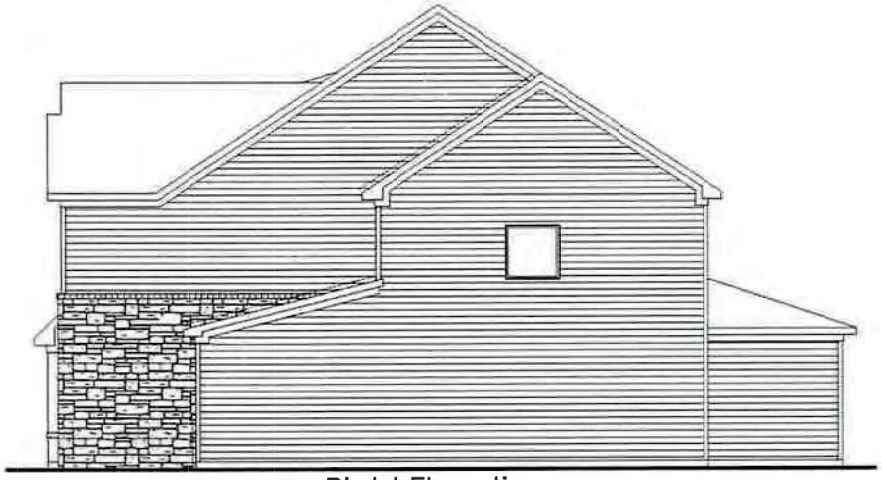
Kendyll - Traditional

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

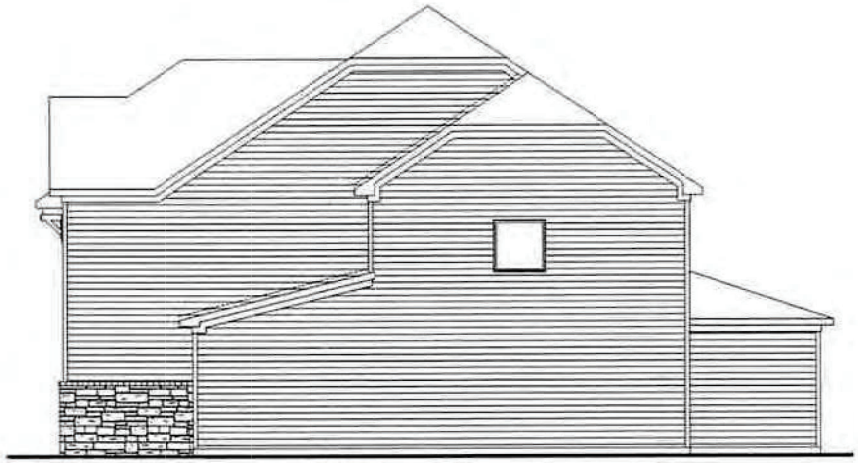
London - Craftsman

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

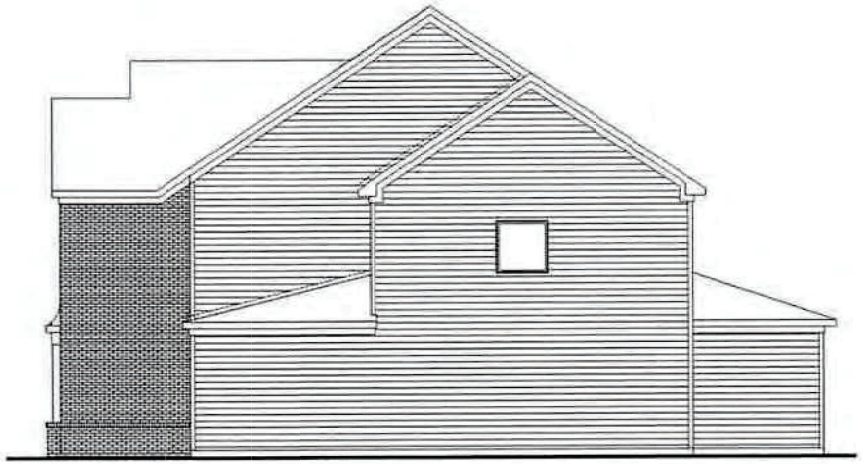
London - Farmhouse

BUILDING ELEVATIONS FOR
ILLUSTRATIV OSES ONLY



Left Elevation





Right Elevation



Rear Elevation

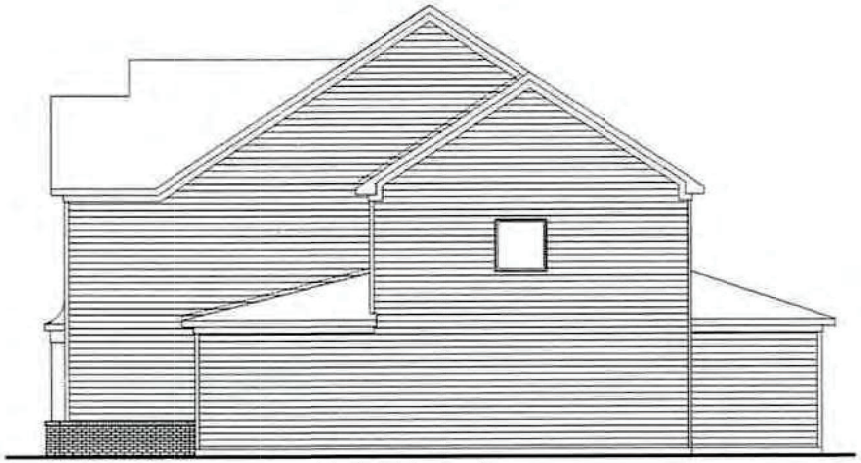
London - Federal - Brick

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





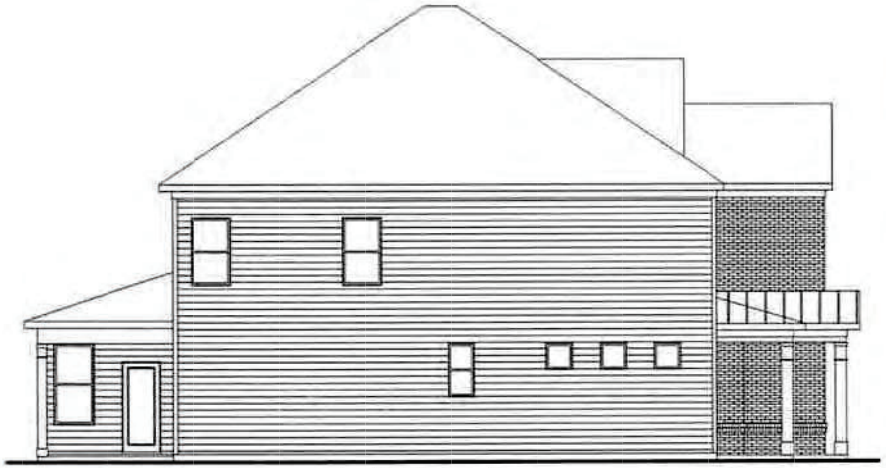
Right Elevation



Rear Elevation

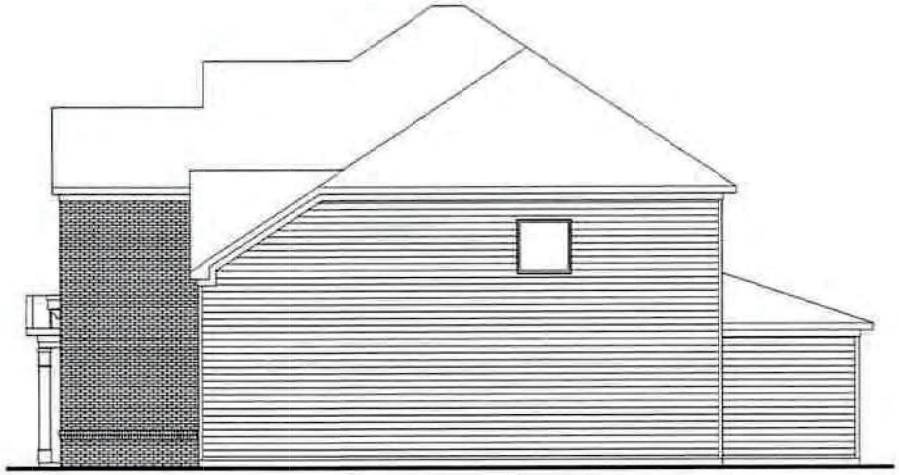
London - Federal - Siding

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Left Elevation





Right Elevation



Rear Elevation

London - Traditional

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Livingston

BUILDING ELEVATIONS FOR ILLUSTRATIVE PURPOSES ONLY



Livingston

BUILDING ELEVATIONS FOR ILLUSTRATIVE PURPOSES ONLY



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Waverly

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ILLUSTRATIVE PURPOSES ONLY



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Waverly

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ILLUSTRATIVE PURPOSES ONLY



Somerset

BUILDING ELEVATIONS FOR ILLUSTRATIVE PURPOSES ONLY



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Prescott II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Prescott II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Pescott II

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ILLUSTRATIVE PURPOSES ONLY



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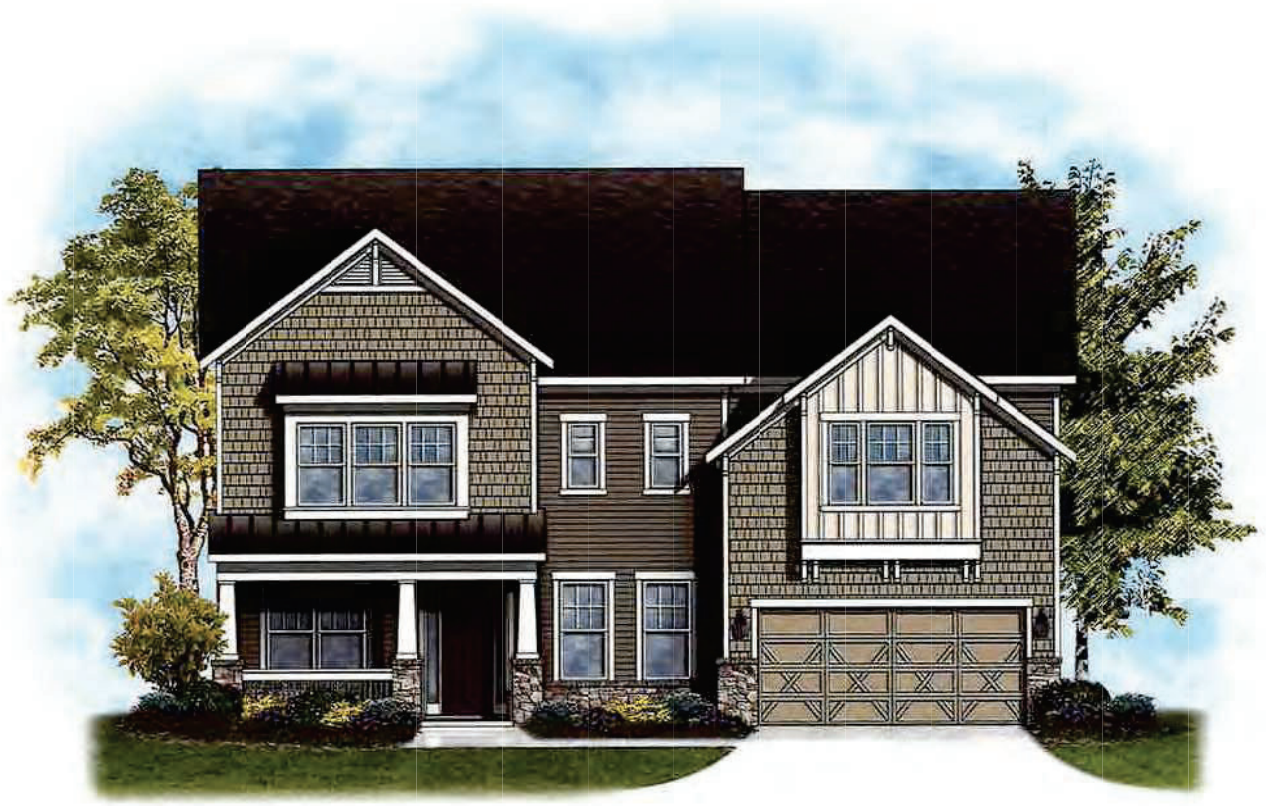
ILLUSTRATIVE PURPOSES ONLY



Pescott II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



Prescott II

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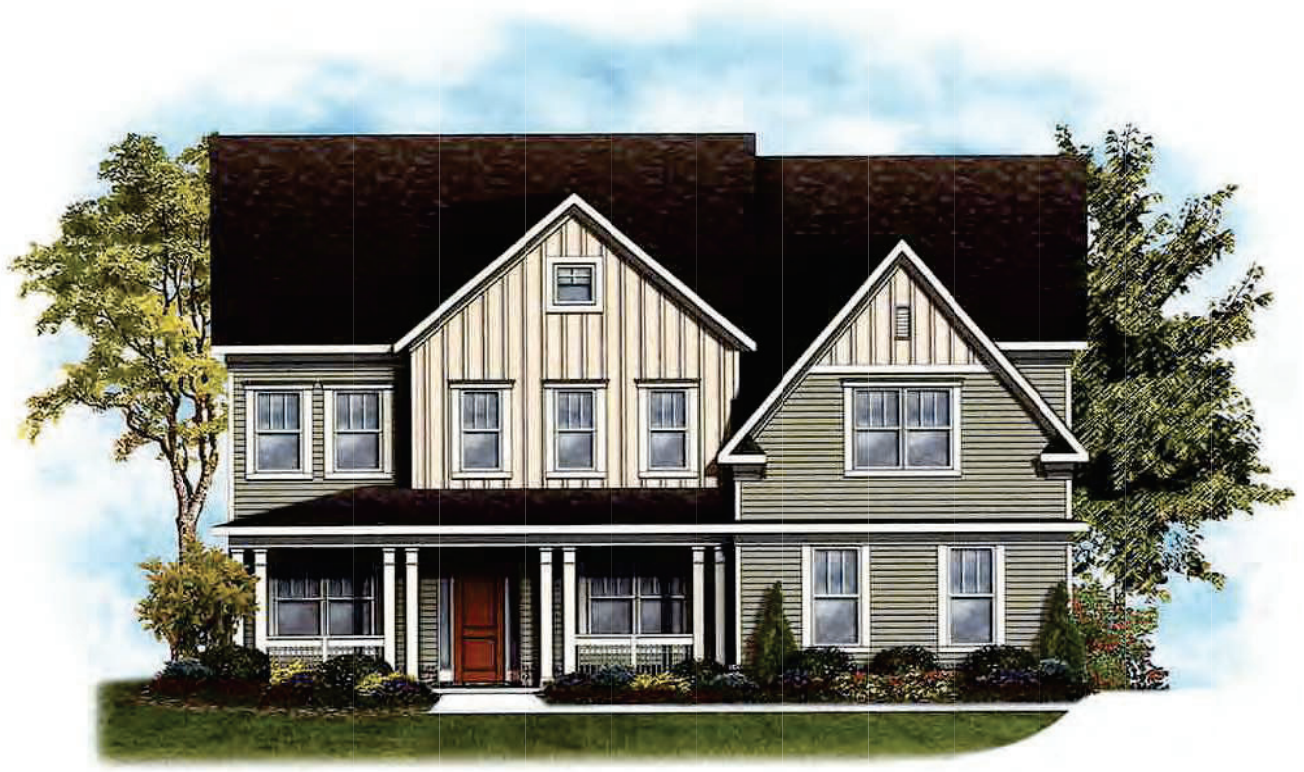

Prescott II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY



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ILLUSTRATIVE PURPOSES ONLY



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Prescott II

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

Game Changer

3,037 square feet

3 Bedrooms | 2.5 Bathrooms



Elevation C
(shown with optional metal roof)



Elevation A



Elevation B

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

Massey

2,883 square feet

4 Bedrooms | 3.5 Bathrooms | Game Room







BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

Barrett

3,147 square feet

4 Bedrooms | 3 Bathrooms | Study


Elevation C
(shown with optional metal roof)


Elevation A


Elevation B

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

Stratton

3,217 square feet

4 Bedrooms | 3.5 Bathrooms



Elevation C
(shown with optional metal roof)



Elevation A



Elevation B

BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

Bliss

2,056 square feet

3 Bedrooms | 2.5 Bathrooms







BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

Sanctuary

2,580 square feet

4 Bedrooms | 3.5 Bathrooms







BUILDING ELEVATIONS FOR
ILLUSTR PURPOSES ONLY

Braxton

2,935 square feet

4 Bedrooms | 2.5 Bathrooms | Loft







BUILDING ELEVATIONS FOR
ILLUSTRATIVE PURPOSES ONLY

House Party

3,015 square feet

4 Bedrooms | 2.5 Bathrooms







BUILDING ELEVATIONS FOR
ILLUSTRA URPOSES ONLY

TOWNHOME BUILDING ELEVATIONS

Townhome notes:

1. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
2. All townhomes shall have a crawl space or raised foundation which at a minimum rises at least 12 inches from average grade across the front of the house to the finished floor level at the front door.
3. Roofline cannot be a single mass; it must be broken up horizontally and vertically between units.
4. Garage doors must have windows, decorative details or carriage-style adornments.
5. House entrances for units with front-facing single-car garages shall have a prominent covered porch/stoop area leading to the front door.
6. The garage cannot protrude more than 1 foot out from the front façade or front porch.
7. The visible side of a townhome on a corner lot facing the public street shall contain at least 2 decorative elements such as, but not limited to, the following elements:
   - Windows
   - Bay window
   - Recessed window
   - Decorative window
   - Trim around the windows
   - Wrap around porch or side porch
   - Two or more building materials
   - Decorative brick/stone
   - Decorative trim
   - Decorative shake
   - Decorative air vents on gable
   - Decorative gable
   - Decorative cornice
   - Column
   - Portico
   - Balcony
   - Dormer
8. Building facades shall have horizontal relief achieved by the use of recesses and projections.
9. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color.
10. The rear and side elevations of the units that can be seen from the right-of-way shall have trim around the windows.
11. Minor elevation adjustments may be accommodated with staff approval – including limiting clipped dormers on no more than 25% of the proposed townhome building designs.
12. Side entry, end unit townhomes in highly visible locations shall provide a covered entry feature for each unit. Highly visible locations shall include the end of a series of buildings, and adjacent to public or private rights-of-ways, recreation areas, open space, buffers, or adjacent properties.

PEAK
Engineering & Design

Townhome and Single Family Home Color Palette (Sherwin Williams)

All colors are Primary with the exception of those noted

SW 6166 ECLIPSE	SW 7502 DRY ROCK	SW 6008 INDIVIDUAL AZURITE	SW 9148 SMOKEY
SW 6260 UNIQUE GRAY	SW 9136 LULLABY SLATE	SW 9131 CORNWALL GREEN	SW 6524 COMMODORE
SW 9119 DIRTY MARTINI	SW 6188 SHADE GROWN	SW 9117 URBAN JUNGLE	SW 6156 RAMIE
SW 6994 GREENBLACK ACCENT	SW 6717 LIME RICKEY ACCENT ACCENT	SW 7589 HABANERO CHILE ACCENT	SW 70399148 VIRTUAL TAUPE

White may also be used as a primary, trim, or accent color with any palette variations



Elevation A1-R



Elevation A2



Elevation A3-R



BUILDING ELEVATIONS FOR ILLUSTRATIVE PURPOSES ONLY



Elevation B1



Elevation B2



Elevation B3-R



Elevation B4



Elevation B5 - R



BUILDING ELEVATIONS FOR

ILLUSTRATIVE PURPOSES ONLY



Elevation C1



Elevation C2



BUILDING ELEVATIONS FOR

ILLUSTRATIVE PURPOSES ONLY



Elevation D1



Elevation D2



BUILDING ELEVATIONS FOR ILLUSTRATIVE PURPOSES ONLY



Elevation E1



Elevation E2



Elevation E3 R



BUILDING ELEVATION FOR

ILLUSTR URPOSES ONLY



Elevation F1



Elevation F2-R



Elevation F3



BUILDING ELEVATIONS FOR

ILLUSTR URPOSES ONLY

NOTES:

- GRADE CONDITIONS MAY VARY FOR INDIVIDUAL SITE FROM THAT SHOWN. BUILDER SHALL VERIFY AND COORDINATE PER ACTUAL SITE CONDITIONS.
- WINDOW HEAD HEIGHTS:
  1ST FLOOR = 8'-0" U.N.O. ON ELEVATIONS.
  2ND FLOOR = 7'-0" U.N.O. ON ELEVATIONS.
- ROOFING: PITCHED SHINGLES PER DEVELOPER.
- WINDOWS: MANUFACTURER PER DEVELOPER. DIVIDED LITES AS SHOWN ON THE EXTERIOR ELEVATIONS
- ENTRY DOOR: AS SELECTED BY DEVELOPER.
- GARAGE DOORS: AS SELECTED BY DEVELOPER, RAISED PANEL AS SHOWN.
- ALL EXTERIOR MATERIALS TO BE INSTALLED PER MANUFACTURER'S WRITTEN INSTRUCTIONS.

KEY NOTES:

MASONRY:

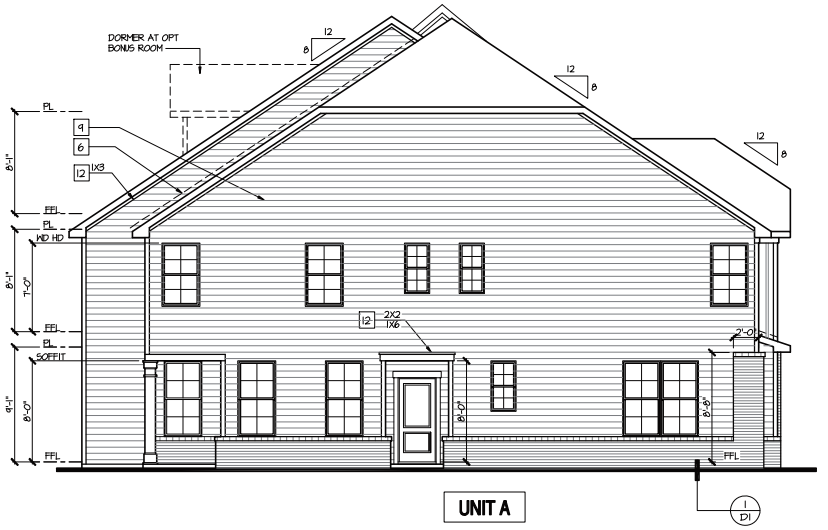
1. ADHERED STONE VENEER AS SELECTED BY DEVELOPER. HEIGHT AS NOTED.
2. MASONRY FULL BRICK AS SELECTED BY DEVELOPER. HEIGHT AS NOTED.
3. 8" SOLDIER COURSE.
4. ROWLOCK COURSE

TYPICALS:

5. CORROSION RESISTANT SCREEN LOUVERED VENTS, SIZE AS NOTED.
6. CORROSION RESISTANT ROOF TO WALL FLASHING. CODE COMPLIANT FLASHING MUST BE INSTALLED AT ALL ROOF/WALL INTERSECTIONS.
7. STANDING SEAM METAL ROOF, INSTALL PER MANUFCATURER'S WRITTEN INSTRUCTIONS.

SIDING:

8. VINYL SHAKE SIDING PER DEVELOPER W/ VINYL CORNER.
9. VINYL LAP SIDING PER DEVELOPER W/ VINYL CORNER.
10. VINYL BATT AND BOARD SIDING PER DEVELOPER W/ VINYL CORNER.
11. VINYL VERTICAL SIDING PER DEVELOPER W/ VINYL CORNER.
12. IX SYNBOARD TRIM OR EQUAL, U.N.O. SIZE AS NOTED
13. 3 1/2" VINYL TRIM (WINDOW JAMBS AND EXTERIOR CORNERS.)
14. VINYL SHUTTERS, TYPE AS SHOWN. SIZE AS NOTED.

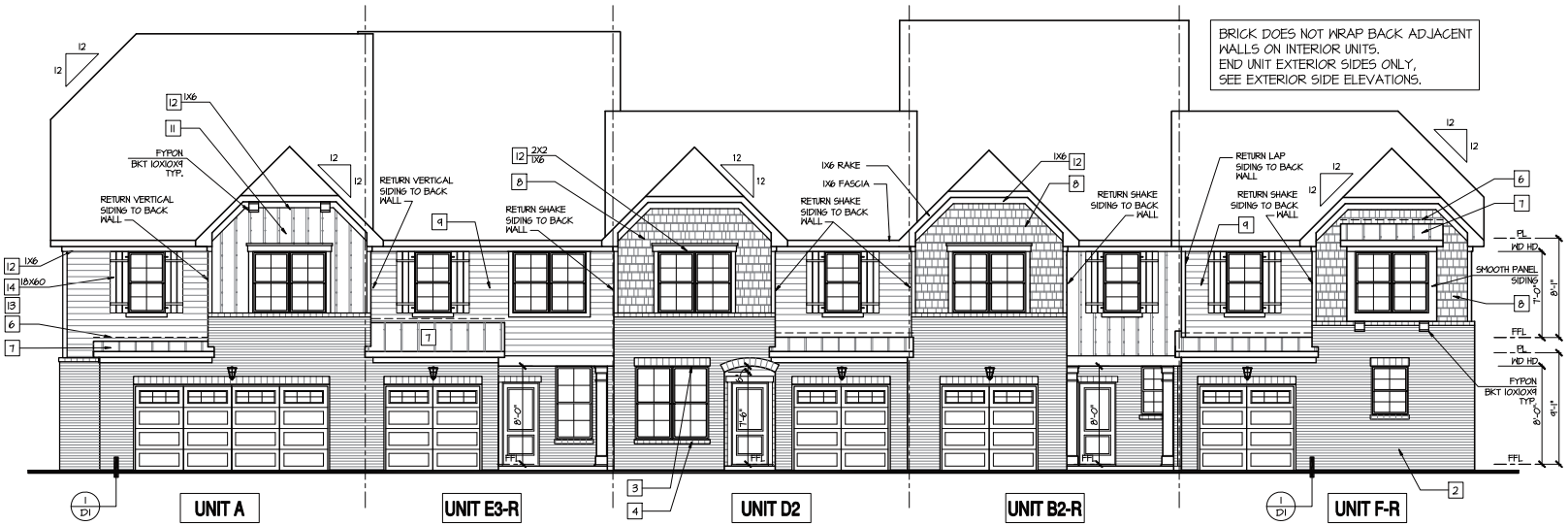


UNIT A

Left Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT

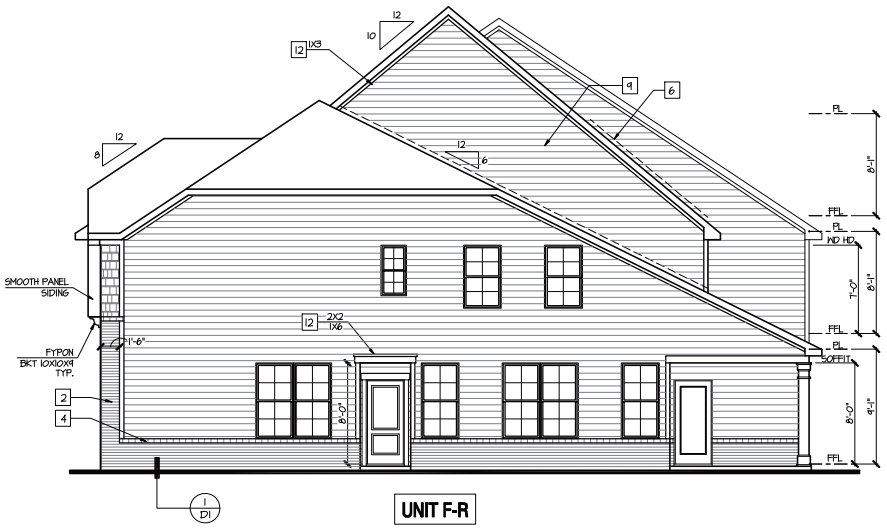
BRICK DOES NOT WRAP BACK ADJACENT WALLS ON INTERIOR UNITS. END UNIT EXTERIOR SIDES ONLY, SEE EXTERIOR SIDE ELEVATIONS.



UNIT A | UNIT E3-R | UNIT D2 | UNIT B2-R | UNIT F-R

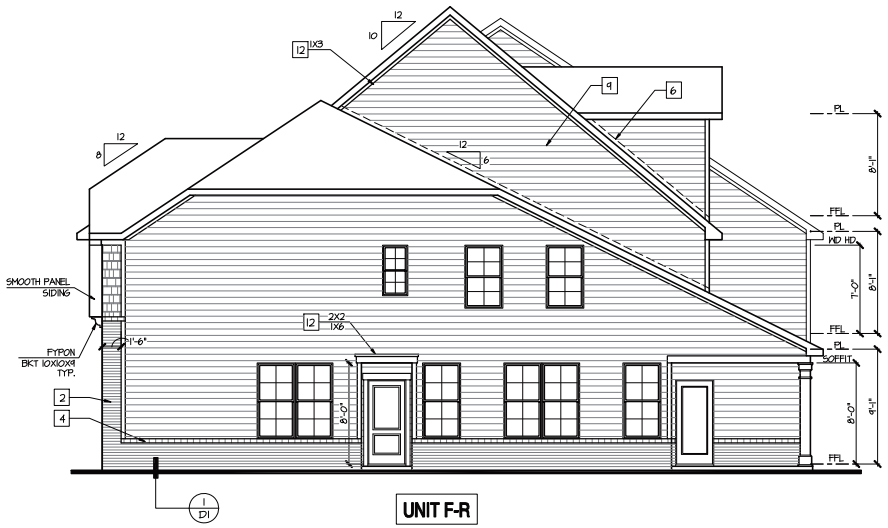
Front Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



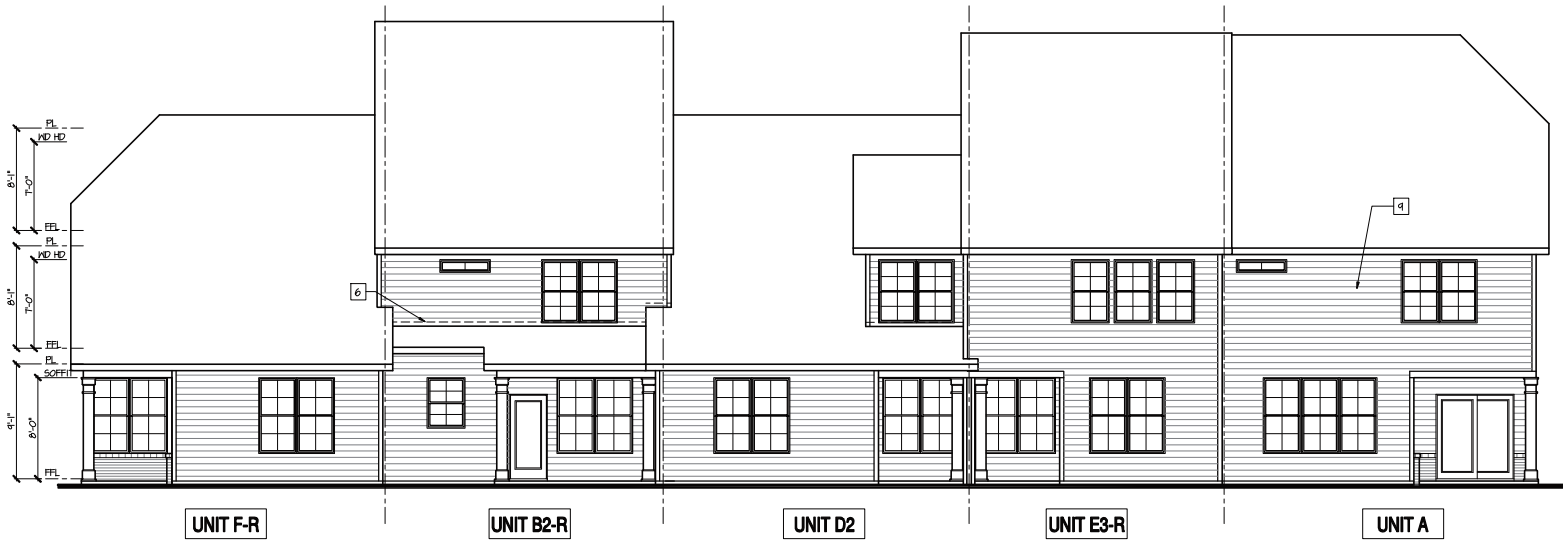
Right Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



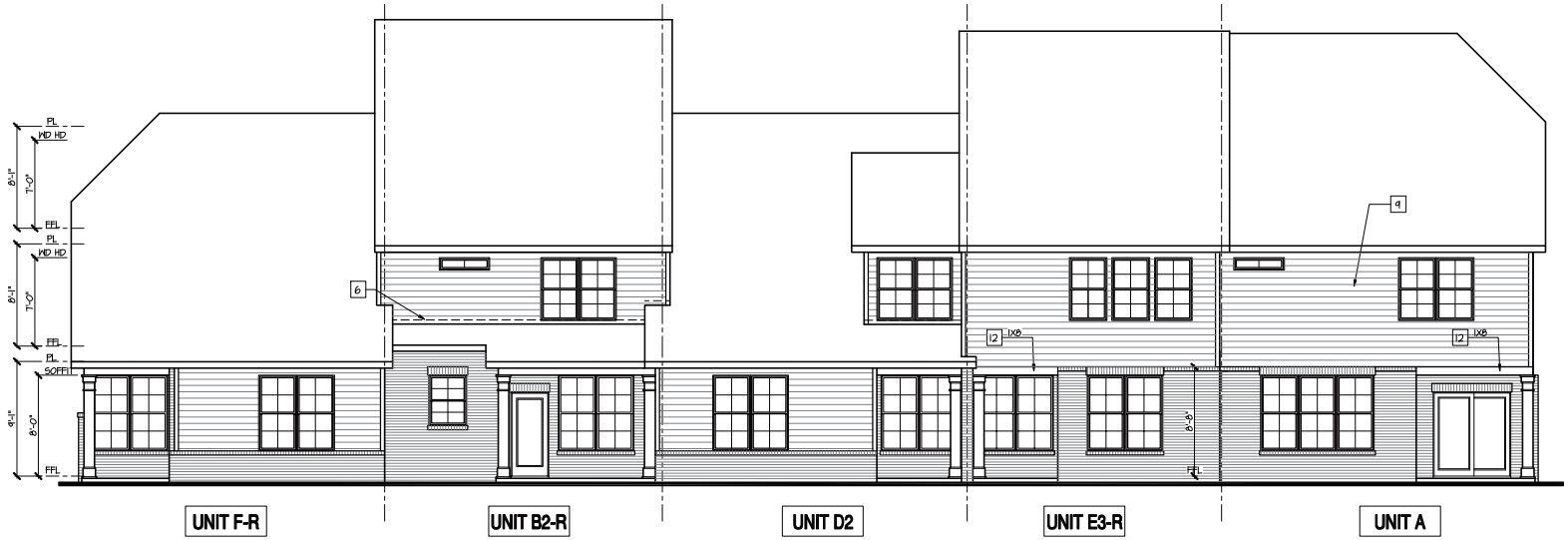
Right Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



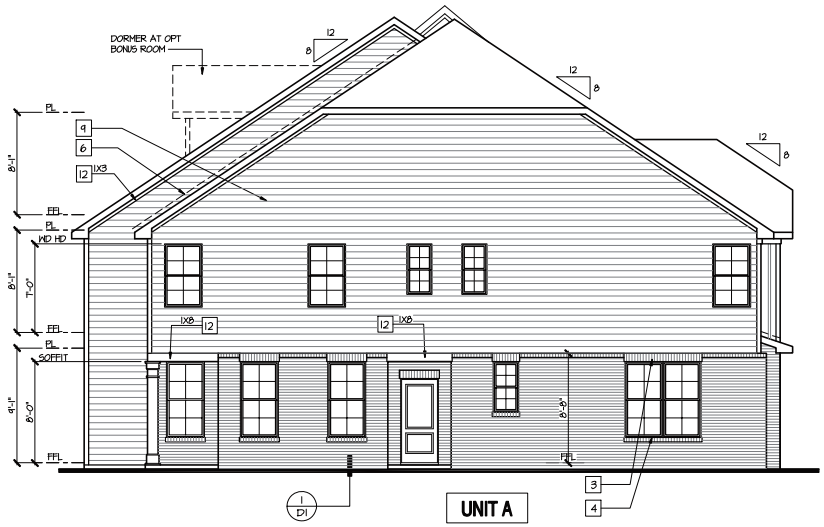
Rear Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



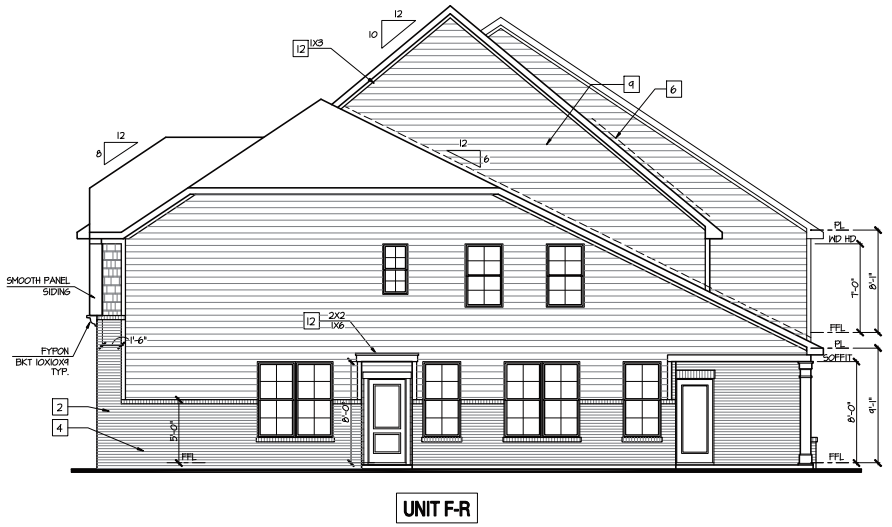
Rear Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



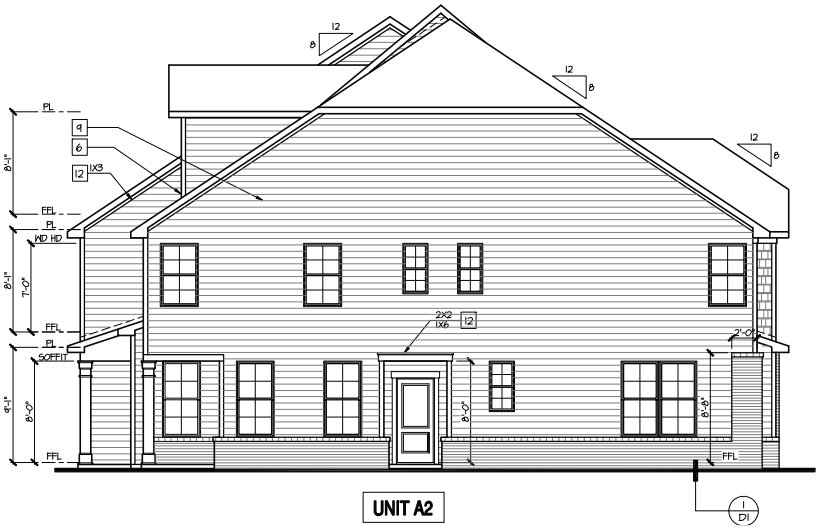
Left Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



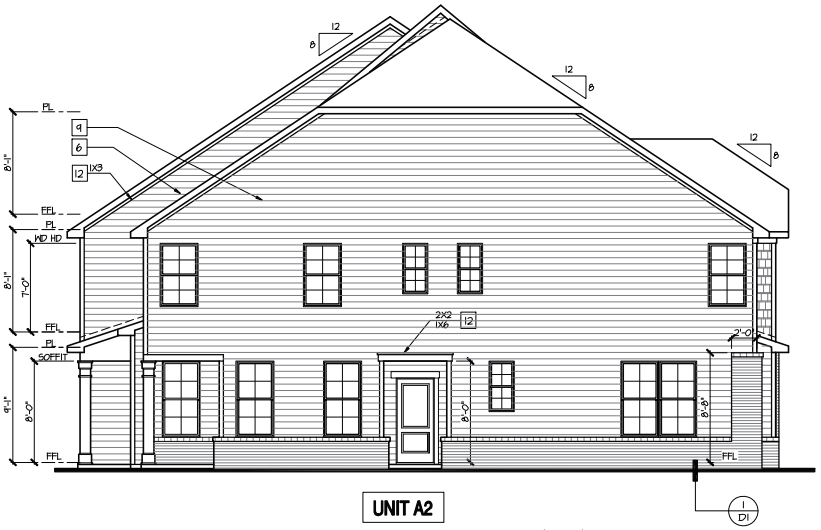
Right Elevation 5-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Left Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Left Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT

NOTES:

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- ENTRY DOOR: AS SELECTED BY DEVELOPER.
- GARAGE DOORS: AS SELECTED BY DEVELOPER, RAISED PANEL AS SHOWN.
- ALL EXTERIOR MATERIALS TO BE INSTALLED PER MANUFACTURER'S WRITTEN INSTRUCTIONS.

KEY NOTES:

MASONRY:

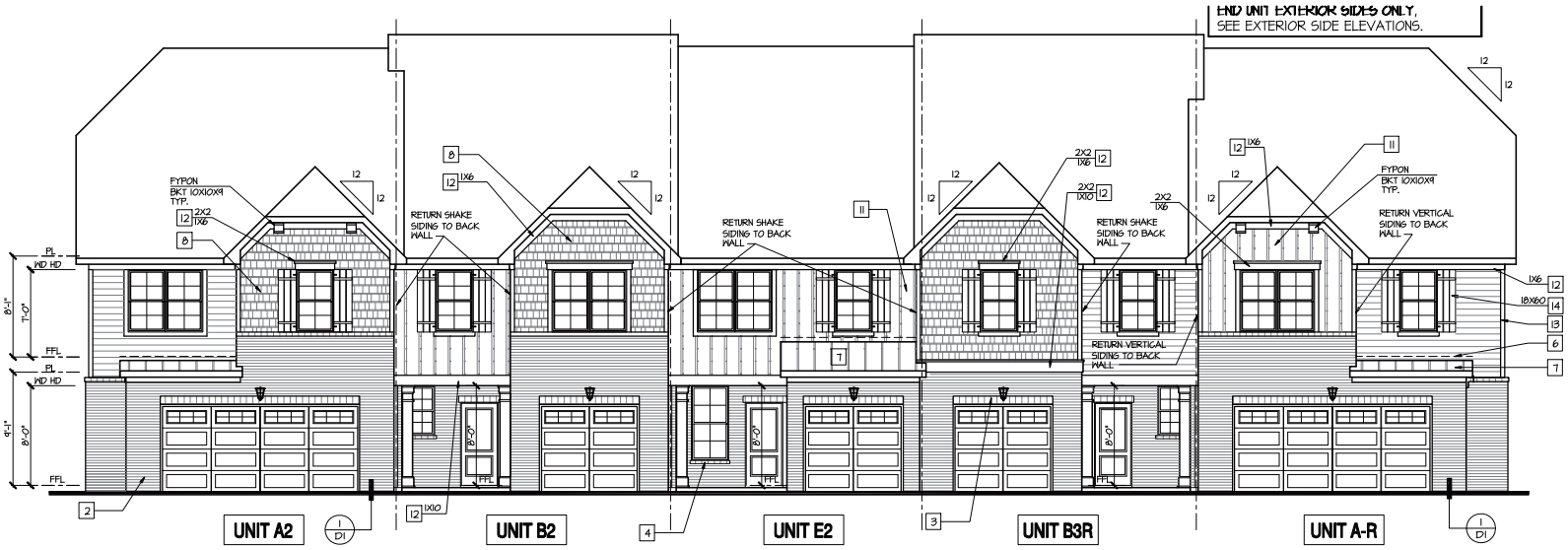
1. ADHERED STONE VENEER AS SELECTED BY DEVELOPER. HEIGHT AS NOTED.
2. MASONRY FULL BRICK AS SELECTED BY DEVELOPER. HEIGHT AS NOTED.
3. 8" SOLDIER COURSE.
4. ROWLOCK COURSE

TYPICALS:

5. CORROSION RESISTANT SCREEN LOUVERED VENTS, SIZE AS NOTED.
6. CORROSION RESISTANT ROOF TO WALL FLASHING. CODE COMPLIANT FLASHING MUST BE INSTALLED AT ALL ROOF/WALL INTERSECTIONS.
7. STANDING SEAM METAL ROOF, INSTALL PER MANUFCATURER'S WRITTEN INSTRUCTIONS.

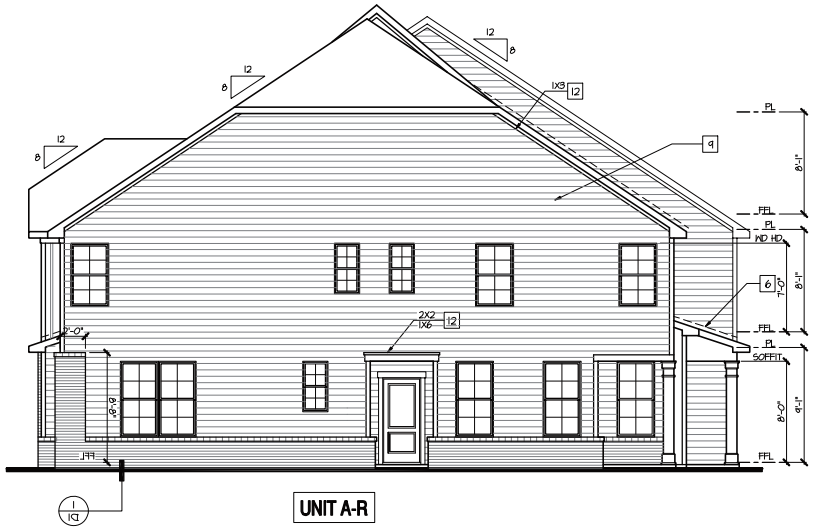
SIDING:

8. VINYL SHAKE SIDING PER DEVELOPER W/ VINYL CORNER.
9. VINYL LAP SIDING PER DEVELOPER W/ VINYL CORNER.
10. VINYL BATT AND BOARD SIDING PER DEVELOPER W/ VINYL CORNER.
11. VINYL VERTICAL SIDING PER DEVELOPER W/ VINYL CORNER.
12. 1X SYNBOARD TRIM OR EQUAL, U.N.O. SIZE AS NOTED
13. 3 1/2" VINYL TRIM (WINDOW JAMBS AND EXTERIOR CORNERS.)
14. VINYL SHUTTERS, TYPE AS SHOWN. SIZE AS NOTED.



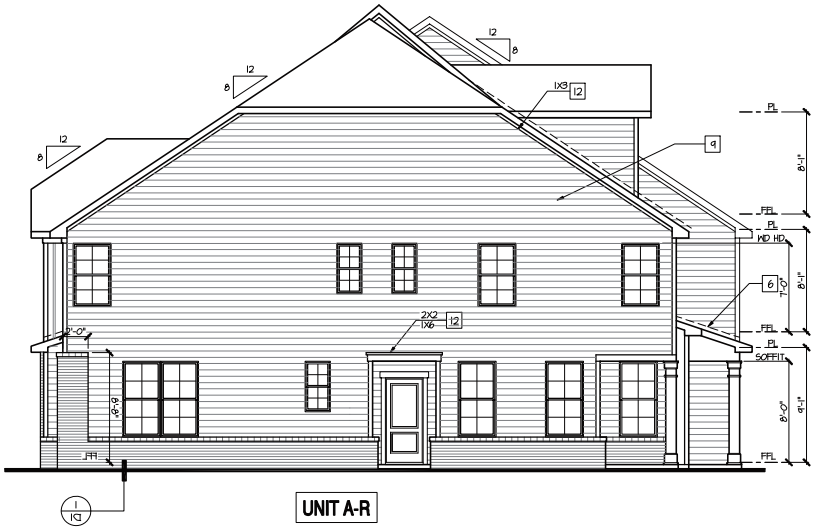
Front Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



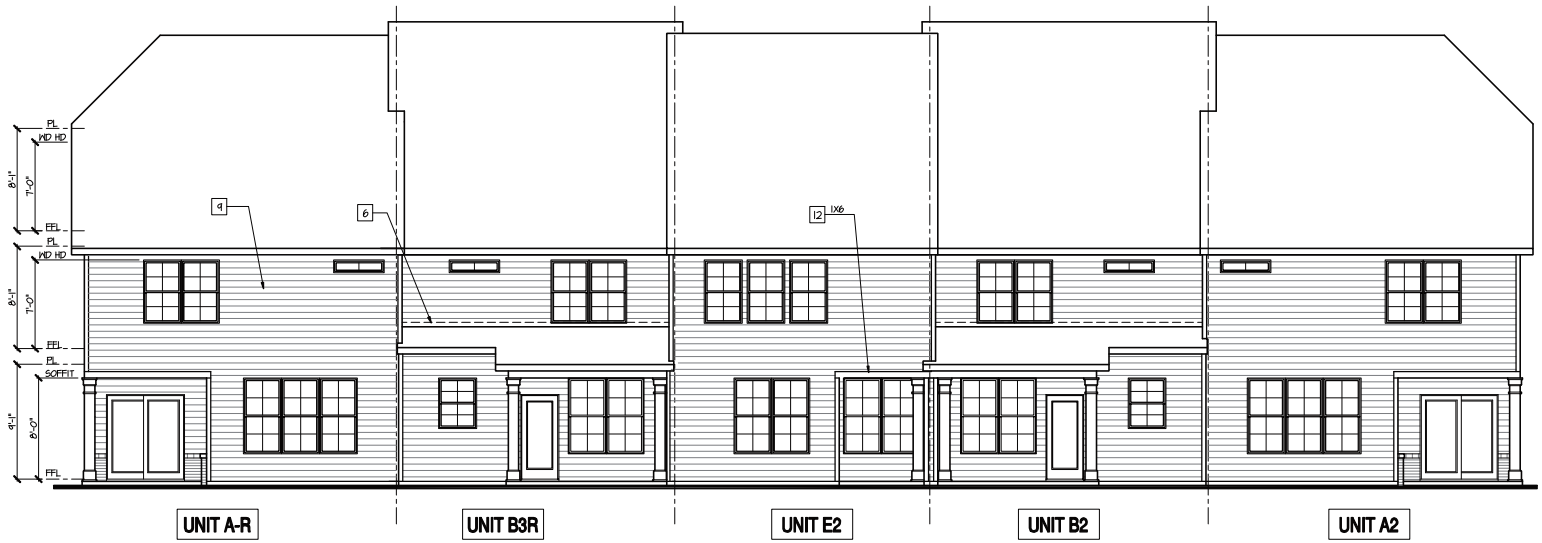
Right Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



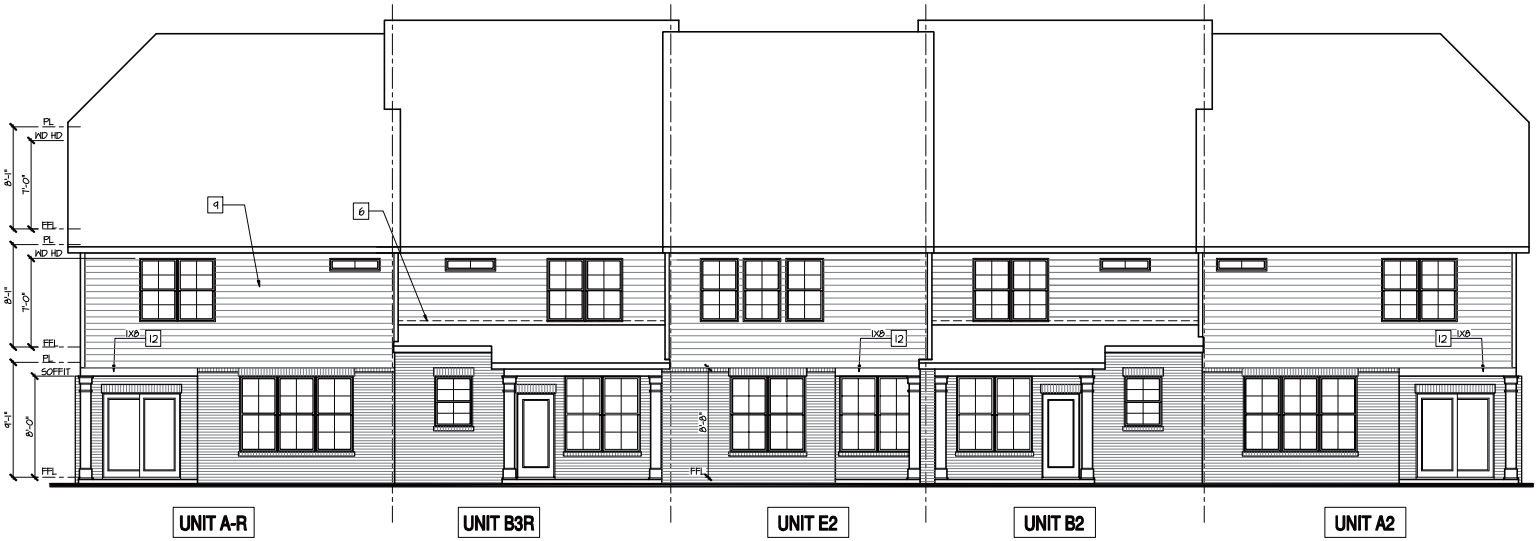
Right Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Rear Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



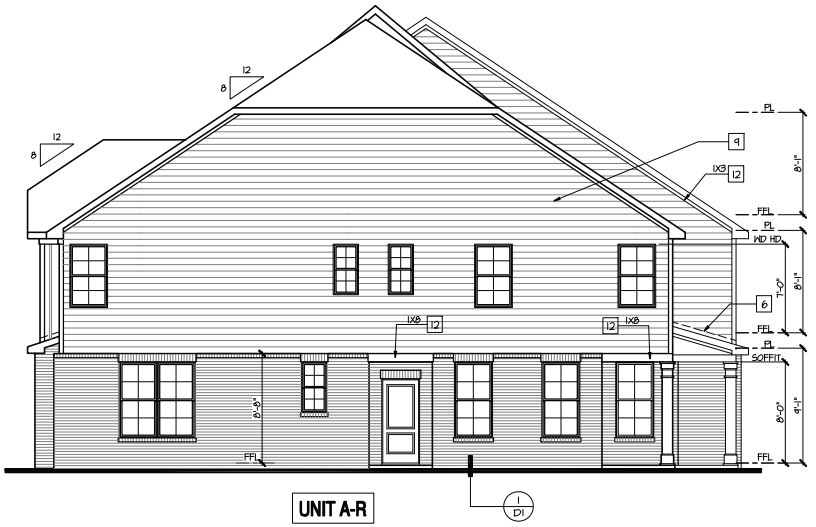
Rear Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Left Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Right Elevation 5-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT

NOTES:

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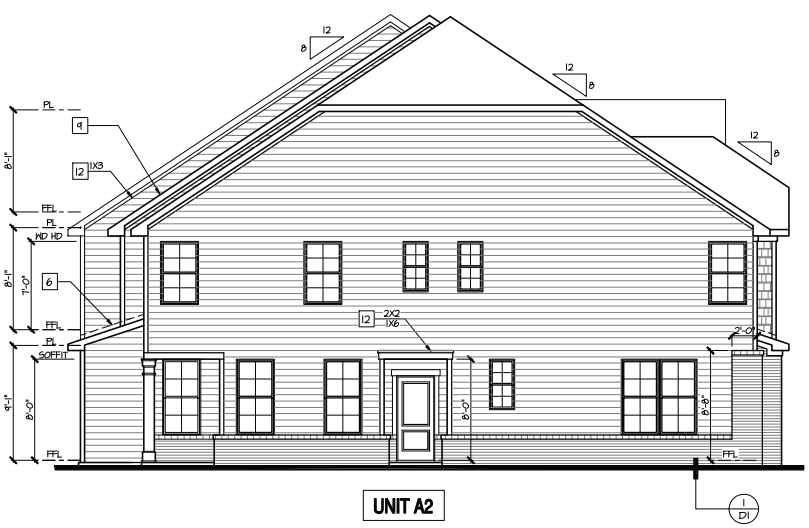
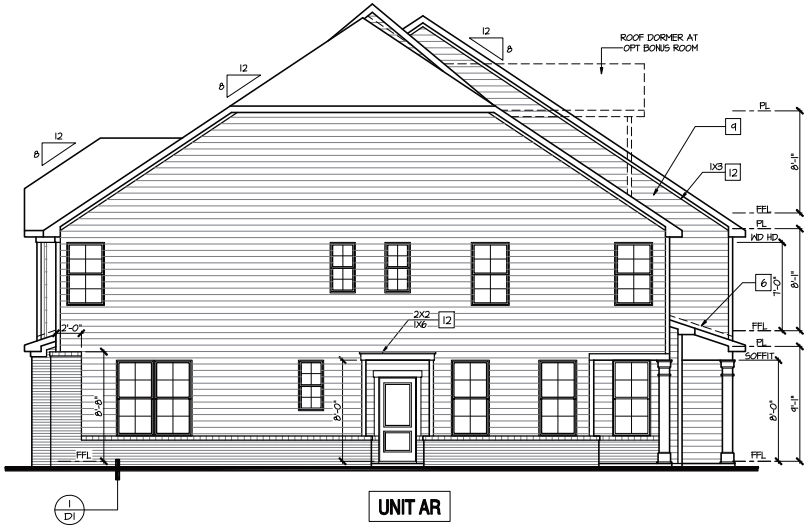


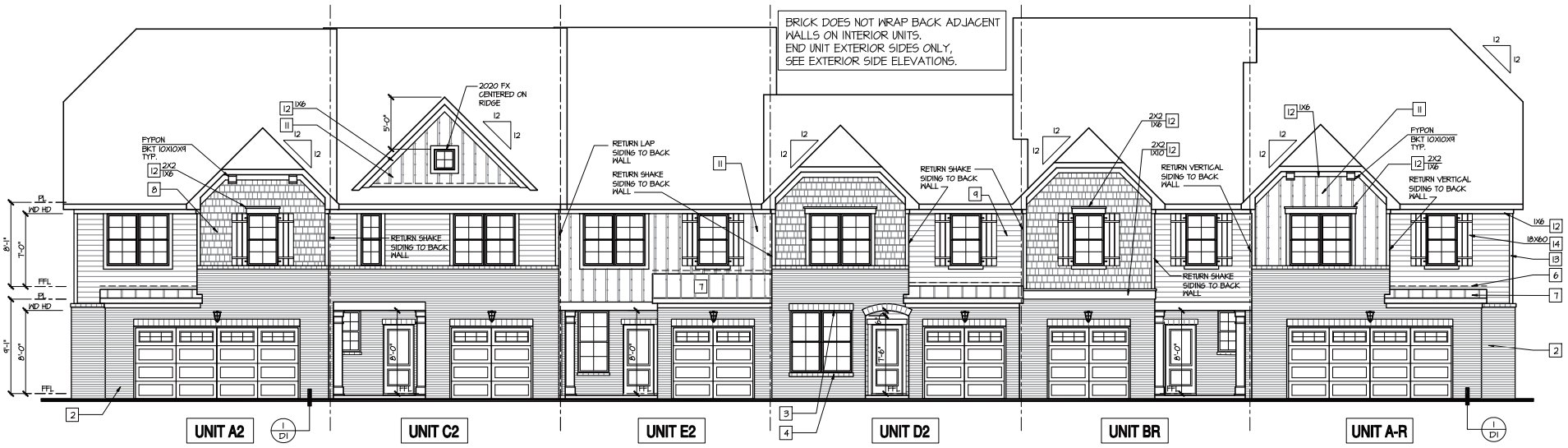
Left Elevation 6-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



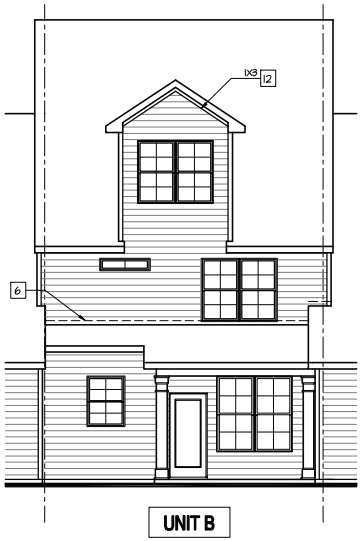
Right Elevation 6-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Front Elevation 6-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



UNIT B

Rear Elevation

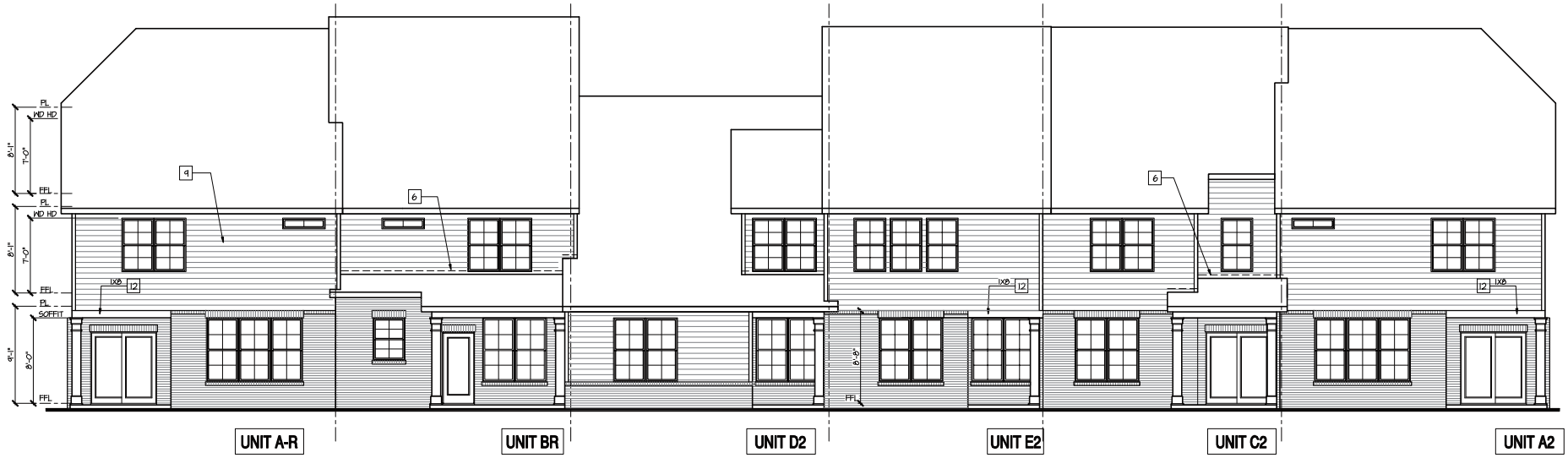
SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



UNIT A-R | UNIT BR | UNIT D2 | UNIT E2 | UNIT C2 | UNIT A2

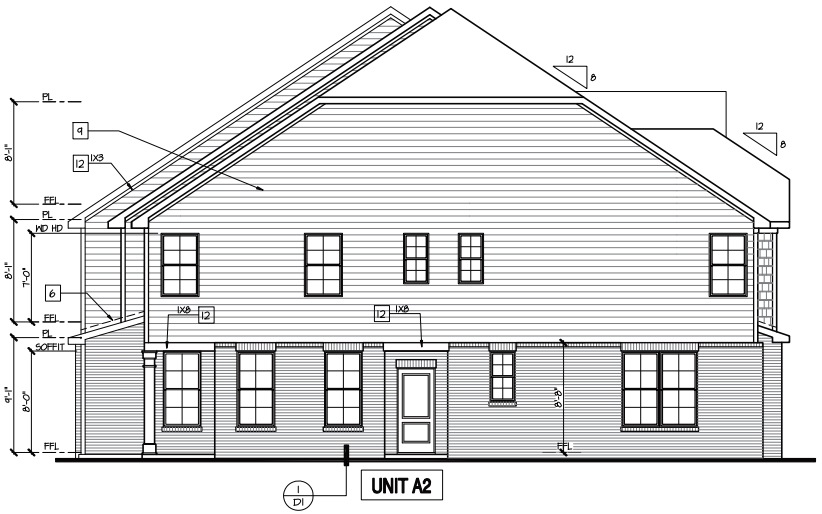
Rear Elevation 6-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



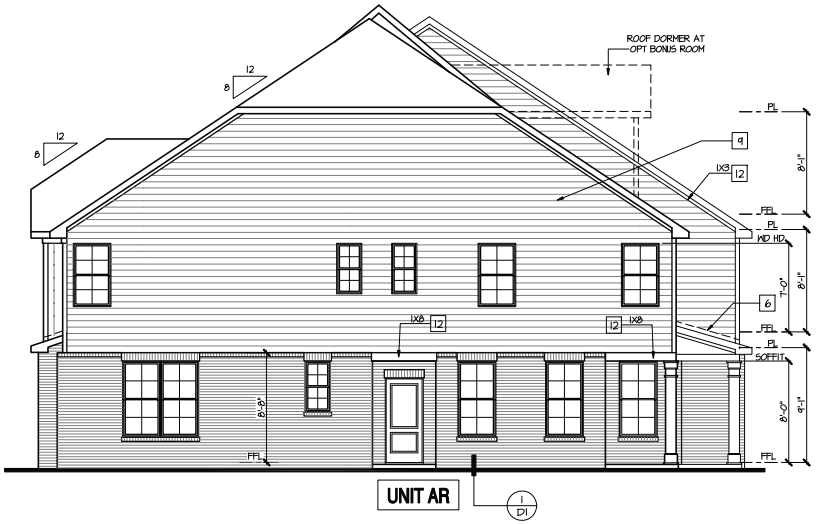
Rear Elevation 6-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Left Elevation 6-Plex 'A'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



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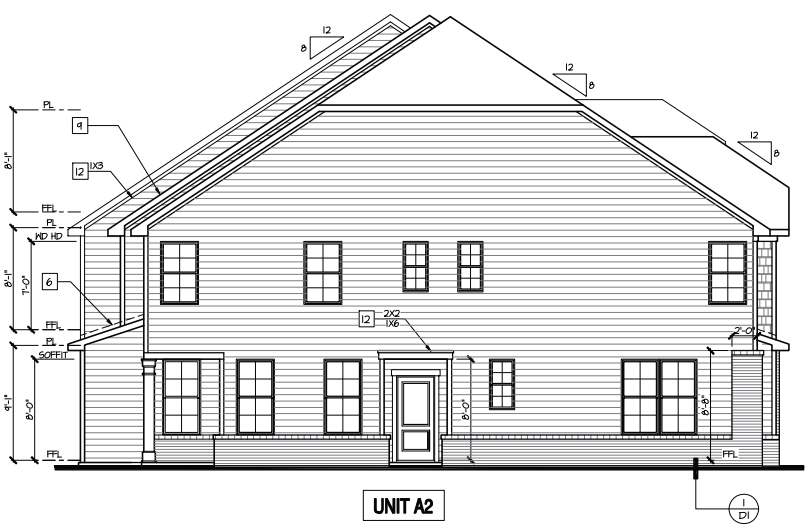
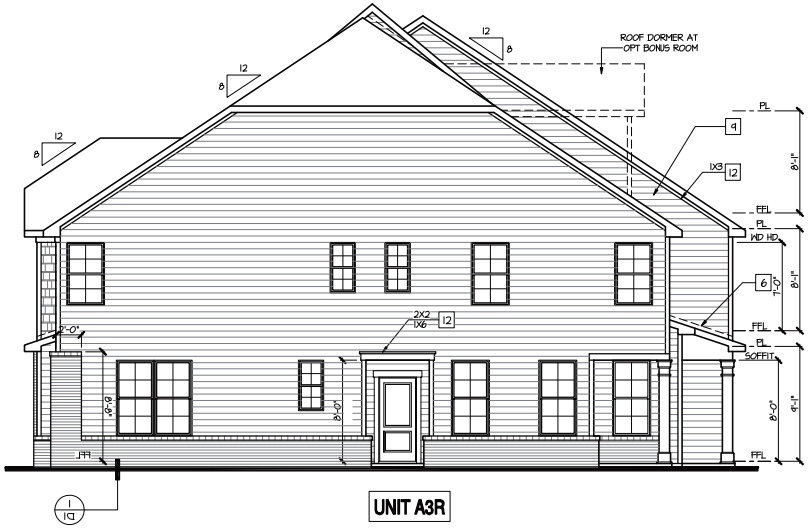
14 VINYL SHUTTERS, TYPE AS SHOWN. SIZE AS NOTED.



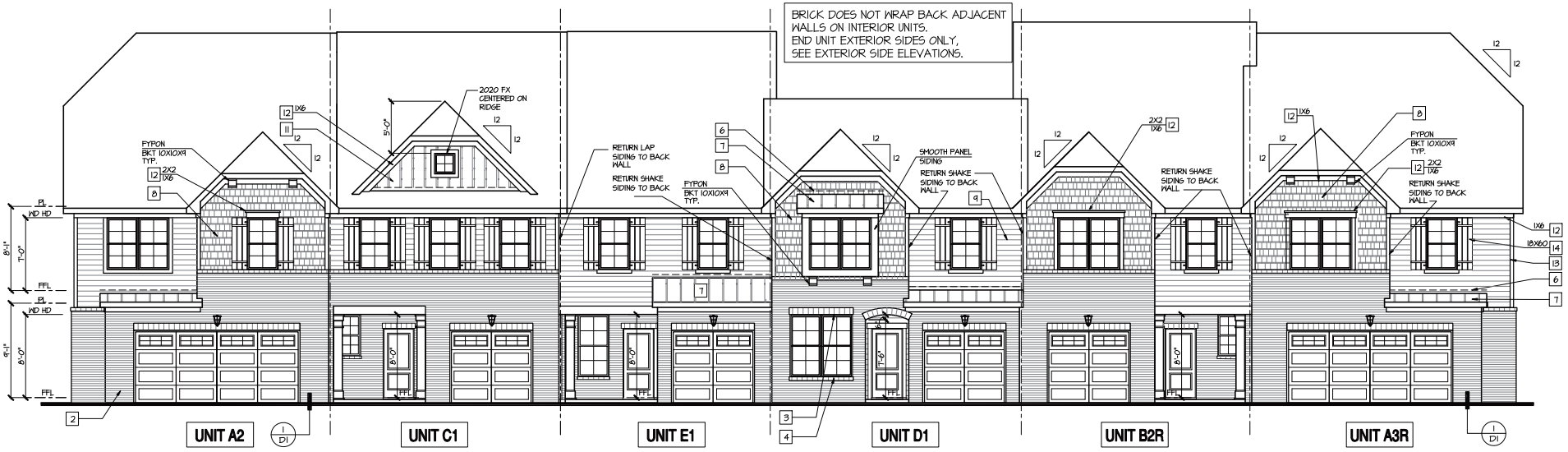
Left Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



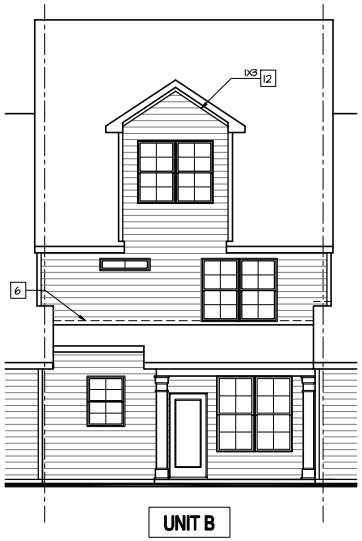
Right Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Front Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



UNIT B

Rear Elevation

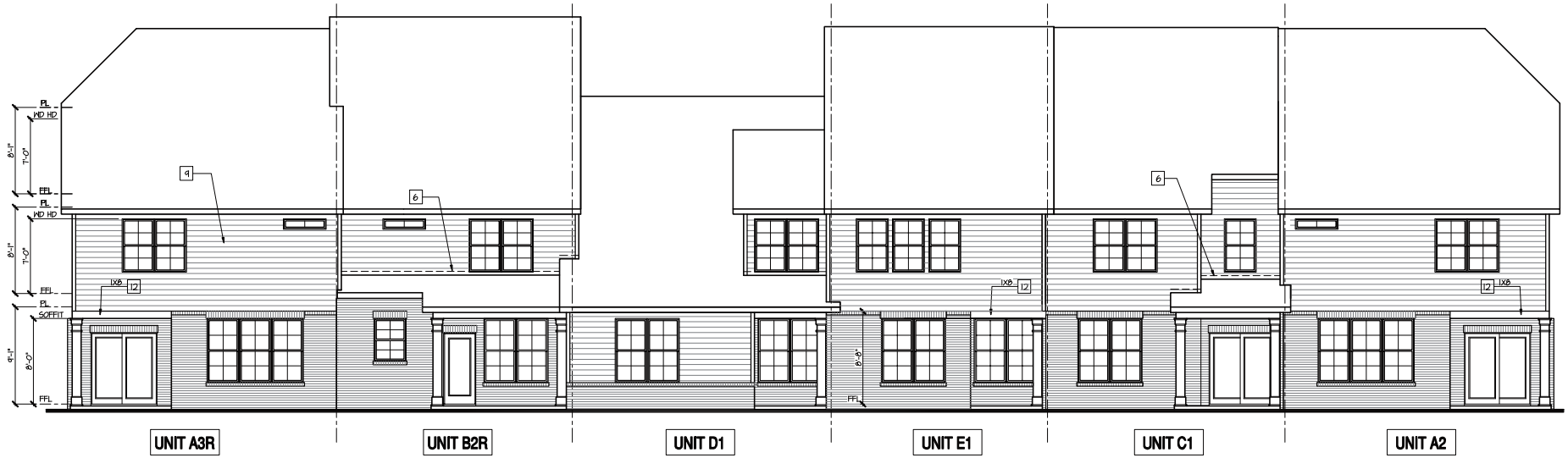
SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



UNIT A3R | UNIT B2R | UNIT D1 | UNIT E1 | UNIT C1 | UNIT A2

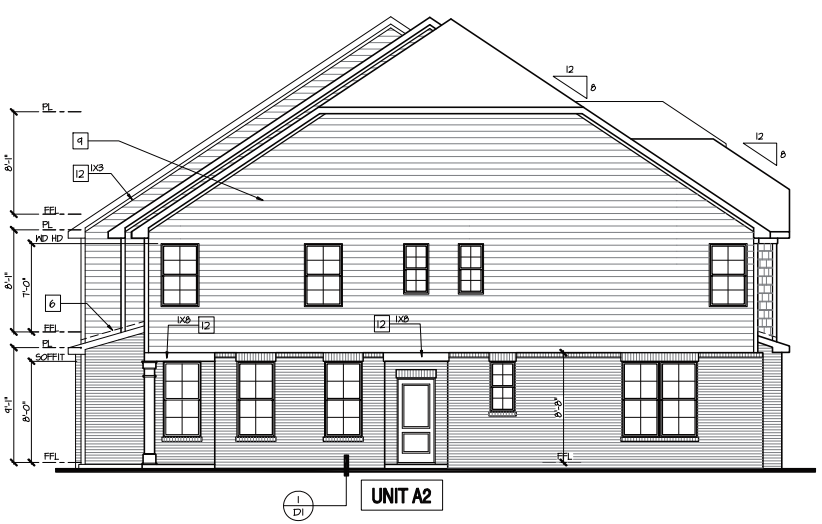
Rear Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



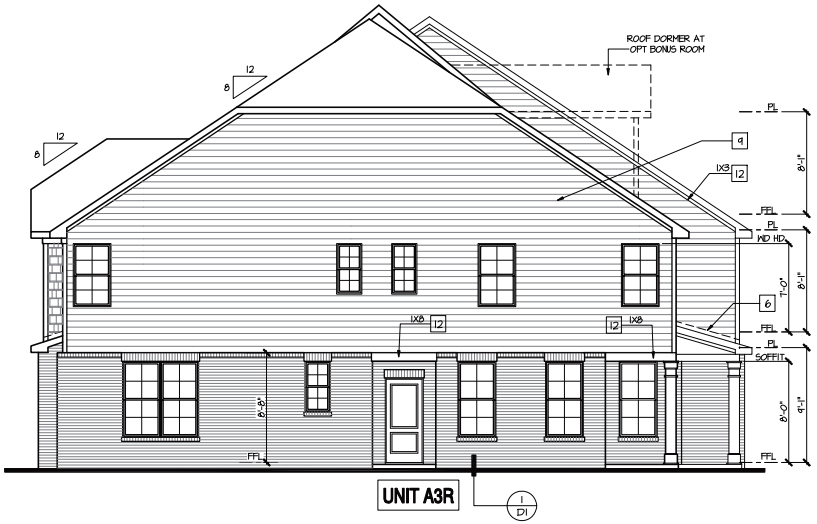
Rear Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



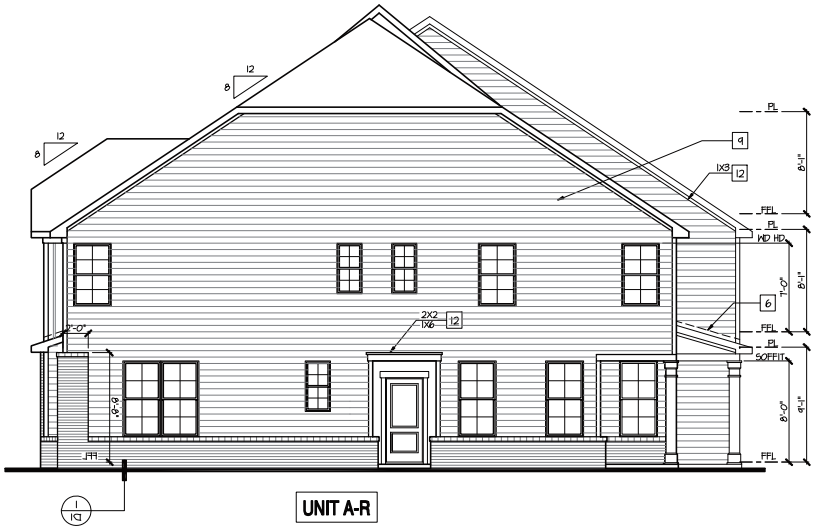
Left Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



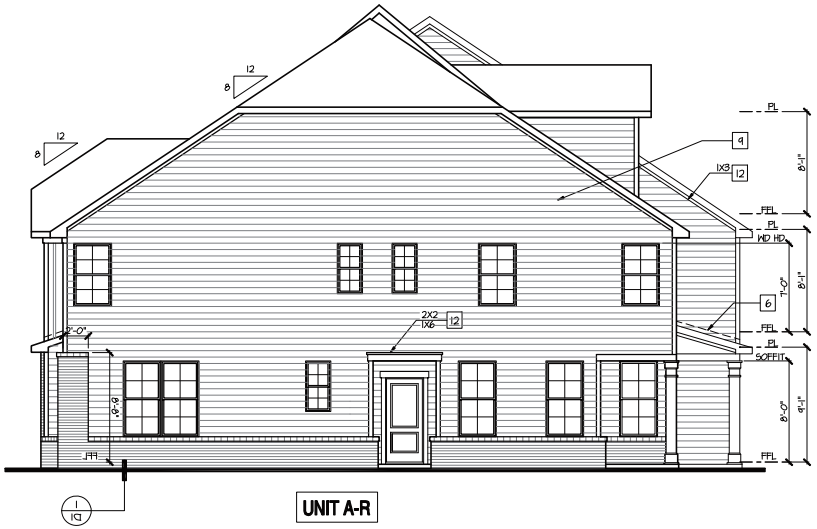
Right Elevation 6-Plex 'B'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



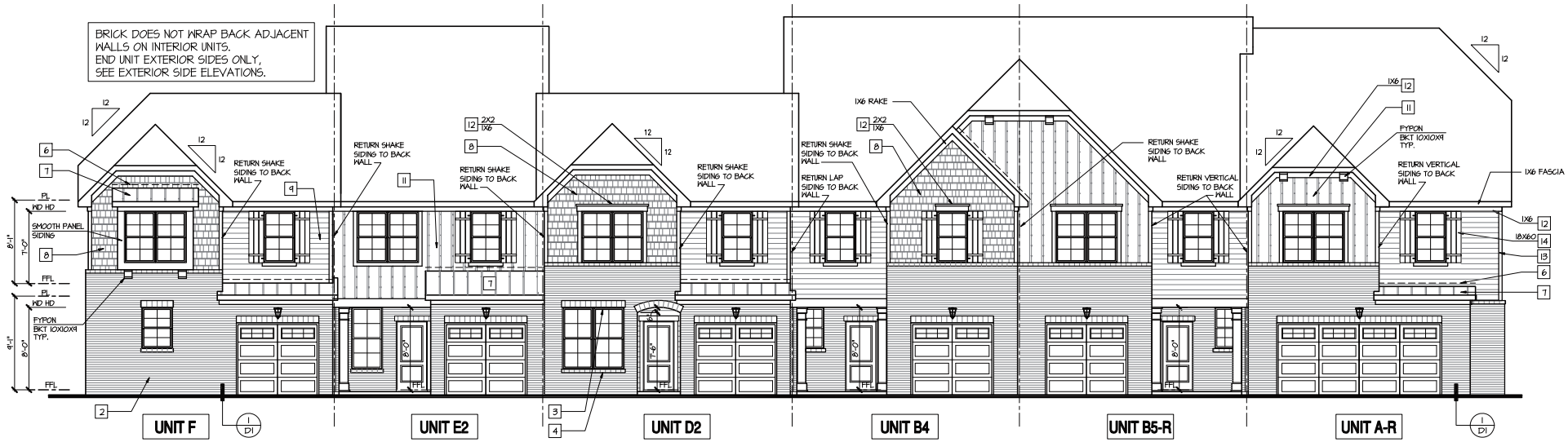
Right Elevation 6-Plex 'C'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



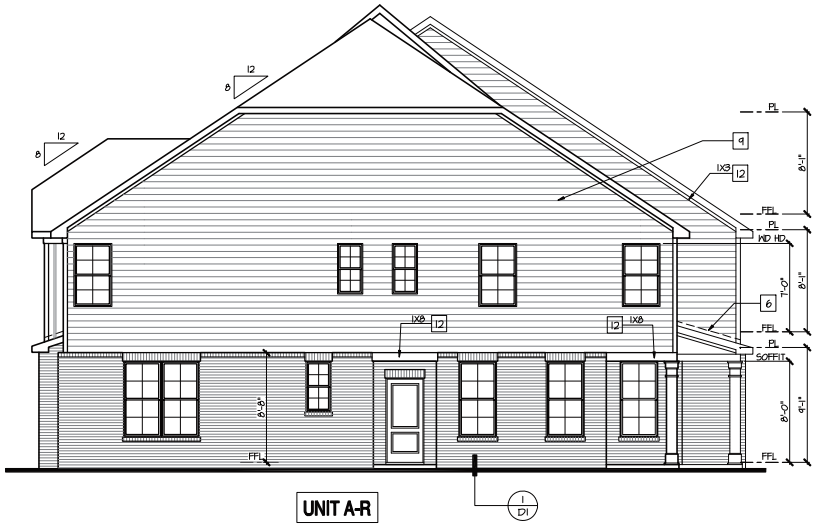
Right Elevation 6-Plex 'C'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



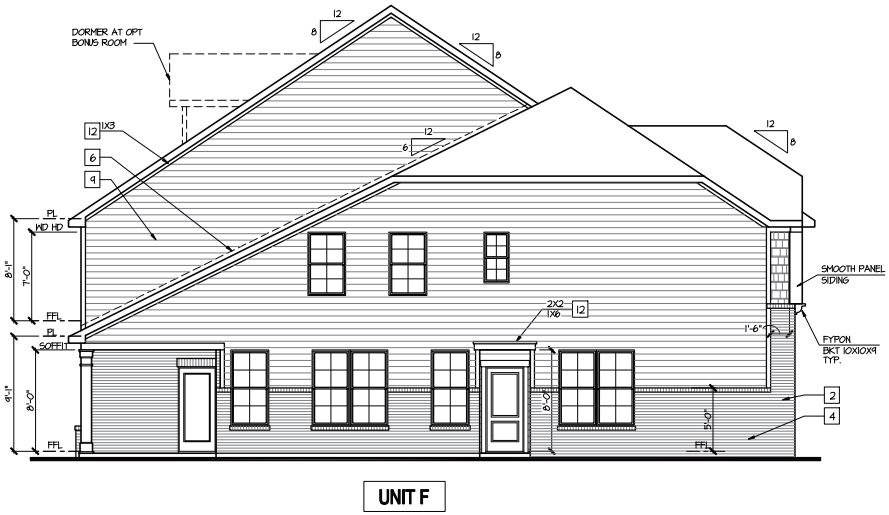
Front Elevation 6-Plex 'C'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



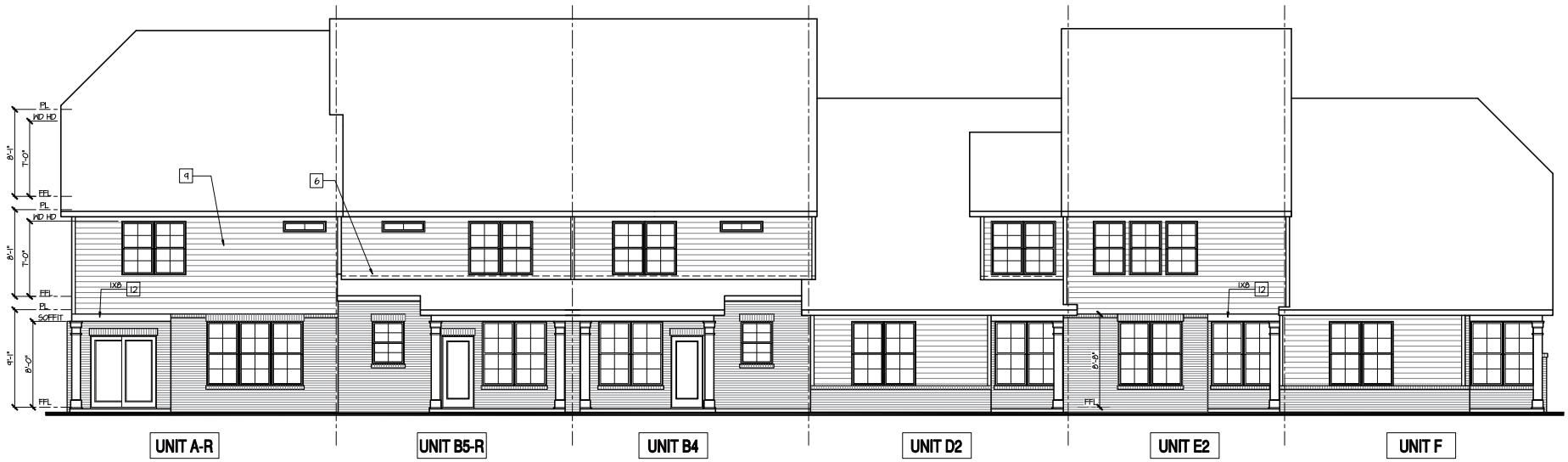
Right Elevation 6-Plex 'C'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Left Elevation 6-Plex 'C'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT



Rear Elevation 6-Plex 'C'

SCALE: 3/16"=1'-0" AT 22"X34" LAYOUT

APARTMENT BUILDING ELEVATIONS

Apartment standards:

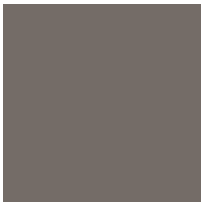
1. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
2. Siding materials shall be varied in type and/or color on 30% of each façade on each building.
3. Windows must vary in size and/or type.
4. Windows that are not recessed must be trimmed.
5. Recesses and projections shall be provided for at least 50% of each façade on each building.
6. Rooflines cannot be a single mass; they must be varied with the use of gables or parapets.
7. Garage doors must have windows, decorative details or carriage-style adornments.
8. At least three of the following decorative features shall be used on each building:
   - Decorative shake
   - Board and batten
   - Decorative porch railing/posts
   - Shutters
   - Decorative/functional air vents on roof or foundation
   - Recessed windows
   - Decorative windows
   - Decorative brick/stone
   - Decorative gables
   - Decorative cornices
   - Tin/metal roof
9. A varied color palette shall be utilized for the apartment buildings throughout the development. With garden style apartments, a minimum of three color families for siding shall be provided and will include varied trim, shutter, and accent colors complementing the siding color. For a single mass apartment structure, the color shall vary with accent colors or architectural features to provide building relief.
10. Breezeway(s) for the four story apartment elevation is to be enclosed for additional mechanical equipment or elevators.

PEAK
Engineering & Design

Apartment Color Palette (Sherwin Williams)
All colors are Primary with the exception of those noted



SW 6117
SMOKEY
TOPAZ



SW 7019
GAUNTLET
GRAY

SW 7014
ELDER WHITE



SW 7024
FUNCTIONAL GRAY



SW 6242
BRACING BLUE



SW 6524
COMMODORE



SW 6761
THERMAL
SPRING
(ACCENT)



SW 6871
POSITIVE
RED
(ACCENT)

White may also be used as a primary, trim, or accent color with any palette variations



PRELIMINARY BUILDING ELEVATION

FOR ILLUSTRATIVE PURPOSES ONLY

PRELIMINARY BUILDING ELEVATIONS

FOR ILLUSTRATIVE PURPOSES ONLY



Front Elevation



Rear Elevation



Typ. Side Elevation



ARCHITECTURAL PLANS
EXTERIOR MATERIALS

- ASPHALT SHINGLE ROOF
- STANDING SEAM METAL ROOF
- FIBER CEMENT SIDING
- FIBER CEMENT PANELS
- BRICK PER BUILDER
- BRICK ROWLOCK/SOLDIER PER BUILDER
- CULTURED STONE VENEER

1 FRONT ELEVATION
Scale: 1/8" = 1'-0"

PRELIMINARY BUILDING ELEVATIONS

FOR ILLUSTRATIVE PURPOSES ONLY



2 TYPICAL SIDE ELEVATION
Scale: 1/8" = 1'-0"

PRELIMINARY BUILDING ELEVATIONS

FOR ILLUSTRATIVE PURPOSES ONLY



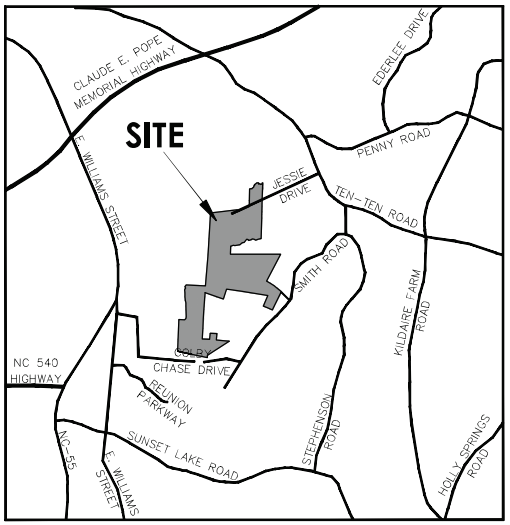
HORTON PARK

PLANNED UNIT DEVELOPMENT CONDITIONAL ZONING
JESSIE DRIVE
APEX, NORTH CAROLINA
PROJECT NUMBER: 161201

February 1, 2018
Revised: March 20, 2018



AERIAL MAP
NOT TO SCALE



VICINITY MAP
NOT TO SCALE

SITE INFORMATION:

Property Owner/Site Address	PIN	REID	Map Number	Deeded Acreage	Deed Book/Plat Book & Page
*MFW Investments LLC 5125 Jessie Drive Apex, NC 27539-3610	0751-42-1387	440614	75103	4.554	DB 16734-206, BM 2016-1902/1677
*MFW Investments LLC 5101 Jessie Drive Apex, NC 27539-3610	0751-31-9308	34313	75103	23.275	DB 16638-1192, BM 2016-1902
*Fred Cash 5220 Jessie Drive Apex, NC 27539-3610	0751-31-0079	12276	75103	20.000	DB 2369-42, DB 1598-630
*Loomis Horton Jr Heirs 0 Dezola Street Apex, NC 27539-3610	0751-49-2436	434122	75001	20.375	DB 16215-1702, BM 2015-1973
*Mary Elizabeth Horton 0 Dezola Street Apex, NC 27539-3610	0751-39-0993	434123	75001	20.000	DB 16215-1702, BM 2015-1973
*Merion Investment Properties LLC 0 Dezola Street Apex, NC 27539-3610	0751-29-9342	203126	75001	3.946	DB 10551-648
*MFW Investments LLC 8140 Smith Road Apex, NC 27539-3610	0751-29-2070	40550	75001	15.013	DB 16638-1192
*Loomis Horton Jr Heirs 8140 Smith Road Apex, NC 27539-3610	0751-27-4707	33292	75001	10.000	BM 1945-114
*Merion Investment Properties LLC 0 Dezola Street Apex, NC 27539-3610	0751-27-8677	203135	75001	3.946	DB 10551-683
MFWRA, LLC 0 Dezola Street Apex, NC 27539-3610	0751-40-0194	0449641	75103	14.790	DB 16932-295
Patricia Jones 8306 Smith Road Apex, NC 27539-3610	0750-27-0906	0033171	75001	10.000	DB 2900-598
Virginia Horton Stewart 8252 Smith Road Apex, NC 27539-3610	0750-27-8925	0089614	75001	1.000	DB 5459-547

***Properties included in previous Horton Park rezoning, Apex case #17CZ19**

Previously Rezoned Acreage of PUD:	121.109
Additional Acreage to be Rezoned:	25.79
Total Deeded Acreage:	146.899

Existing Zoning:	PUD-CZ (case #17CZ19) RR (Rural Residential)
Proposed Zoning:	PUD-CZ (Planned Unit Density - Conditional Zoning)
Current 2030 Land Use Map:	Medium Density Residential, High Density Residential, Office Employment/Industrial Employment
Existing Use:	Single Family, Vacant
Proposed Uses:	Apartments, Townhouses, Single Family, Retail, Office Employment/Tech-Flex
Township:	White Oak
Flood Zone Information:	Firm Panel 3720075100J and 3720075000J shows the presence of flood zones on properties
Watershed Information:	Secondary Watershed Protection Overlay District, Middle Creek Basin, Neuse River Basin
Historical:	No historical structures on site

OWNER/DEVELOPER
MFW INVESTMENTS, LLC
MIKE WHITEHEAD
114 BIRKLANDS DRIVE
CARY, NC 27518
(919) 801-2905

SURVEYOR
BATEMAN CIVIL SURVEYING COMPANY
STEVEN CARSON, PLS
2424 RELIANCE AVENUE
APEX, 27539
PHONE: (919) 577-1080
FAX: (919) 577-1081
WEBSITE: www.BatemanCivilSurvey.com

CIVIL ENGINEER
PEAK ENGINEERING & DESIGN, PLLC
JEFF ROACH, P.E.
5448 APEX PEAKWAY #368
APEX, NC 27502
PHONE: (919) 439-0100
FAX: (919) 439-6411
WEBSITE: www.PeakEngineeringDesign.com

TRANSPORTATION ENGINEER
RAMEY KEMP & ASSOCIATES
RYNAL STEPHENSON, P.E.
5808 FARRINGDON PLACE SUITE 100
RALEIGH, NC 27609
PHONE: (919) 872-5115
FAX: (919) 878-5416
WEBSITE: www.RameyKemp.com

FORESTER
ELLEN & ASSOCIATES
JOSEPH L. ELLEN
NC REGISTERED FORESTER #565
219 E CHATHAM ST
CARY, NC 27511
PHONE: (919) 353-1161
JOSEPHELLEN49@GMAIL.COM

DRAWING INDEX:

C000	COVER SHEET
C001	EXISTING CONDITIONS
C002	EXISTING CONDITIONS (TOPO)
C003	EXISTING TREE SURVEY
C100	CONCEPTUAL SITE PLAN
C200	CONCEPTUAL UTILITY PLAN
EX-1	PROPOSED SITE EXHIBIT

PEAK Engineering & Design
5448 Apex Peakway #368 | Apex, NC 27502
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www.peakengineeringdesign.com
NC License #P-0673

project:
HORTON PARK
JESSIE DRIVE
WHITE OAK TOWNSHIP
APEX, NORTH CAROLINA 27502

seal:

NOT FOR CONSTRUCTION

no.	date	revision
1	March 20, 2018	Town of Apex Rezoning Comments Revision
2	June 15, 2018	Town of Apex Rezoning Comments Revision

title:
COVER SHEET

proj #:
161201
date:
February 1, 2018
dwg by: JE chkd by: JR
scale:
As Noted
sheet:
C000
Planned Unit Development Plan

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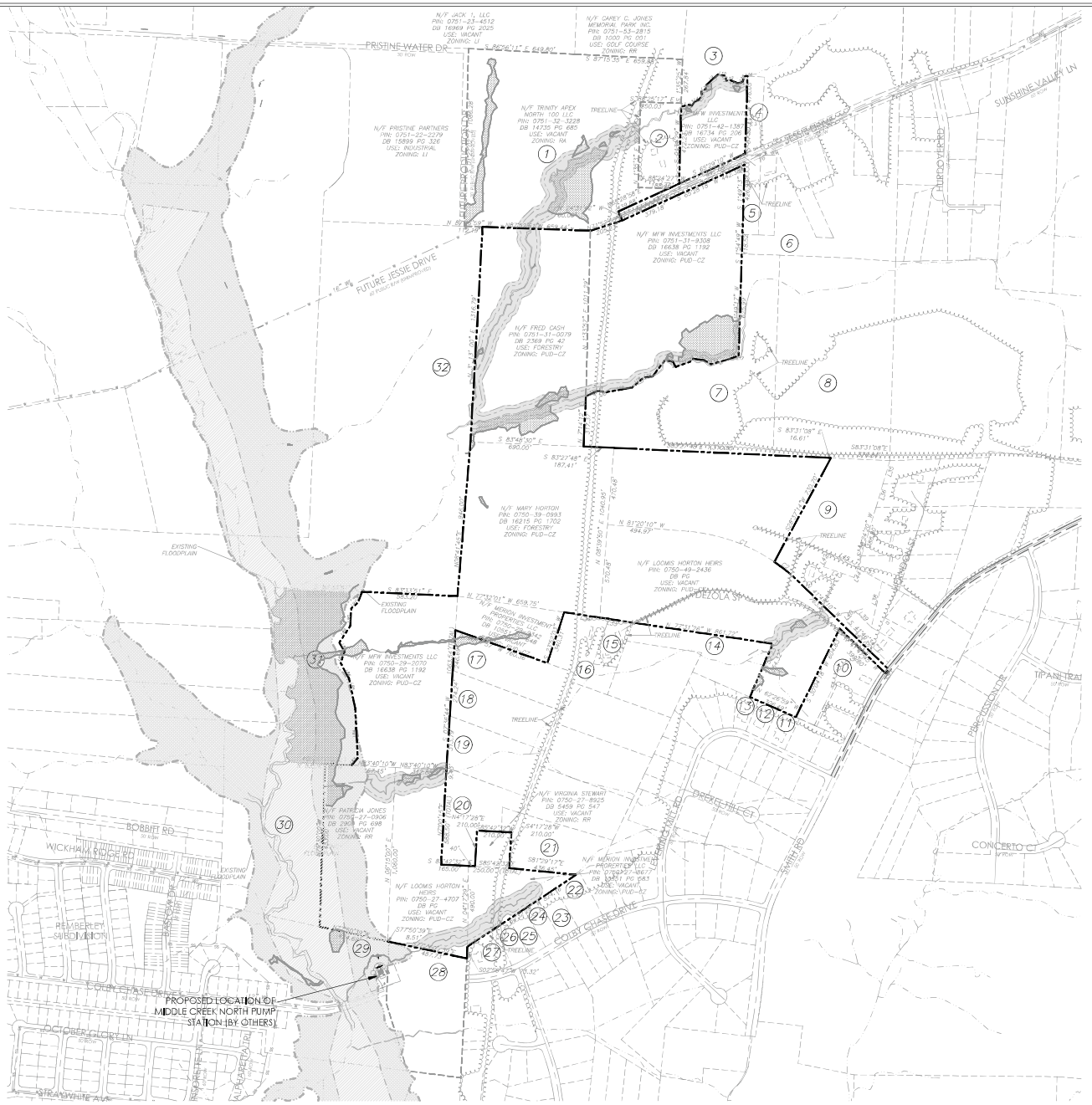
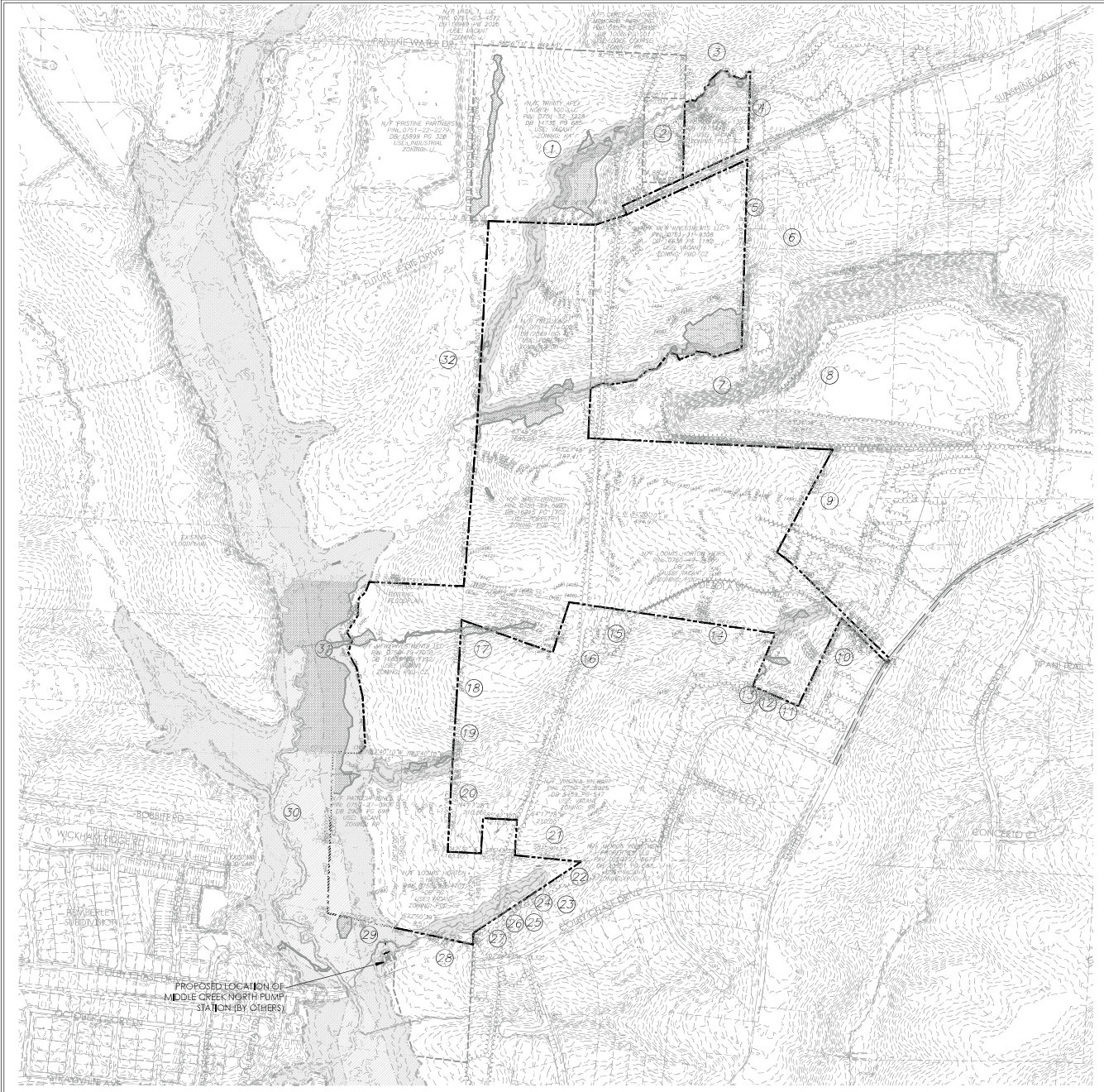

PRISTINE WATER DR
FUTURE JESSIE DRIVE
SUNSHINE VALLEY LN
TURFGRASS DR
TIPANI TRAIL
PRESTWICK DR
DEVELOPMENT
EXISTING FLOODPLAIN
TREELINE
BOBBITT RD
WICKHAM RIDGE RD
REMBERLEY SUBDIVISION
COLBY CHASE DRIVE
OCTOBER GLOW LN
STRAWWHITE AVE
PROPOSED LOCATION OF MIDDLE CREEK NORTH PUMP STATION (BY OTHERS)
N/F JACK 1, LLC PIN: 0751-23-4512 DB 16969 PG 2025 USE: VACANT ZONING: LI
N/F CAREY C. JONES MEMORIAL PARK INC. PIN: 0751-53-2815 DB 1000 PG 001 USE: GOLF COURSE ZONING: RR
N/F TRINITY APEX NORTH 100 LLC PIN: 0751-32-3228 DB 14735 PG 685 USE: VACANT ZONING: RA
N/F MFW INVESTMENTS LLC PIN: 0751-42-1397 DB 16734 PG 206 USE: VACANT ZONING: PUD-CZ
N/F PRISTINE PARTNERS PIN: 0751-22-2279 DB 15899 PG 326 USE: INDUSTRIAL ZONING: LI
N/F MFW INVESTMENTS LLC PIN: 0751-31-9308 DB 16638 PG 1192 USE: VACANT ZONING: PUD-CZ
N/F FRED CASH PIN: 0751-31-0079 DB 2369 PG 42 USE: FORESTRY ZONING: PUD-CZ
N/F MARY HORTON PIN: 0750-39-0993 DB 16215 PG 1702 USE: FORESTRY ZONING: PUD-CZ
N/F LOOMIS HORTON HEIRS PIN: 0750-49-2436 DB PG USE: VACANT ZONING: PUD-CZ
N/F MFW INVESTMENTS LLC PIN: 0750-29-2070 DB 16638 PG 1192 USE: VACANT ZONING: PUD-CZ
N/F MERION INVESTMENT PROPERTIES LLC PIN: 0750-27-8925 DB 5459 PG 547 USE: VACANT ZONING: RR
N/F VIRGINIA STEWART PIN: 0750-27-8925 DB 5459 PG 547 USE: VACANT ZONING: RR
N/F PATRICIA JONES PIN: 0750-27-0906 DB 2908 PG 698 USE: VACANT ZONING: RR
N/F LOOMIS HORTON HEIRS PIN: 0750-27-4707 DB PG USE: VACANT ZONING: PUD-CZ
N/F MERION INVESTMENT PROPERTIES LLC PIN: 0750-27-4667 DB 16851 PG 683 USE: VACANT ZONING: PUD-CZ
N 87°20'10" W 494.97'
S 83°48'30" E 690.00'
S 83°27'48" 187.41'
S 83°31'08" E 16.61'
S 83°31'08" W 49.99'
N 08°39'51" E 1040.95'
570.48'
N 27°32'01" W 659.75'
S 47°17'17" E 210.00'
S 47°17'28" E 210.00'
S 87°20'10" E 585.43'
S 87°20'10" E 1050.00'
S 02°39'43" W 45.32'
N 87°20'10" W 1060.00'
S 87°15'39" E 8.51'
S 87°15'39" E 48.71'
S 87°15'39" E 48.71'
S 87°15'39" E 48.71



ENVIRONMENTAL FEATURES NOTE:
STREAM BUFFERS WERE OBTAINED FROM APEX WATERSHED PROTECTION OVERLAY DISTRICT MAP, USGS MAPPING, WAKE COUNTY SOILS SURVEY AND AN ONSITE DELINEATION BY SOIL & ENVIRONMENTAL CONSULTANTS (S&EC). A FINAL JURISDICTIONAL DETERMINATION (JD) MAP WILL BE PREPARED FOR APPROVAL.

PROJECT'S PERIMETER BOUNDARY
ON-SITE STREAM BUFFERS
ON-SITE WETLANDS
FLOODWAY
FLOOD FRINGE

*OFF-SITE STREAM BUFFERS ARE NOT SHOWN

NUMBER	N/: OWNER	PIN	DEED BOOK	DEED PAGE	USE	ZONING
1	Trinity Apex North 100 LLC	0751-32-3228	14735	685	Vacant	RA
2	BLANCHE HINTON	0751-32-8256			SINGLE FAMILY	RA
3	NDUS REALASSOCIATION LLC	0751-42-6828	12215	930	SINGLE FAMILY	RA
4	BLANCHE HINTON	0751-42-4433			SINGLE FAMILY	RA
5	BLANCHE HINTON	0751-41-4924	13881	629	SINGLE FAMILY	RA
6	KK AND INC	0751-51-0857	13881	629	VACANT	RR
7	KK AND INC	0751-40-0697	13881	629	VACANT	RR
8	SIRRHAN GUFFIN	0751-40-7981	8778	2496	VACANT	RR
9	DWIGHT WIGHT	0751-49-8888	16215	1702	SINGLE FAMILY	RR
10	WILLIAM HORTON	0751-49-9041	14166	743	SINGLE FAMILY	RR
11	MARTHA BIRNET	0751-48-3688	13519	1893	SINGLE FAMILY	RR
12	RICHARD BACHOLZKY	0751-48-4775	16444	1976	SINGLE FAMILY	RR
13	KENNETH MOUSHEGIAN	0751-48-3860	12784	2062	SINGLE FAMILY	RR
14	JOSHUA BECK	0751-49-2134	11284	1727	SINGLE FAMILY	RR
15	MELISSA HINTON	0751-39-5262	8281	225	MOBILE	RR
16	EUGENE HORTON HEIRS	0751-39-3222			VACANT	RR
17	MATTHEW HORTON	0751-29-9045	5861	59	VACANT	RR
18	ALTON RICHARDSON	0751-28-8880	7245	786	VACANT	RR
19	DONALD RICHARDSON	0751-28-8532	11858	2707	VACANT	RR
20	DONALD RICHARDSON	0751-28-6271	7275	654	VACANT	RR
21	ROBERT HEISE	0751-37-1996	16444	2524	SINGLE FAMILY	RR
22	ROBIRT CATHEY	0751-37-3664	11988	1801	SINGLE FAMILY	RR
23	RICHARD STEWART	0751-37-2555	11012	2141	SINGLE FAMILY	RR
24	DENNIS DALE	0751-37-1540	11800	97	SINGLE FAMILY	RR
25	TOKO YOUNG	0751-37-0454	11069	476	SINGLE FAMILY	RR
26	JOHN FALCHI	0751-27-9358	10836	2123	SINGLE FAMILY	RR
27	GEORGE RING	0751-27-8301	14780	2771	SINGLE FAMILY	RR
28	MFW INVESTMENTS, LLC	0751-26-4926	16554	2295	SINGLE FAMILY	RR
29	PEMBELLY PROPERTY OWNERS ASSOCIATION, INC	0751-17-6279	16533	1996	VACANT	PUD-CZ
30	LOOMIS HORTON JR HEIRS	0751-18-4078			VACANT	RR
31	MFW INVESTMENTS, LLC	0751-19-7053	16638	1192	VACANT	RA
32	CHARLES WOMBLE	0751-29-0721	4443	949	VACANT	RA

LINE	DIRECTION	DISTANCE
L1	N 75°28'14" E	47.82'
L2	S 70°56'43" E	19.41'
L3	N 39°58'42" E	29.34'
L4	N 64°47'45" E	28.00'
L5	N 35°16'15" E	29.31'
L6	N 09°20'08" E	28.40'
L7	N 62°37'55" E	32.05'
L8	N 10°59'28" W	21.69'
L9	N 49°05'39" E	103.79'
L10	S 76°41'38" E	45.82'
L11	S 10°05'29" E	28.71'
L12	N 83°54'46" E	28.00'
L13	S 65°07'03" E	45.42'
L14	N 75°33'41" E	27.70'
L15	N 26°33'47" E	42.52'
L16	N 89°36'23" E	13.97'
L17	N 89°11'21" W	2.52'
L18	S 72°37'10" W	95.98'
L19	S 73°45'10" W	80.28'
L20	N 60°10'47" W	48.51'
L21	N 81°50'21" W	67.16'
L22	S 40°49'23" W	22.21'
L23	S 70°35'28" W	98.01'
L24	N 24°18'31" W	34.03'
L25	N 71°13'16" W	50.45'
L26	S 37°21'11" W	137.34'
L27	S 84°47'55" W	53.66'
L28	S 48°33'39" W	94.23'
L29	S 75°54'53" W	164.77'
L30	N 79°57'29" W	36.14'
L31	S 87°46'50" W	14.26'
L32	S 66°52'27" W	76.36'
L33	N 77°28'29" W	149.98
L34	N 77°53'04" W	275.75
L35	S 20°23'47" W	148.12
L36	S 20°20'26" W	150.88
L37	S 20°48'50" E	167.49
L38	S 16°59'27" W	393.36
L39	N 41°34'25" W	136.61
L40	S 47°17'23" W	91.78
L41	S 39°45'17" W	60.00
L42	S 27°15'16" W	90.00
L43	S 62°30'50" E	135.70
L44	N 27°15'10" E	60.00
L45	S 67°48'44" E	195.98
L46	N 76°10'32" E	31.21'
L47	N 20°04'48" E	42.75'
L48	N 45°39'06" E	49.37'
L49	N 08°43'58" W	47.21'
L50	N 84°31'33" W	27.36'
L51	N 41°38'50" W	39.00'
L52	N 21°32'07" E	47.92'
L53	S 48°26'23" E	28.60'
L54	N 27°11'40" E	14.91'
L55	N 16°03'03" E	91.90'
L56	N 00°50'40" E	51.52'
L57	N 55°39'59" W	62.80'
L58	S 43°45'07" W	52.49'
L59	S 89°31'14" W	18.15'
L60	N 33°40'23" W	51.04'
L61	N 10°09'58" E	81.82'
L62	N 15°37'54" E	23.66'
L63	N 05°44'08" W	39.41'
L64	N 08°17'25" E	78.83'
L65	S 82°34'52" E	33.05'
L66	N 20°49'07" E	23.46'
L67	N 62°17'12" W	46.06'
L68	N 21°32'05" W	47.79'
L69	N 27°36'34" E	7.35'
L70	N 48°46'35" E	29.63'
L71	N 22°57'21" E	29.00'
L72	N 08°15'43" W	50.09'
L73	N 08°06'09" E	24.70'
L74	S 17°41'08" E	28.19'
L75	S 40°13'20" W	39.31'
L76	S 68°36'40" E	29.99'
L77	S 01°54'01" W	22.18'
L78	S 71°19'39" W	37.85'
L79	S 13°42'51" E	18.56'
L80	S 17°44'31" W	79.15'
L81	S 19°52'00" E	35.96'
L82	S 43°20'52" W	26.26'
L83	N 45°39'39" E	56.43'
L84	N 01°01'01" E	301.17'
L85	N 07°47'37" W	187.77'
L86	N 24°12'03" W	113.39'
L87	N 24°46'09" E	71.19'
L88	N 28°33'54" W	64.44'
L89	N 37°00'08" E	121.55'
L90	N 07°08'18" E	106.81'
L91	N 52°04'00" E	50.09'
L92	N 26°44'55" E	75.53'

CURVE	ARC LENGTH	ARC RADIUS	CHORD BEARING	CHORD LENGTH
C1	613.63'	1,097.99'	S 65°19'32" E	605.68'
C2	144.28'	1,097.99'	S 45°33'02" E	144.18'

NAD 83

0 150 300 600
SCALE: 1" = 300'

1 C002 EXISTING CONDITIONS
SCALE: 1"= 300'

PEAK Engineering & Design
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ph 919.480.0106 | fax 919.439.8411
www.peakengineeringdesign.com
NC License #P-0673

project:
HORTON PARK
JESSIE DRIVE
WHITE OAK TOWNSHIP
APEX, NORTH CAROLINA 27502

seal:
NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT SEAL 2442 CHRISTOPHER A. PEAK

NOT FOR CONSTRUCTION

NO.	DATE	REVISION
1	08/01/18	PER CITY AND PLANNING COMMENTS ON PLANS
2	09/21/18	PER CITY AND PLANNING COMMENTS ON PLANS

title:
EXISTING CONDITIONS (TOPO)

proj #:
161201

date:
February 1, 2018

dwg by: JE chkd by: JR

scale:
1" = 300'

sheet:
C002
Planned Unit Development Plan

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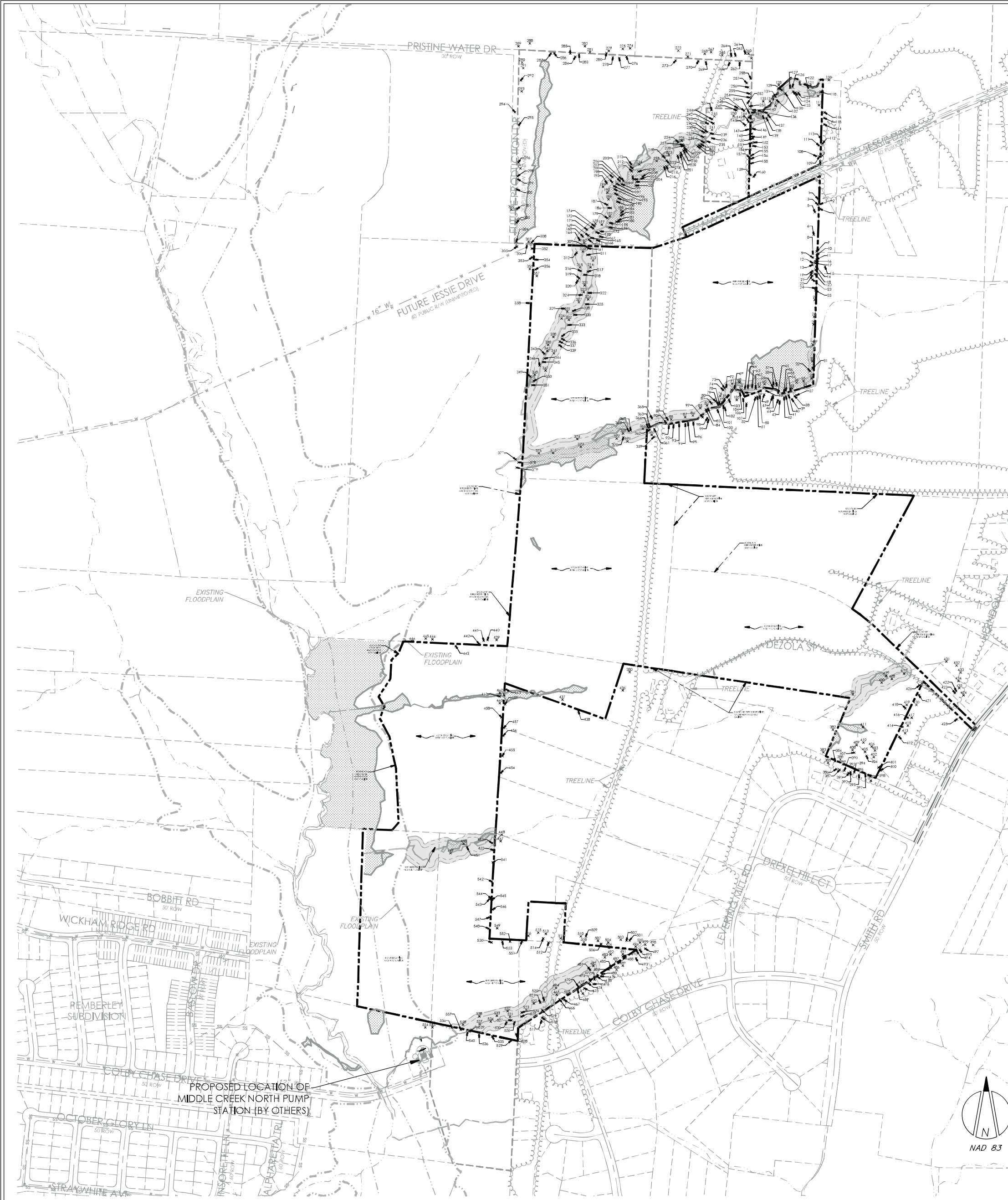

EXISTING TREE TABLE	
TREE NUMBER	SPECIES
1	18" SWEET GUM
2	18" SWEET GUM
3	18" SWEET GUM
4	18" SWEET GUM
5	18" SWEET GUM
6	19" PINE
7	25" SWEET GUM
8	20" PINE
9	18" PINE
10	19" PINE
11	18" PINE
12	18" PINE
13	19" PINE
14	21" PINE
15	23" WHITE OAK
16	20" PINE
17	19" PINE
18	21" PINE
19	20" PINE
20	29" RED OAK
21	19" PINE
22	22" PINE
23	22" PINE
24	21" SWEET GUM
25	22" SWEET GUM
26	21" PINE
27	22" POPLAR
28	22" PINE
29	19" SWEET GUM
30	21" SWEET GUM
31	18" POPLAR
32	19" SWEET GUM
33	23" PINE
34	19" SWEET GUM
35	18" SWEET GUM
36	20" POPLAR
37	19" RED OAK
38	20" POPLAR
39	26" POPLAR
40	23" WHITE OAK
41	21" PINE
42	19" PINE
43	21" WHITE OAK
44	20" PINE
45	20" SWEET GUM
46	18" POPLAR
47	23" RED MAPLE
48	35" PINE
49	21" POPLAR
50	23" POPLAR
51	20" POPLAR
52	21" WHITE OAK
53	22" CHESTNUT OAK
54	19" POPLAR
55	27" CHESTNUT OAK
56	20" SWEET GUM
57	19" PINE
58	20" BLACK OAK
59	19" POPLAR
60	21" RED APPLE
61	22" PINE
62	26" PINE
63	27" PINE
64	18" POPLAR
65	23" POPLAR
66	23" RED OAK
67	19" CHESTNUT OAK
68	23" WHITE OAK
69	22" PINE
70	25" POPLAR
71	20" POPLAR
72	28" PINE
73	23" PINE
74	23" WHITE OAK
75	24" POPLAR
76	25" CHESTNUT OAK
77	21" CHESTNUT OAK
78	22" POPLAR
79	18" CHESTNUT OAK
80	18" CHESTNUT OAK
81	20" SWEET GUM
82	24" POPLAR
83	26" CHESTNUT OAK
84	22" POPLAR
85	53" CHESTNUT OAK
86	20" POPLAR
87	19" POPLAR
88	19" SWEET GUM
89	22" RED OAK
90	21" PINE
91	20" POPLAR
92	22" RED OAK
93	24" POPLAR
94	20" RED OAK
95	20" SWEET GUM
96	25" PINE
97	18" POPLAR
98	18" POPLAR
99	20" POPLAR
100	23" POPLAR

EXISTING TREE TABLE	
TREE NUMBER	SPECIES
101	22" RED OAK
102	22" RED OAK
103	20" POPLAR
104	21" PINE
105	19" SWEET GUM
106	20" SWEET GUM
107	21" POPLAR
108	20" PINE
109	24" SWEET GUM
110	28" PINE
111	20" PINE
112	18" PINE
113	40" WHITE OAK
114	36" WHITE OAK
115	23" POPLAR
116	20" SWEET GUM
117	22" WHITE OAK
118	20" PINE
119	21" PINE
120	20" POPLAR
121	20" POPLAR
122	23" PINE
123	20"SWEET GUM
124	18" PINE
125	18" RED OAK
126	19" RED OAK
127	21" PINE
128	18" SWEET GUM
129	18" POPLAR
130	18" RED OAK
131	24" PINE
132	20" PINE
133	19" POPLAR
134	23" POPLAR
135	19" POPLAR
136	18" SWEET GUM
137	21" PINE
138	21" WHITE OAK
139	21" POPLAR
140	20" RED OAK
141	28" POPLAR
142	20" POPLAR
143	18" PINE
144	20" POPLAR
145	20" POPLAR
146	21" POPLAR
147	23" PINE
148	21" WHITE OAK
149	22" PINE
150	19" WHITE OAK
151	25" POPLAR
152	20" SWEET GUM
153	20" RED OAK
154	25" SWEET GUM
155	18" SWEET GUM
156	21" WHITE OAK
157	19" WHITE OAK
158	25" TWIN SWEET GUM
159	48" TWIN WHITE OAK
160	18" SWEET GUM
161	20" HICKORY
162	19" WHITE OAK
163	22" WHITE OAK
164	20" WHITE OAK
165	19" WHITE OAK
166	20" WILLOW OAK
167	20" WHITE OAK
168	18" PINE
169	19" POPLAR
170	18" POPLAR
171	19" WHITE OAK
172	19" BLACK GUM
173	19" BLACK GUM
174	20" POPLAR
175	20" POPLAR
176	28" WILLOW OAK
177	19" WHITE OAK
178	22" POPLAR
179	21" PINE
180	30" WHITE OAK
181	18" WILLOW OAK
182	19" BLACK GUM
183	32" WILLOW OAK
184	21" WILLOW OAK
185	23" WILLOW OAK
186	20" WHITE OAK
187	24" PINE
188	20" POPLAR
189	18" PINE
190	20" WHITE OAK
191	19" POPLAR
192	18" PINE
193	26" WILLOW OAK
194	26" WHITE OAK
195	18" POPLAR
196	20" PINE
197	20" WILLOW OAK
198	19" PINE
199	19" PINE
200	20" POPLAR

EXISTING TREE TABLE	
TREE NUMBER	SPECIES
201	21" BLACK GUM
202	21" ELM
203	20" WILLOW OAK
204	20" POPLAR TWINS
205	20" BLACK GUM
206	20" WHITE OAK
207	38" RED MAPLE
208	21" POPLAR
209	20" WHITE OAK
210	25" POPLAR
211	20" WILLOW OAK
212	19" POPLAR
213	19" PINE
214	20" PINE
215	21" RED MAPLE
216	19" POPLAR
217	21" POPLAR
218	26" PINE
219	21" PINE
220	24" POPLAR
221	25" POPLAR
222	19" POPLAR
223	23" PINE
224	19" POPLAR
225	21" PINE
226	22" PINE
227	20" PINE
228	22" PINE
229	21" PINE
230	22" PINE
231	20" WILLOW OAK
232	18" POPLAR
233	20" SWEET GUM
234	22" POPLAR
235	22" POPLAR
236	24" PINE
237	25" PINE
238	21" PINE
239	19" POPLAR
240	22" PINE
241	25" POPLAR
242	19" PINE
243	18" PINE
244	18" WHITE OAK
245	21" PINE
246	28" RED OAK
247	18" RED OAK
248	18" RED OAK
249	23" PINE
250	26" PINE
251	19" WHITE OAK
252	20" PINE
253	18" PINE
254	18" POPLAR
255	22" PINE
256	18" WHITE OAK
257	21" POPLAR
258	18" WHITE OAK
259	21" POPLAR
260	21" PINE
261	21" PINE
262	19"PINE
263	22" POPLAR
264	18" POPLAR
265	18" PINE
266	18" WHITE OAK
267	23" RED OAK
268	40" POPLAR
269	18" RED OAK
270	19" SWEET GUM
271	23" WHITE OAK
272	20" PINE
273	20" WHITE OAK
274	22" RED OAK
275	18" WHITE OAK
276	23" RED OAK
277	18" RED OAK
278	18" RED OAK
279	20" RED OAK
280	20" WHITE OAK
281	18" PINE
282	18" WHITE OAK
283	20" PINE
284	21" PINE
285	18" WHITE OAK
286	19" PINE
287	20" RED OAK
288	18" PINE
289	20" SWEET GUM
290	19" POPLAR
291	19" PINE
292	19" PINE
293	18" PINE
294	19" POPLAR
295	18" PINE
296	18" PINE
297	19" WHITE OAK
298	19" PINE
299	19" PINE
300	21" WILLOW OAK

EXISTING TREE TABLE	
TREE NUMBER	SPECIES
301	19" SWEET GUM
302	20" RED MAPLE
303	32" WILLOW OAK
304	28" PINE
305	18" WHITE OAK
306	19" WILLOW OAK
307	20" WHITE OAK
308	18" SWEET GUM
309	18" SWEET GUM
310	19" SWEET GUM
311	29" WILLOW OAK
312	19" RED MAPLE
313	18" SWEET GUM
314	21" POPLAR
315	19" PINE
316	20" ELM
317	19" POPLAR
318	21" POPLAR
319	26" SWEET GUM
320	21" WILLOW OAK
321	20" SWEET GUM
322	27" WHITE OAK
323	20" POPLAR
324	18" SWEET GUM
325	21" WILLOW OAK
326	21" HICKORY
327	19" RED MAPLE
328	20" WILLOW OAK
329	20" RED OAK
330	19" RED OAK
331	19" SWEET GUM
332	19" WHITE OAK
333	19" POPLAR
334	18" PINE
335	18" PINE
336	19" RED MAPLE
337	19" WILLOW OAK
338	25" RED MAPLE
339	20" RED MAPLE
340	18" PINE
341	21" BLACK GUM
342	20" WHITE OAK
343	22" SWEET GUM
344	19" POPLAR
345	19" SWEET GUM
346	35" WILLOW OAK
347	20" POPLAR
348	33" SYCAMORE
349	33" WILLOW OAK
350	22" POPLAR
351	28" POPLAR
352	24" WILLOW OAK
353	21" WILLOW OAK
354	21" RED OAK
355	18" WILLOW OAK
356	19" WHITE OAK
357	18" WHITE OAK
358	18" WHITE OAK
359	19" RED MAPLE
360	25" RED OAK
361	19" WHITE OAK
362	20" RED MAPLE
363	30" RED MAPLE
364	21" RED OAK
365	26" POPLAR
366	22" SWEET GUM
367	18" RED MAPLE
368	18" RED MAPLE
369	26" GREEN ASH
370	21" POPLAR
371	40" POPLAR
372	18" CHESTNUT OAK
373	22" POPLAR
374	24" CHESTNUT OAK
375	18" WHITE OAK
376	18" POPLAR
377	19" GREEN ASH
378	20" GREEN ASH
379	19" WILLOW OAK
380	22" WHITE OAK
381	19" WHITE OAK
382	18" POPLAR
383	19" PINE
384	20" PINE
385	23" POPLAR
386	24" POPLAR
387	22" WHITE OAK
388	21" POPLAR
389	20" PINE
390	21" RED OAK
391	20" PINE
392	19" POPLAR
393	19" PINE
394	18" PINE
395	19" PINE
396	19" PINE
397	18" POPLAR
398	19" PINE
399	20" PINE
400	18" PINE

EXISTING TREE TABLE	
TREE NUMBER	SPECIES
401	19" PINE
402	20" PINE
403	25" PINE
404	21" POPLAR
405	20" POPLAR
406	19" WHITE OAK
407	20" POPLAR
408	23" RED OAK
409	18" WHITE OAK
410	23" WHITE OAK
411	19" SWEET GUM
412	22" POPLAR
413	24" PINE
414	18" SWEET GUM
415	19" PINE
416	18" PINE
417	18" PINE
418	24" PINE
419	19" PINE
420	28" SWEET GUM
421	43" SWEET GUM
422	19" PINE
423	19" PINE
424	22" PINE
425	30" BASSWOOD
426	26" WILLOW OAK
427	18" POPLAR
428	19" WHITE OAK
429	20" RED MAPLE
430	20" WHITE OAK
431	18" SWEET GUM
432	24" PINE
433	21" PINE
434	19" PINE
435	19" PINE
436	19" RED OAK
437	19" RED OAK
438	18" PINE
439	28" WHITE OAK
440	21" RED OAK
441	19" WHITE OAK
442	19" WHITE OAK
443	31" WHITE OAK
444	26" POPLAR
445	21" PINE
446	21" PINE
447	21" PINE
448	18" POPLAR
449	22" RED OAK
450	18" SWEET GUM
451	18" POPLAR
452	23" SWEET GUM
453	20" POPLAR
454	20" RED OAK
455	20" RED OAK
456	18" WHITE OAK
457	22" WHITE OAK
458	18" RED OAK
459	18" WHITE OAK
460	18" WHITE OAK
461	28" WHITE OAK
462	28" WHITE OAK
463	21" RED MAPLE
464	23" WILLOW OAK
465	18" MAPLE OAK
466	19" POPLAR
467	19" POPLAR
468	19" WHITE OAK
469	20" WHITE OAK
470	19" POPLAR
471	19" RED OAK
472	19" WHITE OAK
473	21" WHITE OAK
474	20" POPLAR
475	18" RED MAPLE
476	18" WHITE OAK
477	20" POPLAR
478	22" WHITE OAK
479	21" SWEET GUM
480	30" WHITE OAK
481	18" RED MAPLE
482	22" POPLAR
483	24" WHITE OAK
484	24" WHITE OAK
485	24" WHITE OAK
486	18" WHITE OAK
487	20" WILLOW OAK
488	19" WHITE OAK
489	19" WHITE OAK
490	20" WHITE OAK
491	21" WHITE OAK
492	18" SWEET GUM
493	21" WILLOW OAK
494	22" POPLAR
495	22" WHITE OAK
496	22" POPLAR
497	21" WHITE OAK
498	28" WHITE OAK
499	18" SWEET GUM
500	18" PINE

EXISTING TREE TABLE	
TREE NUMBER	SPECIES
501	19" PINE
502	19" PINE
503	20" PINE
504	26" WILLOW OAK
505	19" RED MAPLE
506	19" WHITE OAK
507	18" PINE
508	18" PINE
509	22" PINE
510	18" PINE
511	35" PINE
512	22" WILLOW OAK
513	19" PINE
514	23" PINE
515	19" PINE
516	20" PINE
517	21" PINE
518	18" PINE
519	20" PINE
520	24" PINE
521	20" POPLAR
522	40" RED MAPLE
523	21"" RED MAPLE
524	19" POPLAR
525	19" SWEET GUM
526	22" SYCAMORE
527	18" POPLAR
528	19" WILLOW OAK
529	21" WILLOW OAK
530	18" SWEET GUM
531	21" SWEET GUM
532	18" SWEET GUM
533	20" POPLAR
534	24" WILLOW OAK
535	22" PINE
536	18" PINE
537	18" SWEET GUM
538	18" RED MAPLE
539	21" RED MAPLE
540	18" RED MAPLE
541	21" POPLAR
542	18" RED OAK
543	36" RED OAK
544	21" SWEET GUM
545	20" PINE
546	18" PINE
547	18" PINE
548	18" PINE
549	20" PINE
550	18" PINE
551	19" PINE
552	18" PINE
553	18" PINE
554	22" POPLAR
555	18" SWEET GUM
556	18" POPLAR
557	20" POPLAR
558	19" RED OAK

ON-SITE STREAM BUFFERS
ON-SITE WETLANDS
FLOODWAY
FLOOD FRINGE
*OFF-SITE STREAM BUFFERS ARE NOT SHOWN

1 C003 EXISTING CONDITIONS - TREE SURVEY
SCALE: 1"= 300'

FORESTER
ELLEN & ASSOCIATES
JOSEPH L. ELLEN
NC REGISTERED FORESTER #565
219 E CHATHAM ST
CARY, NC 27511
PHONE: (919) 353-1161
JOSEPHELLEN49@GMAIL.COM

PEAK Engineering & Design
5448 Apex Peakway #368 | Apex, NC 27502
ph: 919.439.0100 fax: 919.439.6411
www.PeakEngineeringDesign.com
NC License #P-0673

project:
HORTON PARK
JESSIE DRIVE
WHITE OAK TOWNSHIP
APEX, NORTH CAROLINA 27502

seal:
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24427 JEFFREY A. ROACH

NOT FOR CONSTRUCTION

No.	DATE	REVISION	BY
1	March 1, 2018	Town of Apex Rezoning Comment Revisions	JR
2	March 20, 2018	Town of Apex Rezoning Comment Revisions	JR

title:
EXISTING CONDITIONS TREE SURVEY

proj #: 161201
date: February 1, 2018
dwg by: JE chkd by: JR
scale: 1" = 300'
sheet: C003
Planned Unit Development Plan

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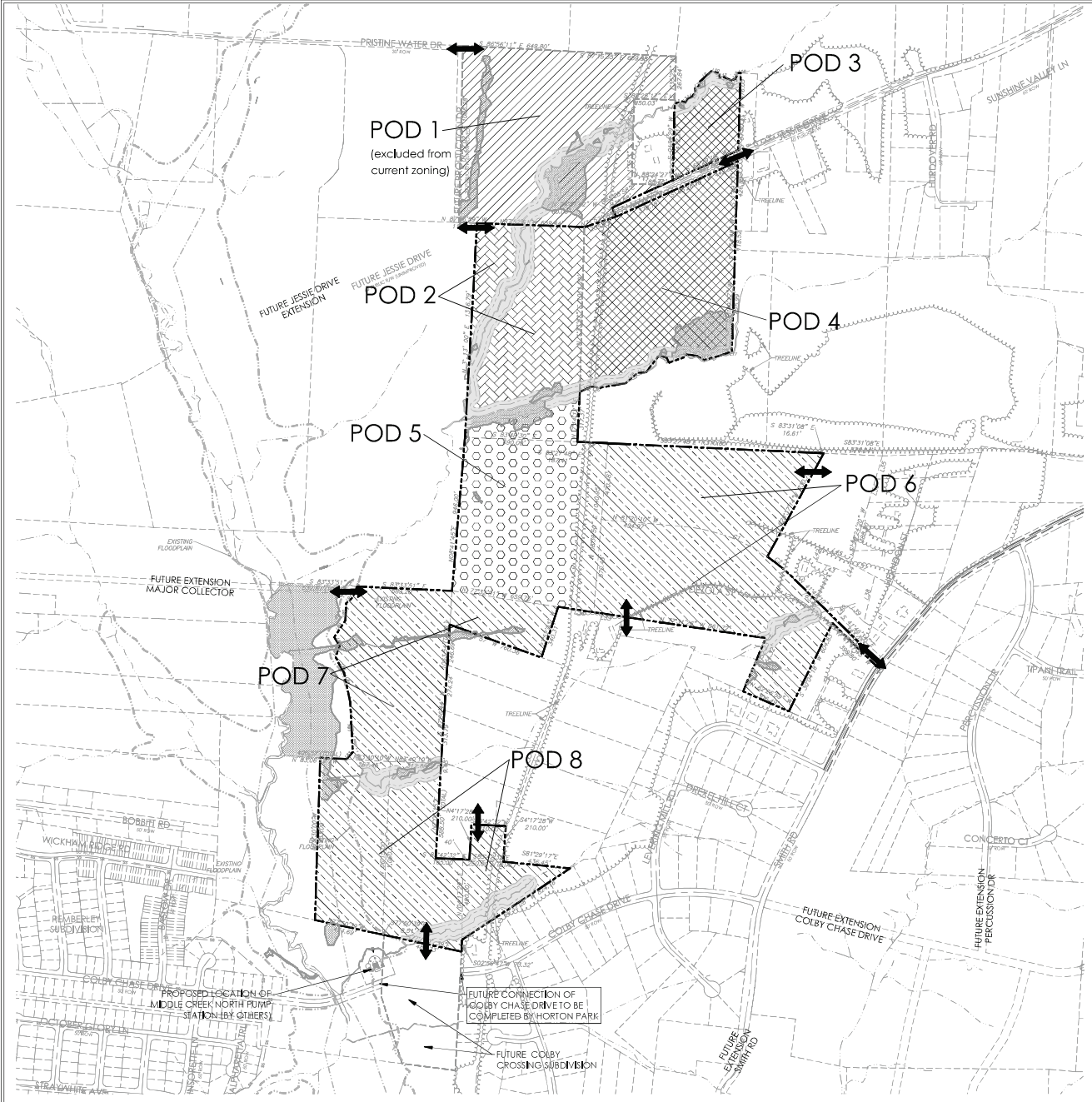

POD SUMMARY				
POD #	DWELLING TYPE	PROPOSED ZONING	ACREAGE	MAXIMUM ALLOWED
1****	N/A	LI-CZ	27.92	N/A
POD 1 is included for reference to zoning case #17CZ19 only				
2	N/A	PUD-CZ	19.06	N/A
3	Single Family	PUD-CZ	4.55	18*
3	Townhomes	PUD-CZ	4.55	27**
4	Apartments	PUD-CZ	20.99	314***
4	Townhomes	PUD-CZ	20.99	125**
5	Single Family	PUD-CZ	19.71	78*
5	Townhomes	PUD-CZ	19.71	118**
6, 7 & 8	Single Family	PUD-CZ	82.59	227
PODs 6, 7 & 8 are limited by the number of lots - not density				

* 4 UNITS PER ACRE
** 6 UNITS PER ACRE
*** 15 UNITS PER ACRE
**** FOR REFERENCE ONLY

INDUSTRIAL & OFFICE EMPLOYMENT (AREAS OUTSIDE OF THE PUD ZONING AND PD TEXT STANDARDS)

NON-RESIDENTIAL/ TECH-FLEX

APARTMENTS AND/OR TOWNHOUSES

TOWNHOUSES

SINGLE FAMILY

ON-SITE STREAM BUFFERS

PROJECT PERIMETER BOUNDARY

POTENTIAL ACCESS POINTS

PLAN SHEETS ARE INTENDED FOR ILLUSTRATIVE USE ONLY

N

NAD 83

0 150 300 600

SCALE: 1" = 300'

1 C100 CONCEPTUAL SITE PLAN
SCALE: 1"= 100'

NOTE:
STREAM BUFFERS ASSEMBLED VIA APEX WATERSHED PROTECTION OVERLAY DISTRICT MAP AND WAKE COUNTY GIS DATA.

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ph: 919.459.0100 fax: 919.459.6411
www.PeakEngineeringDesign.com

NC License #P-0673

project:
HORTON PARK
JESSIE DRIVE
WHITE OAK TOWNSHIP
APEX, NORTH CAROLINA 27502

seal:
NORTH CAROLINA PROFESSIONAL SEAL 24427 ENGINEER
NOT FOR CONSTRUCTION

title:
CONCEPTUAL SITE PLAN

proj #: 161201
date: February 1, 2018
dwg by: JE chkd by: JR
scale: 1" = 100'
sheet: C100
Planned Unit Development Plan

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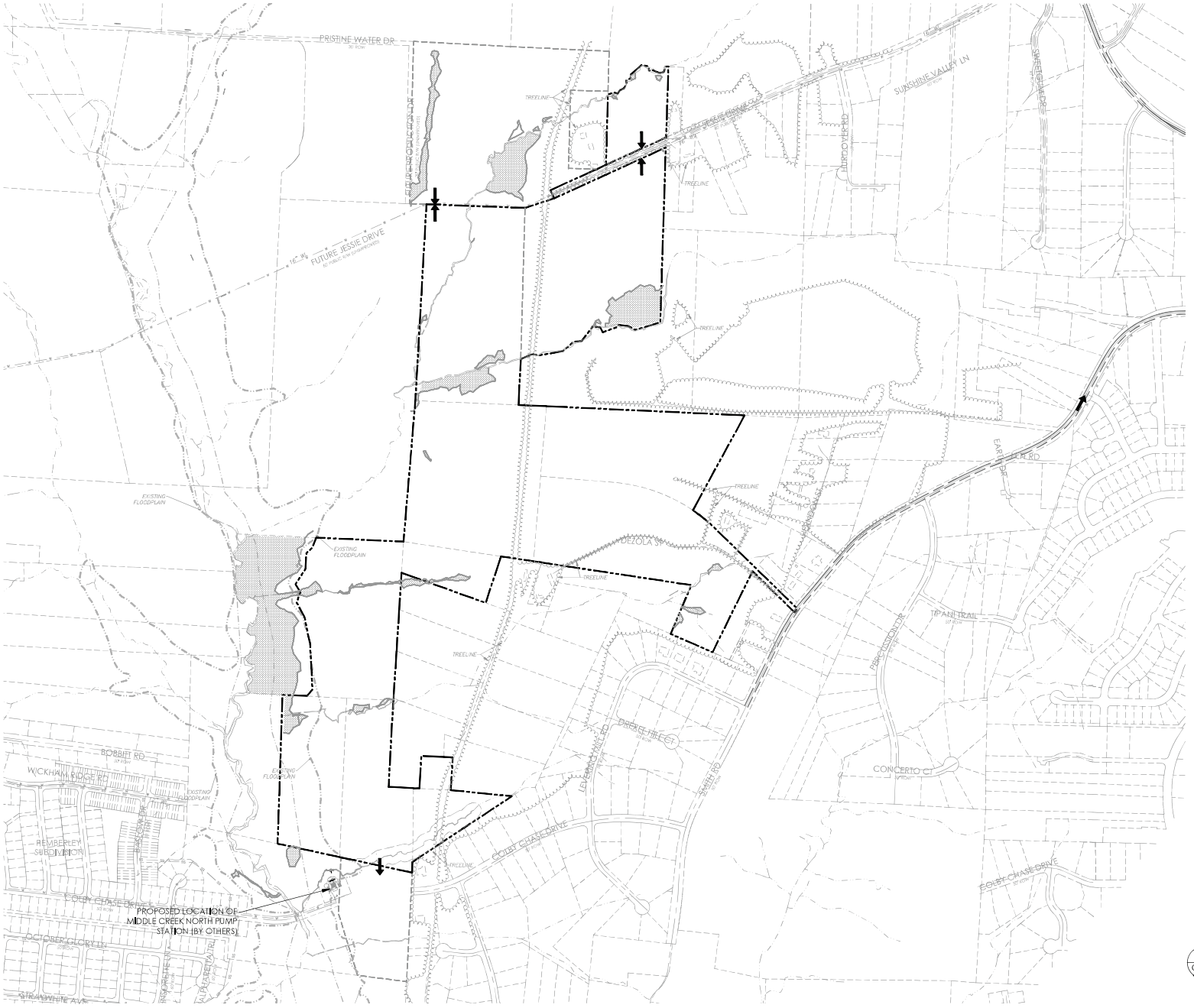

PROPOSED WATER CONNECTION

FINAL LOCATION AND TIMING OF WATER CONNECTIONS SHALL BE COORDINATED WITH THE TOWN OF APEX PUBLIC WORKS AND PLANNING DEPARTMENT DURING THE MASTER SUBDIVISION PLAN OR SITE PLAN SUBMITTALS.

UTILITY NOTES:

1. THIS SITE IS REQUESTING FULL TOWN SERVICES - WATER, SEWER AND ELECTRICITY
2. THIS SITE WILL NOT UTILIZE PRIVATE SEWAGE DISPOSAL.
3. NEW SANITARY SEWER WILL BE PROVIDED WITH THE MIDDLE CREEK REGIONAL PUMP STATION.

PROJECT PERIMETER BOUNDARY

N
NAD 83

0 50 100 200
SCALE: 1" = 100'

1 C200 CONCEPTUAL UTILITY PLAN
SCALE: 1"= 100'

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ph: 919.439.0706 | fax: 919.439.8411
www.peakengineeringdesign.com
NC License #P-0673

project:
HORTON PARK
JESSIE DRIVE
WHITE OAK TOWNSHIP
APEX, NORTH CAROLINA 27502

seal:

NOT FOR CONSTRUCTION

NO.	DATE	REVISION
1	08/21/2018	Town of Apex Planning Comments/Revisions
2	10/26/2018	Town of Apex Planning Comments/Revisions

title:
CONCEPTUAL UTILITY PLAN

proj #: 161201
date: February 1, 2018
dwg by: JE chkd by: JR
scale: 1" = 100'
sheet: C200
Planned Unit Development Plan

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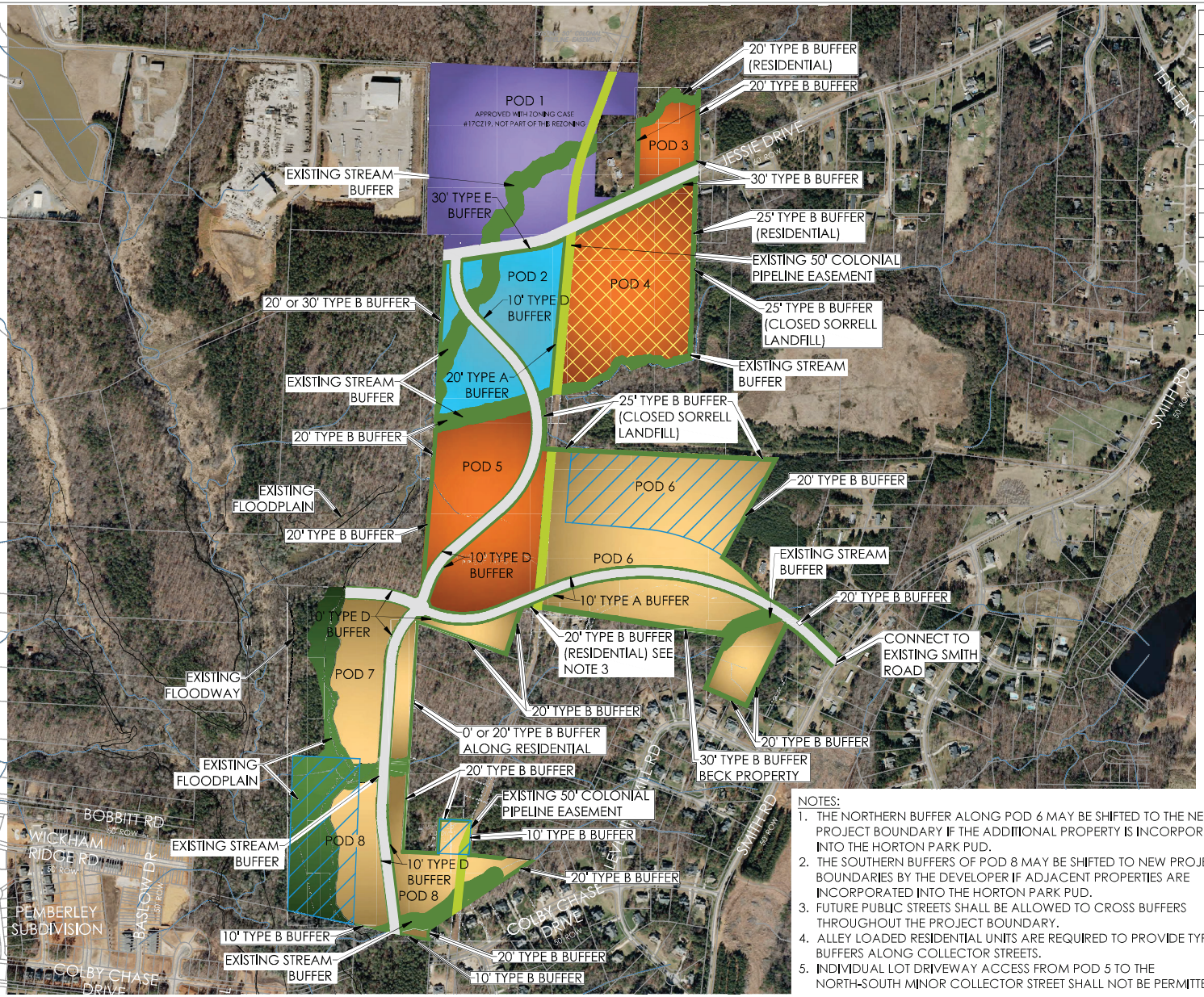

POD SUMMARY				
POD #	DWELLING TYPE	PROPOSED ZONING	ACREAGE	MAXIMUM ALLOWED
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5	Townhomes	PUD-CZ	19.71	118**
6, 7 & 8	Single Family	PUD-CZ	82.59	227
PODs 6, 7 & 8 are limited by the number of lots - not density				

* 4 UNITS PER ACRE
** 6 UNITS PER ACRE
*** 15 UNITS PER ACRE
**** FOR REFERENCE ONLY

AREAS ASSOCIATED WITH NEW REZONING (PROPERTIES WERE NOT INCLUDED IN #17CZ19)

INDUSTRIAL & OFFICE EMPLOYMENT (AREA OUTSIDE OF THE PUD ZONING AND PD TEXT STANDARDS, FOR REFERENCE ONLY)

TECH/FLEX

APARTMENTS AND/OR TOWNHOUSES

TOWNHOUSES AND/OR SINGLE FAMILY

SINGLE FAMILY

FLOODPLAIN OR BUFFERS

PROPOSED STREETS

NOTES:
1. THE NORTHERN BUFFER ALONG POD 6 MAY BE SHIFTED TO THE NEW PROJECT BOUNDARY IF THE ADDITIONAL PROPERTY IS INCORPORATED INTO THE HORTON PARK PUD.
2. THE SOUTHERN BUFFERS OF POD 8 MAY BE SHIFTED TO NEW PROJECT BOUNDARIES BY THE DEVELOPER IF ADJACENT PROPERTIES ARE INCORPORATED INTO THE HORTON PARK PUD.
3. FUTURE PUBLIC STREETS SHALL BE ALLOWED TO CROSS BUFFERS THROUGHOUT THE PROJECT BOUNDARY.
4. ALLEY LOADED RESIDENTIAL UNITS ARE REQUIRED TO PROVIDE TYPE 'D' BUFFERS ALONG COLLECTOR STREETS.
5. INDIVIDUAL LOT DRIVEWAY ACCESS FROM POD 5 TO THE NORTH-SOUTH MINOR COLLECTOR STREET SHALL NOT BE PERMITTED.

N
NAD 83
0 150 300 600
SCALE: 1" = 300'

Designer:	JE	Scale:	1" = 300'
Drawn By:	JE	Date:	3-29-2018
Checked By:	JR	Job No.:	161201

HORTON PARK
APEX, NORTH CAROLINA

PROPOSED SITE EXHIBIT

PEAK Engineering & Design
5448 Apex Peakway #368 | Apex, NC 27502
ph: 919.439.0100 fax: 919.439.6411
www.PeakEngineeringDesign.com

Sheet No. EX-1

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EXHIBIT C

ATTACHMENT A - APPLICATION PROPERTY LIST											
#	Property Address	REID	PIN	Deed Acres	Current Zoning	Owner	Owner Mailing Address 1	Owndер Mailing Address 2	Deed Book	Deed Page	Deed Recorded
1	8252 SMITH RD	0033171	0750493450	7.42	PUD-CZ/RR	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033	019103	00782	7/29/2022
2	0 JESSIE DR	0434123	0751209246	9.97	PUD-CZ	HORTON PARK INVESTMENTS LLC	6908 N RIDGE DR	RALEIGH NC 27615-7033	019103	00782	7/29/2022

TOWN OF APEX
POST OFFICE BOX 250
APEX, NORTH CAROLINA 27502
PHONE 919-249-3426

PUBLIC NOTIFICATION OF PUBLIC HEARINGS

CONDITIONAL ZONING #25CZ23
Horton Park PUD Amendment

Pursuant to the provisions of North Carolina General Statutes §160D-602 and to the Town of Apex Unified Development Ordinance (UDO) Section 2.2.11, notice is hereby given of public hearings before the Planning Board of the Town of Apex. The purpose of these hearings is to consider the following:

Applicant: Pablo Reiter, PRMS Investments LLC
Authorized Agents: Jason Barron & Leticia Shapiro, Morningstar Law Group
Property Addresses: 8252 Smith Rd & 0 Jessie Dr
Acreage: ±16.96 acres
Property Identification Numbers (PINs): 0750493450 & 0751209246
2045 Land Use Map Designation: Medium Density Residential
Existing Zoning of Properties: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)
Proposed Zoning of Properties: Planned Unit Development-Conditional Zoning (PUD-CZ)

Public Hearing Location: Apex Town Hall
Council Chamber, 2nd Floor
73 Hunter Street, Apex, North Carolina

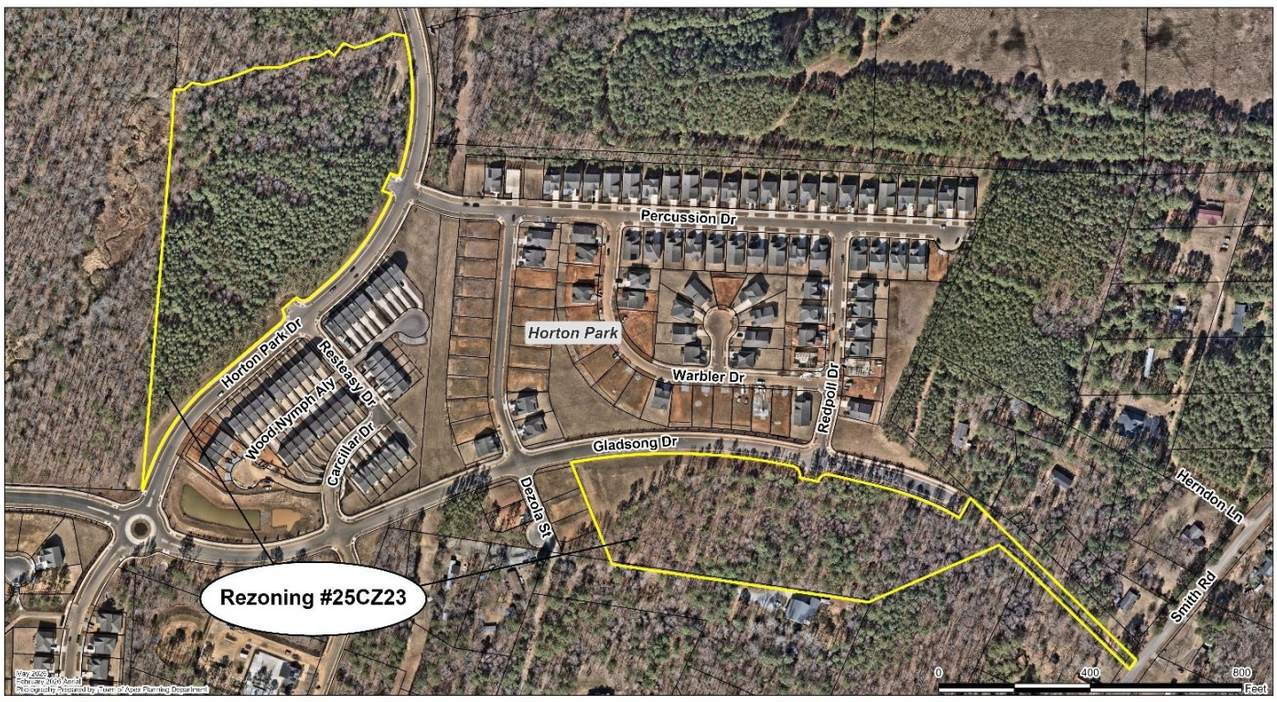
Planning Board Public Hearing Date and Time: June 8, 2026 4:30 PM

You may attend the meeting in person or view the meeting through the Town's YouTube livestream at: https://www.youtube.com/c/townofapexgov.

If you are unable to attend, you may provide a written statement by email to public.hearing@apexnc.org, or submit it to the clerk of the Planning Board, Jeri Pederson (322 N. Mason Street or USPS mail - P.O. Box 250, Apex, NC 27502), at least two business days prior to the Planning Board vote. You must provide your name and address for the record. The written statements will be delivered to the Planning Board prior to their vote. Please include the Public Hearing name in the subject line.

A separate notice of the Town Council public hearing on this project will be mailed and posted in order to comply with State public notice requirements.

Vicinity Map:



Property owners, tenants, and neighborhood associations within 500 feet of the proposed conditional zoning have been sent this notice via first class mail. All interested parties may submit comments with respect to the application by the means specified above. In addition to the above map, the location of the property may be viewed online at https://maps.raleighnc.gov/imaps. The 2045 Land Use Map may be viewed online at www.apexnc.org/DocumentCenter/View/478. You may call 919-249-3426, Planning Department, with questions or for further information. To view the petition and related documents on-line: https://www.apexnc.org/DocumentCenter/View/52722.

Dianne F. Khin, AICP
Planning Director

Published Dates: May 28 – June 8, 2026

Adobe Acr chrome-exte... Conditions Rezoning-PUD All Bookmarks
All tools Edit Convert E-Sign 25CZ23 P...N Com... Share

TOWN OF APEX
POST OFFICE BOX 250
APEX, NORTH CAROLINA 27502
PHONE 919-249-3426

PUBLIC NOTIFICATION
OF PUBLIC HEARINGS
CONDITIONAL ZONING #25CZ23
Horton Park PUD Amendment

Pursuant to the provisions of North Carolina General Statutes §160D-602 and to the Town of Apex Unified Development Ordinance (UDO) Section 2.2.11, notice is hereby given of public hearings before the Planning Board of the Town of Apex. The purpose of these hearings is to consider the following:

Applicant: Pablo Reiter, PRMS Investments LLC
Authorized Agents: Jason Barron & Leticia Shapiro, Morningstar Law Group
Property Addresses: 8252 Smith Rd & 0 Jessie Dr
Acreage: ±16.96 acres
Property Identification Numbers (PINs): 0750493450 & 0751209246
2045 Land Use Map Designation: Medium Density Residential
Existing Zoning of Properties: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)
Proposed Zoning of Properties: Planned Unit Development-Conditional Zoning (PUD-CZ)

Public Hearing Location: Apex Town Hall
Council Chamber, 2nd Floor
73 Hunter Street, Apex, North Carolina

Planning Board Public Hearing Date and Time: June 8, 2026 4:30 PM

You may attend the meeting in person or view the meeting through the Town's YouTube livestream at: https://www.youtube.com/c/townofapexgov.

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Dianne F. Khin, AICP
Planning Director

Published Dates: May 28 – June 8, 2026

3:35 PM
5/29/2026

TOWN OF APEX
PO BOX 250
APEX, NORTH CAROLINA 27502
TELÉFONO 919-249-3426

NOTIFICACIÓN PÚBLICA DE AUDIENCIAS PÚBLICAS

ORDENAMIENTO TERRITORIAL CONDICIONAL #25CZ23
Horton Park PUD Amendment

De conformidad con las disposiciones de los Estatutos Generales de Carolina del Norte §160D-602 y con la Sección 2.2.11 de la Ordenanza de Desarrollo Unificado (UDO) del ayuntamiento de Apex, por la presente se notifican las audiencias públicas ante la Junta de Planificación de Apex. El propósito de estas audiencias es considerar lo siguiente:

Solicitante: Pablo Reiter, PRMS Investments LLC
Agente autorizado: Jason Barron & Leticia Shapiro, Morningstar Law Group
Dirección de las propiedades: 8252 Smith Rd & 0 Jessie Dr
Superficie: ±16.96 acres
Números de identificación de las propiedades: 0750493450 & 0751209246
Designación en el Mapa de Uso Territorial para 2045: Medium Density Residential
Ordenamiento territorial existente de las propiedades: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)
Ordenamiento territorial propuesto para las propiedades: Planned Unit Development-Conditional Zoning (PUD-CZ)

Lugar de la audiencia pública: Ayuntamiento de Apex
Cámara del Consejo, 2º piso
73 Hunter Street, Apex, Carolina del Norte

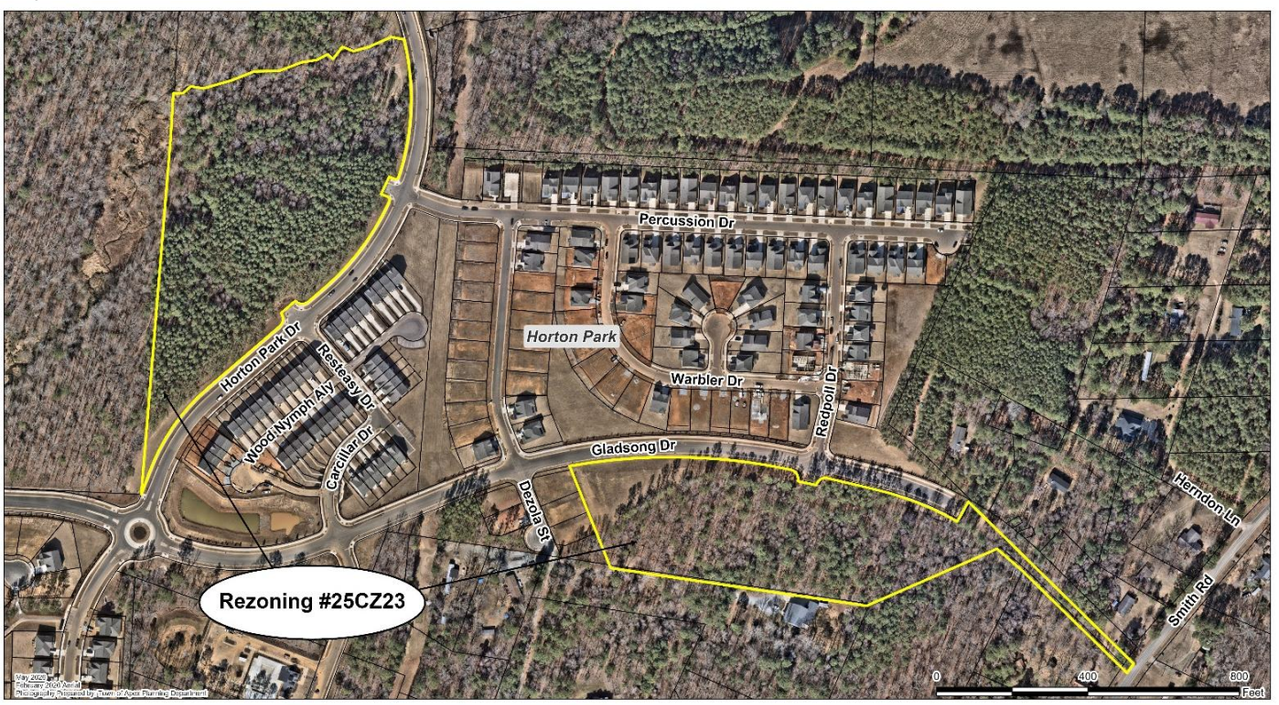
Fecha y hora de la audiencia pública de la Junta de Planificación: 8 de junio de 2026 4:30 P.M.

Puede asistir a la reunión de manera presencial o seguir la transmisión en directo por YouTube a través del siguiente enlace: https://www.youtube.com/c/townofapexgov.

Si no puede asistir, puede enviar una declaración escrita por correo electrónico a public.hearing@apexnc.org, o presentarla a la secretaría de la Junta de Planificación, Jeri Pederson (322 N. Mason Street o por correo USPS a P.O. Box 250, Apex, NC 27502), al menos dos días hábiles antes de la votación de la Junta de Planificación. Debe proporcionar su nombre y dirección para que conste en el registro. Las declaraciones escritas se entregarán a la Junta de Planificación antes de la votación. No olvide incluir el nombre de la audiencia pública en el asunto.

De conformidad con los requisitos estatales de notificaciones públicas, se enviará por correo y se publicará por separado una notificación de la audiencia pública del Consejo Municipal sobre este proyecto.

Mapa de las inmediaciones:



Los propietarios, inquilinos y asociaciones de vecinos en un radio de 500 pies del Ordenamiento Territorial Condicional propuesto han recibido esta notificación por correo postal de primera clase. Todas las partes interesadas pueden presentar comentarios sobre la solicitud a través de los medios especificados anteriormente. La ubicación de la propiedad también puede verse aquí: https://maps.raleighnc.gov/imaps. Puede ver el Mapa de Uso Territorial para 2045 aquí: www.apexnc.org/DocumentCenter/View/478. Si tiene preguntas o desea obtener más información, puede comunicarse con el Departamento de Planificación al 919-249-3426. Puede ver la solicitud y otros documentos relacionados aquí: https://www.apexnc.org/DocumentCenter/View/52722.

Dianne F. Khin, AICP
Directora de Planificación

Fechas de publicación: 28 de mayo - 8 de junio de 2026

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Infor-Rhythm files Conditions Rezoning-PUD All Bookmarks
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TOWN OF APEX
PO BOX 250
APEX, NORTH CAROLINA 27502
TELÉFONO 919-249-3426

NOTIFICACIÓN PÚBLICA DE AUDIENCIAS PÚBLICAS

ORDENAMIENTO TERRITORIAL CONDICIONAL #25CZ23
Horton Park PUD Amendment

De conformidad con las disposiciones de los Estatutos Generales de Carolina del Norte §160D-602 y con la Sección 2.2.11 de la Ordenanza de Desarrollo Unificado (UDO) del ayuntamiento de Apex, por la presente se notifican las audiencias públicas ante la Junta de Planificación de Apex. El propósito de estas audiencias es considerar lo siguiente:

Solicitante: Pablo Reiter, PRMS Investments LLC
Agente autorizado: Jason Barron & Leticia Shapiro, Morningstar Law Group
Dirección de las propiedades: 8252 Smith Rd & 0 Jessie Dr
Superficie: ±16.96 acres
Números de identificación de las propiedades: 0750493450 & 0751209246
Designación en el Mapa de Uso Territorial para 2045: Medium Density Residential
Ordenamiento territorial existente de las propiedades: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)
Ordenamiento territorial propuesto para las propiedades: Planned Unit Development-Conditional Zoning (PUD-CZ)

Lugar de la audiencia pública: Ayuntamiento de Apex
Cámara del Consejo, 2º piso
73 Hunter Street, Apex, Carolina del Norte

Fecha y hora de la audiencia pública de la Junta de Planificación: 8 de junio de 2026 4:30 P.M.

Puede asistir a la reunión de manera presencial o seguir la transmisión en directo por YouTube a través del siguiente enlace: https://www.youtube.com/c/townofapexgov.

Si no puede asistir, puede enviar una declaración escrita por correo electrónico a public.hearing@apexnc.org, o presentarla a la secretaría de la Junta de Planificación, Jeri Pederson (322 N. Mason Street o por correo USPS a P.O. Box 250, Apex, NC 27502), al menos dos días hábiles antes de la votación de la Junta de Planificación. Debe proporcionar su nombre y dirección para que conste en el registro. Las declaraciones escritas se entregarán a la Junta de Planificación antes de la votación. No olvide incluir el nombre de la audiencia pública en el asunto.

De conformidad con los requisitos estatales de notificaciones públicas, se enviará por correo y se publicará por separado una notificación de la audiencia pública del Consejo Municipal sobre este proyecto.

Mapa de las inmediaciones:



Los propietarios, inquilinos y asociaciones de vecinos en un radio de 500 pies del Ordenamiento Territorial Condicional propuesto han recibido esta notificación por correo postal de primera clase. Todas las partes interesadas pueden presentar comentarios sobre la solicitud a través de los medios especificados anteriormente. La ubicación de la propiedad también puede verse aquí: https://maps.raleighnc.gov/imaps. Puede ver el Mapa de Uso Territorial para 2045 aquí: www.apexnc.org/DocumentCenter/View/478. Si tiene preguntas o desea obtener más información, puede comunicarse con el Departamento de Planificación al 919-249-3426. Puede ver la solicitud y otros documentos relacionados aquí: https://www.apexnc.org/DocumentCenter/View/52722.

Dianne F. Khin, AICP
Directora de Planificación

Fechas de publicación: 28 de mayo - 8 de junio de 2026

3:36 PM
5/29/2026

TOWN OF APEX
POST OFFICE BOX 250
APEX, NORTH CAROLINA 27502
PHONE 919-249-3426

AFFIDAVIT CERTIFYING
Public Notification – Written (Mailed) Notice

Section 2.2.11
Town of Apex Unified Development Ordinance

Project Name:	Conditional Zoning #25CZ23 Horton Park PUD Amendment
Project Location:	8252 Smith Rd & 0 Jessie Dr
Authorized Agents:	Jason Barron & Leticia Shapiro
Firm:	Morningstar Law Group
Planning Board Public Hearing Date:	June 8, 2026
Project Planner:	Joshua Killian, Planner II

This is to certify that I, as Planning Director, mailed or caused to have mailed by first class postage for the above mentioned project on May 28, 2026, a notice containing the time and place, location, nature and scope of the application, where additional information may be obtained, and the opportunity for interested parties to be heard, to the property owners and tenants within 500' of the land subject to notification. I further certify that I relied on information from the Wake County Tax Assessor and the Town of Apex Master Address Repository provided to me by Town of Apex GIS Staff as to accuracy of the list and accuracy of mailing addresses of property owners and tenants within 500' of the land subject to notification.

5/28/2026
Date

Planning Director

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, Jesus A. Ibanez-Ibarra, a Notary Public for the above State and County, this the 28 day of May, 2026.

JESUS A IBANEZ-IBARRA NOTARY PUBLIC WAKE COUNTY, NC My Commission Expires April 10, 2028 SEAL

Notary Public

My Commission Expires: 4/10/2028

TOWN OF APEX
POST OFFICE BOX 250
APEX, NORTH CAROLINA 27502
PHONE 919-249-3426

PUBLIC NOTIFICATION OF PUBLIC HEARINGS

CONDITIONAL ZONING #25CZ23
Horton Park PUD Amendment

Pursuant to the provisions of North Carolina General Statutes §160D-602 and to the Town of Apex Unified Development Ordinance (UDO) Section 2.2.11, notice is hereby given of public hearings before the Town Council of the Town of Apex. The purpose of these hearings is to consider the following:

Applicant: Pablo Reiter, PRMS Investments LLC
Authorized Agents: Jason Barron & Leticia Shapiro, Morningstar Law Group
Property Addresses: 8252 Smith Rd & 0 Jessie Dr
Acreage: ±17 acres
Property Identification Numbers (PINs): 0750493450 & 0751209246
2045 Land Use Map Designation: Medium Density Residential
Existing Zoning of Properties: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)
Proposed Zoning of Properties: Planned Unit Development-Conditional Zoning (PUD-CZ)

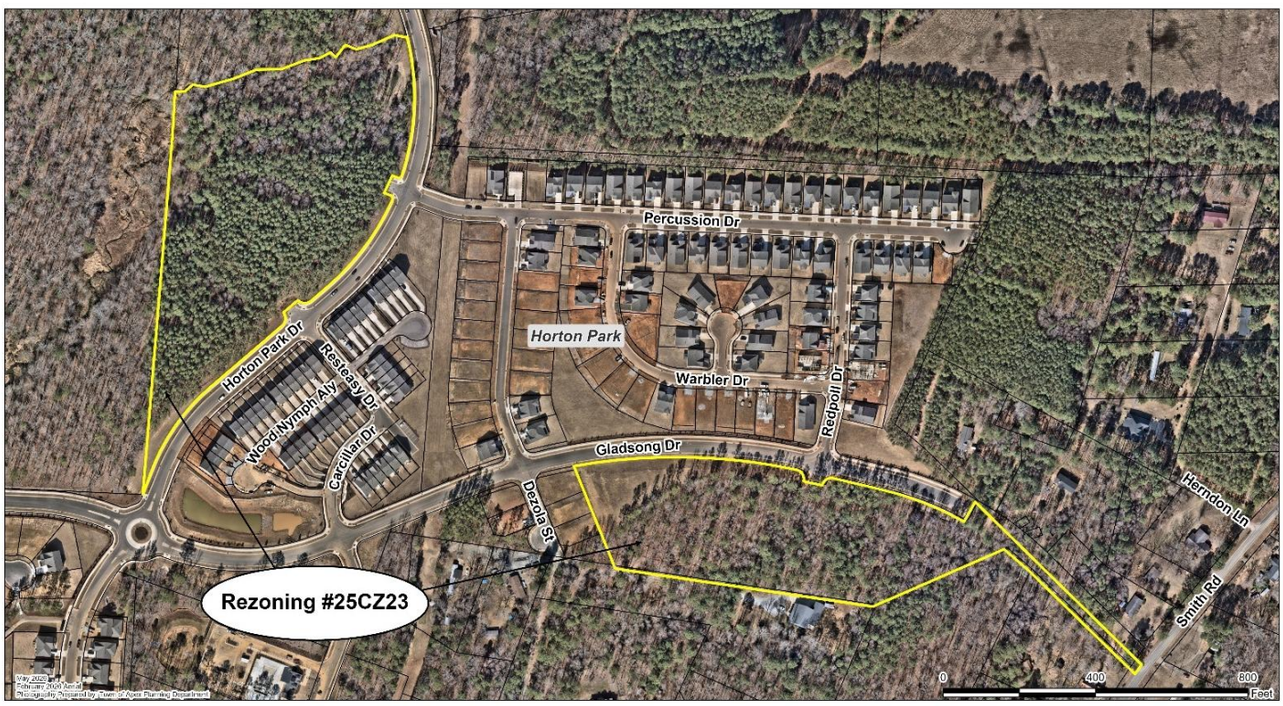
Public Hearing Location: Apex Town Hall
Council Chamber, 2nd Floor
73 Hunter Street, Apex, North Carolina

Town Council Public Hearing Date and Time: June 23, 2026 6:00 PM

You may attend the meeting in person or view the meeting through the Town's YouTube livestream at: https://www.youtube.com/c/townofapexgov.

If you are unable to attend, you may provide a written statement by email to public.hearing@apexnc.org, or submit it to the clerk of the Office of the Town Clerk (73 Hunter Street or USPS mail - P.O. Box 250, Apex, NC 27502), at least two business days prior to the Town Council vote. You must provide your name and address for the record. The written statements will be delivered to the Town Council prior to their vote. Please include the Public Hearing name in the subject line.

Vicinity Map:



Property owners, tenants, and neighborhood associations within 500 feet of the proposed conditional zoning have been sent this notice via first class mail. All interested parties may submit comments with respect to the application by the means specified above. In addition to the above map, the location of the property may be viewed online at https://maps.raleighnc.gov/imaps. The 2045 Land Use Map may be viewed online at www.apexnc.org/DocumentCenter/View/478. You may call 919-249-3426, Planning Department, with questions or for further information. To view the petition and related documents on-line: https://www.apexnc.org/DocumentCenter/View/52722.

Dianne F. Khin, AICP
Planning Director

Published Dates: June 1 – June 23, 2026

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All tools | Edit | Convert | E-Sign | 25CZ23 T...N Com... | Share

TOWN OF APEX
POST OFFICE BOX 250
APEX, NORTH CAROLINA 27502
PHONE 919-249-3426

PUBLIC NOTIFICATION OF PUBLIC HEARINGS

CONDITIONAL ZONING #25CZ23
Horton Park PUD Amendment

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Council Chamber, 2nd Floor
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Dianne F. Khin, AICP
Planning Director

Published Dates: June 1 – June 23, 2026

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TOWN OF APEX
PO BOX 250
APEX, NORTH CAROLINA 27502
TELÉFONO 919-249-3426

NOTIFICACIÓN PÚBLICA DE AUDIENCIAS PÚBLICAS

ORDENAMIENTO TERRITORIAL CONDICIONAL #25CZ23
Horton Park PUD Amendment

De conformidad con las disposiciones de los Estatutos Generales de Carolina del Norte §160D-602 y con la Sección 2.2.11 de la Ordenanza de Desarrollo Unificado (UDO) del ayuntamiento de Apex, por la presente se notifican las audiencias públicas ante el Consejo Municipal del Ayuntamiento de Apex. El propósito de estas audiencias es considerar lo siguiente:

Solicitante: Pablo Reiter, PRMS Investments LLC
Agente autorizado: Jason Barron & Leticia Shapiro, Morningstar Law Group
Dirección de las propiedades: 8252 Smith Rd & 0 Jessie Dr
Superficie: ±17 acres
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Ordenamiento territorial propuesto para las propiedades: Planned Unit Development-Conditional Zoning (PUD-CZ)

Lugar de la audiencia pública: Ayuntamiento de Apex
Cámara del Consejo, 2º piso
73 Hunter Street, Apex, Carolina del Norte

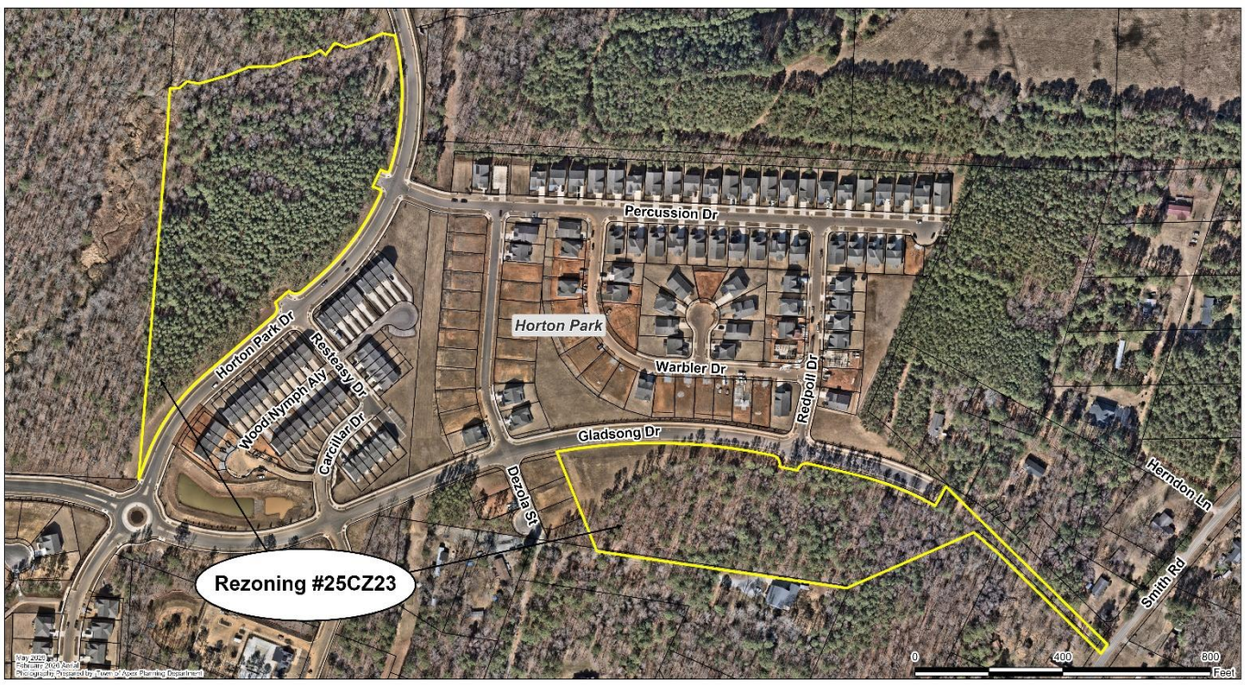
Fecha y hora de la audiencia pública de la Junta de Planificación: 23 de junio de 2026 6:00 P.M.

Puede asistir a la reunión de manera presencial o seguir la transmisión en directo por YouTube a través del siguiente enlace: https://www.youtube.com/c/townofapexgov.

Si no puede asistir, puede enviar una declaración escrita por correo electrónico a public.hearing@apexnc.org, o presentarla a la oficina del Secretario Municipal (73 Hunter Street o por correo USPS a P.O. Box 250, Apex, NC 27502), al menos dos días hábiles antes de la votación del Consejo Municipal. Debe proporcionar su nombre y dirección para que conste en el registro. Las declaraciones escritas se entregarán al Consejo Municipal antes de la votación. No olvide incluir el nombre de la audiencia pública en el asunto.

Los comentarios recibidos antes de la audiencia pública de la Junta de Planificación no se proporcionarán al Consejo Municipal. Los comentarios para la audiencia pública del Consejo Municipal deben presentarse por separado en el plazo especificado a continuación.

Mapa de las inmediaciones:



Los propietarios, inquilinos y asociaciones de vecinos en un radio de 500 pies del Ordenamiento Territorial Condicional propuesto han recibido esta notificación por correo postal de primera clase. Todas las partes interesadas pueden presentar comentarios sobre la solicitud a través de los medios especificados anteriormente. La ubicación de la propiedad también puede verse aquí: https://maps.raleighnc.gov/imaps. Puede ver el Mapa de Uso Territorial para 2045 aquí: www.apexnc.org/DocumentCenter/View/478. Si tiene preguntas o desea obtener más información, puede comunicarse con el Departamento de Planificación al 919-249-3426. Puede ver la solicitud y otros documentos relacionados aquí: https://www.apexnc.org/DocumentCenter/View/52722.

Dianne F. Khin, AICP
Directora de Planificación

Fechas de publicación: 1 de junio - 23 de junio de 2026

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Infor-Rhythm files | Conditions | Rezoning-PUD | Zoning Verification | PubNoticeTemp | Infor | All Bookmarks
All tools | Edit | Convert | E-Sign | 25CZ23 T...N Com... | Share

TOWN OF APEX
PO BOX 250
APEX, NORTH CAROLINA 27502
TELÉFONO 919-249-3426

NOTIFICACIÓN PÚBLICA DE AUDIENCIAS PÚBLICAS

ORDENAMIENTO TERRITORIAL CONDICIONAL #25CZ23
Horton Park PUD Amendment

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Solicitante: Pablo Reiter, PRMS Investments LLC
Agente autorizado: Jason Barron & Leticia Shapiro, Morningstar Law Group
Dirección de las propiedades: 8252 Smith Rd & 0 Jessie Dr
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Cámara del Consejo, 2º piso
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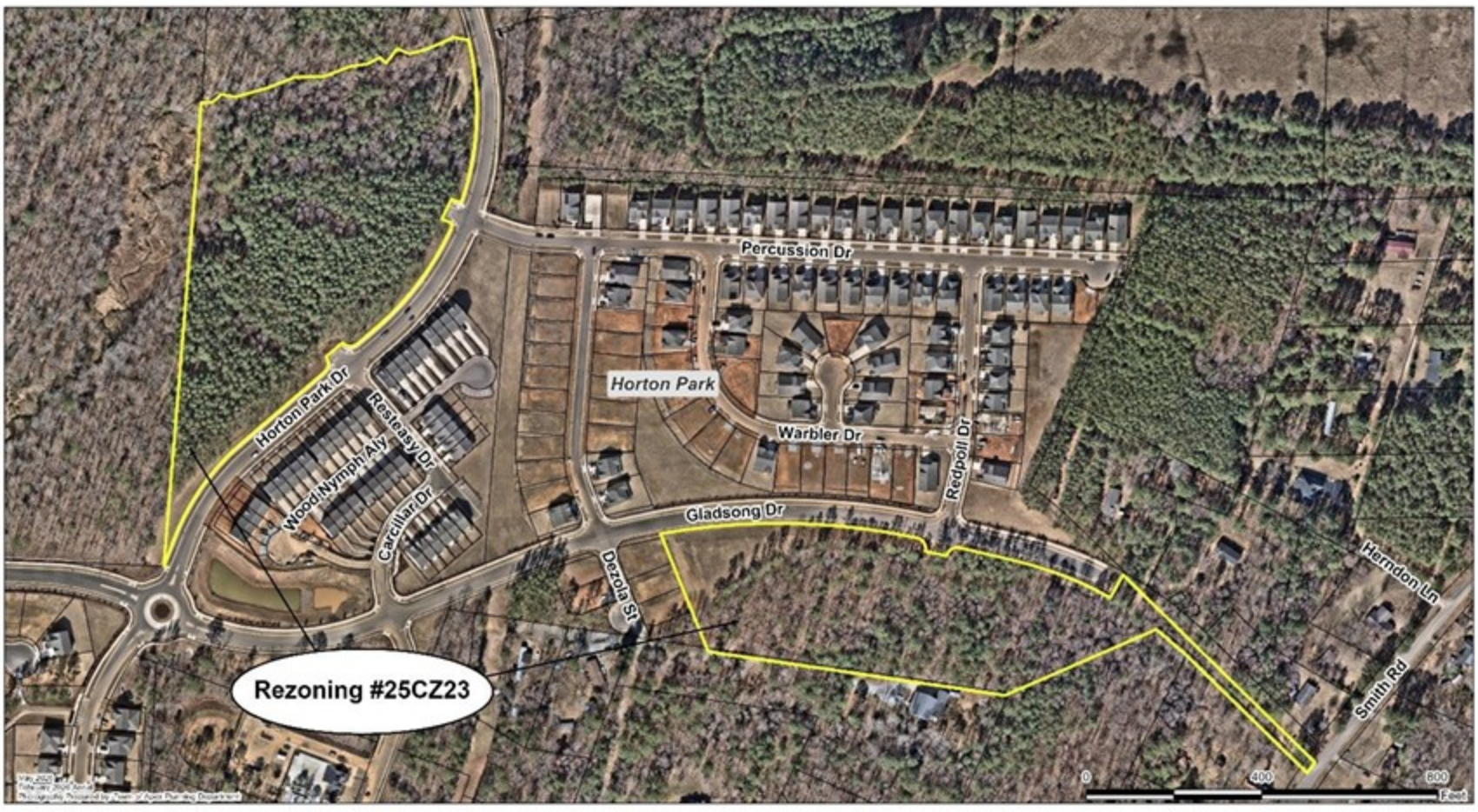

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Dianne F. Khin, AICP
Directora de Planificación

Fechas de publicación: 1 de junio - 23 de junio de 2026

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TOWN OF APEX
POST OFFICE BOX 250
APEX, NORTH CAROLINA 27502
PHONE 919-249-3426

AFFIDAVIT CERTIFYING
Public Notification – Written (Mailed) Notice

Section 2.2.11
Town of Apex Unified Development Ordinance

Project Name:	Conditional Zoning #25CZ23 Horton Park PUD Amendment
Project Location:	8252 Smith Rd & 0 Jessie Dr
Authorized Agents:	Jason Barron & Leticia Shapiro
Firm:	Morningstar Law Group
Town Council Public Hearing Date:	June 23, 2026
Project Planner:	Joshua Killian, Planner II

This is to certify that I, as Planning Director, mailed or caused to have mailed by first class postage for the above mentioned project on June 1, 2026, a notice containing the time and place, location, nature and scope of the application, where additional information may be obtained, and the opportunity for interested parties to be heard, to the property owners and tenants within 500' of the land subject to notification. I further certify that I relied on information from the Wake County Tax Assessor and the Town of Apex Master Address Repository provided to me by Town of Apex GIS Staff as to accuracy of the list and accuracy of mailing addresses of property owners and tenants within 500' of the land subject to notification.

6/1/2026
Date

Planning Director

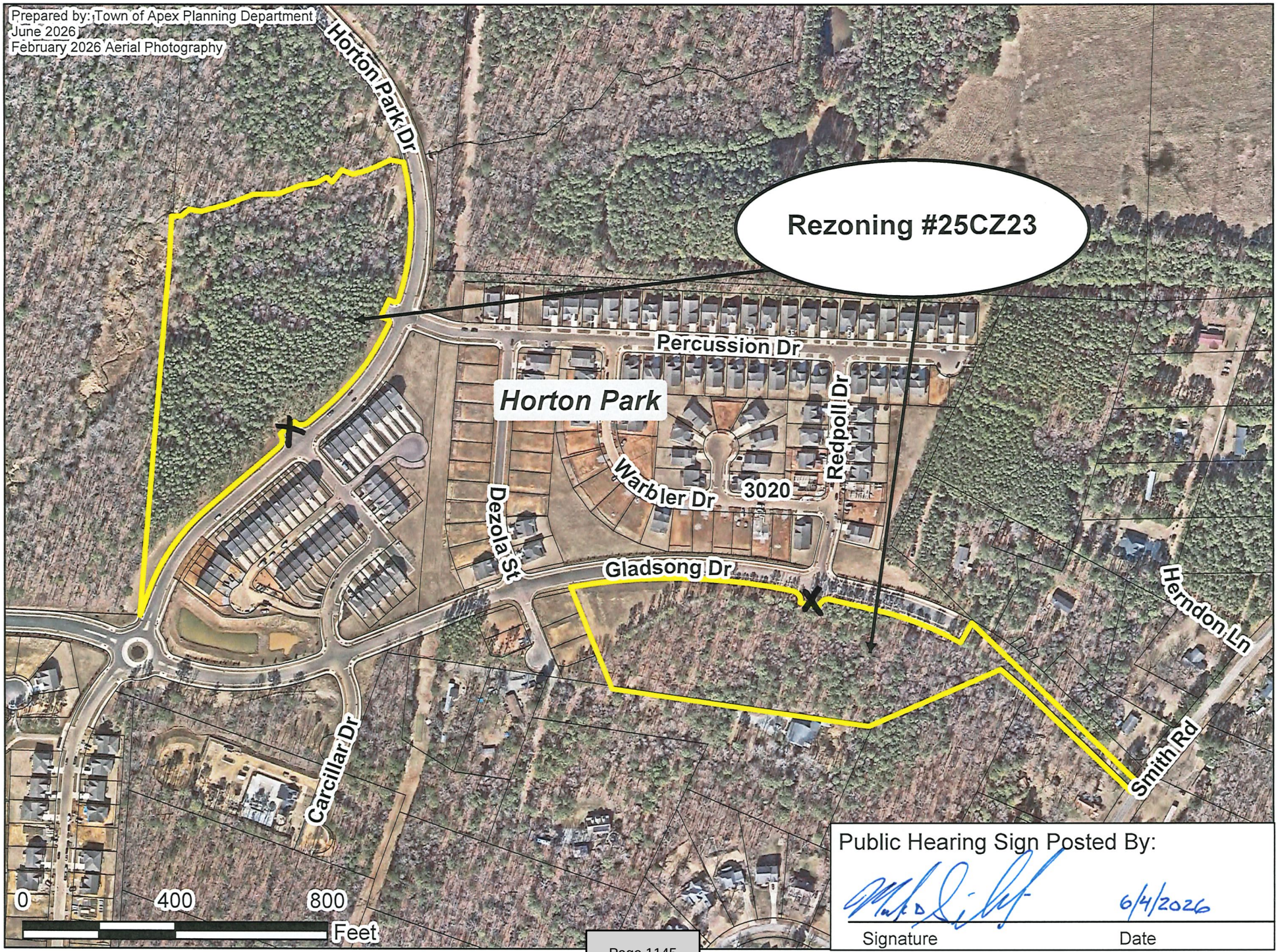
STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, LAUREN J SISSON, a Notary Public for the above State and County, this the 1st day of June, 2026.

LAUREN J SISSON
Notary Public - North Carolina
Wake County
My Commission Expires Oct 3, 2027

Notary Public

My Commission Expires: 10/3/2027



Public Hearing Sign Posted By:

Signature

6/4/2026

Date

PLANNING BOARD REPORT TO TOWN COUNCIL

Rezoning Case: #25CZ23 Horton Park PUD Amendment

Planning Board Meeting Date: June 8, 2026

Report Requirements:

Per NCGS §160D-604(b), all proposed amendments to the zoning ordinance or zoning map shall be submitted to the Planning Board for review and comment. If no written report is received from the Planning Board within 30 days of referral of the amendment to the Planning Board, the Town Council may act on the amendment without the Planning Board report. The Town Council is not bound by the recommendations, if any, of the Planning Board.

Per NCGS §160D-604(d), the Planning Board shall advise and comment on whether the proposed action is consistent with all applicable officially adopted plans, and provide a written recommendation to the Town Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the Town Council.

PROJECT DESCRIPTION:

Acreage: ±16.96

PIN(s): 0751209246 & 0750493450

Current Zoning: Planned Unit Development-Conditional Zoning (PUD-CZ #18CZ04)

Proposed Zoning: Planned Unit Development-Conditional Zoning (PUD-CZ)

2045 Land Use Map: Medium Density Residential

Town Limits: Yes

Applicable Officially Adopted Plans:

The Board must state whether the project is consistent or inconsistent with the following officially adopted plans, if applicable. Applicable plans have a check mark next to them.

☑ 2045 Land Use Map
☑ Consistent ☐ Inconsistent Reason: _____

☑ Apex Transportation Plan
☑ Consistent ☐ Inconsistent Reason: _____

☑ Parks, Recreation, Open Space, and Greenways Plan
☑ Consistent ☐ Inconsistent Reason: _____

Legislative Considerations:

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed conditional zoning district rezoning request is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest.

1. *Consistency with 2045 Land Use Plan.* The proposed Conditional Zoning (CZ) District use's appropriateness for its proposed location and consistency with the purposes, goals, objectives, and policies of the 2045 Land Use Plan.
   ☑ Consistent ☐ Inconsistent Reason: _____

2. *Compatibility.* The proposed Conditional Zoning (CZ) District use's appropriateness for its proposed location and compatibility with the character of surrounding land uses.
   ☑ Consistent ☐ Inconsistent Reason: _____

3. *Zoning district supplemental standards*. The proposed Conditional Zoning (CZ) District use's compliance with Sec. 4.4 *Supplemental Standards*, if applicable.
   ☑ Consistent ☐ Inconsistent Reason: _____

4. *Design minimizes adverse impact.* The design of the proposed Conditional Zoning (CZ) District use's minimization of adverse effects, including visual impact of the proposed use on adjacent lands; and avoidance of significant adverse impacts on surrounding lands regarding trash, traffic, service delivery, parking and loading, odors, noise, glare, and vibration and not create a nuisance.
   ☑ Consistent ☐ Inconsistent Reason: _____

5. *Design minimizes environmental impact.* The proposed Conditional Zoning District use's minimization of environmental impacts and protection from significant deterioration of water and air resources, wildlife habitat, scenic resources, and other natural resources.
   ☑ Consistent ☐ Inconsistent Reason: _____

6. *Impact on public facilities.* The proposed Conditional Zoning (CZ) District use's avoidance of having adverse impacts on public facilities and services, including roads, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities.
   ☑ Consistent ☐ Inconsistent Reason: _____

7. *Health, safety, and welfare.* The proposed Conditional Zoning (CZ) District use's effect on the health, safety, or welfare of the residents of the Town or its ETJ.
   ☑ Consistent ☐ Inconsistent Reason: _____

8. *Detrimental to adjacent properties.* Whether the proposed Conditional Zoning (CZ) District use is substantially detrimental to adjacent properties.
   ☑ Consistent ☐ Inconsistent Reason: _____

9. *Not constitute nuisance or hazard.* Whether the proposed Conditional Zoning (CZ) District use constitutes a nuisance or hazard due to traffic impact or noise, or because of the number of persons who will be using the Conditional Zoning (CZ) District use.
   ☑ Consistent ☐ Inconsistent Reason: _____

10. *Other relevant standards of this Ordinance.* Whether the proposed Conditional Zoning (CZ) District use complies with all standards imposed on it by all other applicable provisions of this Ordinance for use, layout, and general development characteristics.
    ☑ Consistent ☐ Inconsistent Reason: _____

Planning Board Recommendation:

Motion: Recommend approval as presented.

Introduced by Planning Board member: Kristy Yule

Seconded by Planning Board member: Mark Spanioli

☑ *Approval*: the project is consistent with all applicable officially adopted plans and the applicable legislative considerations listed above.

☐ *Approval with conditions*: the project is not consistent with all applicable officially adopted plans and/or the applicable legislative considerations as noted above, so the following conditions are recommended to be included in the project in order to make it fully consistent:

☐ *Denial*: the project is not consistent with all applicable officially adopted plans and/or the applicable legislative considerations as noted above.

With 6 Planning Board Member(s) voting "aye"

With 0 Planning Board Member(s) voting "no"

Reasons for dissenting votes:

This report reflects the recommendation of the Planning Board, this the 8th day of June 2026.

Attest:

Keith Braswell, Planning Board Chair

Amanda Bunce

Digitally signed by Amanda Bunce
Date: 2026.06.08 17:01:09 -04'00'

Amanda Bunce, Assistant Planning Director

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CLOSED SESSION

Meeting Date: June 23, 2026

Item Details

Presenter(s): Mayor Jacques K. Gilbert

Department(s): Governing Body

Requested Motion

Possible motion to go 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

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for consideration by the Apex Town Council

Item Type: CLOSED SESSION

Meeting Date: June 23, 2026

Item Details

Presenter(s): Councilmember Edward Gray

Department(s): Governing Body

Requested Motion

Possible motion to enter into closed session pursuant to NCGS § 143-318.11(a)(6) to consider a personnel matter.

Approval Recommended?

N/A

Item Details

NCGS § 143-318.11(a)(6)

"To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee"

Attachments

- N/A

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for consideration by the Apex Town Council

Item Type: CLOSED SESSION

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Possible motion to enter into closed session pursuant to NCGS § 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential.

Approval Recommended?

N/A

Item Details

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."

Attachments

- N/A