



Town of Clayton
Town Council Work Session Agenda
Monday, June 1, 2026 at 3:00 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

2. ADJUSTMENT OF THE AGENDA

- a. Adopt or Adjust the Agenda
POTENTIAL ACTION: Adoption of the Agenda

3. STAFF INTRODUCTIONS AND RECOGNITIONS

- a. 3:00 - 3:10 p.m.
Mackenzie Dolecheck, Recreation Program Supervisor - Inclusion and Seniors
Presenter:
Todd Riddick, Parks and Recreation Director
- b. Anessa Jagoo, Permit Specialist
Presenter:
Alicia Thomas, Development Services Manager
- c. Kaylee Philhower, Stormwater Engineer
Presenter:
Jonathan Ham, Engineering Director
- d. Fire Department Recognitions
Presenter:
David Raney, Fire Chief

4. ITEMS FOR DISCUSSION

- a. 3:10 - 3:30 p.m.
Debt Affordability and CIP Funding Analysis
Presenter:
Davenport
- b. Full Language Rate Schedules - Water Sewer, Electric, and Solid Waste
Presenters:
Matt Proctor, Electric Systems Director
Joshua Baird, Water Resources Director
Laney Taylor, Budget and Performance Fellow
Todd Melton, Budget Manager
- c. 3:30 - 3:50 p.m.
Clariti Online Permitting Software Progress Update

Presenters:

Dolores Gill, Chief of Staff and Strategic Initiatives

Kinsey Holton, Assistant Engineering Director

Haley Downey, Assistant Planning Director

5. BREAK

- a. 3:50 - 3:55 p.m.

6. ITEMS FOR DISCUSSION

- a. 3:55 - 4:30 p.m.

Downtown Parking Study Update

Presenters:

Shannon Poole, Project Controls Specialist

Jim Corbett - Walker Consultants Director of Planning

- b. 4:30 - 5:00 p.m.

Unified Development Ordinance Text Amendment (UDOTA) 1-26

Presenter:

Conrad Olmedo, Planning Director

7. ADJOURNMENT

- a. Adjourn

POTENTIAL ACTION: Motion To Adjourn



Town Council Work Session Agenda Cover Sheet

Meeting Date

June 1, 2026

Agenda Location

ITEMS FOR DISCUSSION

Item Title

3:10 - 3:30 p.m.
Debt Affordability and CIP Funding Analysis

Presenter(s)

Davenport

Suggested Action**Strategic Priorities Alignment**

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

Davenport will review the Debt Affordability and CIP Funding Analysis presentation, which demonstrates the Town's ability to fund the \$148 million 5-year capital improvement program (CIP) for the General Fund leveraging a combination of debt, grants, and Pay-Go funding sources without the need for additional property tax increases while still maintaining compliance with financial policy benchmarks. The Town expects to issue new debt totaling \$65.8 million between FY 2027-FY 2031, which results in new debt service of \$100.4 million.

Funding Source

Corresponding Documentation

None

Submitted By: Todd Melton, Budget Manager

Reviewed By:

Todd Melton, Administration

First Name Last Name, Administration

Heidi Holland, Legislative

Created -



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Agenda Location

ITEMS FOR DISCUSSION

Item Title

Full Language Rate Schedules - Water Sewer, Electric, and Solid Waste

Presenter(s)

Matt Proctor, Electric Systems Director
Joshua Baird, Water Resources Director
Laney Taylor, Budget and Performance Fellow
Todd Melton, Budget Manager

Suggested Action**Strategic Priorities Alignment**

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

Discussion of Full Language Rate Schedules for Utilities and Solid Waste.

Funding Source

Corresponding Documentation

None

Submitted By: Todd Melton, Budget Manager

Reviewed By:

Todd Melton, Administration

First Name Last Name, Administration

Heidi Holland, Legislative

Created -



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ITEMS FOR DISCUSSION

Item Title

3:55 - 4:30 p.m.
Downtown Parking Study Update

Presenter(s)

Shannon Poole, Project Controls Specialist
Jim Corbett - Walker Consultants Director of Plannin

Suggested Action

Strategic Priorities Alignment



Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

Downtown Clayton continues to experience growth in commercial, residential, hospitality, and event-related activity. Over the last decade, the Town has utilized planning tools, studies, and task force recommendations to help guide downtown growth, redevelopment, transportation, pedestrian connectivity, and infrastructure investment decisions. The Downtown Master Plan identified parking as an important component of Downtown Clayton's long-term growth and

redevelopment strategy, while also acknowledging the physical and infrastructure constraints of the downtown area. The plan recommended continued evaluation of parking supply, demand, connectivity, and accessibility to support future planning and investment decisions. The Comprehensive Transportation Plan (CTP) similarly identified downtown parking as an important long-term planning consideration and recommended completion of a Downtown Parking Study to evaluate existing parking supply, utilization, circulation, and future parking needs.

On February 16, 2026, Walker Consultants was selected to conduct the Downtown Parking Study. The initial phase of work focused on capturing a current parking inventory and utilization analysis throughout the downtown study area. The data being presented includes inventory verification and utilization analysis of on-street parking, Town-owned off-street parking, privately owned off-street parking, and public-private partnership parking facilities within Downtown Clayton. Data will also show peak-period parking demand patterns, as well as compliance, and regulatory observations associated with Town-owned publicly accessible parking facilities within the study area.

Parking utilization data was collected over multiple weekdays and weekends between late March and early May under a variety of typical and high-activity conditions, including community events, concerts, and farmers markets. The data collection effort was intended to capture a broad range of downtown activities and parking demand conditions throughout the study area. The assessment area includes Main Street from Clayton Boulevard to Stallings Street, as well as multiple downtown corridors and surrounding parking areas. A map of the study area is attached.

The purpose of this presentation is to share the existing conditions data collected during this phase of the study and provide a foundation for continued discussion with the consultant team and staff regarding how this information may help guide future planning discussions and potential improvements in Downtown Clayton, including parking, access, connectivity, redevelopment, pedestrian improvements, and infrastructure planning efforts.

This phase of work is intended to establish a data-driven understanding of current parking conditions through an objective review of parking inventory, utilization patterns, and operational observations identified throughout the study area. The focus of this presentation is on understanding the story the data tells and identifying areas for additional analysis and discussion, rather than presenting final recommendations or outcomes at this time. The information presented will help inform the next phase of the study and future conversations regarding potential strategies and long-term planning considerations.

Funding Source

Corresponding Documentation

- 1. Map_ClaytonDowntown ParkingStudyLimits

Submitted By: Shannon Poole, Project Controls Specialist

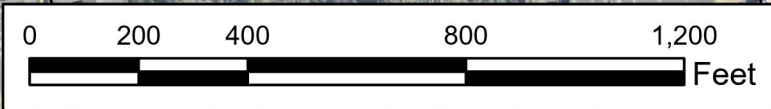
Reviewed By:

Shannon Poole, Engineering - CIP
Jonathan Ham, Engineering - CIP
First Name Last Name, Administration
Heidi Holland, Legislative

Created/Initiated - 5/26/2026
New -

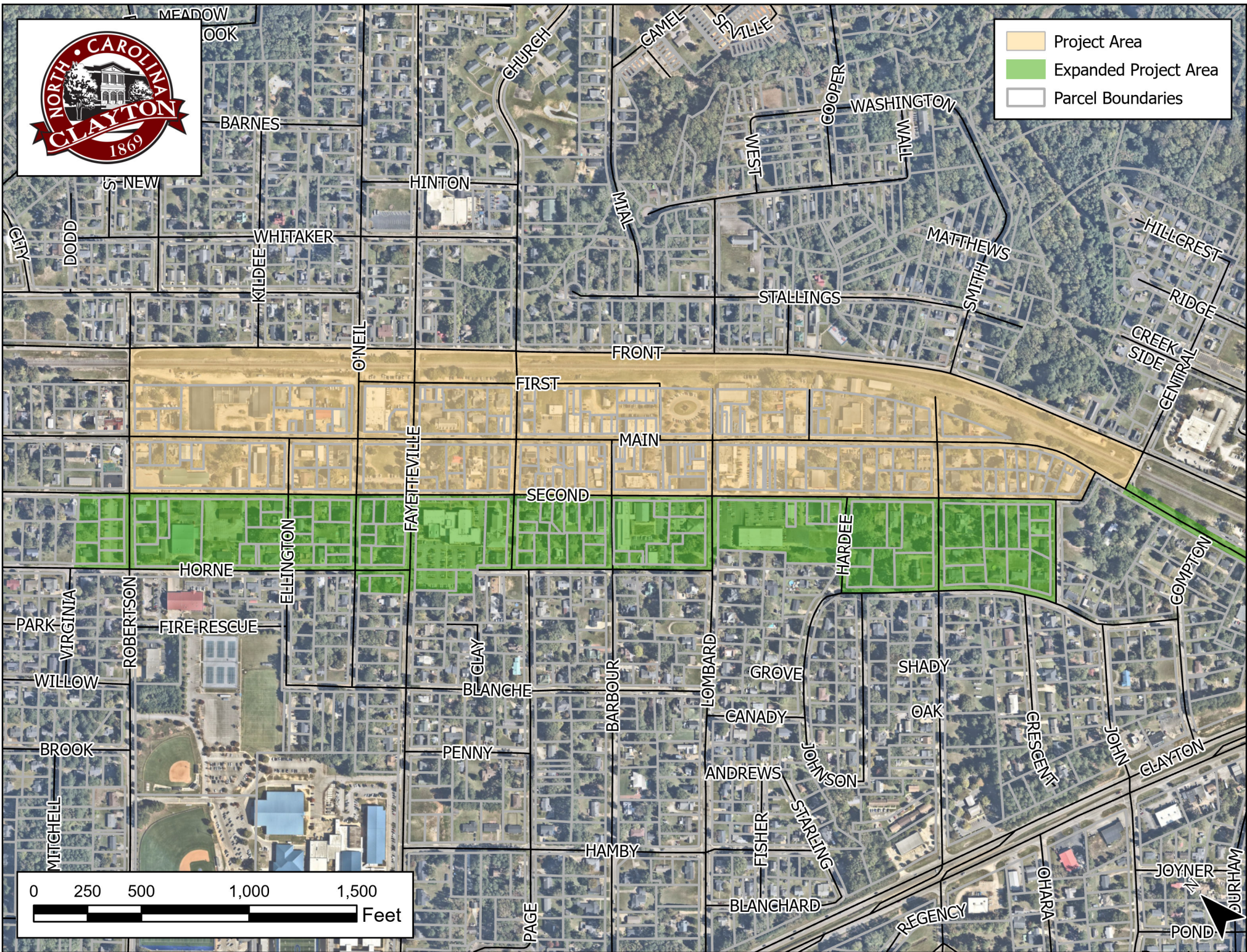


- Project Area
- Expanded Project Area
- Parcel Boundaries






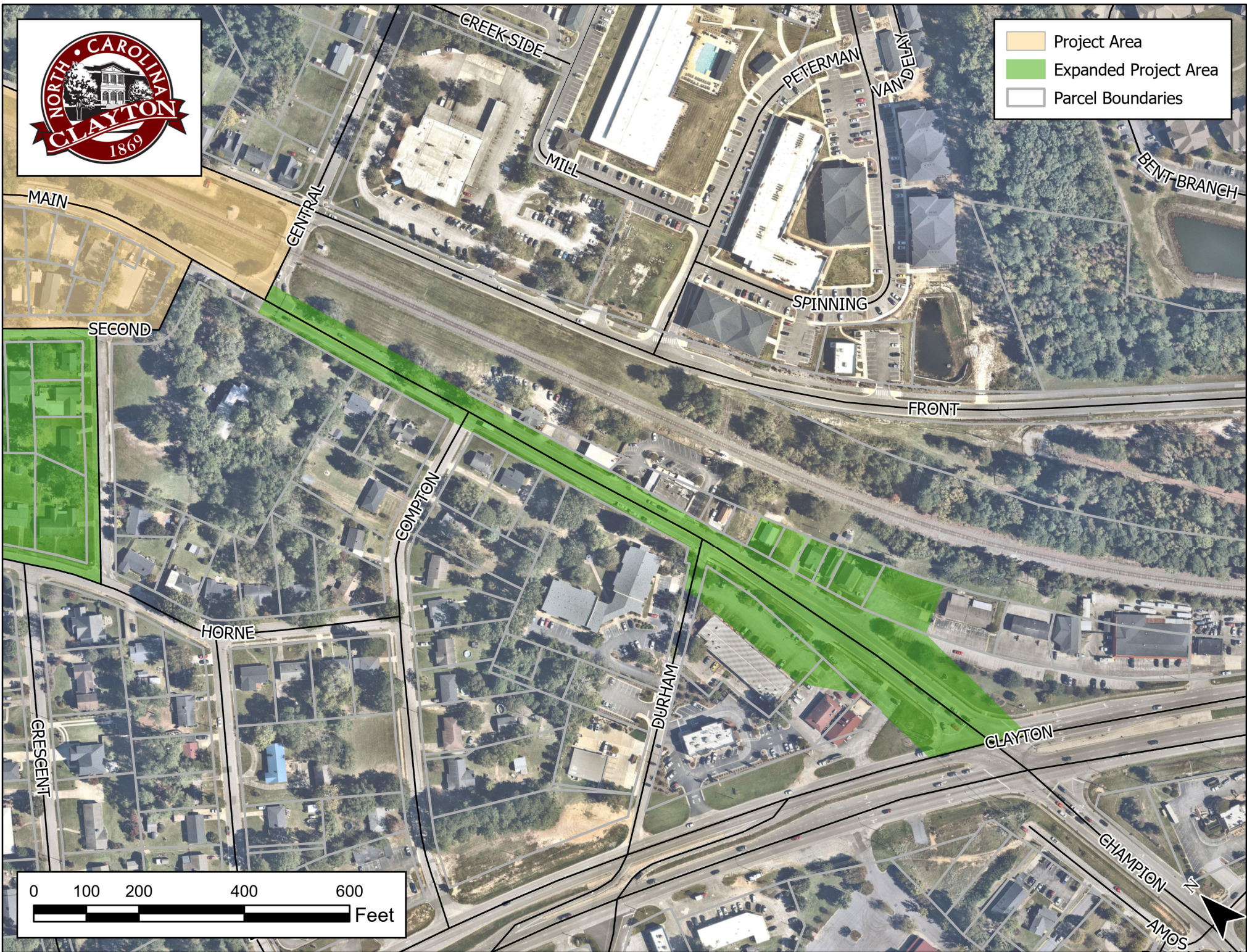


Project Area
Expanded Project Area
Parcel Boundaries





-  Project Area
-  Expanded Project Area
-  Parcel Boundaries





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ITEMS FOR DISCUSSION

Item Title

4:30 - 5:00 p.m.

Unified Development Ordinance Text Amendment (UDOTA) 1-26

Presenter(s)

Conrad Olmedo, Planning Director

Suggested Action**Strategic Priorities Alignment**

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary

UDOTA 1-26 represents the sixth round of UDOTA and consists of 9-line items. These changes include alignment with North Carolina General Statutes updates, editorial and technical clarifications, feedback from the public, and staff observations from implementation. This is the first round of revisions for the year 2026, following UDOTA 2-25, which was approved by Town Council on November 17, 2025

Funding Source

Corresponding Documentation

None

Submitted By: Heidi Holland, Town Clerk

Reviewed By:

Heidi Holland, Legislative

Haley Downey, Planning

Conrad Olmedo, Planning

First Name Last Name, Administration

Heidi Holland, Legislative

Created -