



**Town of Clayton**  
**Town Council Regular Meeting Minutes**  
**Monday, June 16, 2025 at 6:00 PM**  
**Council Chambers, Town Hall**  
**111 E. Second Street**

**Council Present:**

Mayor Jody McLeod  
Mayor Pro Tem Michael Sims  
Council Member Andria Archer  
Council Member Porter Casey  
Council Member Ruth Anderson  
Council Member Gretchen Williams

**Staff Present:**

Rich Cappola, Town Manager  
Jim Cauley, Town Attorney  
Heidi Holland, Town Clerk  
Sam Johnson-Phillips, Deputy Town Clerk  
Dolores Gill, Deputy Town Manager  
Lee Barbee, Deputy Town Manager  
Courtney Tanner, Deputy Town Manager  
Michelle Snyder, Executive Assistant  
Joe Stallings, Economic Development Director  
David Ranes, Fire Chief  
Robert McKie, Jr., Finance Director  
Conrad Olmedo, Planning Director  
Haley Downey, Assistant Planning Director  
Emily Stoll, Communications Specialist  
Todd Melton, Budget Manager  
Amy Shearin, Community Development

**Council Absent:**

None

**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. **Adopt or Adjust the Agenda**

|                            |
|----------------------------|
| <b>RESULT: CARRIED 5-0</b> |
|----------------------------|

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>MOVER:</b>    | Michael Sims                                                                    |
| <b>SECONDER:</b> | Gretchen Williams                                                               |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

### 3. **CONSENT AGENDA**

- a. Minutes
  - June 2, 2025 - Closed Session  
*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk
- b. Sole Source Justification – Standardization for SCADA/Controls Integration Services  
*Presenter:* Shaun Mizell, Procurement, Contracts and MWBE Manager and Jason Newman, Maintenance Superintendent, Water Resources
- c. Human Resources Personnel Policy Amendment (Sections 9 & 13)  
*Presenter:* Rich Cappola, Town Manager
- d. Clayton Community Farmers Market & Horne Square Use Policy Amendment  
*Presenter:* Shaun Mizell, Contracts and MWBE Manager and Amy Shearin, Community Development
- e. Budget Amendments - Yearend Closeout  
*Presenter:* Robert McKie, Finance Director

#### **Adoption of Consent Agenda as Presented**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Michael Sims                                                                    |
| <b>SECONDER:</b> | Gretchen Williams                                                               |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

### 4. **ADMINISTRATIVE ITEMS**

- a. Clayton4U
  - Fire Trucks. Engine. Ladder. Rescue.  
*Presenter:* Nathanael Shelton, Communication Director

Emily Stoll, Communication Specialist, shared the latest episode discussing engine trucks, ladder trucks, rescue trucks and their importance to the Fire Department fleet.

- b. Square-to-Square Independence Day Festival Report  
*Presenter:* Amy Shearin, Community Development

Shared were the different vendors that would be present and the events. This would be the second year that the two events would be combined (Square to Square Street Festival and Fireworks). Ms. Shearin discussed parking, road closures and places where the fireworks could be viewed.

It was stated The Street Festival would be held July 4, 2025, from 6:00 p.m. - 9:00 p.m. on Main Street from Town Square to Horne Square and the Fireworks would be launched from Clayton High School at 9:15 p.m.

**5. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

**6. PUBLIC HEARINGS**

- a. 2025-05-ANX Powhatan Road Self Storage Annexation  
*Presenter:* Haley Downey, Assistant Planning Director

The applicant has requested a non-contiguous annexation of approximately 1.34 acres in the ETJ, the location is 3936 Powhatan Road. It was stated American Self Storage, Inc. is both the Applicant and the Owner. Important Dates mentioned were:

- May 19, 2025: Resolution for Sufficiency
- June 2, 2025: Setting of Public Hearing
- June 4, 2025: Publication of Legal Ad
- June 16, 2025: Public Hearing

It was reported that the parcel historically was used for outdoor storage. In 2024 there was a Special Use Permit and Site Plan approved for an indoor storage facility.

The Future Land Use Map designated it as an employment center as well as the surrounding parcels.

Mayor McLeod opened the Public Hearing, with no one wishing to speak the Public Hearing was closed and turned over to the Council for comments. Council did not provide any comments.

**Adoption of Ordinance #2025-06-01**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Andria Archer                                                                   |
| <b>SECONDER:</b> | Ruth Anderson                                                                   |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

- b. Clayton on the Move, Town of Clayton Comprehensive Transportation Plan (CTP)

*Presenter:* Leah Weaver, WSP USA; Shivang Shelat, WSP USA; and Conrad Olmedo, Planning Director

Mr. Shelat, Transportation Planner, presented the final version. It was stated that the Comprehensive Transportation Plan began August 2023. During that time the vision and goals were established, and the existing and future conditions analysis were created. The first round of Public Engagement was in November 2023, and the second round was held in June 2024.

Mr. Shelat provided an overview of each of the chapters.

### **Chapter 1: Background**

This chapter provided Context, Introduction to Comprehensive Transportation Planning, Project Development Process, Project Overview, Vision and Goals and the Existing Plans and Studies Review.

### **Chapter 2: Existing Conditions Analysis**

It was reported that the Town's population would grow three-fold in the next 30 years. This chapter also includes Travel Characteristics, Work Travel Characteristics, Land Use and Development and Environment and Demographics.

### **Chapter 3: Public & Stakeholder Engagement**

Mr. Shelat stated there have been eight Stakeholder Engagement touch points and two Public Engagement Phases.

### **Chapter 4: Bicycle & Pedestrian Facilities**

It was shared that there was an overwhelmingly positive response towards the pedestrian facilities. Mr. Shelat stated they began with the multi-use path recommendations which would form the backbone of the bike network in the Town, followed by the sidewalk recommendations which are denser in downtown. It was explained that bicycle facilities would be limited to "sharrows", which are shared lane markings that may be utilized on low traffic roads without the need for construction or lane modifications.

This chapter also discussed, Existing Network, Existing and Future Travel Demand and Project Recommendations.

### **Chapter 5: Transit**

It was reported that the transit supportiveness of the area was analyzed, and a few routes were then developed. Mr. Shelat reported this was proof of concept which would require further detailed studies.

## **Chapter 6: Roadway Analysis**

It was reported that there is about 13 miles of new roadway and approximately 144 lane miles of new pavement.

It was shared that Collector Street is a street that would be developed as the development occurs.

Mr. Shelat discussed two Roadway Recommendations:

- It was reported to review the planned widening of Clayton Boulevard by NCDOT. This concept would need further study. It was shared with or without widening the congestion, it appears to be in the same location.
- A local study to avoid additional right-of-way acquisitions of O'Neil St and Fayetteville St. This would be required if one of those lanes were to be converted to a turn lane per NCDOT plan.

## **Chapter 7: Roadway Policy Analysis**

Mr. Shelat discussed recommended strategies which included drawing parking lane stripes on Second Street where there is current parking. To provide additional paved surfaces for parking in Downtown areas behind buildings or within the NCRR corridor and to conduct a Downtown Parking Study to determine demand, supply, and future need for parking.

Policy recommendations were discussed. Mentioned:

- Develop a UDO code language based on the recommendations provided in sections 6.5A through 6.5E to improve roadway connectivity.
- Constitute an empowered committee to discuss the implications of the recommended UDO code language.
- Develop incentives and allowances based on adherence to higher than required connectivity standards.

Mr. Shelat also discussed developing a UDO code language to increase bicycle and pedestrian connectivity based on the policy recommendations provided in section 6.5F. It was suggested to seek third party evaluation and ratings for bicycle and pedestrian connectivity.

## **Chapter 8: Safety**

Discussed were Roadway Safety Analysis, Bicycle and Pedestrian Safety Analysis, Intersection Safety Analysis and Policy and Design recommendations. Mr. Shelat stated analysis were conducted on hotspot intersections, four intersections were selected to provide recommendations to improve traffic operations and safety. The four selected were:

- Amelia Church Rd. and Shotwell Rd.
- East Front St. and Church St.
- Champion St. and Amos St.

- Fayetteville St. between Clayton Blvd. and Front St.

### **Chapter 9: Prioritization**

Mr. Shelat discussed Prioritization Methodology, Prioritized Recommendations and Implementation Strategies. The Comprehensive Transportation Plan's (CTP) goals and objectives were converted to correlating performance measures. Those projects were then assessed using performance measures to identify the highest priority projects.

### **Adoption Process**

It was stated during the May 27, 2025, Planning Board meeting, there was a unanimous recommendation of approval. On June 2, 2025, there was a presentation to Town Council during the Work Session meeting. Mr. Shelat shared this was duly noticed per NCGS Public Noticing requirements for the June 16, 2025, Public Hearing.

Council Member Casey expressed appreciation for the work that has been done.

Council Member Archer expressed appreciation to Mr. Shelat as well as to the Steering Committee.

Mayor McLeod noted this as a public hearing and opened the floor for public comment.

Mr. Chen, Town resident, supports the Transport Plan and asked that safety be the top priority.

With no one else wishing to speak, Mayor McLeod closed the public hearing.

### **Adoption of Ordinance #2025-06-03**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Porter Casey                                                                    |
| <b>SECONDER:</b> | Ruth Anderson                                                                   |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

- c. Unified Development Ordinance Text Amendments (UDOTA 1-25)  
*Presenter:* Conrad Olmedo, Planning Director

**This item was continued until July 21, 2025, Council Meeting**

Mr. Olmedo stated following the Town Council Work session on June 2, 2025, staff requested additional time to revise the UDOTA 1-25 and to have the public hearing tonight.

Mayor McLeod noted this as a public hearing and asked if there was anyone that wished to speak.

Mr. Woodfield, Town resident spoke in support of the Urban Archery Program.

With no one else wishing to speak, Mayor McLeod continued the Public Hearing, Item and discussion to the July 21, 2025, meeting.

d. FY26 Comprehensive List of Fees Public Hearing

*Presenter:* Rich Cappola, Town Manager and Todd Melton, Budget Manager

It was stated there were two Public Hearings. Mr. Melton stated according to the NCGS there is a requirement to have one Public Hearing, two have been held to date.

It was stated that the property tax rate is currently 4% above revenue neutral. Water/sewer combined rate increase recommendation would be 10.2% and the electric rate would be a 2% increase.

The power and water that was purchased for resale would increase by 10%.

There were adjustments in fees in Public Works. Those adjustments were made for sidewalk repair, driveway permits, and right-of-way use. New and adjusted charges reflect cost of materials and labor.

Planning and Development it was reported to be an increase. The increased fees were rezoning, site plans, plats, and zoning verification. This new structure would better reflect staff review time and complexity.

Parks and Recreation, it was reported there would be a few adjustments. Updated was program and rental fees to reflect market comparisons.

Public Safety (Police/Fire), there were adjustments to special event permits and inspection fees.

Mr. Melton stated the focus remains on cost recovery service alignment. The focus remains on transparency of these fees.

The need of these changes was discussed. Mentioned was to keep pace with inflation and increased service demands, reflect updated cost-of-service data, ensure regulatory compliance (especially in utilities) and provide support.

It was reported Public Hearings were held in accordance with statutory requirements.

The proposed fee schedule would support long-term financial health and service sustainability. It was stated the adoption of the fee ordinance would enable the Town to meet current and future needs responsibly.

Mayor McLeod noted this as a Public Hearing. With no one wishing to speak, the Public Hearing was closed.

**Adoption of Ordinance #2025-06-06**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Michael Sims                                                                    |
| <b>SECONDER:</b> | Gretchen Williams                                                               |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

**7. QUASI-JUDICIAL HEARING**

**8. OLD BUSINESS**

a. FY 2025-26 Budget Ordinance

*Presenter:* Rich Cappola, Town Manager and Todd Melton, Budget Manager

Mr. Cappola mentioned at the last Town Council meeting there was a request to have the decision tabled to allow the FY26 Comprehensive List of Fees to coincide.

Mr. Cappola advised of one minor change that was emailed to Council last week, it was stated there was a rounding error on the pay scale. It was requested should the ordinance be approved, let it be approved with the amended updated pay scale.

**Adoption of Ordinance #2025-06-04**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Andria Archer                                                                   |
| <b>SECONDER:</b> | Ruth Anderson                                                                   |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

**9. NEW BUSINESS**



## **10. STAFF REPORTS**

### **a. Town Manager**

Mr. Cappola expressed appreciation to Council for voting on the FY 2025-26 Budget Ordinance. He also expressed appreciation to the Police Department for their efforts last weekend.

Mr. Cappola stated the Juneteenth program was well attended and the program was great.

It was noted that Council was provided a draft notice that would be sent out with the utility bills. Mr. Cappola stated if there were any comments or changes, reach out to him or the Communications Department.

Mr. Cappola stated there would not be a meeting the first Monday in July, the next meeting would be July 21, 2025.

- b. Town Attorney**
- c. Town Clerk**
- d. Other Staff**

## **11. OTHER BUSINESS**

- a. Informal Discussion & Public Comment**
- b. Council Comments**

Mayor Pro Tem Sims expressed appreciation to the Public Safety Department, Police Department and the Communications Department last weekend.

Mayor Pro Tem Sims also expressed thanks to the Clayton Town Center staff for the Juneteenth celebration.

Council Member Anderson expressed thanks to Mrs. Game and the Utility Department for notifying her of a high-water rate. She stated that they monitor things like this, and this is done for anyone.

## **12. CLOSED SESSION**

- a.**
  - To Discuss Legal Matter in Accordance with NC GS 143-318.11 (a)(3)
  - To Discuss Economic Development in Accordance with NC GS 143-318.11 (a)(4)
  - To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11 (a)(5)

### **Motion To Go Into Closed Session**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Michael Sims                                                                    |
| <b>SECONDER:</b> | Porter Casey                                                                    |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

**Motion To Return To Open Session**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Michael Sims                                                                    |
| <b>SECONDER:</b> | Ruth Anderson                                                                   |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

**13. ADJOURNMENT**

a. Adjourn

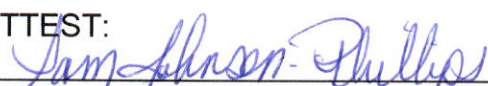
With nothing further, the meeting was adjourned at 7:30 p.m.

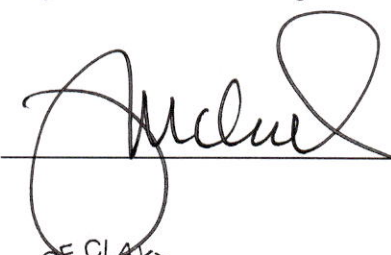
**Motion To Adjourn**

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Porter Casey                                                                    |
| <b>SECONDER:</b> | Ruth Anderson                                                                   |
| <b>YES:</b>      | Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams |
| <b>NO:</b>       | None                                                                            |

Duly adopted by the Town Council this 21st day of July 2025 while in regular session.

ATTEST:

  
\_\_\_\_\_  
Sam Johnson-Phillips, CMC, NCCMC  
Deputy Town Clerk

  
\_\_\_\_\_  
Jody L. McLeod  
Mayor

TOWN OF CLAYTON  
INCORPORATED  
APRIL 1869  
CLAYTON, N.C.