



Town of Clayton  
Board of Adjustment January 21, 2026 Meeting of the Board  
of Adjustment - Cancelled Agenda  
Wednesday, January 21, 2026 at 6:00 PM  
Council Chambers, Town Hall  
111 E. Second Street

The Public may view the Live Council Meeting on the Town's YouTube Channel:  
<https://www.youtube.com/TownofClaytonNC>

**No Weapons Allowed Inside Council Chambers**

- 1. Wednesday, January 21, 2026 - Board of Adjustment Meeting Cancellation**  
The Wednesday, January 21, 2026, meeting of the Board of Adjustment has been CANCELLED. The next meeting is scheduled for Wednesday, February 18, 2026, in the Council Chambers in Town Hall located at 111 East Second Street, unless otherwise noted.

**INFORMATION FOR THE PUBLIC**

About the Board of Adjustment

The Board of Adjustment is composed of volunteer members of the public who reside within the corporate limits and extraterritorial jurisdiction (ETJ) of the Town of Clayton. Members residing within the corporate limits are appointed by the Town Council and members residing in the ETJ are appointed by the Johnston County Board of Commissioners, with the recommendation of Town Council.

The Role of the Board of Adjustment

The Board of Adjustment is responsible for making quasi-judicial decisions on Administrative Appeals, Special Use Permits, and Variance requests. Decisions made by the Board of Adjustment are based on findings of fact and conclusions of law.

Participation in the Evidentiary Hearing

In accordance with [G.S. 160D-406. Quasi-judicial procedure](#), a person with standing serving as an expert witness may participate in the Evidentiary Hearing. This typically includes applicants, adjacent property owners, subject-matter experts, and legal counsel.

**Before Speaking:**

- Wait until you are recognized by the Chair;
- Clearly state your full name and address for the record;
- Be sworn in under oath, as administered by the Clerk; and
- Address your comments to the Board.

The Chair may ask you to conclude your comments should they be repetitive, immaterial, insubstantial, or it is determined you have no standing per [G.S. 160D-1402\(c\)](#).

ADA Compliance

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Clayton should contact the office of Dolores Gill, ADA Coordinator at 919-553-5002 as soon as possible but no later than 48 hours before the scheduled event.

#### Contact the Planning Department

For questions about the Board of Adjustment or items contained in this agenda packet, please contact the Planning Department at (919)553-5002 and ask for "Planning" or email [planning@townofclaytonnc.org](mailto:planning@townofclaytonnc.org).

#### Additional Information

1. Board of Adjustment Website: [Board of Adjustment | Clayton, NC](#)
2. Planning Public Meetings and Hearings: [Public Meetings & Hearings | Town of Clayton](#)
3. Relevant North Carolina General Statutes: [G.S. 160D-302. Boards of adjustment](#), [G.S. 160D-705. Quasi-judicial zoning decisions](#), [G.S. 160D-406. Quasi-judicial procedure](#), and [G.S. 160D-1402. Appeals in the nature of certiorari](#).
4. UDO Information: [Unified Development Ordinance \(Adopted 11.17.25\)](#), Board of Adjustment, UDO § 1.8.5 (Adopted 11.17.25) and Evidentiary Hearings, UDO § 2.4.9.C (Adopted 11.17.25).

< End of Information for the Public >