



Town of Clayton  
Planning Board Regular Meeting Agenda  
Monday, March 23, 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 of the Planning Board Meeting

**Presenter:**

- b. Roll Call of the Planning Board

**Presenter:**

**2. PLANNING BOARD ELECTIONS**

Election of the Planning Board Chair and Vice Chair.

- a. Accept nominations for Planning Board Chair and entertain a motion to vote.

**Presenter:**

- b. Accept nominations for Planning Board Vice Chair and entertain a motion to vote.

**Presenter:**

**3. ADJUSTMENT OF THE AGENDA**

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

**4. APPROVAL OF MINUTES**

- a. February 23, 2026 Minutes

**POTENTIAL ACTION:** Approval of Minutes

**5. PUBLIC MEETINGS**

- a. 2024-138-CZM Winston Pointe 3H Conditional Rezoning, Type 3

**Presenter:**

Robert Tate, Senior Planner

Provide a Recommendation to Town Council.

**6. NEW BUSINESS**

**7. ADJOURNMENT**

- a. **POTENTIAL ACTION:** Motion To Adjourn

**INFORMATION FOR THE PUBLIC**

About the Planning Board

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

The Role of the Planning Board

The Planning Board is responsible for providing recommendations on Conditional and Conventional Rezoning, Text Amendments, and Town Plans. Decisions made by the Planning Board are a recommendation only. Final decisions are made by the Town Council.

### Providing Public Comment

At the discretion of the Planning Board Chair, the Planning Board welcomes public input and discussion during a Public Meeting,

Before Speaking:

- Wait until you are recognized by the Chair;
- Clearly state your full name and address for the record;
- Address your comments to the Planning Board; and
- Keep your comments to no more than three (3) minutes (you may be asked to conclude if you exceed that time).

### ADA Compliance

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

### Contact the Planning Department

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

### Additional Information

1. Planning Board Website: [Planning Board | Clayton, NC](#)
2. Planning Public Meetings and Hearings: [Public Meetings & Hearings | Town of Clayton](#)
3. Relevant North Carolina General Statutes: [NCGS § 160D-301. Planning boards.](#) and [NCGS § 160D-604. Planning board review and comment.](#)
4. UDO Information: [Unified Development Ordinance \(Adopted 11.17.25\)](#), Planning Board, UDO § 1.8.4 (Adopted 11.17.25) and Public Meetings, UDO § 2.4.9.D (Adopted 11.17.25).

< End of Information for the Public >