



**Town of Clayton**  
**Town Council Work Session Minutes**  
**Monday, June 2, 2025 at 3:00 PM**  
**Rotary Room, Town Hall**  
**111 E. Second Street**

**Council Present:**

Mayor Jody McLeod  
Council Member Andria Archer  
Mayor Pro Tem Michael Sims  
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  
Dolores Gill, Deputy Town Manager  
Courtney Tanner, Deputy Town Manager  
Robert McKie, Jr., Finance Director  
David Ranes, Fire Chief  
Conrad Olmedo, Planning Director  
Michelle Snyder, Executive Asst. to Town Manager  
Todd Melton, Budget Manager  
Joshua Baird, Water Resources Director

**Council Absent:**

None

**1 CALL TO ORDER**

- a) Mayor McLeod called the meeting to order at 3:07 p.m.

**2 ADJUSTMENT OF THE AGENDA**

- a) **Adopt or Adjust the Agenda**

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

**3 STAFF INTRODUCTIONS AND RECOGNITIONS**

- a) 3:00 - 3:10 p.m.
- Jon Weckesser, Senior Zoning and Code Enforcement Officer  
*Presenter: Conrad Olmedo, Planning Director*
  - Jessica Watkins, Finance Intern  
*Presenter: Todd Melton, Budget Manager*

- Tucker Whitley, Water Resources Intern  
*Presenter:* Joshua Baird, Water Resources Director

Staff introduced interns and those that have received promotions were introduced and acknowledged. Council welcomed and congratulated all.

#### 4 ITEMS FOR DISCUSSION

a) 3:10 - 3:55 p.m.

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

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

Mr. Olmedo introduced Shivang Shelat, consultant who has been working on this plan. The Planning Board provided an unanimous recommendation of approval to Council at their meeting May 27, 2025.

Shared were the changes made in each chapter. Highlights included:

Chapter 4: Bicycle and Pedestrian Facilities discussed recommending multi-use paths on one side of major roads. 61 multi-use path network projects, 93 miles of new multi-use paths (one-side) and 23 miles of new multi-use path (both sides) have been recommended. Sidewalks have been proposed on one side for most recommendations; only a few have proposed on both sides. 88 projects, 80 miles of new sidewalks on one side, and 5 miles of new sidewalks on both sides have been recommended.

Bicycle facility recommendations are an on-road bike improvement to one side of the road. 34 projects in the Greenway network and 60 miles of new Greenways are being recommended. The crossing recommendations are designed to allow pedestrians and cyclists to safely cross the roads. Identified were intersections that lack appropriate crossing facilities. 130 crossing improvements have been proposed.

Shared were the proposed cross-sections for the bikes and pedestrians. Recommended and alternate dimensions were provided.

Chapter 5: Transit. Transit emphasis areas came from where transit user concentrations are higher. Demographic data, key destinations, future land use and zoning maps, and future transit system recommendations were reviewed to determine these areas. The recommended strategies that were developed as part of this plan are only preliminary and demonstrate there is a demand for transit in Clayton, but further study is needed to determine more details.

Chapter 6: Roadway. 13 miles of new roadway, 61 miles of road widening, and 9 miles of operational improvements which equals 144 lane-miles of new pavement. Shared were the 17 collector streets recommendations. Typical

Sections were shared; the recommended dimensions are based on NCDOT standards; alternate dimensions were shared to provide flexibility.

Special Recommendation 1 along Clayton Boulevard was discussed. The existing project with NCDOT is proposing to convert this section to a superstreet in the short term and a 6-lane road at 55 mph in the long term. The Town's vision for the road is for it to be a commercial corridor. Both scenarios were modeled and being proposed is keeping Clayton Boulevard as four lanes at 45 mph. This would have an impact on daily traffic volumes but not much of an impact to congestion in 2050.

The other special recommendation being made in the plan is a downtown one-way pair. The current NCDOT project on N. O'Neil Street is recommending adding a center two-way left turn lane. This would go through a historic district which would have limitations on right-of-way. Proposed is to convert O'Neil and Fayetteville Streets to a one-way pair that could address some movement concerns. This would be studied further.

A chart comparing the 2020 Official Model with the 2050 Modified Model, which is the base case for future travel metrics. In comparing those two, there would be approximately 1,000 fewer hours of daily delay than the baseline scenario. That reduction in delay would result in 10,000 additional auto daily trips but considering the population is projected to triple by 2050, these changes are not significant.

As part of the parking analysis, they found that parking demand may double between now and 2050. Recommended strategies include add lane striping on Second Street where parking is already, provide additional paved surfaces for parking in Downtown areas behind buildings or within the NCRR corridor, and to conduct a Downtown parking study.

Chapter 7: Safety. The intersection recommendations were based on intersections with safety issues. Shared were designs that came out of identifying those intersections. Short-term and long-term improvements are being proposed.

Chapter 8: Prioritization. As part of this process, CTP goals and objectives were converted into performance measures. Projects were then assessed using those performance measures to prioritize. Shared was the list. Policy implementation strategies were developed; these correlate to the roadway projects, studies, and policies. These policies were put into an implementation matrix that shows where the policies fall as far as meeting goals.

Next steps would be a public hearing and potential adoption at the June 16, 2025 council meeting.

The Planning Board had a key discussion Items which included:

- Provide measurable goals in the Vision component of the Plan to demonstrate success in the coming years of implementation.
- Desire for increased bicycle and pedestrian facilities and safe crossings, especially across Clayton Blvd.
- Discussion on cross sections, to make more urban rather than suburban, have number-references for minimums, and expand upon NCDOT typicals.

Council Member Casey stated he appreciated Mr. Olmedo addressing the Planning Board's recommendations. Council Member Archer stated there were a lot of great suggestions provided by the Planning Board.

## **5 BREAK**

a) 3:55 - 4:00 p.m.

## **6 ITEMS FOR DISCUSSION**

a) 4:00 - 4:40 p.m.

Unified Development Ordinance Text Amendments (UDOTA 1-25)

*Presenter:* Conrad Olmedo, Planning Director

Mr. Olmedo stated this is the 4th round of amendments; there are over 107 changes organized into six groups. Shared was an overview of the six groups.

Discussion began on the changes.

### Procedural Changes:

- §2.3.2 Alternative Plans (Pg. 57, 554, 608, 651)
- §2.3.5 Building Permit (pg. 66)
- §2.3.7 Conditional Rezoning (pg. 73-75)
- §2.3.9 Construction Drawings (Pg. 81, 113, 136)
- §2.3.19 Subdivisions (Pg. 113, 116)
- §2.3.20 Performance Guarantee (Pg. 124-129)
- §2.3.21 Sign Permit (Pg. 130, 152)
- §2.3.22 Site Plan (Pg. 137-138)
- §2.3.25/26 Street Renaming/Closure (Pg. 148-151)
- §2.3.28 Text Amendment (Pg. 154)
- §2.3.29 Transportation Impact Analysis (Pg. 158)
- §2.3.33 Zoning Compliance Permit (Pg. 173)
- §2.4.5 Application Fees (Pg. 179-180)
- §2.4.10 Conditions of Approval (Pg. 188)
- §2.4.12 Concurrent Processing (Pg. 189)
- §2.2.3 Procedural Flowcharts (Pg. ~)

- §7.6.2 / 7.6.4 Violations (Pg. 722)

#### Density Changes:

- §3.2.12 – 3.2.17 Residential Districts (Pg. 230-248)
- §6.17.4 Sustainable Development Incentives (Pg. 708)

#### Dimensional Standards Changes:

- §3.2.11 PUB District (Pg. 228)
- §3.4.3.C Flag Lots (Pg. 261)
- §3.4.7 & § 6.9.4.G Unified Developments (Pg. 263, 388, 612)

#### Use Type Changes (Principal)

- §4.2.5 Principal Use Table (Pg. 310-316)
- Simplifies Some Use-Specific Standards
- §4.2.5 Adds Governmental Maintenance or Storage Facility Use (Pg. 315)
- §4.3.45 Family Care Home (Pg. 330)
- §4.3.113 Large Format Retail (Pg. 352, 494, 616)
- §4.3.121 Solar Energy Conversion (Pg. 355)
- §4.3.131 Triplex/Quadplex (Pg. 373, 499)

#### Use Type Changes (Principal)

- §4.5.5.S Adds Membrane Structure Use Type (Pg. 385)
- §4.5.5.HH Adds Urban Archery Use Type (Pg. 403)
- §4.5.5.N Flagpole (Pg. 391)
- §4.5.5.Q Home Occupation Level 1 (Pg. 392)
- §4.5.5.T Outdoor Dining and Seating (Pg. 396)

#### Use Type Changes (Temporary)

- §4.6.4 Temporary Uses (Pg. 407-408)
- §4.7.2 Use Category Descriptions (Tables) (Pg. 416-427)

#### Development Standards

- §6.1.4 & § 6.9.7 Driveway/Parking Lot Surfacing (Pg. 450, 451, 627)
- §6.1.4.E Driveway Depth (Non-residential) (Pg. 456)
- §6.1.5 Pedestrian Circulation (Pg. 458)
- §6.3.2.B & §6.3.3 Fences & Walls (Pg. 506-507)
- §6.5.9 Clarifies the Town must utilize the most-recently adopted uniform Fire Code SL2024-49 (Pg. 531)
- §6.5.10.B & §6.5.12.B Removes minimum distance rules for potable water and sanitary sewer extension in favor of all new development (except individual SFD) connecting to potable water and sanitary sewer (Pg. 532-533 & 548-550)
- §6.5.10.G Private water lines may not cross lot line boundaries (only public lines may cross lot boundaries) (Pg. 534)

- §6.5.11.H Clarifies that the Town must accept curb and gutter designs consistent with NCDOT standards SL2024-49 (Pg. 546)
- §6.6.16 Sidewalks within a NCDOT ROW serving 20 or fewer lots in the ETJ must be maintained by the Town SL2024-49 (Pg. 587)
- §6.6.7 & §6.6.12.D Defines mass grading, and requires doubled perimeter buffers (width and plant count) and slope limitations within 100 feet of lot lines when mass grading is proposed (Pg. 556, 573-576)
- §6.6.11 Clarifies credits towards landscaping are 2:1 and applied as aggregate caliper inches required (Pg. 564)
- §6.6.16 Removes street tree requirements (in favor of streetscape landscaping) in the NCM, CZM, and CZR districts; establishes more clarity regarding street tree spacing standards (Pg. 587)
- §6.3.2 Signage Applicability (Pg. 644)
- §6.3.3 Signage Exemptions (Pg. 645)
- §6.3.7.C Signs in Public Street Rights-of-Way (Pg. 647)
- §6.13.9.C Flags (Pg. 660)
- §6.13.9.D Ground Signs (Pg. 661)
- §6.13.9.I Walls Signs (Pg. 669)
- §6.13.10.A Banners (Pg. 673)
- §6.13.10.C Short-term Signs (Pg. 676)
- §6.13.10.D Sock Signs (Pg. 678)
- §6.13.10.E Walkway Decal Signs (Pg. 679)

At the May 27, 2025 Planning Board meeting, the board provided a unanimous recommendation of approval to Council at their May 27, 2025 meeting with three redactions: 2.3.18: Minor Subdivision (Concern with regards to family subdivisions and difficulty to subdivide in the ETJ), 2.3.28: Text Amendment (To allow owners of land within planning jurisdiction and residents of Clayton or its ETJ to submit UDOTA), and 4.5.5.HH: Urban Archery (As written, prohibits shooting or poisoning of squirrel).

Discussion items included regarding density, to remove caps which may conflict with the 2045 Growth Plan and regarding Outdoor Dining, to increase number of seats from 12 to 16 or 20 before a Site Plan is triggered. There was a citizen present at the meeting who shared his concern on shipping containers. Staff would further evaluate how to treat shipping containers as temporary versus permanent.

Next steps would be a public hearing and potential adoption at the June 16, 2025 council meeting.

b) 4:40 - 5:00 p.m.

FY26 Budget Review

*Presenters:* Rich Cappola, Town Manager and Robert McKie, Jr., Finance Director

Mr. Cappola stated another public hearing for the budget would be held at tonight's regular session; there have not been a lot of changes since the first public hearing. The real property under appeal has been reduced from \$480M to \$379M. Johnston County has hit us with a 10% water and sewer increase that would be passed onto end users and Duke Energy rates would go up 3.5%. Detailed budget reports were provided to Council and has been posted on the website. The average monthly cost for State Health Plan for each employee would not be determined until August.

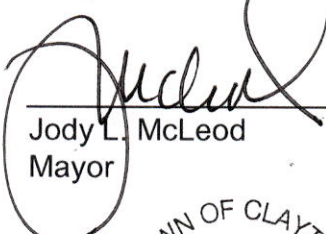
## 7 ADJOURNMENT

- a) With nothing further, the meeting was adjourned at 5:02 p.m.

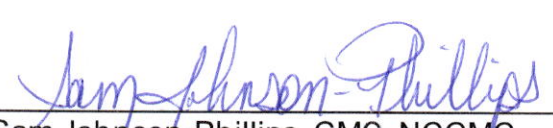
### Motion To Adjourn

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 5-0</b>                                                              |
| <b>MOVER:</b>    | Porter Casey                                                                    |
| <b>SECONDER:</b> | Michael Sims                                                                    |
| <b>YES:</b>      | Andria Archer, Michael Sims, 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.

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

ATTEST:

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

