



Town of Clayton
Board of Adjustment Agenda
Wednesday, March 20, 2024 @ 6:00 PM
Council Chambers

THE BOARD OF ADJUSTMENT MEETING WILL BE HELD IN PERSON.

ANY MEMBER OF THE PUBLIC IS INVITED TO ATTEND THE MEETING.

THE PUBLIC MAY VIEW THE LIVE MEETING ON THE TOWN'S YOUTUBE CHANNEL:

<https://www.youtube.com/TownofClaytonNC>

1. CALL TO ORDER

- a. Conduct a Role Call to Establish Attendance and a Quorum
Presenter: Staff

2. ELECTION FOR CHAIR AND VICE CHAIR

- a. Elect New Chair and Vice Chair for the Board of Adjustment.
Presenter: Conrad Olmedo, Planning Director

3. ADJUSTMENT OF THE AGENDA

4. APPROVAL OF MINUTES

- a. February 21, 2024 Board of Adjustment Minutes
Presenter: N/A
[February 21 2024 Board of Adjustment Meeting Summary](#)

POTENTIAL ACTION: Approve, Amend, or Deny

5. OLD BUSINESS

- a. 2023-162-VAR Aldi Setback Variance - Findings of Fact and Conclusions
Presenter: Board Attorney
[Findings and Conclusions - Clayton BOA 2-21-24](#)

6. EVIDENTIARY HEARINGS

- a. 2023-102-VAR 103 Quail Ct. Carport Variance
Presenter: Bruce Venable, Planner I
[01 Staff Report - 2023-102-VAR 103 Quail Ct Carport Variance -](#)
[02 Staff Report Map](#)
[03 2023-102-VAR Application](#)
[04 Neighborhood Meeting Summary & Attendance](#)
[05 Additional Documents from Applicant](#)

7. ADJOURNMENT

February 21st Board Of Adjustment Meeting Summary:

Board Members Present	Staff Present
Jim Perricone Thomas Antoine (Vice-Chair) Marty Bizzell (Chair) Richie Wiggins Rebecca Berry Joesph Warta	Conrad Olmedo, Planning Director Bruce Venable, Planner I
Board Members Absent	Town Council Liaison:
	Ruth Anderson Absent (Excused)
ACTIONS TAKEN BY THE BOARD	
Nominate New Chair & Vice- Chair	<u>Delayed Until March</u>
January 17, 2024, Minutes:	<u>Approved</u>
Evidentiary Hearing 2023-162 VAR	<u>Approved</u>
	

1. Call to Order:

- a. At 6:00 PM on February 21, 2024, Chair Bizzell called the Town of Clayton Board of Adjustment meeting to order.



Town of Clayton Board of Adjustment Minutes
Wednesday, February 21, 2024, at 6:00 PM Town Council Chambers

2. Adjustment to the Agenda

3. Approval of the Minutes:

Chair Bizzell: The next item on the agenda is the approval of the January 17, 2024, minutes. Are there any corrections needed? If not, I will entertain a motion for approval.

Motion for approval: Board Member Perricone made the motion to approve the January 17, 2024, Planning Board Meeting Minutes. The motion was seconded by Board Member Warta. All in favor, say "aye." **Motion passes.**

4. Roll Call:

Proceeding with the roll call: Chair Bizzell is present, Board Member Antoine is present, Board Member Wiggins is present, Board Member Berry is present, Board Member Warta is present, and Board Member Perricone is present, we have a quorum.

5. Evidentiary Hearing:

a. 2023-162 -VAR Aldi Setback Variance

Board Member Perricone Recuses himself from the public hearing due to business connections with the applicant.

Planning Director C. Olmedo administers the sworn oath for the evidentiary hearing.

Presenter Bruce Venable, Planner I, provides an overview of project number 2023-162 VAR. The applicant seeks a variance in the form of a reduction in the 30-foot rear setback requirement outlined in Section 155.203(K)(2)(a) TABLE 2-1. The property was zoned B-3 HWY Business at the time of this submittal.

Applicant's Presentation:

- Introduction by Chris Bostic from Kimley Horn.



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Wednesday, February 21, 2024, at 6:00 PM Town Council Chambers

- Explanation of unnecessary hardship, peculiar property conditions, and lack of owner-created hardship.
- Discussion of setbacks, DOT right-of-way impact, and site layout challenges.
- Emphasis on meeting landscape buffer requirements.
- Description of the proposed setback reduction and reasons behind it.
- Acknowledgment of existing trees and additional landscaping options.
- Overview of the Aldi store layout, entrance, parking, and truck delivery operations.
- Timeline information regarding the property, DOT notice, and submission dates.

Board Discussion and Questions:

- Discussion about the project's offsite improvements, including concrete medians and traffic flow.
- Clarification on the truck turning radius and its impact on the property's unique shape.
- Confirmation of setbacks and compliance with town requirements.
- Details about the setback variance and the negotiation process with the landowner.

Traffic Flow and Offsite Improvements:

- Concerns were raised about the potential traffic issues, particularly for left-turn movements.
- Explanation of the concrete median to separate turn lanes and ensure safe traffic flow.
- Truck delivery routes discussed, with an emphasis on safety measures.
- Overview of the property's irregular shape and the impact on setbacks.
- Setback Compliance and Negotiations:



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- Confirmation of compliance with setbacks, both for the property line appendage and side yard setbacks.
- Discussion on the impact of the DOT's land-taking and negotiation details with the landowner.
- Emphasis on Aldi's commitment to ensuring truck movements and safety.

Timing and DOT Actions:

- Questions about the timing of DOT's land-taking and the project's awareness.
- Confirmation that the property remained under contract despite the DOT actions.
- Mention of negotiations in January 2023 and awareness of the land-taking around March-April 2023.
- Review Process and Variance Application:
- Inquiry about the review process by TRC and specific departments' feedback.
- Confirmation that the fire department and building code inspections are in progress.
- Details about the variance application submission in September.
- Discussion about the buffer type (Type C) and its compliance.

Public Safety Considerations:

- Acknowledgment of the site's compliance with internal movements, deceleration lanes, and right-turn lanes.
- Recognition of the project's positive contribution to infrastructure improvements.
- Appreciation for the effort to meet safety requirements for turning movements.

Board Discussion and Conclusion:



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Wednesday, February 21, 2024, at 6:00 PM Town Council Chambers

- Board members express understanding of the challenges and appreciate the safety measures implemented.
- Recognition of the potential benefits of the project for the Town's development.
- Discussion on setbacks and landscape buffers, with an understanding of the unique circumstances.
- Acknowledgment of the importance of infrastructure improvements.

Motion for approval (four-fifths vote requirement for the variance approval):

Board Member Wiggins makes a motion to approve 2023-162-VAR Aldi, The motion is seconded by Board Member Warta. All in favor, say "aye." **Motion passes.** (5 ayes; 0 nays)

6. New Business

- a. Prepare to vote for Chair and Vice-Chair
- b. Planning Staff Update.

8. Adjournment.

Motion for adjournment made by Board Member Antoine and seconded by Board Member Berry. All in favor, say "aye." **Motion passes.**

Meeting adjourned.

9811 US HWY 70 BUS. W, CLAYTON
VARIANCE APPLICATION
CASE BOA 2023-162-VAR

TOWN OF CLAYTON BOARD OF ADJUSTMENT
FINDINGS OF FACT, CONCLUSIONS OF LAW, AND DECISION

This application for a variance from Sections 155.203(K)(2)(a) of the Town of Clayton Unified Development Code (the “UDC”) came before the Clayton Board of Adjustment (the “BOA”, or “Board”) on February 21, 2023, for an evidentiary hearing. Upon consideration of the testimony of witnesses, documentary evidence received at the hearing, the variance application with attachments and related materials, exhibits, arguments for the Applicant, and all other evidence presented at the hearing, the BOA finds that the Variance should be *granted*. In support thereof, the Board makes the following Findings of Fact and Conclusions of Law, and Decides as follows:

FINDINGS OF FACT

1. The property at issue (the “property”) is a high profile, commercial corner at two major streets consisting of a tract of approximately 2.21 acres, being developed for commercial use. The property is located at 9811 US HWY 70 Business W, Clayton, NC.
2. The property is zoned B-3 (Highway-Business).
3. The property is owned by Ozark Investment Co., LLC.
4. Christopher Bostic, P.E., of Kimley-Horn and Associates, Inc., appeared at the hearing for the Applicant.
5. The Applicant has requested a Variance from the requirements of UDC Section 155.203(K)(2)(a) (“Nonresidential dimensional standards”), requiring a rear setback of 30 feet.
6. The application for Variance was summarized by Mr. Bruce Venable, Planner I with the Town of Clayton. Mr. Venable noted that the Applicant was seeking to reduce the rear setback from 30 feet to 20 feet and that such need resulted from NCDOT widening Rose Street, which reduced the depth of the property by 35 feet.
7. Mr. Christopher Bostic introduced and summarized the Applicant’s case and testified that unnecessary hardship would result from requiring a minimum rear setback of 30 feet.
8. Mr. Bostic testified that the property had been reduced in size as a result of NCDOT widening Rose Street, resulting in the property losing 35 feet in depth as measured from Rose Street. Mr. Bostic testified that the current owner was in possession of the property prior to the NCDOT project.
9. Mr. Bostic testified that the requested setback reduction allows for a site plan that meets the remaining building setbacks around the property. He further testified that the requested setback reduction allows for a site plan that provides adequate parking and traffic circulation.

10. In response to a Board member question regarding setbacks on the side of the property, Mr. Bostic confirmed that all setbacks conform with the UDC.
11. In response to a Board member question, Mr. Bostic testified that the requested setback allows for a site plan that will allow tractor trailers to adequately maneuver the parking lot to make deliveries in the rear of the property.
12. In response to a Board member question, Mr. Bostic testified that vegetation remains in the area where the setback is requested, and confirmed that all code-required landscape buffering requirements are met with the proposed design.
13. In response to a Board member question, Mr. Bostic testified that a neighborhood meeting was held and that the feedback from neighbors was positive with no neighbors raising an issue as to a reduction of the rear setback.
14. No testimonial or other evidence was presented in opposition to the application for variance.

FINDINGS AND CONCLUSIONS OF LAW

Pursuant to the foregoing and UDC Sections 155.716 (F), the Board of Adjustment makes the following further Findings and Conclusions, and renders its Decision, as follows:

The Applicant/Property Owner **has** produced competent, material, and substantial evidence to show that:

- i. Unnecessary hardship would result from the strict application of the ordinance; and
- ii. The hardship results from conditions that are peculiar to the property, such as location, size, or topography; and
- iii. The hardship did not result from actions taken by the applicant or the property owner; and
- iv. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

DECISION

BASED ON THE FORGOING, by unanimous vote of the Board of Adjustment, Variance Request 2023-162-VAR is hereby **Granted**.

This the ____ day of March 2024.

Marty Bizzell
Chairman, Town of Clayton Board of Adjustment



Town of Clayton
Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

*Board of Adjustment
Meeting Date: 03/20/2024*

STAFF REPORT

Application Number: 2023-102-VAR
Project Name: 103 Quail Ct Carport Variance

Tag #: 05G02016Q

Overlay: N/A

Applicant: Lakesha Terrell

Owner: Lakesha Terrell

Location: 103 Quail Ct., Clayton, NC 27520

Project Planner: Bruce Venable, Planner I

Public Noticing dates:

- **Sign Posted:** March 6, 2024
- **Adjacent Property Letters Mailed:** March 7, 2024

REQUEST: This application was submitted prior to the Unified Development Ordinance's effective date of January 2, 2024. As such, the applicant is requesting a variance from the Town's Unified Development Code that was in effect at the time of submittal, following code section(s):

UDC SECTION	TEXT	REQUEST
155.308.B.2.b-c	b) No accessory structure shall extend in front of the front line of the principal structure, except in the B-1 zoning district where the Board of Adjustment may approve a variance for an accessory use or structure to be placed in any yard other than the rear yard."	A variance is being requested to allow a carport to remain in front of the front line of the principal structure.

SITE DATA:

Acreage: +/- 1.19

Existing Use: Residential



FINDINGS OF FACT

- 1. Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in absence of the variance, no reasonable use can be made of the property.**

Applicant Response:

On the right side is a natural spring. Therefore, neither side is usable for the carport. The land surveyor stated the backyard was not conducive to a driveway due to the water.

- 2. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.**

Applicant Response:

Flow following the natural curve to the creek in our backyard and side of the house.

- 3. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist**

that may justify the granting of a variance shall not be regarded as a self-created hardship.

Applicant Response:

This was not due to self-created hardship. I didn't know we could not build a carport in the front (lateral) of the structure.

- 4. The requested variances are consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.**

Applicant Response:

Yes, the variance is to provide a storage area for my vehicles and lawn maintenance equipment. Designated shade area for my car during the hot summer months due to migraine affliction in the heat and sun.

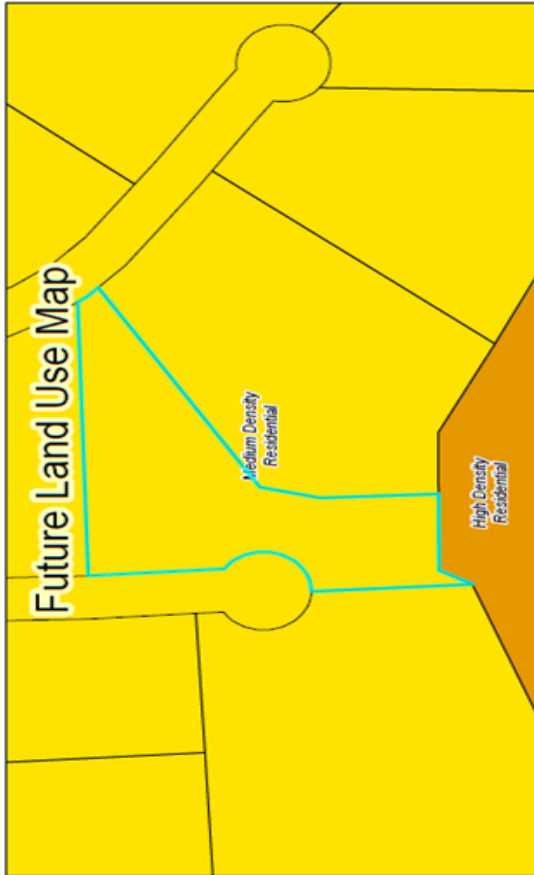
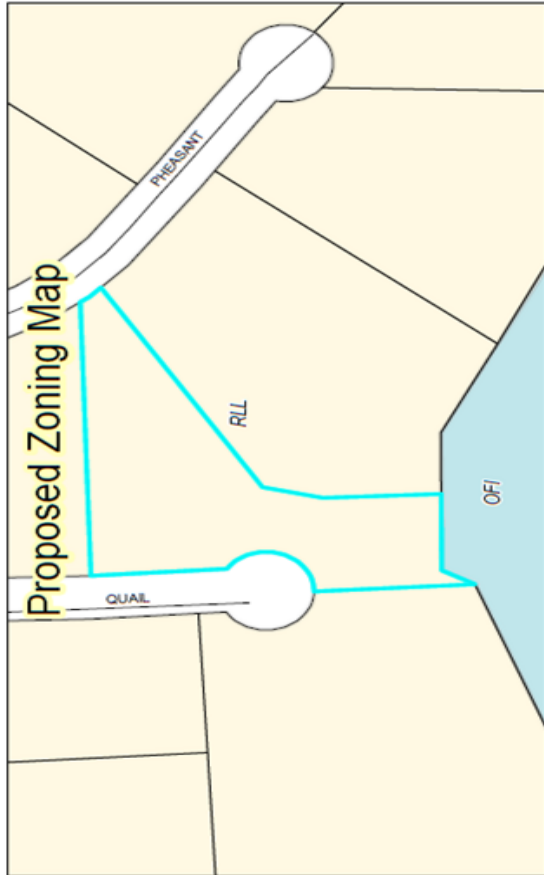
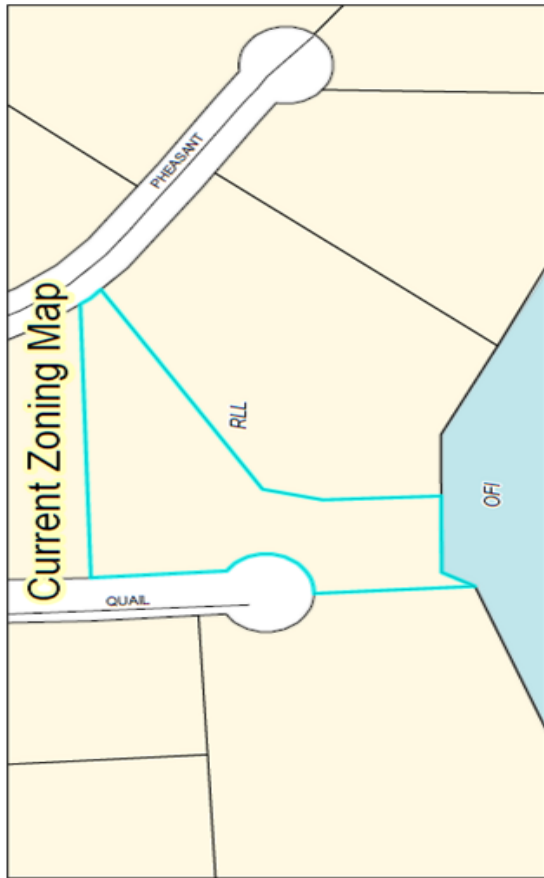
CONSIDERATIONS

- The Board of Adjustment shall review and make a final decision regarding Variance applications.
- Per UDC requirements, Conditions may be imposed by the Board of Adjustment regarding the location, character, and other features of the proposed building or use as may be deemed by the Board of Adjustment to protect property values and the general welfare of the neighborhood. Failure to comply with such conditions and safeguards, when part of the terms under which the variance is granted, shall be deemed a violation of this chapter (155.716(F)(1)(b)).

ATTACHMENTS

The Applicant has provided all material within one document as listed below.

1. Staff Report
2. Staff Report Map
3. Application Packet
4. Neighborhood Meeting Materials
5. Additional Documents Provided by Applicant



Request: Variance from UDC

Project Name: 103 Quail Ct Car Port Variance

Project Number: 2023-102-VAR

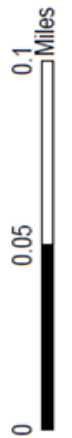
Applicant: Lakesha Terrell

Property Owner: TERRELL, LAKESHA

Tag #: 05G02016Q



Site



Staff Report Map

Prepared by: TOC Planning Department

March 5, 2024

Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Document Path: C:\Users\lakesha\OneDrive - Town of Clayton, NC\Documents\UDC\Packaging\StaffReportTemplate-SingleParcel.aprx



TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

VARIANCE APPLICATION COVER SHEET

Name of Project: Carport Variance Date: 6/29/2023
Applicant Name: Lahasha Terrell

The following checklist to be completed by applicant:

- ☒ Pre-application Meeting on: 2023
- ☒ Application Review fee
- ☒ Advertising Fee
- ☒ Completed Application
- ☒ Owner's Consent Form
- ☒ Neighborhood Meeting Letter
- ☒ Adjacent property Owner's List
- ☐ Set of Stamped, addressed, empty envelopes for adjacent owner notification
- ☒ Copy of the plan in PDF on USB

11 plan sets of the following:

- ☐ Preliminary plan sheet depicting the variance request
- ☐ Signed and sealed Boundary Survey

Reviewed by: _____



TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

VARIANCE APPLICATION

Application Fee: \$500.00

Please note if a variance is sought "after the fact", the application fee is \$1,000.00

SITE INFORMATION

Name of Project: Carport
Acreage of Property: 1.19 Zoning District: B-6 and B-8
County Tag #: _____ NC Pin #: 103 Quail Ct
Address/Location: 103 Quail Ct Clayton, NC 27520
Existing Use: land Proposed Use: Carport
Is project within a Planned Development? ☐ Yes ☐ No If yes, which: unknown
Is project within an Overlay District? ☐ Yes ☐ No If yes, which: unknown

APPLICANT INFORMATION

Name: Lahesha Terrell
Mailing Address: 103 Quail Ct. Clayton, NC 27520
Phone Number: 9842745200 Fax: _____
Email Address: mrs.terrell@yahoo.com

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Permit Number: _____

PROPERTY OWNER INFORMATION

Name: Latesha Terrell
Mailing Address: 103 Quail Ct. Clayton, NC 27520
Phone Number: 9842745200 Fax: _____
Email Address: mrs.terrell@yahoo.com

BURDEN OF PROOF / EXPLANATION OF REQUEST

Variance(s) Requested: *List each requested variance. Attach additional pages if necessary.*

Code Section: 155.308

Code Requirement: B-1

Variance Sought (describe specific request): Carport stay in place + have empathy on the charge (fee).

Use this section to describe the request. An applicant seeking a variance has the burden of presenting evidence sufficient to allow the Board of Adjustment to reach conclusions for the Required Findings of Fact. Attach additional sheets/pertinent information as necessary.

Due to the constraints of the property this
variance is asking to leave the carport in
place. my septic tank + drain fields are on
the left side of the structure (house) and on

REQUIRED FINDINGS OF FACT

Section 155.716(F)(2) of the Unified Land Development Code requires applications requesting a Variance to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

1. Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

the right side is a natural spring. Therefore
neither side is usable for the carport. The
land surveyor stated the back yard was not
conductive to a driveway due to the water

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: Carport Variance

Application: _____

Location/Date: End of Quail Ct 6/23/23

	NAME	ADDRESS
1	Joseph + Joan	101 Covey Ln.
2	Beigher	
3	Dennis + Patricia	204 Pheasant Dr
4	Hilliard	
5	James + Rachel	102 Quail Ct.
6	Fincher	
7	Julie Velasquez	100 Quail Ct.
8	Brian Samble	
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Application: _____

Date of Mailing: 6/16/23

Date of Meeting: 6/23/23

Time of Meeting: 6:30pm

Location of Meeting: _____

I hereby attest that letters were mailed to the addresses listed on the Adjacent Property Owners List (attached) ten days prior to the Neighborhood Meeting, and that all required information was presented at the Meeting:

Printed Name: Latesha Terrell

Signature: Latesha Terrell

Meeting Summary/Minutes: provide a summary of the discussion held at the meeting, including issues raised and any resolution discussed, and any changes made to the application as a result of the meeting.

Meeting started a little after 6:39pm on Friday 6/23/2023. We are having this meeting for the Carport Variance application that is located at 103 Quail Ct. All parties adjacent to the property are present. (Joe Reisher, Rachel Fincher, Julie Velasquez, and Dennis Millard). The purpose of the meeting was voiced by Latesha Terrell. She ask if any of the neighbors had an issue with the carport location. Latesha gave history or reason the carport is at the current location.

Please write clearly (or submit a typed summary). Use additional sheets if necessary.

meeting adjourned at 7:15pm

LaKesha & Kevin Terrell

103 Quail Ct.

Clayton, NC 27520

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date:

Friday 6/28/23

Meeting Time:

6:30 pm

Meeting Location:

The end of Quail Ct. culdesac.

Type of Application:

Carport Variance

Project/proposal property address:

103 Quail Ct. Clayton NC 27520

Description of project/proposal:

Carport

Upcoming public meetings for this
application: _____

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

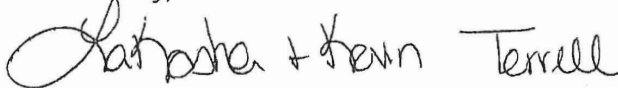
1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact us at 919-822-4782

You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,



Cc: Town of Clayton Planning Department

2. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from person circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.

flow following the natural curve to the creek in our back yard + side of house.

3. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.

This was not due to self-created hardship. I didn't know we could not build a carport in front (lateral) of the structure.

4. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

yes the variance is to provide a storage area for my vehicles + lawn maintenance equipment. Designated shade area for my car during the hot summer months due to migraines affliction in the heat + sun.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Board of Adjustment of the Town of Clayton to approve the subject Variance request. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Lakesha Terrell
Print Name

Lakesha Terrell
Signature of Applicant

Date

6/29/23



TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

OWNER'S CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.

Project Name: Carport Variance Address or PIN #: 103 Quail Ct. Clayton NC 27528

AGENT/APPLICANT INFORMATION:

Latesha Terrell
(Name - type, print clearly)

103 Quail Ct.
(Address)
Clayton, NC 27520
(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name - type, print clearly)

(Address)

(Owner's Signature)

(City, State, Zip)

STATE OF _____
COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

SEAL

Notary Public

My Commission
Expires: _____

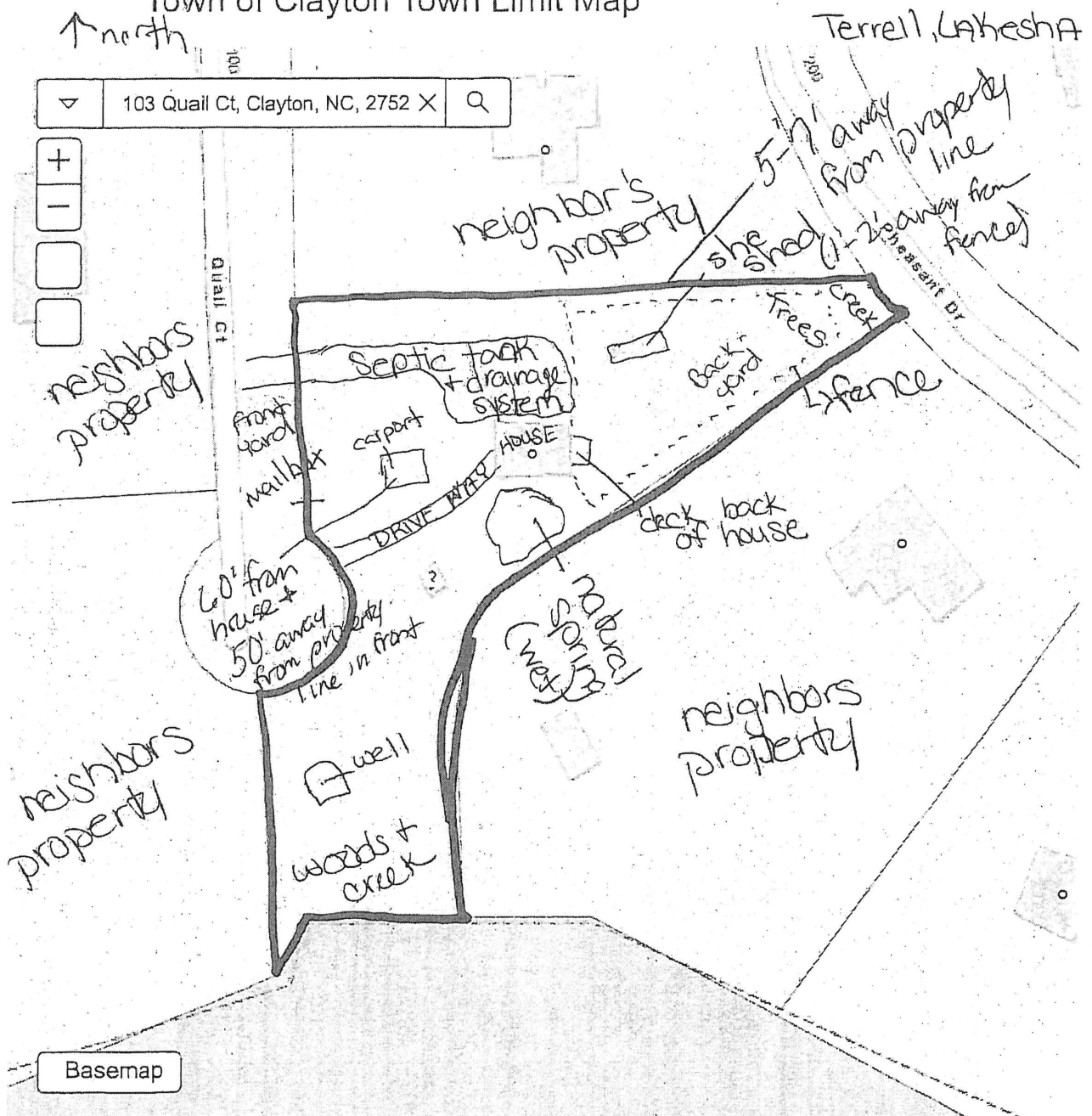
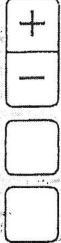
January 2019

5 of 5

Town of Clayton Town Limit Map

↑ north

103 Quail Ct, Clayton, NC, 2752 X



Basemap

103 Quail Ct
 Clayton NC 27520
 outside city limits
 carport is 30x21x6
 no HOA

*1.19 acres
 *(-) fence
 *she shed 12x28 on
 bricks/concrete blocks
 *Pheasant Run subdivision
 Lot 38

Town of Clayton Town Limit Map



LOOK
FROM
LINE
SOFT
FROM
LINE

SEPT. 1992

Johnston County assumes no legal responsibility for the information represented here.

*** DISCLAIMER ***

SEPT. 1992
10/5/92
KIM LIND



well
good

Scale: 1:692 - 1 in. = 57.63 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Lincoln
springs

SAMPLE NEIGHBORHOOD MEETING LETTER

(PLACE ON AGENT'S OR OWNER'S LETTERHEAD)

<Date>

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Type of Application: _____

Project/proposal property address: _____

Description of project/proposal: _____

Upcoming public meetings for this
application: _____

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact us at **<Insert phone number of applicant>**. You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,

<Applicant>

Cc: Town of Clayton Planning Department

October 2019

Page 3 of 5

LaKesha & Kevin Terrell

103 Quail Ct.

Clayton, NC 27520

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date:

Friday 6/28/23

Meeting Time:

6:30 pm

Meeting Location:

The end of Quail Ct. culdesac.

Type of Application:

Carport Variance

Project/proposal property address:

103 Quail Ct. Clayton NC 27520

Description of project/proposal:

Carport

Upcoming public meetings for this
application: _____

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

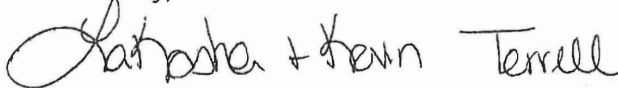
1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact us at 919-822-4782

You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,



Cc: Town of Clayton Planning Department

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: Carport Variance

Application: _____

Location/Date: End of Quail Ct 6/23/23

	NAME	ADDRESS
1	Joseph + Joan	101 Covey Ln.
2	Beigher	
3	Dennis + Patricia	204 Pheasant Dr
4	Hilliard	
5	James + Rachel	102 Quail Ct.
6	Fincher	
7	Julie Velasquez	100 Quail Ct.
8	Brian Samble	
9		
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NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Application: _____

Date of Mailing: 6/16/23

Date of Meeting: 6/23/23

Time of Meeting: 6:30pm

Location of Meeting: _____

I hereby attest that letters were mailed to the addresses listed on the Adjacent Property Owners List (attached) ten days prior to the Neighborhood Meeting, and that all required information was presented at the Meeting:

Printed Name: Latesha Terrell

Signature: Latesha Terrell

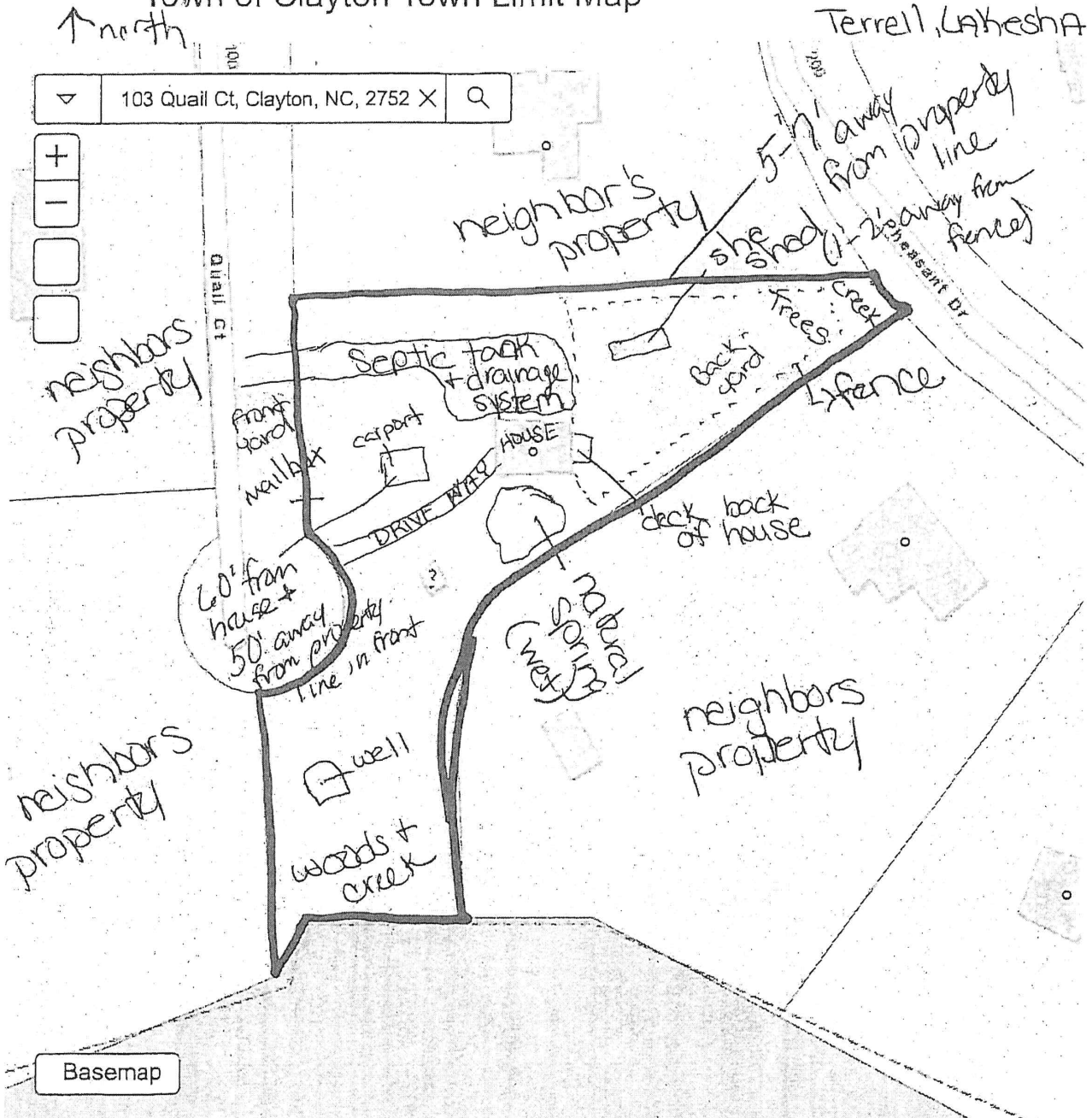
Meeting Summary/Minutes: provide a summary of the discussion held at the meeting, including issues raised and any resolution discussed, and any changes made to the application as a result of the meeting.

Meeting started a little after 6:39pm on Friday 6/23/2023. We are having this meeting for the Carport Variance application that is located at 103 Quail Ct. All parties adjacent to the property are present. (Joe Reisher, Rachel Fincher, Julie Velasquez, and Dennis Millard). The purpose of the meeting was voiced by Latesha Terrell. She ask if any of the neighbors had an issue with the carport location. Latesha gave history or reason the carport is at the current location.

Please write clearly (or submit a typed summary). Use additional sheets if necessary.

meeting adjourned at 7:15pm

Town of Clayton Town Limit Map



103 Quail Ct
Clayton NC 27520
outside city limits
carport is 30x21x6
no HOA

- * 1.19 acres
- * (-) fence
- * she shed 12 x 28 on bricks / concrete blocks
- * Pheasant Run subdivision
Lot 38

Town of Clayton Town Limit Map



LOOK
FROM
LINE
SOFT
FROM
LINE

SEPT. 1992

Johnston County assumes no legal responsibility for the information represented here.

*** DISCLAIMER ***

SEPT. 1992
10/5/92
KIM LIND



well
good
Scale: 1:692 - 1 in. = 57.63 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

LINE
SPRING