



Town of Apex Housing Advisory Board

Regular Meeting Minutes

July 7, 2022 @ 5:00 PM

Virtual – Microsoft Teams

Meeting Purpose

The main purpose of this meeting was to: (1) review and approve June 1, 2022 special meeting minutes, (2) review the draft Annual Housing Report, and (3) review the Affordable Housing Incentive Policy.

Agenda Item #1: Roll Call

Board Member Roll Call:

1. Audra Killingsworth (Non-Voting) – Present
2. Tina Sherman (Non-Voting) – Present
3. Philip J. Welch, Jr., Chair (Voting) – Present
4. Rhett Fussell, Vice-Chair (Voting) – Present
5. Valeria Cesanelli (Voting) – Present
6. Paul Kane (Voting) – Present
7. Seth Friedman (Voting) – Not Present
8. Jacob Rogers (Voting) – Not Present
9. Martha L. Rodgers (Voting) - Present

Staff Present:

1. Dianne Khin, Director of Planning and Community Development (Town of Apex Planning)
2. Noor Sandhu, Housing Technician (Town of Apex Planning)
3. Jenny Jessen, GIS Specialist (Town of Apex Planning)

Agenda Item #2: Approve Meeting Minutes (New Business Action Item)

Agenda Item Summary:

- Noor Sandhu, Housing Technician (Town of Apex Planning) presented item to the Board.

Recommended Motion: Recommend approval of June 1, 2022 special meeting minutes.

- First Motion: Board member Sherman
- Second Motion: Board member Rodgers

Board Member Roll Call Vote:

1. Audra Killingsworth (Non-Voting) – N/A
2. Tina Sherman (Non-Voting) – N/A
3. Philip J. Welch, Jr., Chair (Voting) – Approve
4. Rhett Fussell, Vice-Chair (Voting) – Approve
5. Valeria Cesanelli (Voting) – Approve
6. Paul Kane (Voting) – Approve
7. Seth Friedman (Voting) – N/A
8. Jacob Rogers (Voting) – N/A



9. Martha L. Rodgers (Voting) - Approve

Outcome: Meeting minutes were approved by the Board.

Agenda Item #3: Draft Annual Housing Report (New Business Information Item)

Agenda Item Summary: Noor Sandhu, Housing Technician (Town of Apex Planning) and Jenny Jessen, GIS Specialist (Town of Apex Planning) presented item to the Board.

Summary: Vice Chair Fussell asked staff to note what percentage of affordable units are included in approved market rate development projects with affordable units. Staff responded by saying they will give the HAB that percentage. Board member Rodgers asked to clarify the graphic in terms of applications received and projects completed for owner-occupied rehabilitation assistance. Staff responded by saying they will clarify the graphic.

Recommended Motion: Recommend approval of FY 2021-2022 Annual Housing Report and publication to the Town website.

- First Motion: Board member Killingsworth
- Second Motion: Vice Chair Fussell

Board Member Roll Call Vote:

1. Audra Killingsworth (Non-Voting) – N/A
2. Tina Sherman (Non-Voting) – N/A
3. Philip J. Welch, Jr., Chair (Voting) – Approve
4. Rhett Fussell, Vice-Chair (Voting) – Approve
5. Valeria Cesanelli (Voting) – Approve
6. Paul Kane (Voting) – Approve
7. Seth Friedman (Voting) – N/A
8. Jacob Rogers (Voting) – N/A
9. Martha L. Rodgers (Voting) – Approve

Outcome: Draft Annual Housing Report was approved by the Board.

Agenda Item #4: Incentive Zoning Policy (Old Business Information Item)

Agenda Item Summary:

- Noor Sandhu, Housing Technician (Town of Apex Planning) presented item to the Board.

Summary: Chair Welch posed the question, “If we take a step back and look at the overall Affordable Housing Incentive Zoning Policy process, what might we be missing?”. Dianne Khin commented that the board should not go through the manuals line by line, as Town of Apex staff traditionally does that and to be efficient with time. Board members are welcome to email staff regarding questions on manuals. Staff discussed how manuals would be used in the process of negotiating with developers which would not be different from the current process of a case by case basis. Board member Cesanelli asked how to make sure the incentives don’t go against the goals of the policy. Board member Sherman commented that the policy is an honorable start, but it takes seeing it in action to see if it is beneficial. Vice Chair Fussell mentioned reviewing the policy as a whole, as the board went through incentives individually.



Agenda Item #5: Schedule Special Meeting (New Business Information Item)

Agenda Item Summary:

- Noor Sandhu, Housing Technician (Town of Apex Planning) presented item to the Board.

Outcome: Board came to a consensus to receive a doodle poll based on staff availability to schedule special meeting.

Motion to Adjourn Meeting:

First Motion: Board member Kane
Second Motion: Board member N/A

End of Meeting