



Town of Clayton
Town Council Regular Meeting Agenda
Tuesday, January 20, 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. CALL TO ORDER

- a. Call to Order
- b. Pledge of Allegiance
- c. Invocation

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Adopt or Adjust the Agenda

3. CONSENT AGENDA

- a. Minutes
 - January 5, 2026 - Regular Meeting
 - January 5, 2026 - Closed Session

Presenter:
Sam Johnson-Phillips, Deputy Town Clerk
 - b. Removal of Advisory Board Member
Presenter:
Heidi Holland, Town Clerk
 - c. Planning Board Appointments
Presenter:
Heidi Holland, Town Clerk
- POTENTIAL ACTION:** Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U
 - Clayton4U Season 3 Trailer

Presenter:
Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Clayton High School Football Recognition
Presenter:
Porter Casey, Council Member

6. PUBLIC HEARINGS

- a. Comprehensive List of Fees Amendment #2
Presenter:
Todd Melton, Budget Manager
- POTENTIAL ACTION:** Adoption of Ordinance #2026-01-01

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

- a. Sam's Branch Reclamation Facility Update
Presenter:
Joshua Baird, Water Resources Director
POTENTIAL ACTION: Informational Only

9. NEW BUSINESS

- a. 2025-135-ANX Heavner-Mayo Properties: Certificate of Sufficiency
Presenter:
Heidi Holland, Town Clerk
POTENTIAL ACTION: Informational Only

10. PUBLIC COMMENTS

11. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
- d. Other Staff

12. OTHER BUSINESS

- a. Mayor and Council Comments

13. CLOSED SESSION

14. ADJOURNMENT

- a. Adjourn
POTENTIAL ACTION: Motion To Adjourn

Information for the Public

3. Consent Agenda

Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.

7. Quasi-Judicial Hearings

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself. Staff is available to assist with inquiries from citizens.

10. Public Comments

◆ Rules for Persons Addressing Town Council ◆

- During public hearings and public comment periods, each speaker will identify him/herself by giving his or her name and place of residence.
- Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
- Each speaker will be limited to 3 minutes and each group's representative will be limited to a maximum of 5 total minutes. Each group is encouraged to designate a single spokesperson for their group.



Town of Clayton
Town Council Regular Meeting Minutes
Monday, January 5, 2026 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Town Council meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel: <https://www.youtube.com/user/TownofClaytonNC>.

Council Present:

Mayor Pro Tem Andria Archer
Council Member Ruth Anderson
Council Member Porter Casey
Council Member Amanda Underwood
Council Member Gretchen Williams

Council Absent:

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Chief of Staff and Strategic Initiatives
Lee Barbee, Deputy Town Manager
Greg Tart, Police Chief
David Ranes, Fire Chief
Robert McKie, Finance Director
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Stacey Turner, Deputy Fire Chief

1. CALL TO ORDER

- a. Call to Order
Mayor McLeod called the meeting to order at 6:01 p.m.
- b. Pledge of Allegiance
Mayor McLeod led the Pledge of Allegiance.
- c. Invocation
Mayor McLeod provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a. **Potential Action:** Adopt or Adjust the Agenda
Mr. Cappola adjusted the agenda as follows:

Move Item 3c. to 9a.
2025-135-ANX Heavner-Mayor Properties Resolution to Authorize Clerk to Investigate Sufficiency and Schedule the Public Hearing
Presenter: Robert Tate, Senior Planner

Mayor Pro Tem Archer stated she would recuse herself from voting on this item.

Adopt or Adjust the Agenda

Result:	Passed 5-0
Mover:	Porter Casey
Seconders:	Gretchen Williams
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None

3. CONSENT AGENDA

a. Minutes

- December 1, 2025 - Regular Session
- December 15, 2025 - Regular Session
- December 15, 2025 - Closed Session

Presenter:

Heidi Holland, Town Clerk

b. Amendment to Downtown Development Association Advisory Board Bylaws

Presenter:

Amy Shearin, Community Engagement Coordinator

c. Amendment to Resolution #2024-79 To Update Authorized Official

Presenter:

Shannon Poole, Project Controls Specialist

Adoption of Consent Agenda as Presented

Result:	Passed 5-0
Mover:	Andria Archer
Seconders:	Porter Casey
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Gretchen Williams, Amanda Underwood
No:	None

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Customer Service Day Proclamation

Presenter:

Gretchen Williams, Council Member

Council Member Williams read the proclamation into the record and presented it to our Customer Service staff.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS

- a. 2025-135-ANX Heavner-Mayo Properties Resolution to Authorize Clerk to Investigate Sufficiency and Schedule the Public Hearing

Presenter:

Robert Tate, Senior Planner

This item was moved from the consent agenda. Mayor Pro Tem Archer recused herself from this item.

Mr. Olmedo stated tonight's action is a request on behalf of the applicant to schedule the public hearing to be held on February 2, 2026. The resolution #2026-04 located in the agenda packet will require a change to update the new public hearing date.

Adoption of Resolution #2026-03 & 2026-04

Result:	Passed 4-0
Mover:	Ruth Anderson
Second:	Gretchen Williams
Yes:	Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Recused:	Andria Archer

- b. Cape Fear Regional Hazard Mitigation Plan

Presenter:

Stacey Turner, Deputy Fire Chief

Chief Turner stated the primary purpose of this plan is to identify risk and vulnerabilities associated with natural and man-made disasters and to develop strategies to reduce those risks and increase community resilience from future disasters. Under the Disaster Mitigation Act of 2000, all government entities are required to adopt hazard mitigation plans in order to remain eligible for federal disaster-related funding programs. These plans are updated and adopted by every jurisdiction every 5 years.

The Town, in collaboration with Johnston County and surrounding counties, participated in the development of the Cape Fear Regional Hazard Mitigation Plan. This plan has undergone its fifth update since it was originally established. The update process consists of a community level review of assessments of hazards and potential impacts, a review of capabilities, updates to mitigation goals and action items established and identified in previous plans, along with evolving hazards and community priorities.

The adoption of this plan is essential to the Town for protecting the Town,

strengthening resiliency and access to potential mitigation funding. It is the recommendation of staff that Council adopt this plan.

Adoption of Resolution #2026-01

Result:	Passed 5-0
Mover:	Ruth Anderson
Second:	Porter Casey
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None

10. PUBLIC COMMENTS

John Scarpa, 1304 Neuse Ridge Drive, spoke about the smell on Hwy 42 past Neuse River and suggested Council adopt a resolution to the NC Department of Environmental Conservation asking them to monitor the situation and provide a report on any recent spills. He also spoke about the senior center in Town being inadequate. He stated he has worked with the group Seniors Helping Seniors and a member lives in Wake Forest. He spoke positively about the senior center in Wake Forest. He asked if something more for the seniors could be done in the Town. Mayor McLeod spoke about the recent purchase of Clayton Fitness for a future senior center, and stated because there are not a lot of seniors out in the evening, the facility would lend itself to full utilization if the site became a multi-generational concept. He stated the purpose of purchasing the facility was to be able to support the growth and to expand the educational and outreach opportunities for seniors. Council is working hard towards that goal.

David Stamp, 465 Rolling Meadows Drive, spoke about the expansion on US Hwy 70 Business and all the commercial business and asked why there are not any hotels in that area. Mayor McLeod stated Mr. Stallings, our Economic Development Director, is working towards figuring out hospitality and having more than one hotel in Clayton. He stated there is a lot of reasoning why hotels are not here yet, some being cost and competitive nature. Mr. Cappola stated staff have been working towards an updated hotel study in the area in hopes to attract additional hotels. The last study was completed at the end of 2020 during COVID which at the time the market study did not bear enough guaranteed nights for hotels to look for investments in our area. Mr. Stallings has been working on an updated hotel study to show we now have the demographics and demand for additional hotels. We currently have two developers in Town that have reserved portions of their development with the hope of attracting hotels.

Kimetha Fulwood, Johnston County Public Health, shared several free programs and services available to Johnston County available to all residents through the Johnston County Health Department. Programs include Pre-Diabetes Prevention, Nutrition and Healthy Eating, Narcan Training, Mental Health Resources, and First Aid Training. Mayor McLeod stated our Communication Department would get this information out on social media.

11. STAFF REPORTS

a. Town Manager

Mr. Cappola thanked all for coming out to the Clyde Sinclair Ribbon Cutting this afternoon. He stated all of our existing parks have now been modernized over the last 5 years. He stated construction at Clayton High School would kick off soon. Buses would now exit out onto Robertson Street. Mayor McLeod addressed concerns about the new bus route and dealing with fire responses. Mr. Cappola stated there has been a lot of conversation and all are prepared to continue to monitor to make sure our fire call responses are not impacted by the new route. Chief Raney stated in the budget next year he would request funds for a traffic preemption projection that would allow staff to navigate the streets safer and to command intersections for fire and police. He stated staff would be made aware of the times buses would run and to take alternate routes when it makes sense. Mayor McLeod asked to get this project on a fast track.

It was stated the school construction would last approximately a year and a half to two years.

b. Town Attorney

No report.

c. Town Clerk

Ms. Holland provided an update on the agenda software program staff would use, CivicPlus. She stated this is a system change, not a change to how Council conducts meetings. This transition brings concrete improvements for both the public and staff. Residents will get faster, more accurate search and better organization of documents. Meeting videos will be linked directly within the meeting record, reducing confusion. The platform is more mobile-friendly and supports accessibility best practices. Internally, staff will have fewer manual steps, clearer workflows, and faster publishing. A new public records portal is currently in the works with a public launch target date of April 1, 2026. She spoke about the increase of public records requests and the process and timelines of fulfilling these requests.

d. Other Staff

12. OTHER BUSINESS

a. Mayor and Council Comments

Council Member Casey stated he had a couple of citizens reach out about the DDA by-laws update on tonight's agenda. He stated the redaction of the committees doesn't mean the intent or purpose of the committees are going away, it doesn't bind us and provides flexibility. He addressed Mr. Scarpa's concern about the senior center. He stated it is on Council's radar and they are working toward it. He asked Mr. Cappola if Council could receive an outline for the purposes of the recent land acquisitions to educate the community. Mr. Cappola stated several of those properties are related to different capital projects for the Town. He provided a quick recap on the properties and stated he would provide that information.

13. CLOSED SESSION

a. To Discuss Economic Development in Accordance with NC GS 143-318.11(a)(4)

Motion To Go Into Closed Session

Result:	Passed 5-0
Mover:	Gretchen Williams
Second:	Porter Casey
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None

Motion To Return To Open Session

Result:	Passed 5-0
Mover:	Andria Archer
Second:	Ruth Anderson
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None

Motion To Adjust Closed Session Topics to Include Discussion of Purchase of Real Property in Accordance with NC GS 143-318.11(a)(5)

Result:	Passed 5-0
Mover:	Ruth Anderson
Second:	Porter Casey
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None

14. ADJOURNMENT

a. Adjourn

With nothing further, the meeting was adjourned at 7:28 p.m.

Motion To Adjourn

Result:	Passed 5-0
Mover:	Gretchen Williams
Second:	Andria Archer
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None

Duly Adopted by the Town Council on Tuesday, January 20, 2026 while in regular session.

Andria Archer
Mayor Pro Tem

Attest:

Sam Johnson-Phillips CMC, NCCMC
Deputy Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

January 20, 2026

Agenda Location

Consent Agenda

Item Title

Removal of Advisory Board Member

Presenter(s)

Heidi Holland, Town Clerk

Suggested Action**Strategic Priorities Alignment**

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

In accordance with the advisory board's adopted by-laws, which require members to actively participate and attend scheduled meetings. Due to Board Member Ronald William's continued unexcused absences, we respectfully recommend that the Council consider removal from the Planning Board in accordance with the Board's governing procedures.

Funding Source**Corresponding Documentation**

None

Submitted By: Heidi Holland, Town Clerk

Reviewed By:

Heidi Holland, Legislative

Heidi Holland, Legislative

First Name Last Name, Administration

Created -



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

January 20, 2026

Agenda Location

Consent Agenda

Item Title

Planning Board Appointments

Presenter(s)

Heidi Holland, Town Clerk

Suggested Action

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

Strategic Priorities Alignment

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

Following the approval of the removal of Planning Board member Ronald Williams, a regular in-town seat vacancy now exists on the board. It was recommended that alternate member Tom McKearney be moved into the regular in-town position and that Randell Durham be appointed to the in-town alternate position. Mr. McKearney has attended all Planning Board meetings, with the exception of one excused absence. Mr. Durham was interviewed in December 2025 by Mayor Pro Tem Archer, Planning Board Assistant Director Haley Downey, and Town Clerk Heidi Holland. Mr. McKearney's new term expiration date will be December 31, 2027 while Mr. Durham's will be December 31, 2026.

Funding Source

Corresponding Documentation

1. Appointment Recommendations for Town Council

Submitted By: Heidi Holland, Town Clerk

Reviewed By:

Heidi Holland, Legislative

Heidi Holland, Legislative

First Name Last Name, Administration

Created -

2026 Appointment Recommendations for Volunteer Advisory Boards

BOARD	POSITION NUMBER	RECOMMENDED APPOINTEE NAME	APPOINTMENT TYPE	RESIDENCY	TERM EXPIRATION
Planning Board	PB4	Tom McKearney	Move From Alternate	In-Town	12/31/2027
Planning Board	PB11 - Alt.	Randell Durham	Appointment	In-Town	12/31/2026

Town of Clayton Recognizing the Clayton High School Football Team Proclamation

WHEREAS, Clayton High School proudly represents the Town of Clayton through excellence in academics, athletics, and community involvement; and

WHEREAS, the Clayton High School Football Team demonstrated extraordinary dedication, discipline, teamwork, and sportsmanship throughout the 2025-2026 football season; and

WHEREAS, through their hard work and perseverance, the Clayton High School Football Team achieved an outstanding season, earning the title of 7A East Regional Champions and Conference Champions, and finishing as the 7A State Champion Runner-Ups; and

WHEREAS, the team's success reflects countless hours of preparation by student-athletes, coaches, athletic staff, families, and supporters who worked together toward a common goal; and

WHEREAS, multiple players earned All-Conference recognition, with Aiden Smalls named Greater Neuse River Conference Player of the Year and Head Coach Scott Chadwick named Greater Neuse River Conference Coach of the Year; and

WHEREAS, these accomplishments have brought great pride to the Town of Clayton and positively represented the community across the region and the State of North Carolina.

NOW, THEREFORE, on behalf of the Clayton Town Council, the Town of Clayton does hereby recognize, commend, and congratulate the Clayton High School Football Team for its remarkable achievements during the 2025-2026 season and extends appreciation for its dedication, sportsmanship, and commitment to excellence.

Proclaimed by the Clayton Town Council this the 20th day of January 2026.

Andria Archer
Mayor Pro Tem



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

January 20, 2026

Agenda Location

Public Hearings

Item Title

Comprehensive List of Fees Amendment #2

Presenter(s)

Todd Melton, Budget Manager

Suggested Action

Adopt Ordinance #2026-01-01

Strategic Priorities Alignment



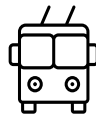
VIBRANT
DOWNTOWN



DESIRABLE
AMENITIES
AND SPACES



SUSTAINABLE
INFRASTRUCTURE
INVESTMENT



MOBILITY
TRANSPORTATION
AND TRANSIT



DIVERSIFIED
ECONOMIC
DEVELOPMENT



COMMUNITY
OUTREACH AND
ENGAGEMENT



PUBLIC
SAFETY

Public Hearing: Yes

If Approved, Will Document Require Recordation? No

Summary

The FY26 Comprehensive List of Fees was adopted on June 16, 2025, in a public hearing, separate and in addition to the adoption of the FY26 operational budget. This is the second proposed amendment to that list, following Amendment #1, adopted on December 15, 2025.

The proposed amendment includes updates in the Community Development service area to ensure the fee schedule remains accurate, clear, and aligned with current operations. These updates fall into five categories: clarifying language, new fees, technical adjustments, one fee

adjustment, and one removed fee.

- Clarifying Language (Inspections, Engineering, Planning, and Water Resources) - Several descriptions and fees have been revised for clarity and consistency. These changes do not alter the rates themselves
- New Fees (Engineering, Planning) - Mostly new trade fees related to requests for inspections of foster homes, group homes, and family care facilities. These new trade fees align with existing trade fees; also new review fees for Alternative Plan: Landscaping and Screening
- Technical Adjustments (Inspections, Planning) - Expanding zoning compliance fee types, enabling lesser charge for some fees; separated urban archery fee from temporary permit; removed copy and printing fees for services for which we provide e-mails instead of physical copies
- Fee Adjustment (Engineering/Planning) - for Engineering/Combo Review fee, removed \$25/lot charge and specified "disturbed" for per acre charge
- Fee Removal (Planning) - removed Minor Subdivision submittal fee because we no longer have that application type

Town staff recommends adopting Ordinance 2026-01-01 amending the Comprehensive List of Fees and Charges. These changes allow the Town to better capture costs associated with providing these services.

Funding Source

Corresponding Documentation

1. Amendment #2 to the Comprehensive List of Fees and Charges - Presentation
2. Amendment #2 to the Comprehensive List of Fees and Charges - Ordinance
3. Amendment #2 to the Comprehensive List of Fees and Charges - Fee List

Submitted By: Todd Melton, Budget Manager

Reviewed By:

Todd Melton, Administration
First Name Last Name, Administration
Heidi Holland, Legislative

Created/Initiated - 1/13/2026
Approved - 1/15/2026
Final Approval - 1/15/2026



Comprehensive List of Fees (CLF)
Amendment
January 20, 2026

Recommended Adjustment – Service Area

Community Development

Recommended Adjustment - Types

Clarifying Language

Fee Adjustment

New Fee

Fee Removal

Technical Adjustment

Community Development



Clarifying Language

- Stormwater Plan Review – specifying “disturbed” acres
- Resubmittal Fees – consultant fees included for those that require consultants
- Language clean-up to match UDO naming conventions

New Fee

- Landscaping and Screening Alternative Plan Reviews
- Inspection Fees for family care, foster home, and group home certifications

Technical Adjustment

- Broke more general Zoning Compliance Fees into specific fees
- Broke out Urban Archery into its own fee (was previously included in "temporary permit")
- Removed duplicate map and copy fees



Comprehensive List of Fees Tool

[GOVERNMENT](#)[DEPARTMENTS](#)[BUSINESS & DEVELOPMENT](#)[OUR COMMUNITY](#)[HOW DO I...](#)[Accounts Payable & Payroll](#) +[Annual Budgets & Reports](#) +[Awards](#)[Comprehensive List of Fees](#)[Procurement](#) +[Taxes & Fees](#)[Home](#) > [Departments](#) > [Finance](#) > Comprehensive List of Fees

Comprehensive List of Fees

The annual [Comprehensive List of Fees and Charges \(PDF\)](#) document is an official publication by the Town of Clayton that outlines all the fees and charges applicable for various services and permits offered by the local government. This document serves as a transparent and accessible resource for residents, businesses, and visitors to understand the costs associated with municipal services. It includes detailed information on fees for utilities, recreation, development services, and more, ensuring everyone is informed about the financial aspects of engaging with Town services.

FY26 Fees & Charges

Filter by Department: Search Fee Type / Description:

Department	Fee Type	Description	FY26 Adopted	Notes
Building Inspections	90 Day Temporary Power	Commercial	\$150.00	



Staff Recommendation



Staff recommends adoption of Ordinance 2026-01-01 amending the Comprehensive List of Fees and Charges

These changes allow the Town to better capture costs associated with providing these services



Questions/Public Comment

Town of Clayton
Fiscal Year 2025-2026
Ordinance – Amendment #2 to the Comprehensive List of Fees

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA that the following fees are amended as noted herein:

1. Water Fees – Water fees shall be adjusted as reflected in the “FY26 Comprehensive List of Fees and Charges Amendment #2,” which follows, effective February 1, 2026.
2. Sewer Fees – Sewer fees shall be adjusted as reflected in the “FY26 Comprehensive List of Fees and Charges Amendment #2,” which follows, effective February 1, 2026.
3. Planning Department fees shall be adjusted as reflected in the “FY26 Comprehensive List of Fees and Charges Amendment #2,” which follows, effective February 1, 2026.
4. Inspections Department fees shall be adjusted as reflected in the “FY26 Comprehensive List of Fees and Charges Amendment #2,” which follows, effective February 1, 2026.
5. Engineering Department fees shall be adjusted as reflected in the “FY26 Comprehensive List of Fees and Charges Amendment #2,” which follows, effective February 1, 2026.
6. All other rates, fees, and charges for FY 25-26 shall remain as indicated in the Town of Clayton Comprehensive List of Fees and Charges for FY 25-26 unless the subject of another action.

Duly adopted this 20th day of January, 2026 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM

Jim Cauley
Town Attorney

Service Area	Category	Department	Fee Type	Current Description	Proposed Description	FY26 Adopted Rate	FY26 PROPOSED Rate (Effective January 1, 2026)	Notes
Community Development	Clarifying Language	Building Inspections	Trade Inspections	Building, Electrical, Plumbing, and Mechanical	Per Trade - Building, Electrical, Plumbing, and Mechanical	\$100.00		
Community Development	Clarifying Language	Building Inspections	Change out (per trade)	Commercial	Residential and commercial	\$100.00		
Community Development	Clarifying Language	Engineering	Review Fees	Alternative Parking Plan-4th and each subsequent submittal	Alternative Plan: Parking-4th and each subsequent submittal	1/2 the cost of the original submittal fee		
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Erosion Control Plan Review Revision Resubmittal		\$100 per acre	\$100/disturbed acre	3rd and each subsequent submittal; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Review Fees	Alternative Parking Plan	Alternative Plan: Parking	\$500.00		
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Erosion Control Plan Review		\$300 per acre	\$300/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Erosion Control Plan Review Resubmittal		\$200 per acre	\$200/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Erosion Control Plan Review Revision		\$150 per acre	\$150/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Land Disturbance Permit – Initial (valid for 2 years)		\$200 per acre	\$200/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Land Disturbance Permit Renewal (valid for 1 year)		\$150 per acre	\$150/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Stormwater Plan Review - up to 7 acres		\$600 per acre	\$600/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Stormwater Plan Review - greater than 7 acres		\$4,200 + \$150 per acre	\$4,200 + \$150/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Stormwater Plan Review Plan Review Resubmittal		\$500 + \$100 per acre	\$500 + \$100/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Stormwater/Erosion Control	Stormwater Permit		\$500 per acre	\$500/disturbed acre	Includes 2 Reviews, unless otherwise noted; acreage used for calculations are rounded up to the nearest acre
Community Development	Clarifying Language	Engineering	Review Fees	Construction Plan (Sites)		\$750 + \$40 per acre	\$750 + \$40/disturbed acre	
Community Development	Clarifying Language	Engineering	Review Fees	Construction Plan (Infrastructure Only)		\$750 + \$40/acre	\$750 + \$40/disturbed acre	
Community Development	Clarifying Language	Planning Department	Consultant Review Fees	Transportation Impact Analysis Resubmittal		1/2 the cost of the original submittal fee	1/2 the cost of the original submittal fee + cost of consultant	4th and each subsequent submittal
Community Development	Clarifying Language	Planning Department	Consultant Review Fees	Traffic Assessment Resubmittal Fee		1/2 the cost of the original submittal fee	1/2 the cost of the original submittal fee + cost of consultant	4th and each subsequent submittal
Community Development	Clarifying Language	Planning Department	Consultant Review Fees	Telecommunications Facility, Resubmittal		1/2 the cost of the original submittal fee	1/2 the cost of the original submittal fee + cost of consultant	4th and each subsequent submittal
Community Development	Clarifying Language	Planning Department	Development Submittal Fees	Temporary Permit Resubmittal		1/2 the cost of the original submittal fee		4th and each subsequent submittal; Includes urban archery permit
Community Development	Clarifying Language	Planning Department	Development Submittal Fees	Alternative Sign Plan-4th and each subsequent submittal	Alternative Plan: Sign-4th and each subsequent submittal	1/2 the cost of the original submittal fee		
Community Development	Clarifying Language	Planning Department	Development Submittal Fees	Alternative Sign Plan	Alternative Plan: Sign	\$500.00		
Community Development	Clarifying Language	Planning Department	Development Submittal Fees	After-the-Fact Temporary Permit Fee		\$200.00		Includes urban archery permit
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	1 Inch Water Meter Only		\$459.25		

Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	1 Inch Water Tap - Base Cost		\$3,500.00		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	1.5 Inch & 2 Inch Water Meter Only		Cost of Meter + 10%		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	1/2 & 2 inch Water Tap - Base Cost		\$4,100.00		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	4 Inch Sewer Tap - Base Cost		\$5,300.00		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	5/8 Inch Water Meter Only		\$310.75		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	5/8 Inch Water Tap - Base Cost		\$3,000.00		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	Irrigation Split Base Cost		\$750.00		
Community Development	Clarifying Language	Water Resources	Water/Sewer Taps & Water/Sewer Meter Fees Single-Residential-Lots-Only (Not Part of a Subdivision Plan)	Relocate Meter Box		\$750.00		
Community Development	Fee Adjustment	Engineering	Review Fees	Planning & Engineering Combo Review Fee (Sites) – 4 Reviews		\$1,800 + \$25/lot + \$40/acre	\$1,800 + \$40/disturbed acre	
Community Development	New Fee	Engineering	Review Fees	N/A	Alternative Plan: Landscaping and Screening		\$500.00	
Community Development	New Fee	Engineering	Review Fees	N/A	Alternative Plan: Landscaping and Screening-4th and each subsequent submittal		1/2 the cost of the original submittal fee	
Community Development	New Fee	Engineering	Inspection Fees	N/A	Family Care Home Certification		\$100.00	
Community Development	New Fee	Engineering	Inspection Fees	N/A	Foster Home Certification		\$100.00	
Community Development	New Fee	Engineering	Inspection Fees	N/A	Group Home Certification		\$100.00	
Community Development	New Fee	Engineering	Inspection Fees	N/A	Family Care Home Certification Reinspection		\$75.00	
Community Development	New Fee	Engineering	Inspection Fees	N/A	Foster Home Certification Reinspection		\$75.00	
Community Development	New Fee	Engineering	Inspection Fees	N/A	Group Home Certification Reinspection		\$75.00	
Community Development	New Fee	Planning Department	Development Submittal Fees	Annexation	Annexation-4th and each subsequent submittal		1/2 the cost of the original submittal fee	
Community Development	Removed Fee	Planning Department	Development Submittal Fees	Minor Subdivision (<5 lots)		\$500 + \$25 / lot		
Community Development	Technical Adjustment	Building Inspections	Re-Inspection Fees	Residential After Hours (Requires Special Approval)		\$100/hour (3 hour minimum)	\$100/hour (2 hour minimum)	
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	Temporary Permit		\$250.00		Includes urban archery permit
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Urban Archery Permit		\$25.00	
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	Zoning Compliance		\$125.00		

Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	Zoning Compliance Inspection/Re-Inspection		\$150.00		
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Art Installation		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Change in principal use within an existing non-residential, multi-family, or mixed use structure		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Change of Tenant		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Driveway Permit (Private Street Only)		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Establishment of a Secondary Use		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Establishment of a Principal use		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Family Care Home		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Fence or Wall ≤ 6 ft		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Flagpoles		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Home Occupation		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Mobile Restaurant of Push Cart		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Ornamental or Other Pools with Depths of < 24 inches		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Outdoor Dining (up to 20 people)		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Outdoor Display (< 50sf)		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Patios and At-Grade Walkways		\$125.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Retaining Wall < 5 ft, Including the Buried Portion		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Development Submittal Fees	N/A	Zoning Compliance - Secondary Structure (when no building permit required)		\$25.00	Includes permit and first inspection
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Copy < 11" x 17" (Black & White)		\$0.10		Removing duplicate fees
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Copy > 11" x 17" (Black & White)		\$1.00		Removing duplicate fees
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Copy < 11" x 17" (Color)		\$0.40		Removing duplicate fees
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Copy > 11" x 17" (Color)		\$5.00		Removing duplicate fees
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Map 18" x 24"		\$10.00		Removing duplicate fees
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Map 24" x 36"		\$20.00		Removing duplicate fees
Community Development	Technical Adjustment	Planning Department	Copies & Maps	Map 36" x 48"		\$30.00		Removing duplicate fees



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

January 20, 2026

Agenda Location

New Business

Item Title

2025-135-ANX Heavner-Mayo Properties: Certificate of Sufficiency

Presenter(s)

Heidi Holland, Town Clerk

Suggested Action

POTENTIAL ACTION: Informational Only

Strategic Priorities Alignment

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

In accordance with North Carolina General Statutes, the Town Clerk is responsible for reviewing annexation petitions to determine whether they meet statutory requirements. Upon completion of this review, the Clerk provides a Certificate of Sufficiency confirming whether the petition is complete and sufficient, including verification of property ownership, signatures, acreage, and required documentation. This certification allows the governing body to proceed with consideration of the proposed annexation in compliance with state law. The public hearing for this annexation will be held at the February 2, 2026 meeting.

Funding Source

Corresponding Documentation

1. Certificate of Sufficiency 2025-135-ANX Heavner-Mayo

Submitted By: Heidi Holland, Town Clerk

Reviewed By:

Heidi Holland, Legislative

Heidi Holland, Legislative

First Name Last Name, Administration

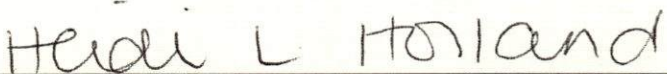
Created -

**TOWN OF CLAYTON
CERTIFICATE OF SUFFICIENCY
Annexation Petition 2025-135-ANX**

To the Town Council of the Town of Clayton, North Carolina:

I, Heidi L. Holland, Town Clerk, do hereby certify that I have investigated the 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 N.C. G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Clayton, this 6th day of January 2026.



Heidi L. Holland, MMC, NCCMC
Town Clerk

DESCRIPTION/ADDRESS:

Pin #: 165909-05-8421, 165909-15-8400, 165914-24-6755

Contiguous: 96.813 acres

