



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 Board of Adjustment Meeting
- b. Roll Call of the Board of Adjustment

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Adopt the Agenda as Presented
Presenter:
Conrad Olmedo, Planning Director

3. APPROVAL OF MINUTES

- a. Review of the Board of Adjustment meeting minutes from April 15, 2026.
Presenter:
Conrad Olmedo, Planning Director
POTENTIAL ACTION: Approval of Minutes

4. ACTION OF THE BOARD

Review of the Board of Adjustment's action conducted at the April 15, 2026 meeting.

- a. Review of the Findings of Fact, Conclusions of Law, and Decision for 101 Best Wood Drive, Appeal of Final Administrative Determination, Case BOA 2025-149-APL.
Presenter:
Conrad Olmedo, Planning Director

5. EVIDENTIARY HEARINGS

Evidentiary Hearings are scheduled accordingly per each meeting of the Board of Adjustment.

- a. No Evidentiary Hearings are scheduled for the May 20, 2026 meeting.

6. NEW BUSINESS

- a. A training session for the Board of Adjustment by Chad Meadows, CodeWright Planners.
Presenter:
Conrad Olmedo, Planning Director

7. ADJOURNMENT

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

INFORMATION FOR THE PUBLIC

About the Board of Adjustment

The Board of Adjustment 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 Board of Adjustment

The Board of Adjustment is responsible for making quasi-judicial decisions on Administrative Appeals, Special Use Permits, and Variance requests. Decisions made by the Board of Adjustment are based on findings of fact and conclusions of law.

Participation in the Evidentiary Hearing

In accordance with [G.S. 160D-406. Quasi-judicial procedure](#), a person with standing serving as an expert witness may participate in the Evidentiary Hearing. This typically includes applicants, adjacent property owners, subject-matter experts, and legal counsel.

Before Speaking:

- Wait until you are recognized by the Chair;
- Clearly state your full name and address for the record;
- Be sworn in under oath, as administered by the Clerk; and
- Address your comments to the Board.

The Chair may ask you to conclude your comments should they be repetitive, immaterial, insubstantial, or it is determined you have no standing per [G.S. 160D-1402\(c\)](#).

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 Board of Adjustment 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.

Additional Information

1. Board of Adjustment Website: [Board of Adjustment | Clayton, NC](#)
2. Planning Public Meetings and Hearings: [Public Meetings & Hearings | Town of Clayton](#)
3. Relevant North Carolina General Statutes: [G.S. 160D-302. Boards of adjustment](#), [G.S. 160D-705. Quasi-judicial zoning decisions](#), [G.S. 160D-406. Quasi-judicial procedure](#), and [G.S. 160D-1402. Appeals in the nature of certiorari](#).
4. UDO Information: [Unified Development Ordinance \(Adopted 11.17.25\)](#), Board of Adjustment, UDO § 1.8.5 (Adopted 11.17.25) and Evidentiary Hearings, UDO § 2.4.9.C (Adopted 11.17.25).