



**Town of Clayton
Board of Adjustment Minutes
Wednesday, March 19, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street**

Board Members Present:

Marty Bizzell
Rebecca Berry
Richie Wiggins
Karen Spicer
Jim Perricone

Staff Present:

Conrad Olmedo, Planning Director
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Rich Maida
Joseph Warta

1 CALL TO ORDER

- a) Roll Call for the Board of Adjustment
Presenter: Conrad Olmedo, Planning Director

Chair Bizzell called the meeting to order at 6:06 p.m. Mr. Olmedo conducted roll call.

2 SWEARING IN OF NEW MEMBER

- a) Swearing in of New Board Member
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

New Board Member Richard Maida was absent from tonight's meeting.

3 ADJUSTMENT OF THE AGENDA

- a) There were no adjustments of the agenda.

4 APPROVAL OF MINUTES

- a) January 15, 2025 Board of Adjustment Minutes
Presenter: Conrad Olmedo, Planning Director

Adoption of January 15, 2025 Minutes

RESULT:	CARRIED 5-0
MOVER:	Jim Perricone
SECONDER:	Rebecca Berry
YES:	Richie Wiggins, Karen Spicer, Rebecca Berry, Jim Perricone, and Marty Bizzell
NO:	None
ABSENT:	Rich Maida and Joseph Warta

5 EVIDENTIARY HEARINGS

- a) No Evidentiary Hearings To Be Heard

6 OLD BUSINESS

- a) No Old Business To Be Heard

7 NEW BUSINESS

- a) Chair Nomination

Mr. Olmedo provided the board with the opportunity to nominate a Chair.

Board Member Berry nominated Marty Bizzell for Chair, and Board Member Wiggins seconded the nomination. Mr. Olmedo asked if there were any other nominations for the Chair position. With none offered, Marty Bizzell was confirmed as the Chair of the Board of Adjustment.

Mr. Olmedo polled each Board Member to confirm whether they supported or opposed the nomination. The motion was confirmed and Mr. Olmedo thanked Marty Bizzell for serving as Chair for another term.

Chair Bizzell thanked the Board and stated he appreciated their confidence in him.

Nomination of Chair

RESULT:	CARRIED 5-0
MOVER:	Rebecca Berry
SECONDER:	Richie Wiggins
YES:	Richie Wiggins, Karen Spicer, Rebecca Berry, Jim Perricone, and Marty Bizzell
NO:	None
ABSENT:	Rich Maida and Joseph Warta

- b) Election of Co-Chair
Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo then turned the Co-Chair nomination process over to Chair Bizzell.

Chair Bizzell then opened the floor with the opportunity to nominate a Co-Chair. Board Member Perricone made a motion to nominate Rebecca Berry. Chair Bizzell acknowledged the nomination of Rebecca Berry for Co-Chair and asked if there were any others. With none offered, Mr. Olmedo asked if there was a seconder for the nomination of Rebecca Berry. Board Member Spicer provided the second. Mr. Olmedo polled each Board Member to confirm whether they supported or opposed the nomination of Rebecca Berry as Co-Chair. The nomination was confirmed. Mr. Olmedo welcomes Ms. Berry as Co-Chair to the Board of Adjustments. Ms. Berry expressed thanks and the Board congratulated her.

Nomination of Co-Chair

RESULT:	CARRIED 5-0
MOVER:	Jim Perricone
SECONDER:	Karen Spicer
YES:	Richie Wiggins, Karen Spicer, Rebecca Berry, Jim Perricone, and Marty Bizzell
NO:	None
ABSENT:	Rich Maida and Joseph Warta

8 STAFF REPORTS

- a) Mr. Olmedo advised the Board that the UNC School of Government offers remote training in May for Quasi-Judicial and that it would be a great refresher opportunity for those interested. He mentioned that the Town has already budgeted for the training, so there would be no additional cost. It was stated the instructors would be Jim Joyce and Adam Lovelady. Mr. Olmedo encouraged any Board members interested in attending to contact him via email or speak with him after the meeting.

Mr. Wiggins inquired whether the training could be completed individually at home or if it required group participation. Mr. Olmedo confirmed that it could be done from home.

Chair Bizzell asked if there were staffing updates. It was communicated; at the end of April, they would be fully staffed in the Planning Department. It was announced Ms. Haley Downey would be the Assistant Planning Director as of April 21, 2025. Mr. Robert Tate comes from the City of Raleigh and would be the Senior Planner. Ms. Corrine Miller, a recent graduate from Ohio State University, would be the Planning Technician.

Mr. Perricone asked if there were any upcoming items for the Board to review. Mr. Olmedo responded that no applications have been submitted yet, and he would verify this in the system. He noted that the April meeting may be canceled if there are no items to discuss.

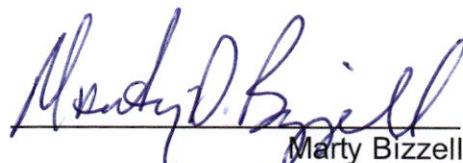
9 **ADJOURNMENT**

- a) With nothing further, the meeting was adjourned at 6:22 p.m.

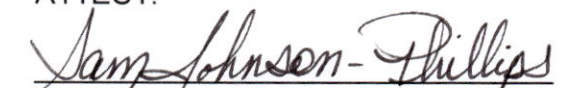
Motion to Adjourn

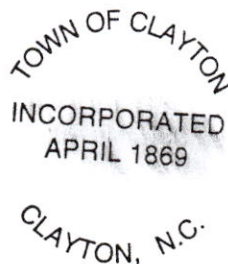
RESULT:	CARRIED 5-0
MOVER:	Jim Perricone
SECONDER:	Karen Spicer
YES:	Richie Wiggins, Karen Spicer, Rebecca Berry, Jim Perricone, and Marty Bizzell
NO:	None
ABSENT:	Rich Maida and Joseph Warta

Duly adopted this 7th day of October 2025.


Marty Bizzell
Board Chair

ATTEST:


Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk



Amendment of Minutes:

On motion by Board Member Jim Perricone, seconded by Board Member Joseph Warta, and duly adopted at the October 7, 2025 meeting, the minutes of March 19, 2025 were amended by striking "Co-Chair" and inserting "Vice Chair" to correctly reflect Board Member Rebecca Berry's title.