



Town of Clayton
Planning Board Agenda
Monday, October 27, 2025 at 6:00 PM
Council Chambers, Town Hall, 111 E. Second Street

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

THE PLANNING BOARD 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. Call to Order of the Planning Board
Presenter: Jodie Dupree, Chair
- b. Roll call of the Planning Board
Presenter: Conrad Olmedo, Planning Director

2. ADJUSTMENT OF THE AGENDA

- a. No anticipated adjustments to the agenda
Presenter: Conrad Olmedo, Planning Director

3. APPROVAL OF MINUTES

- a. Adoption of Minutes
 - July 28, 2025
 - August 25, 2025*Presenter:* Conrad Olmedo, Planning Director
[July 28, 2025 Minutes](#)
[August 25, 2025 Minutes](#)

POTENTIAL ACTION: Adoption of July 28, 2025 & August 25, 2025 Minutes

4. PUBLIC MEETINGS

- a. 2023-87-CZM West Second Street Duplexes, Type 3 Conditional Rezoning
Presenter: Robert Tate, AICP, Senior Planner
[2023-87-CZM West Second Street Duplexes, Type 3 Conditional Rezoning - Planning - Pdf](#)

POTENTIAL ACTION: Recommendation to Town Council

- b. Unified Development Ordinance Text Amendments (UDOTA 2-25)
Presenter: Conrad Olmedo, Planning Director
[Unified Development Ordinance Text Amendments \(UDOTA 2-25\) - Planning - Pdf](#)

POTENTIAL ACTION: Recommendation to Town Council

5. NEW BUSINESS

- a. Approval of Planning Board meeting schedule for 2026.

Presenter: Conrad Olmedo, Planning Director
[Planning Board Meeting Dates for 2026](#)

6. ADJOURN

- a. Adjournment of the Planning Board
Presenter: Jodie Dupree, Chair



**Town of Clayton
Planning Board Minutes
Monday, July 28, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street**

Board Members Present:

Derrick Applewhite
Daniel Gleason
Mike Surasky
Ronald Williams
Jason Carter
Deborah Hooker
Mark Hall
Tom McKearney

Staff Present:

Emily Cauley-Schulken, Town Attorney
Andria Archer, Council Member Liaison
Conrad Olmedo, Planning Director
Haley Downey, Assistant Planning Director
Robert Tate, Senior Planner
Audrey Duchesne, Senior Planner
David Ranes, Fire Chief

Board Members Absent:

Jodie Dupree
Anita Bland

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Planning Board meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel. <https://www.youtube.com/user/TownofClaytonNC>

1 CALL TO ORDER

- a) Call to Order of the Planning Board
Presenter: Derrick Applewhite, Vice-Chair

Board Vice-Chair Applewhite called the meeting to order at 6:00 p.m.

- b) Roll Call of the Planning Board
Presenter: Conrad Olmedo, Planning Director

Roll call was provided by Mr. Olmedo. With two absences tonight, Board Member McKearney was able to vote.

2 ADJUSTMENT OF THE AGENDA

- a) No anticipated adjustments to the agenda
Presenter: Conrad Olmedo, Planning Director

No adjustments of the agenda.

3 APPROVAL OF MINUTES

- a) Adoption of June 23, 2025 Minutes
Presenter: Conrad Olmedo, Planning Director

Adoption of June 23, 2025 Minutes

RESULT:	CARRIED 8-0
MOVER:	Mike Surasky
SECONDER:	Deborah Hooker
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

4 PUBLIC MEETINGS

- a) 2025-10-CZM Clayton Mixed Use Conditional Rezoning, Type 3
Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo spoke on this item as well as the applicant for the project. Shared were the details of this project.

Board Vice-Chair Applewhite opened the floor for public comments. Those citizens that spoke on this item were:

Lindsey Logan Allen, 292 Stansbury Lane, Clayton
Becky Williams, 100 Elway Drive, Clayton
Adam Frank, 101 Singletary Court, Clayton
Chaffen Allen, 292 Stansbury Lane, Clayton
Ed Palmetier, 124 Elway Drive, Clayton
Shirley Brett, 90 Snowy Orchid Lane, Smithfield
Kenneth Wagner, 112 Elway Drive, Clayton
Jennifer Montalvo, 128 Marino Place, Clayton
Chris Palmer, 209 Swann Trail, Clayton
Granville Bush, 332 Collinsworth Drive, Clayton
Diana May, 408 Swann Trail, Clayton
Alexis Grady, 241 Swann Trail, Clayton
Jessica Marine, 413 Swann Trail, Clayton
Marty Kornegay, 101 Swann Trail, Clayton
Sharon Stickle, not a Clayton resident
Crystal Rodriguez Bush, 332 Collinsworth Drive, Clayton
Juliana Woodson, 105 Woodson Drive, Clayton

The public comment portion was closed and turned over to the board for their discussion.

Board Member Surasky made a motion to approve the project with Motion 2 on the Consistency Statement with the addition of the below conditions; second by Board Member Gleason.

- **Applicant work with existing businesses in Riverwood to ensure no duplication of uses**
- **Install Crosswalks on Pritchard Road at the intersection with Athletic Club Boulevard**
- **Applicant coordinate with NCDOT to improve traffic patterns**
- **Limit occupancy to 55+ residents only**

RESULT:	CARRIED 8-0
MOVER:	Mike Surasky
SECONDER:	Daniel Gleason
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

- b) 2025-34-CZM Clayton Village Center Conditional Rezoning, Major Modification
Presenter: Haley Downey, Assistant Planning Director

Ms. Downey spoke on this project, stating this is a modification to a previously approved conditional rezoning (2022-158-CZM) to resolve a clerical error in the original ordinance to include all PIN #s.

The applicant David DeYoung with RiverWild spoke on this project.

Board Member Hall made a motion to approve the project with Motion 2 on the Consistency Statement; second by Board Member McKearney.

RESULT:	CARRIED 8-0
MOVER:	Mark Hall
SECONDER:	Tom McKearney
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

- c) 2025-23-CZM Heavner Property Conditional Rezoning
Presenter: Haley Downey, Assistant Planning Director

Ms. Downey spoke on this item. Mr. Olmedo stated Board Member Surasky has recused himself from this item. The applicant, Tom Lowell with CASTO was present and spoke on this item.

Board Vice-Chair Applewhite opened up the floor for public comments. Those residents that spoke on this item were:

Daniel Shaw, 728 Lightfoot Drive, Clayton
Bill Brewer, 744 Lightfoot Drive, Clayton
Nick Ferez, 780 Lightfoot Drive, Clayton
Mary Wood, 736 Lightfoot Drive, Clayton
Troy Dehaven, 717 Fernwood Drive, Clayton
Art Mercer, 741 Lightfoot Drive, Clayton
Joanna Larry, 733 Lightfoot Drive, Clayton
David Outlaw, 724 Lightfoot Drive, Clayton
Andy Pleasant, 925 Mulberry Road, Clayton

The public comment portion was closed and turned over to the board for their discussion.

Brandy Vega with WithersRavenel was present and spoke on this item. Board Vice-Chair Applewhite shared his concerns of having another meeting between the development team and the neighbors to discuss any concerns before this item goes before Council. Mr. Olmedo asked the development team if they planned on having any further conversation with the neighbors prior to the August 18, 2025 council meeting? The developer stated he would be willing to meet with them.

Board Member McKearney made a motion to approve the project with Motion 1 on the Consistency Statement; second by Board Member Williams.

RESULT:	CARRIED 7-0
MOVER:	Tom McKearney
SECONDER:	Ronald Williams
YES:	Derrick Applewhite, Daniel Gleason, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSTAINED:	Mike Surasky
ABSENT:	Jodie Dupree and Anita Bland

- d) 2025-56-Street Closure, Shotwell Apartments
Presenter: Audrey Duchesne, Senior Planner

Ms. Duchesne spoke on this item as well as the applicant, Link Wilson with Watts Leaf Architects. Landscape architect Shane Herman and Chris Bostick, both Kimley-Horn were present as well.

Board Vice-Chair Applewhite opened up the floor for public comments; being none, the public comment portion was closed and turned over to the board for

their discussion.

Board Member Gleason made a motion to approve this item; second by Board Member Hall.

RESULT:	CARRIED 8-0
MOVER:	Daniel Gleason
SECONDER:	Mark Hall
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

- e) 2024-140-CZM FluoroFusion Conditional Rezoning
Presenter: Audrey Duchesne, Senior Planner

Ms. Duchesne spoke on this item. The applicant, Steven Sanderson with Sanderson Engineering was present and spoke on this item.

Vice-Chair Applewhite opened up the floor for public comments. Those residents that spoke on this item were:

Michael Carbone, represents Truth Broadcasting
Brad Kivlin, with FluroFusion, 2008 Beave Drive, Clayton
Danny Howell, Howell Engineering
Dave Gusho, with FluroFusion

The public comment portion was closed and turned over to the board for their discussion.

Board Member Hall made a motion to approve the project with Motion 1 on the Consistency Statement; second by Board Member Hooker.

RESULT:	CARRIED 5-1
MOVER:	Mark Hall
SECONDER:	Deborah Hooker
YES:	Daniel Gleason, Mike Surasky, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	Derrick Applewhite
ABSTAINED:	Ronald Williams and Jason Carter
ABSENT:	Jodie Dupree and Anita Bland

- f) 2025-53-RZ Clayton North PSC Rezoning
Presenter: Robert Tate, Senior Planner

Mr. Tate presented this item. He stated this parcel was once part of the Walton Farm at Riverwood Athletic Club but recently purchased by the Town to facilitate

a future development for a public safety center.

Board Vice-Chair Applewhite opened up the floor for public comments. Those who spoke were:

Johnny House, 2975 Covered Bridge Road, Clayton

The public comment portion was closed and turned over to the board for their discussion.

Board Member Carter made a motion to approve the project with Motion 2 on the Consistency Statement; second by Board Member Williams.

RESULT:	CARRIED 8-0
MOVER:	Jason Carter
SECONDER:	Ronald Williams
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

- g) 2025-52-RZ Clayton Southwest PSC Rezoning
Presenter: Robert Tate, Senior Planner

Mr. Tate presented this item. The purpose of this rezoning site is to facilitate a future development for a public safety center by the Town. This future site would house fire and police staff. Fire Chief Raney was present and spoke on the importance of response times.

Board Vice-Chair Applewhite opened up the floor for public comments; being none, the public comment portion was closed and turned over to the board for their discussion.

Board Member Williams made a motion to approve the project with Motion 1 on the Consistency Statement; second by Board Member McKearney.

RESULT:	CARRIED 8-0
MOVER:	Ronald Williams
SECONDER:	Tom McKearney
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

5 NEW BUSINESS

- a) No New Business anticipated at this time.
Presenter: Conrad Olmedo, Planning Director

No new business reported.

6 ADJOURN

- a) Adjournment of the Planning Board
Presenter: Derrick Applewhite, Vice-Chair

With nothing further, the meeting was adjourned at 10:59 p.m.

Motion To Adjourn

RESULT:	CARRIED 8-0
MOVER:	Mark Hall
SECONDER:	Ronald Williams
YES:	Derrick Applewhite, Daniel Gleason, Mike Surasky, Ronald Williams, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Jodie Dupree and Anita Bland

Duly adopted this 27th day of October 2025.

Jodie Dupree
Board Chair

ATTEST:

Heidi L. Holland, MMC, NCCMC
Town Clerk



**Town of Clayton
Planning Board Minutes
Monday, August 25, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street**

Board Members Present:

Jodie Dupree
Derrick Applewhite
Daniel Gleason
Anita Bland
Jason Carter
Deborah Hooker
Mark Hall
Tom McKearney

Staff Present:

Andria Archer, Council Member Liaison
Haley Downey, Assistant Planning Director
Conrad Olmedo, Planning Director
Heidi Holland, Town Clerk
Robert Tate, Senior Planner

Board Members Absent:

Mike Surasky
Ronald Williams

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Planning Board meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel. <https://www.youtube.com/user/TownofClaytonNC>

1 CALL TO ORDER

- a) Call to Order of the Planning Board
Presenter: Jodie Dupree, Chair

Chair Dupree called the meeting to order at 6:00 p.m.

- b) Roll call of the Planning Board
Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo provided roll call. With an absence tonight, Board Member McKearney was able to vote.

2 ADJUSTMENT OF THE AGENDA

- a) No anticipated adjustments to the agenda
Presenter: Conrad Olmedo, Planning Director

No adjustments were made to the agenda.

3 APPROVAL OF MINUTES

- a) No meeting minutes to approve at this time
Presenter: Conrad Olmedo, Planning Director

4 PUBLIC MEETINGS

- a) 2025-15-CZ Gateway Drive Conditional Rezoning, Type 1
Presenter: Robert Tate, AICP, Senior Planner

Mr. Tate stated tonight's request was for a Type 1 Conditional Rezoning to rezone from Office Institutional (OFI) to Conditional Commercial district (CZC). The parcel is approximately 1.77 acres, is currently vacant and undeveloped, and is located on the northern side of Gateway Drive, at the intersection of Tew Court and Medical Park Place.

With this being the first Type 1 Conditional Rezoning to come before the board, Mr. Tate described this process and stated it comes with applicant sponsored conditions and would allow the board to request the applicant to amend their conditions.

After staff review, this project was identified as consistent with the Future Land Use designation of Employment Center. Shared were the Conditions of Approval and the prohibited principal and secondary uses for this zoning district, which both can be found in the agenda packet.

Should this be approved tonight, the conditions would be tied to the land. Staff is recommending approval with Motion 1 in the Consistency Statement.

Board Member Carter stated in the application submitted by the applicant, as far as review criteria is concerned, they responded with reference to an attached document that he stated he could not find in the agenda packet. He asked if that was available to the board, Mr. Tate stated they would try to make that available. Board Member Carter stated he knows they are recommending limiting uses, and he would like to know what the usage possibilities are.

Board Member Applewhite asked when this property comes to be developed, the applicant would have to submit a site plan to the Town and any improvement or road frontage to the property would be approved through the site plan process? Mr. Tate stated yes, a lot of that would be addressed at the site plan process, tonight is just the rezoning for the uses.

Ms. Downey stated the applicants' answers are now available, they were shared on the screen.

The applicant, Rajan Gupta, was present and spoke about the history of the area's zoning. No one from the public spoke.

Board Member McKearney made a motion to approve the project with Motion 1 in the Consistency Statement, second by Board Member Bland.

RESULT:	CARRIED 8-0
MOVER:	Tom McKearney
SECONDER:	Anita Bland
YES:	Jodie Dupree, Derrick Applewhite, Daniel Gleason, Anita Bland, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Mike Surasky and Ronald Williams

5 NEW BUSINESS

- a) No New Business anticipated at this time.
Presenter: Conrad Olmedo, Planning Director

Board Member Carter stated he has heard from citizens who expressed concerns about not receiving certain notifications. He asked if there was a way to confirm that citizens are receiving the mailings staff sends. He noted he is aware of the signs staff posts and the QR codes provided.

Mr. Olmedo explained that for Planning Board meetings, staff notifies property owners within a 300' radius of a project by mailing letters. For Town Council meetings, staff notifies in the same way, with the addition of publishing a legal advertisement. He stated that without sending letters via certified mail, staff cannot guarantee receipt. However, staff does perform an internal check to ensure that the letters are mailed. He stated that staff would soon implement a new process using merged letters that would generate a file of property owners who have been mailed notices. This system would allow staff to search by address within the document to confirm that a letter was sent. He added that he is also exploring the use of internal affidavits.

Board Member Applewhite asked whether letters are mailed to the physical property address within the 300' radius or to the property owner's mailing address, which may be a PO Box. He expressed concern that renters, who are not the property owners, may not be notified. Mr. Olmedo clarified that staff relies on the property ownership information listed in the Johnston County tax records.

Board Member Carter also suggested that in addition to referencing the PIN number in the notification letter, staff should include the physical address of the property. Mr. Olmedo stated a map is also included in the letter to show the property in question.

6 ADJOURN

- a) Adjournment of the Planning Board
Presenter: Jodie Dupree, Chair

With nothing further, the meeting was adjourned at 6:25 p.m.

Motion To Adjourn

RESULT:	CARRIED 8-0
MOVER:	Anita Bland
SECONDER:	Mark Hall
YES:	Jodie Dupree, Derrick Applewhite, Daniel Gleason, Anita Bland, Jason Carter, Deborah Hooker, Mark Hall, and Tom McKearney
NO:	None
ABSENT:	Mike Surasky and Ronald Williams

Duly adopted this 27th day of October 2025.

Jodie Dupree
Board Chair

ATTEST:

Heidi L. Holland, MMC, NCCMC
Town Clerk



Planning Board Agenda Cover Sheet

Meeting Date

October 27, 2025

Agenda Location

PUBLIC MEETINGS

Item Title

2023-87-CZM West Second Street Duplexes, Type 3 Conditional Rezoning

Presenter(s)

Robert Tate, AICP, Senior Planner

Suggested Action

Other - Recommendation of Approval to Town Council

Strategic Priorities Alignment



Vibrant Downtown



Desirable
Amenities and
Spaces



Sustainable
Infrastructure



Mobility,
Transportation,
and Transit



Diversified
Economic
Development



Community
Outreach and
Engagement



Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Other/Special Instructions: Surrounding 300' radius Property Owner Letters Mailed and Property Signs Posted by deadline of October 17, 2025

Summary

Request to rezone approximately 0.45 acres of land from RHD to CZR. This is a Conditional Rezoning request with an associated Site Plan. This application was submitted prior to adoption of the Unified Development Ordinance and therefore is subject to review under the Unified Development Code in place at the time of application submission. The Site Plan proposes the development of three duplex structures, totaling six dwelling units, along with associated site improvements.

Funding Source

N/A

Cost

N/A

Corresponding Documentation

- [00_StaffReport_ConditionalRezoning_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [01_StaffReportMaps_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [02_Application_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [03_SitePlan_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [04_NeighborhoodMeetingMaterials_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [05_AdjacentPropertyNotice_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [06_PublicNoticingCertification_WSecondStreetDuplexes_2023-87CZM_10272025](#)
- [07_SurveyPlat_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [08_ProposedConditionsofApproval_WSecondStreetDuplexes_2023-87-CZM_10272025](#)
- [09_ConsistencyStatementsSheet_WSecondStreetDuplexes_2023-87-CZM_10272025](#)

Meeting Timeline

October 27, 2025: Planning Board
TBD: Town Council Public Hearing

Submitted By: Robert Tate, Planning

Reviewed By:

Haley Downey, Assistant Planning
Director

Approved - Oct 17 2025



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
planning@townofclaytonnc.org

Planning Board Public Meeting: October 27, 2025
Town Council Public Hearing: TBD

STAFF REPORT	
Project Number:	2023-87-CZM
Project Name:	W Second Street Duplexes – Conditional Rezoning
Property Pin #:	165912-75-8251 and 165912-85-0139
Location:	Located within the Town of Clayton limits, on the northernly side of West Second Street at its intersection with Atkinson Street, with unassigned addresses and identified as Johnston County Tax IDs 05026043A and 05026045B.
Applicant:	Molly Herring and Curk Lane, True Line Surveying
Property Owner:	Riverbrooke Custom Homes, LLC
Public Noticing Dates:	Surrounding Property Owner Letters Mailed by deadline of October 17, 2025 Sign Posted by deadline of October 17, 2025 Website updated by deadline of October 17, 2025
Request:	A Conditional Rezoning request, per UDC 155.705, to rezone two parcels, totaling 0.419 acres of land, from Residential High Density (RHD) to Conditional Residential (CZR) zoning district, permitting the Duplex Dwelling principal use. The request includes a Site Plan, in accordance with requirements of 155.705 of the UDC. This application is being reviewed under the Unified Development Code (UDC), which was the Code in place at the time of application submission.
PROJECT OVERVIEW	
The applicant is requesting conditional rezoning of 0.419 acres from Residential High Density (RHD) to Conditional Residential (CZR) zoning district. The Site Plan associated with this Conditional Rezoning application depicts three future lots, containing one Duplex unit on each lot, resulting in a total of six dwelling units. This will require future submission of a Subdivision application to be recorded under Condition #16. Each Duplex lot is designed to include a driveway providing four off-street parking spaces, which will allow for two parking spaces per unit. As currently designed, no internal buffering between the lots is proposed, and it is requested to be exempt from UDC §155.402 Part 2 Perimeter Buffers. Alternatively, Condition #9 would require the installation of a 10-foot Class “C” Alternative Perimeter Buffer,	

supplemented by a 4-ft vinyl privacy fence in front of the building, a 6-ft vinyl privacy fence behind the front of the building, and plant materials. Additionally, the applicant has requested exemption from UDC §155.402. Part 1 Site Interior Landscaping Requirements under Condition #18. Street Trees are still provided in accordance with the standards of the UDC.

Conditions of Approval

As outlined in the Conditions of Approval, the applicant is requesting a maximum gross density of no more than 8.7 dwelling units per acre (Condition #7). The request limits development to duplexes and permitted residential accessory uses in accordance with the UDC (Condition #6). The proposed conditions and associated Site Plan also establish dimensional and lot standards (Condition #8), require screening of all ground-mounted utility and mechanical equipment (Condition #10), and mandate the establishment of a new deed confirming the three separate parcels shown on the Site Plan (Condition #16). Vinyl is proposed as the primary exterior building material (Condition #11). Finally, perimeter buffers are established (Conditions #9 and #17), and the development is exempt from site interior landscaping requirements (Condition #18).

ADJACENT ZONING, LAND USES, AND FUTURE LAND USES			
Direction	Zoning	Existing Land Use(s)	Future Land Use
North	Residential High Density (RHD)	Single Family Detached Dwelling	Downtown Core
South	Residential Low Density (RLD)	Single Family Detached Dwelling	Downtown Support
East	Residential High Density (RHD)	Single Family Detached Dwelling	Downtown Core
West	Residential Low Density (RLD)	Religious Institution	Downtown Support

REVIEW CRITERIA

This project is reviewed under the Unified Development Code (UDC). Per 155.705 of the UDC, prior

to approval of a Conditional Rezoning with Site Plan the Town Council may consider the following Approval Criteria outlined in 155.705(J):

1. Consistency with the adopted plans and policies of the Town;
2. Suitability of the subject property for uses permitted by the current versus proposed conditional district;
3. Whether the proposed change tends to improve the balance of uses, or meets a specific demand in the Town;
4. The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, and water supply facilities, and stormwater drainage facilities for the proposed conditional district;
5. It has been determined that the legal purposes for which zoning exists are not contravened;
6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

and

7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

Additionally, the associated Site Plan is subject to the following Approval Criteria by Town Council, per UDC 155.705(L):

1. Compliance with 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter;
2. Consistency with the Clayton General Design Guidelines;
3. Conformance of the proposal with the stated purpose of the requested Conditional Zoning District;
4. Compatibility of the proposed development with the adjacent community;
5. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out;
6. Compatible relationships between each component of the overall project;
7. Self-sufficiency of each phase of the overall project;
8. The fiscal impact of the proposal and the proposed financing of required improvements;
9. The success of the proposal in providing adequate pedestrian and bicycle links within the

development and with the adjacent community; and

10. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

CONSISTENCY WITH COMPREHENSIVE PLAN AND FUTURE LAND USE MAP

The Town's Future Land Use Map (FLUM) designates the subject site as Downtown Core, envisioning an urban environment characterized by a sensitive blending of carefully preserved older structures, high quality and context-sensitive new construction, and public spaces all working together and integrated with surrounding neighborhoods. The Downtown Core includes a variety of uses including commercial services (restaurants, retail, professional services, and entertainment), office, high-density residential, upper-story apartments, and older homes renovated to accommodate commercial uses. This area provides a connected grid-style street network with alley access, future transit opportunities and pedestrian friendly sidewalks, safe crossings and streets with on-street parking and slow speeds.

The request, as proposed, is consistent with the FLUM and the Goals & Policies of the 2045 Comprehensive Growth Plan:

- Goal LU 1: Preserve Clayton's character while allowing for growth and development in appropriate areas.
- Goal DT 1: Promote quality adaptive re-use, and infill development projects Downtown while preserving historic character.
 - Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.

This action is reasonable and in the public interest, in that:

- The Comprehensive Growth Plan encourages infill development that increases residential activity.

- The request is compatible with surrounding zoning and land uses.

PLANNING BOARD CONSIDERATIONS

The Planning Board will hear this item in a Public Meeting on October 27, 2025 at their regular meeting. In accordance with 155.705(H) of the UDC, the Planning Board shall make a recommendation on the application to the Town Council. The Planning Board's recommendation shall include a written statement to the Town Council describing whether its recommendation is consistent with the adopted plans and policies of the Town. If the Planning Board fails to make a recommendation, the Town Council may process the request without recommendation.

TOWN COUNCIL CONSIDERATIONS

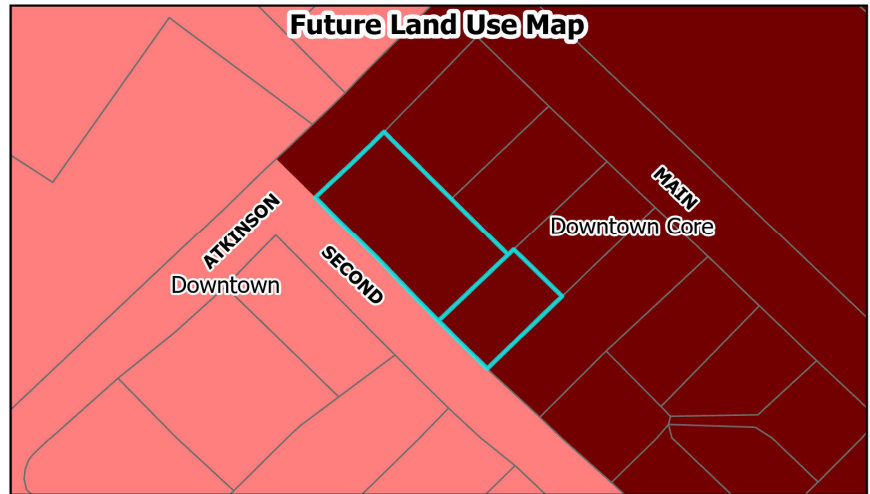
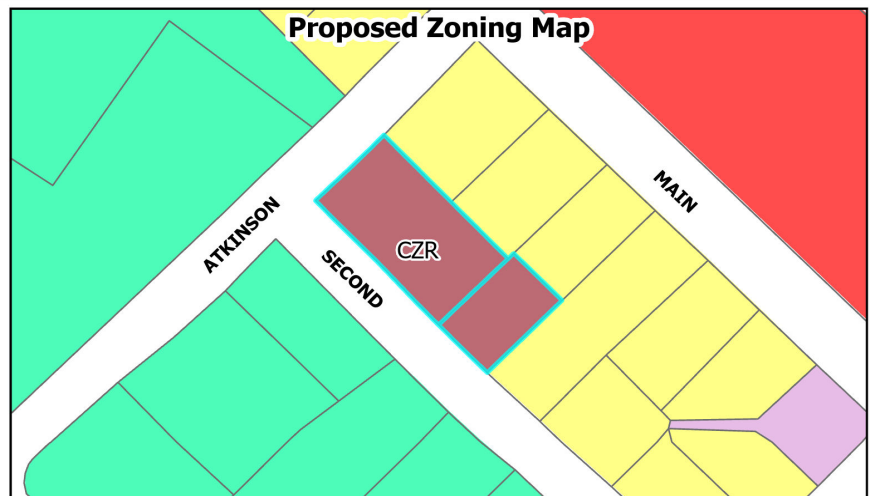
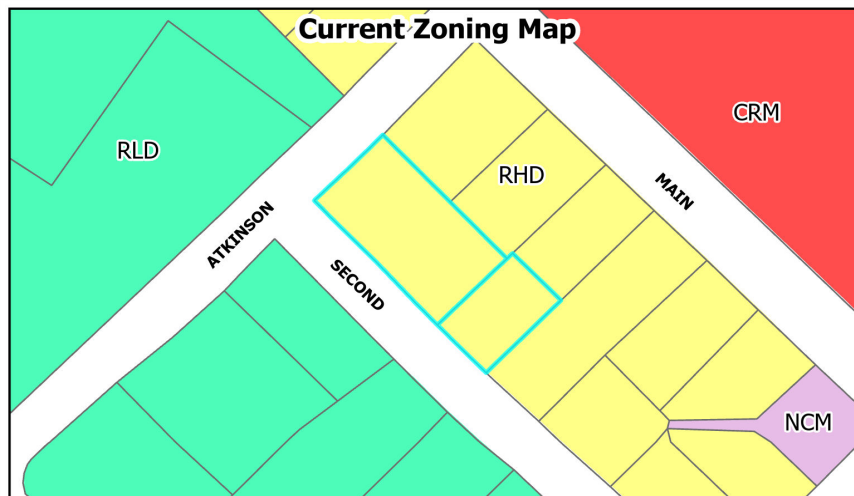
Following the Planning Board Meeting, this application will be tentatively scheduled for a Public Hearing on December 1, 2025. The Town Council shall review the request and shall approve, approve with conditions, or disapprove the conditional district. The Town Council shall adopt a statement of consistency during its Public Hearing.

STAFF RECOMMENDATION

The Technical Review committee has thoroughly reviewed the proposed rezoning and associated concept plan. ***Planning staff is recommending approval, with conditions, of the request.*** Further consideration and discussion regarding the use of vinyl as the primary exterior building material is recommended.

ATTACHMENTS:

1. Staff Report Maps
2. Application
3. Site Plan (Exhibit A)
4. Neighborhood Meeting Materials
5. Adjacent Property Owner Notice
6. Public Noticing Certification
7. Survey/Plat
8. Proposed Conditions of Approval
9. Consistency Statements Sheet



Request: Conditional Rezoning - Type III
Project Name: W Second Street Duplexes
Project Number: 2023-87-CZM
 Applicant: Molly Herring and Curk Lane
 Property Owner: Riverbrooke Custom Homes, LLC
 Tag#: 05026043A and 05026045B

 Site Location



Staff Report Map
September 29, 2025



Disclaimer: Parcel Boundaries are shown for reference only. The Town of Clayton assumes no legal responsibility for this information.



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

Conditional Zoning w/Master Plan Coversheet

Name of Project: _____ Date: **6/6/23**

Applicant Name: _____

The following checklist to be completed by applicant:

- ☐ Pre-Application Meeting on: _____
- ☐ Review Fee
- ☐ Completed Application
- ☐ Owner's Consent Form
- ☐ Adjacent Property Owner's List
- ☐ Neighborhood Meeting Letter (one copy)
- ☐ 2 sets of stamped, addressed, empty envelopes for adjacent property owner notification
- ☐ Signed & sealed boundary survey
- ☐ Copy of signed & sealed boundary survey in PDF on USB

- ☐ Master Plan Set to include the following:
 - Cover Sheet
 - Survey
 - Bubble Plan Outlining:
 - a. Where and which uses or groups of uses will occur
 - b. The proposed intensity/density of those uses
 - c. General location of internal and external network of public right-of-way and public infrastructure
 - d. All required elements for establishment of a zoning district including but not limited to dimensional standards, open space network, natural resource preservation, and landscaping or buffering

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

Conditional Zoning w/Master Plan Application

Conditional Rezoning w/Associated Site Plan Fee: \$1000 + \$5.00 per acre
Advertising Fee: \$200.00

SITE INFORMATION

Name of Project: _____

Acreage of Property: _____ Zoning District: _____

County Tag #: _____ NC Pin #: _____

Address/Location: _____

Existing Zoning District: _____ Proposed Zoning District: _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Contact Person: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

January 2021

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

APPROVAL CRITERIA – REZONING

All applications for a Conditional Rezoning must address the following Approval Criteria:

1. Consistency with the adopted plans of the Town.

2. Suitability of the subject property for uses permitted by the current vs. the proposed conditional district.

3. Whether the proposed change tends to improve the balance of uses, or meets specific demand in the Town.

4. The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply facilities and stormwater drainage facilities is available for the proposed conditional district.

5. It has been determined that the legal purposes for which zoning exists are not violated.

6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.

January 2021

-
7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

APPROVAL CRITERIA- MASTER PLAN

All associated Master Plans must address the following Approval Criteria:

1. Compliance with code section 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter.

2. Consistency with the Clayton General Design guidelines.

3. Conformance of the proposal with the stated purpose of the requested conditional zoning district.

4. Compatibility of the proposed development with the adjacent community.

5. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.

6. Compatible relationships between each component of the overall project.

7. Self-sufficiency of each phase of the overall project.

8. Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed, will not overtax the existing public infrastructure systems.

9. The fiscal impact of the proposal and the proposed financing of required improvements.

10. The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community.

11. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Clayton to amend the Zoning Ordinance and change the Official Zoning Map of the Town of Clayton as requested.. 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.

Print Name

Molly Herring

Signature of Applicant

Date

NEIGHBORHOOD MEETING INFORMATION

Purpose:

The purpose of the Neighborhood Meeting is to inform the surrounding property owners of the nature of the proposed land use and/or development features, answer questions, respond to concerns, and solicit comments.

Meeting Date:

The neighborhood meeting must be held at least 10 days prior to the 1st scheduled public meeting date.

Meeting Time & Location:

The meeting must be held no earlier than 6:00 pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request. The meeting space must be able to comfortably accommodate everyone that receives an invitation.

Meeting Notice Mailing requirements:

- a. The applicant must contact all adjacent property owners via first class mailing (see sample letter).
- b. The mailing must include all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the subject property. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property.
- c. The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the Neighborhood Meeting.

Information required to be provided at the Neighborhood Meeting:

At a minimum, the following materials must be present and discussed at a Neighborhood Meeting:

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

Information provided to Planning Department:

Alert the Planning Department once the date, location, and time of the Neighborhood Meeting are determined.

Deliver the following items to the Planning Department at least ten (10) calendar days prior to the 1st scheduled public meeting in electronic or hard copy format:

- ☐ Adjacent Property Owner's List (aka "mailing list") Should be submitted with original application packet
- ☐ Copy of the letter mailed Should be submitted with original application packet
- ☐ Attendance Roster (aka "sign-in sheet") Submit no later than 10 days prior to 1st public meeting date
- ☐ Neighborhood Meeting Summary Form with minutes (see below) Submit 10 days prior to 1st public hearing

ADJACENT PROPERTY OWNERS LIST

Project Name: _____

The following are all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the property (including across street rights of way) subject to this request. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property. Please use a separate sheet if necessary

It is the responsibility of the applicant to correctly identify the current owner, based upon records in the Johnston County GIS Office, for all property owners of land within the required public notice radius.

[illegible]

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 (Planning Board
and/or Town Council): _____

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

January 2021

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: _____

Application: _____

Location/Date: _____

NAME	ADDRESS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

January 2021

NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Application:

Date of Mailing:

Date of Meeting: _____

Time of Meeting:

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: _____

Signature: _____

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.*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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



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: West Second St. Duplexes Address or PIN #: 165912-75-8251
165912-85-0139

AGENT/APPLICANT INFORMATION:

True Line Surveying
(Name - type, print clearly)

205 W. Main St.
(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*):

Special Use

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:

Josh Bunn - RiverBrooke custom homes 853 Jack Rd
(Name - type, print clearly) (Address)

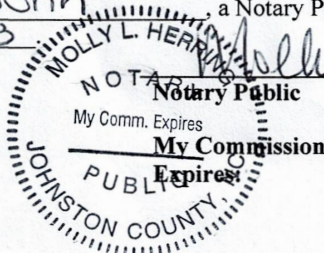
[Signature]
(Owner's Signature)

Clayton NC 27520
(City, State, Zip)

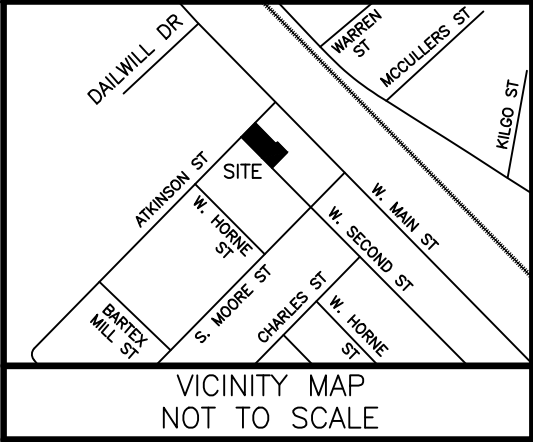
STATE OF NC
COUNTY OF Johnston

Sworn and subscribed before me Josh Bunn, a Notary Public for the above State and County, this the 21 day of February, 2023

SEAL



July 2018



INDEX

SHEET 1	—	COVER SHEET
SHEET 2	—	SITE PLAN
SHEET 3	—	LANDSCAPE PLAN
SHEET 4	—	LANDSCAPE NOTE & DETAILS
SHEET 5	—	UTILITIES
SHEET 6	—	UTILITY NOTES & DETAILS
SHEET 7	—	ELEVATION 992
SHEET 8	—	ELEVATION 1140
SHEET 9	—	RECORDED SUBDIVISION PLAT
SHEET 10	—	CONDITIONS OF APPROVAL

SHEET 1 – COVER SHEET

2023-87-CZM

SITE PLAN
OF
**WEST SECOND STREET
DUPLEXES**
TOWN OF CLAYTON
FOR
RIVERBROOKE CUSTOM HOMES

SCALE: 1" = 30'

TRUE LINE SURVEYING, P.C.

205 W. MAIN STREET
CLAYTON, N.C. 27520
TELEPHONE: (919) 359-0427
FAX: (919) 359-0428
www.truelinesurveying.com

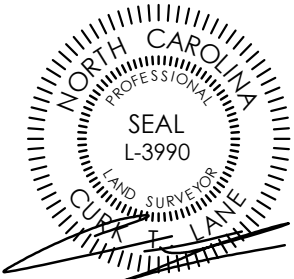
C-1589

JOB NO: 2030.064	DRAWN: DANNY	DATE: 9/10/25	CHECKED: CURK
------------------	--------------	---------------	---------------

ZONING: R-6
PROPOSED BUILDING SETBACKS
FRONT.....25'
SIDE (STREET).....10'
SIDE (INTERIOR).....05'
REAR.....10'

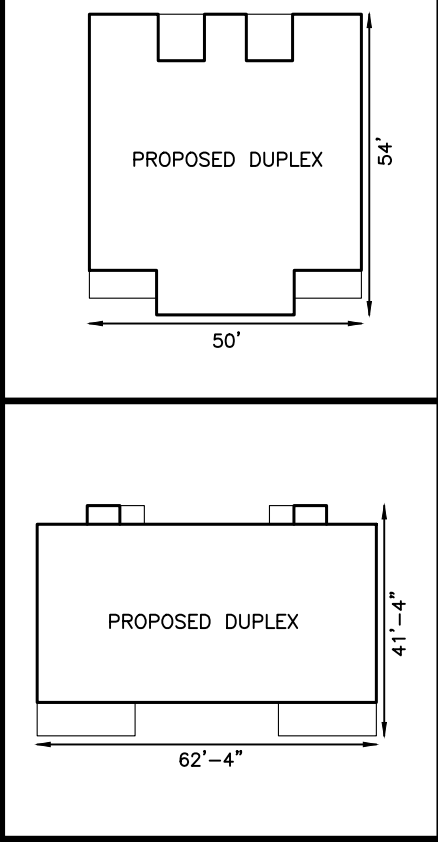
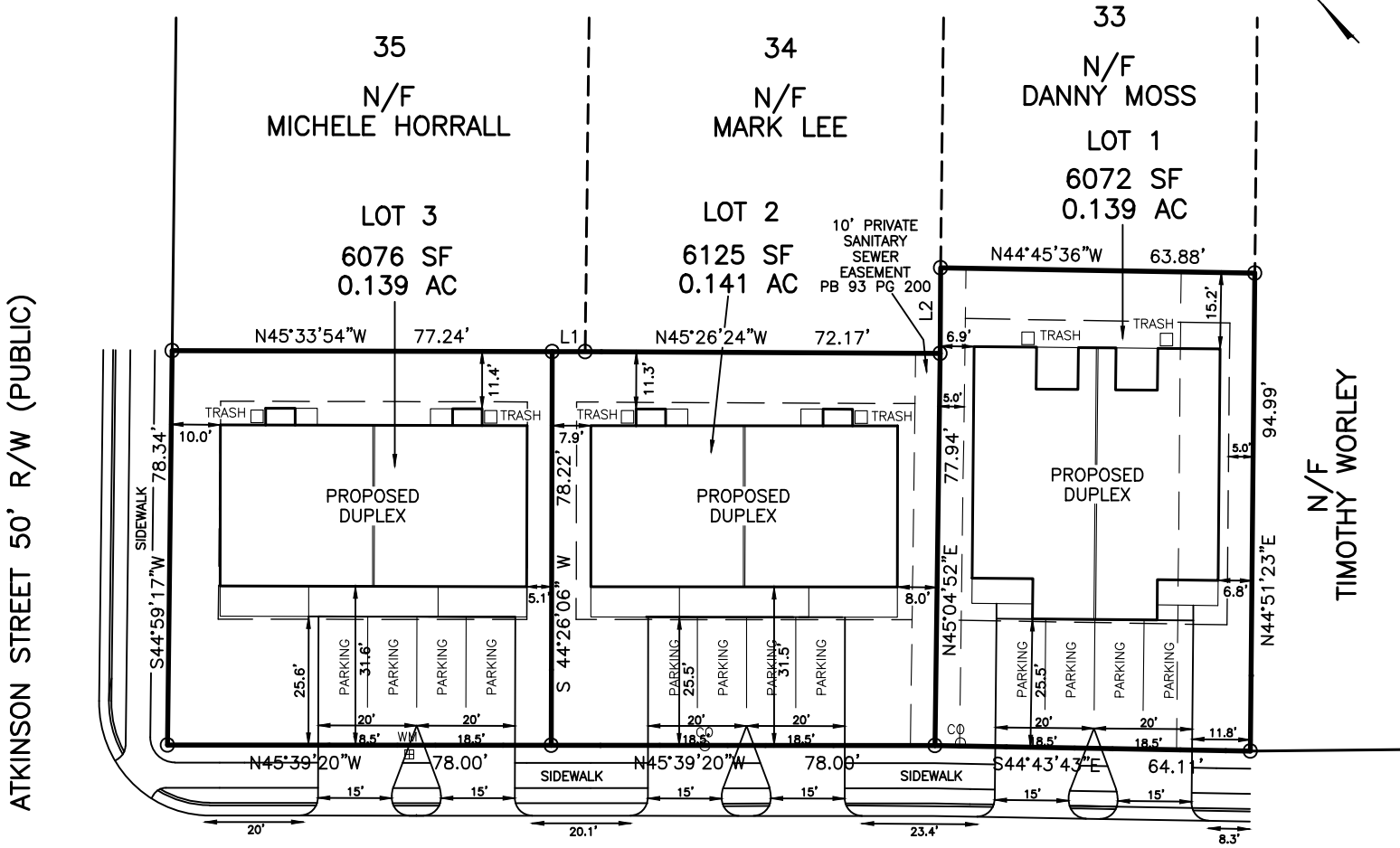
MAXIMUM HEIGHT 15' PER UDC §155.201(C)(1)
MAXIMUM GROSS DENSITY = 8.7 UNITS PER ACRE

Existing Property Data
NC Pins: 165912-75-8251
County Tags: 05026043A
Property Size: 0.310 acres
Proposed Use: Duplex*
Previous Zoning (per UDC):
Single-Family Residential-6
(R6)
Existing Zoning (per UDO):
Residential High Density
(RHD)
Proposed Zoning: Conditional
Residential (CZR)
*Existing Plat, Book 93 Page
200, has subdivided this
property into two separate lots
of which each with a duplex,
per Condition No. 16
NC Pin: 165912-85-0139
County Tag: 05026045B
Property Size: 0.140 acres
Proposed Use: Duplex
Previous Zoning (per UDC):
Single-Family Residential-6
(R6)
Existing Zoning (per UDO):
Residential High Density
(RHD)
Proposed Zoning: Conditional
Residential (CZR)



LINE	BEARING	DISTANCE
L1	N45°33'54"W	6.71'
L2	S44°35'34"W	17.01'

* EXTERIOR BUILDING MATERIALS WILL BE ARCHITECTURAL
SHINGLES, BOARD & BATTEN, VINYL SIDING & VINYL SHUTTERS.



NOTE: LOTS 1 & 2 ARE RECORDED PER PLAT BOOK 93 PAGE 200
AND SHALL BE CONVEYED PER CONDITION NO. 16.

LOT 1	
OVERALL HOUSE DIMENSIONS: 50' x 54'	
IMPERVIOUS SURFACE TABLE	
HOUSE	2626 SF
DRIVEWAY & WALKS	1478 SF
TOTAL IMPERVIOUS	4104 SF
TOTAL LOT AREA	6072 SF
IMPERVIOUS COVERAGE	67.6%
MAX. IMPERVIOUS COVERAGE	70%
LOT COVERAGE TABLE	
HOUSE	2626 SF
LOT AREA	6072 SF
LOT SIZE	0.139 AC
PERCENT OF LOT COV.	43.3%
MAXIMUM LOT COVERAGE:	50%

LOT 2	
OVERALL HOUSE DIMENSIONS: 62'-4" X 41'-4"	
IMPERVIOUS SURFACE TABLE	
HOUSE	2281 SF
DRIVEWAY & WALKS	1477 SF
TOTAL IMPERVIOUS	3758 SF
TOTAL LOT AREA	6125 SF
IMPERVIOUS COVERAGE	61.4%
MAX. IMPERVIOUS COVERAGE	70%
LOT COVERAGE TABLE	
HOUSE	2251 SF
LOT AREA	6125 SF
LOT SIZE	0.141 AC
PERCENT OF LOT COV.	36.8%
MAXIMUM LOT COVERAGE:	50%

LOT 3	
OVERALL HOUSE DIMENSIONS: 62'-4" X 41'-4"	
IMPERVIOUS SURFACE TABLE	
HOUSE	2281 SF
DRIVEWAY & WALKS	1481 SF
TOTAL IMPERVIOUS	3762 SF
TOTAL LOT AREA	6076 SF
IMPERVIOUS COVERAGE	61.9%
MAX. IMPERVIOUS COVERAGE	70%
LOT COVERAGE TABLE	
HOUSE	2251 SF
LOT AREA	6076 SF
LOT SIZE	0.139 SF
PERCENT OF LOT COV.	37.0%
MAXIMUM LOT COVERAGE:	50%

SHEET 2 - SITE PLAN

SITE PLAN
OF
**WEST SECOND STREET
DUPLEXES**
FOR
RIVERBROOKE CUSTOM HOMES

SCALE: 1" = 30'

TRUE LINE SURVEYING, P.C.

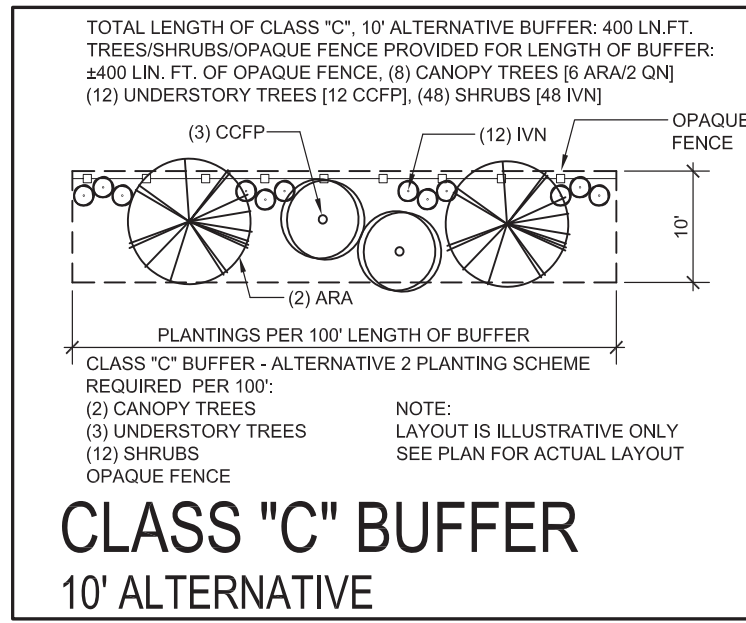
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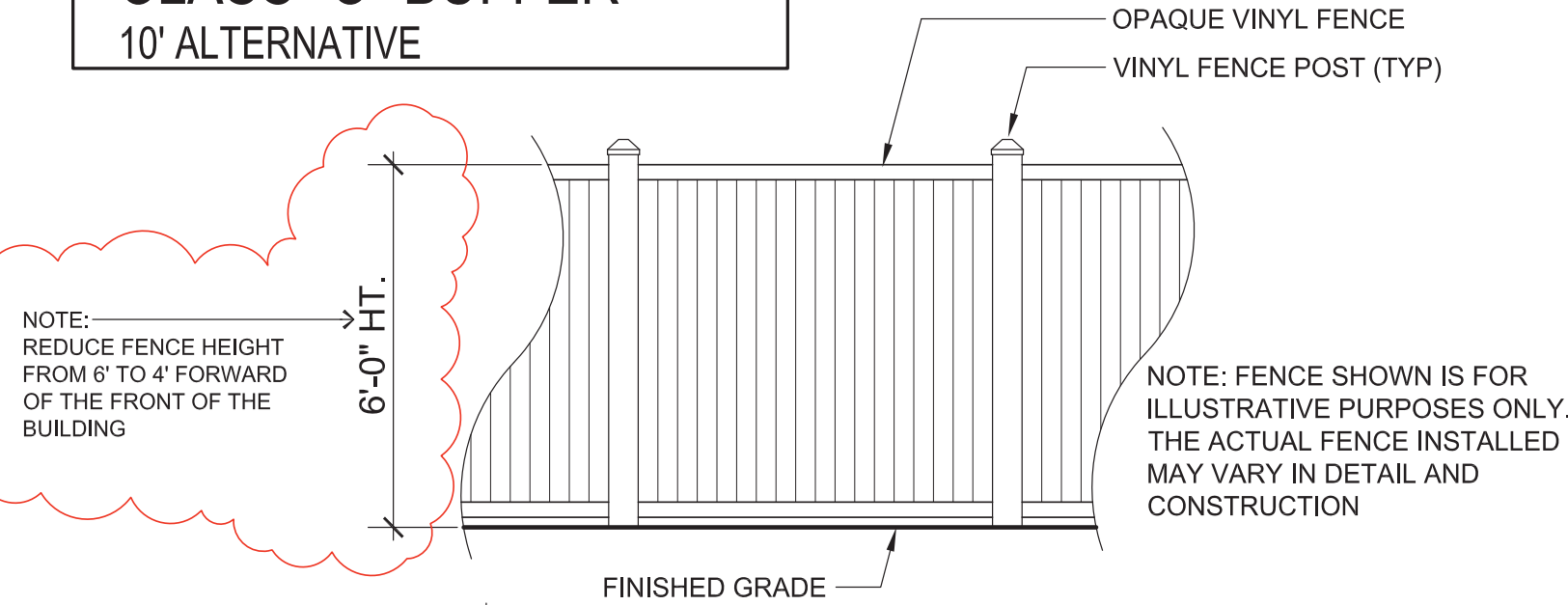
JOB NO: 2030.064	DRAWN: DANNY	DATE: 9/10/25	CHECKED: CURK
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9/29/2025 12:35 PM C:\Users\Engineer\Documents\Talmage Mark Hall ASIA\TMH-P4 2025\TRUELINE\DUPLX SITE\DWG\W2RIVERBROOKE-LP01.dwg

ATKINSON STREET 50' R/W (PUBLIC)



OPAQUE FENCE DETAIL



Plant List

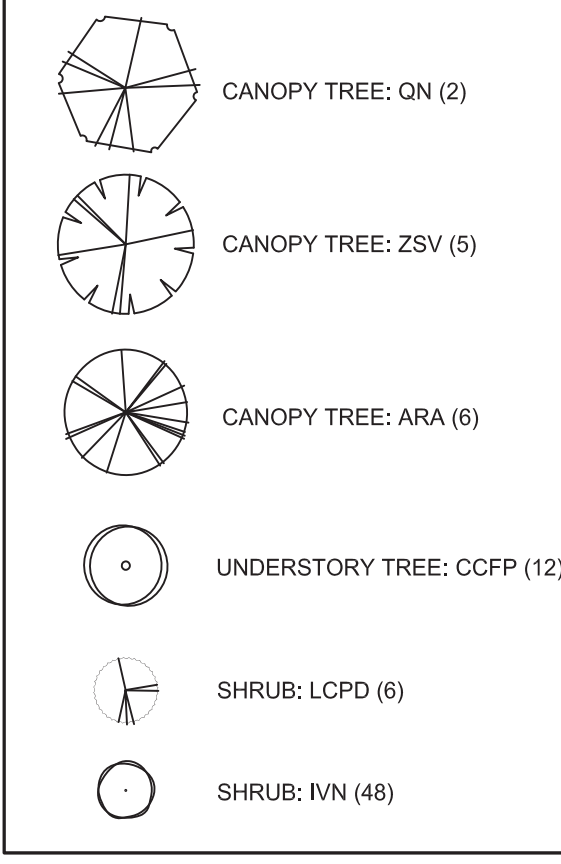
PLANT LIST - WEST SECOND STREET DUPLEXES						
QUAN	KEY	BOTANICAL NAME	COMMON NAME	SIZE	HEIGHT	COMMENTS
NEW CANOPY TREES: 13 TOTAL						
6	ARA	Acer Rubrum 'Armstrong'	Armstrong Maple	2.5" Cal.	8' Min.	Buffer Tree
2	QN	Quercus Nuttallii	Nuttall Oak	2.5" Cal.	8' Min.	Street/Buffer Tree
5	ZSG	Zelkova serrata 'Green Vase'	Green Vase Zelkova	2.5" Cal.	8' Min.	Street Tree
NEW UNDERSTORY TREES: 8 TOTAL						
12	CCFP	Cercis Canadensis 'Forest Pansy'	Forest Pansy Redbud	2.0" Cal.	6' Min.	Buffer Tree
NEW SHRUBS: 48 TOTAL						
48	IVN	Ilex vomitoria 'Nana'	Dwarf Yaupon Holly	-	24" Min.	Buffer Shrub
6	LCPD	Loropetalum chinense 'Plum Delight'	Plum Delight Loropetalum	-	36" Min.	Additional Buffer

Note: All landscape material to meet Town of Clayton standards and specifications for code compliant sizes
Note: All landscape material to be installed as per Town of Clayton Standards and Specification
Note: The landscape contractor is responsible for verifying quantities
Note: Substitutions must be made in writing to the landscape architect. Once approved an administrative amendment to the landscape plan must be submitted to the Town of Clayton for review and approval

STREET TREE CALCULATIONS - WEST SECOND STREET DUPLEXES				
STREET NAME	STREET LENGTH (LIN FT)	TREE SPACING (LIN FT)	TREES REQUIRED	TREES PROPOSED
ATKINSON STREET- EAST SIDE	78	40	2	2
W. SECOND STREET- NORTH SIDE	220	40	6	5*

*NOTE: ONLY (5) TREES ARE PROPOSED FOR W. SECOND STREET DUE TO CONFLICTS WITH THE SANITARY SEWER EASEMENT

Plant Symbol Key



Landscape Notes

- GENERAL LANDSCAPE NOTES**
1. ALL PLANT MATERIALS AND PLANTING BEDS SHALL BE LOCATED BY SCALED DIMENSIONS FROM BUILDINGS, CURBS, PAVEMENTS, ETC. LOCATION OF ALL PLANTS SHALL BE REVIEWED IN THE FIELD BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. THE CONTRACTOR SHALL PROVIDE 48 HOURS NOTICE FOR REVIEW.
 2. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO ANY EXCAVATION OR PLANTING AND SHALL BE RESPONSIBLE FOR THEIR REPAIR OR PAY FOR ALL DAMAGES MADE TO UNDERGROUND UTILITIES.
 3. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES.
 4. THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED IN WRITING OF ANY PROPOSED PLANT SUBSTITUTIONS BY THE LANDSCAPE CONTRACTOR. NO SUBSTITUTIONS SHALL BE MADE UNDER ANY CIRCUMSTANCES WITHOUT PRIOR APPROVAL BY THE LANDSCAPE ARCHITECT.
 5. ALL DISTURBED AREAS NOT IDENTIFIED TO EITHER BE SEEDED OR SOODED SHALL BE MULCHED IN ACCORDANCE WITH THE SPECIFICATIONS.
 6. A PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL PLANTING BEDS IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 7. ALL PLANTING BEDS, SAUCERS, AND AREAS DESIGNATED TO BE MULCHED SHALL BE MULCHED WITH A MINIMUM OF 34 INCHES OF TRIPLE SHREDDED HARDWOOD MULCH.
 8. PLANTING BEDS AND SAUCERS SHALL BE EDGED TO PROVIDE A 2" TO 3" DEEP "V" CUT ALONG ITS BORDER WITH SOODED OR SEEDS AREAS.
 9. ALL SAUCERS SHALL BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING PLANTING.
 10. GUYS SHALL BE REMOVED AFTER ONE FULL GROWING SEASON.
 11. THE LANDSCAPE CONTRACTOR SHALL INSTALL ALL LANDSCAPING IN ACCORDANCE WITH THE DETAILS AND SPECIFICATIONS SHOWN AND ENUMERATED ON THIS SHEET UNLESS ALTERNATIVE METHODS OR PRACTICES ARE REVIEWED AND ACCEPTED BY THE LANDSCAPE ARCHITECT.
 12. AT INSTALLATION AND CONTINUOUSLY DURING THE MAINTENANCE CONTRACT, ALL PROPOSED SHRUBS THAT ARE SQUARE IN SHAPE AND ARRANGED IN ROWS SHOULD BE PRUNED INTO BOXED AND CLIPPED HEDGEROWS.
 13. ALL LANDSCAPED AREAS SHALL BE MAINTAINED IN AN ATTRACTIVE AND HEALTHY CONDITION BY THE DEVELOPER'S H.O.A. DEAD OR DISEASED PLANTINGS SHALL BE REMOVED AND REPLACED IN A TIMELY FASHION.
 14. ALL LANDSCAPED AREAS SHALL BE PROVIDED WITH AN AUTOMATICALLY OPERATED IRRIGATION SYSTEM THAT WILL ADEQUATELY COVER ALL LIVING PLANT MATERIAL. SUCH SYSTEM SHALL INCLUDE A RAIN SENSOR.
 15. AS PER UDC SECTION 155.402(G)(4)(H), ALL ROOF, GROUND AND WALL MOUNTED MECHANICAL EQUIPMENT INCLUDING, BUT NOT LIMITED TO, AIR HANDLING EQUIPMENT, VENTS, COMPRESSORS, DUCT WORK, TRANSFORMERS AND ELEVATOR EQUIPMENT WILL BE SCREENED FROM VIEW.

NOTE:
PLANT MATERIAL TO BE FIELD ADJUSTED AS NEEDED TO AVOID CONFLICTS WITH EXISTING OR PROPOSED UTILITIES, DRAINAGE STRUCTURES AND DEVICES AS WELL AS WATERWAYS

STREET YARD TREES

1. STREET YARD TREES WILL BE REQUIRED ALONG ALL RIGHTS OF WAY AT THE RATE OF (1) CANOPY TREE PER LOT OR (1) CANOPY TREE FOR EVERY 40 LINEAR FEET (SPACE AT A MAXIMUM OF 50 FEET APART)
2. ALL STREET YARD TREES WILL BE A MINIMUM OF 2 1/2 CALIPER INCHES AT TIME OF PLANTING AND WILL BE PLANTED NO LESS THAN 5 FEET OR MORE THAN 15 FEET FROM THE BACK OF THE SIDEWALK
3. SPECIES SELECTION WILL COMPLY WITH TOWN OF CLAYTON APPROVED LIST

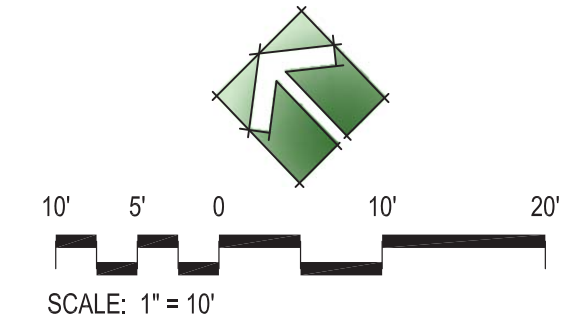
CALL BEFORE YOU DIG!
NORTH CAROLINA LAW REQUIRES NOTIFICATION OF THE UNDERGROUND FACILITY OWNER NOT LESS THAN TWO (2) BUT NO MORE THAN TEN (10) WORKING DAYS PRIOR TO EXCAVATION OR DEMOLITION

811 www.nc811.org
1-800-632-4949

North Carolina One-Call Center, Inc.

TRC COMMENTS 09.25.2025

LANDSCAPE PLAN



TALMAGE "MARK" HALL, PLA
PROFESSIONAL LANDSCAPE ARCHITECT
talmagemark@gmail.com

100 DOVE CT
CLAYTON, NC 27520
919.810.8408

LANDSCAPE PLAN
WEST SECOND STREET DUPLEXES
CLAYTON, NORTH CAROLINA
RIVERBROOKE CUSTOM HOMES, LLC



FOR REVIEW AND COMMENT ONLY

PROJECT:	DATE
ISSUE: LANDSCAPE PLAN	03.03.2023
REVISIONS:	
TRC COMMENTS	02.14.2024
TRC COMMENTS	09.09.2024
TRC COMMENTS	09.30.2024
TRC COMMENTS	02.10.2025
TRC COMMENTS	04.02.2025
TRC COMMENTS	09.10.2025
DRAWN BY: TMH	
CHECKED BY: TMH	
CONTENT: LANDSCAPE PLAN	

LP01

TOWN OF CLAYTON PROJECT NO: 20XX-XXX-XXX
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LANDSCAPE WORK SPECIFICATIONS

JOB CONDITIONS: ATTENTION SHALL BE DIRECTED TO THE LOCATION OF ACTIVE UTILITIES WITHIN THE LIMITS OF WORK. BEFORE COMMENCING ANY WORK REQUIRED BY THE CONTRACT, THE CONTRACTOR SHALL LOCATE ALL UTILITIES, SUBSURFACE DRAINAGE, AND UNDERGROUND CONSTRUCTION SO THAT PROPER PRECAUTIONS MAY BE TAKEN NOT TO DISTURB OR DAMAGE ANY SUBSURFACE IMPROVEMENTS. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR MAKING, AT HIS OWN EXPENSE, ALL REPAIRS TO DAMAGED UTILITIES RESULTING FROM THE WORK COVERED BY THE CONTRACT.

MATERIALS AND WORK: THE SELECTION OF ALL MATERIALS AND THE EXECUTION OF ALL WORK REQUIRED UNDER THE CONTRACT SHALL BE SUBJECT TO APPROVAL BY THE OWNER OR HIS AGENT. THE OWNER SHALL HAVE THE RIGHT TO REJECT ANY AND ALL MATERIALS AND ANY AND ALL WORK WHICH, IN HIS OPINION, DOES NOT MEET THE REQUIREMENTS OF THE CONTRACT DOCUMENTS AT ANY STAGE OF THE OPERATIONS. ALL REJECTED MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR.

PLANT MATERIALS: ALL MATERIALS SHALL BE NURSERY GROWN, FRESHLY DUG IF FIELD GROWN, NATURALLY SHAPED, AND WELL-BRANCHED; FULL FOLIAGED WHEN IN LEAF WITH HEALTHY, WELL-DEVELOPED ROOT SYSTEMS. TREES MUST BE SELF-SUPPORTING, WITH STRAIGHT TRUNKS AND LEADERS NOTICED. ALL PLANTS FURNISHED SHALL BE FREE OF ANY INSECT INFESTATIONS OR THEIR EGGS, AND SHALL HAVE BEEN GROWN UNDER CLIMATIC CONDITIONS SIMILAR TO THOSE OF THE PROJECT LOCAL. ALL PLANTS SHALL BE TRUE TO SPECIES AND VARIETY.

PLANT SIZE: SPECIFIED SIZES INDICATE MINIMUM ALLOWABLE SIZES AT PLANTING. WHERE CONTAINER AND SIZE ARE INDICATED FOR A SINGLE SPECIES, BOTH REQUIREMENTS MUST BE MET.

PLANT HANDLING AND STORAGE: PLANTS AND THEIR ROOT SYSTEMS SHALL BE ADEQUATELY PROTECTED FROM DRYING OUT AT ALL TIMES. PLANT MATERIALS SHALL BE WATERED PRIOR TO TRANSPORT AND KEPT MOIST PRIOR TO PLANTING. PLANTS THAT CANNOT BE PLANTED IMMEDIATELY UPON DELIVERY SHALL BE KEPT IN THE SHADE AND WELL-WATERED. PLANTS SHALL NOT REMAIN UNPLANTED FOR LONGER THAN THREE DAYS AFTER DELIVERY.

BALLED & BURLAPPED PLANTS SHALL BE LIFTED FROM THE BOTTOM ONLY, NOT BY STEMS OR TRUNKS.

CARE SHALL BE TAKEN WHEN REMOVING THE CONTAINER FROM CONTAINER-GROWN PLANTS SO AS NOT TO INJURE THE PLANTS' ROOTS.

SUBSTITUTIONS: IF PROOF IS SUBMITTED THAT ANY PLANT SPECIFIED IS NOT AVAILABLE, A WRITTEN PROPOSAL FOR USE OF A SIMILARLY-SIZED AND TYPE OF PLANT AND CORRESPONDING COST ADJUSTMENT WILL BE CONSIDERED. ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

BACKFILL MATERIAL: NATIVE SOIL SHALL NOT BE USED FOR BACKFILL, BUT IS ACCEPTABLE FOR CONSTRUCTION OF REQUIRED SAUCERS AROUND PLANTS. THE REMAINDER OF UNUSED NATIVE SOIL SHALL BE HAULED AWAY FROM THE SITE. BACKFILL MATERIAL SHALL BE A BLENDED SOIL MATERIAL AND SHALL BE CONSIST OF 60% COMPOST, 35% SAND, AND 25% CLAY. THE COMPOST SHALL A TURKEY COMPOST BEARING THE U.S. COUNCIL SEAL OF ASSURANCE. THE SAND SHALL BE OBTAINED FROM A SAND QUARRY AND FREE OF ALL VIABLE WEED SEED. OTHER CONDITIONS OF THE BACKFILL SHALL BE AS FOLLOWS:

MAXIMUM SOLUBLE SALTS: 350 PPM
RELATIVE DENSITY: 25%-60%, LOOSE
RELATIVE PERMEABILITY: 2.5-10 IN./HR.
PLASTIC INDEX: 4-10
PH RANGE: 6.0-6.8

BACKFILL MATERIAL SHALL BE TESTED AND TEST RESULTS SHALL BE FURNISHED TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO USE.

PLANT FERTILIZER: SHALL BE A COMPLETE FERTILIZER, OF WHICH 50% OF THE NITROGEN IS DERIVED FROM NATURAL ORGANIC SOURCES OR URSEAFORM. IT SHALL CONTAIN BY PERCENTAGE THE FOLLOWING: 10% NITROGEN, 10% PHOSPHORIC ACID, AND 10% POTASH. IT SHALL BE DELIVERED IN UNOPENED, LABELED CONTAINERS AND STORED IN A WEATHERPROOF PLACE.

WATER: SHALL BE FURNISHED BY THE OWNER.

PLANT MATERIAL INSTALLATION: MATERIALS SHALL ONLY BE PLANTED DURING PERIODS OF SUITABLE WEATHER CONDITIONS.

THE OWNER SHALL BE NOTIFIED OF SUBSURFACE CONDITIONS THAT WOULD PROVE DETRIMENTAL TO PLANT SURVIVAL OR GROWTH. ALTERNATE LOCATIONS FOR PLANT MATERIAL SHALL BE DETERMINED BY THE CONTRACTOR AND LANDSCAPE ARCHITECT.

ALL TREES AND SHRUBS SHALL BE PLANTED IN INDIVIDUAL HOLES. THE SIDES AND BOTTOM OF HOLES SHALL BE SCARIFIED PRIOR TO PLANTING. BACKFILL WITH THE SOIL MIXTURE SPECIFIED ON THE DRAWINGS. BACKFILLING SHALL BE ACCOMPLISHED IN LIFTS TO ENSURE ELIMINATION OF ALL AIR POCKETS. ALL PLANTS SHALL BE POSITIONED TO PLACE MOST ATTRACTIVE SIDE TO VIEW AND IN A PLUMB POSITION.

INSTALL 6 FT. DIAMETER SAUCERS MADE OF SOIL AROUND LARGE TREES AND 4 FT. DIAMETER SAUCERS AROUND SMALL TREES.

IMMEDIATELY FOLLOWING PLANTING, PLANTS SHALL BE MULCHED. WHERE PLANTS ARE PLANTED IN GROUPS, THE AREA ABOUT THE PLANT AS WELL AS THE AREA BETWEEN PLANTS SHALL BE COVERED WITH MULCH. PLANTS SHALL BE THOROUGHLY WATERED FOLLOWING MULCHING.

STAKE ALL TREES IN ACCORDANCE WITH THE DRAWINGS.

PRUNING SHALL BE LIMITED TO THE REMOVAL OF INJURED BRANCHES AND TWIGS. USE CLEAN AND SHARP PRUNING TOOLS.

SIDEWALKS AND PAVEMENTS SHALL BE KEPT CLEAN DURING PROGRESS OF INSTALLATION WORK.

PLANTING BEHIND SEGMENTAL RETAINING WALLS: CONTRACTOR SHALL EXERCISE EXTREME CARE IN THE INSTALLATION OF PROPOSED TREES AND SHRUBS BEHIND SEGMENTAL RETAINING WALLS. CONTRACTOR SHALL PROCEED WITH CAUTION WHEN EXCAVATING SO AS NOT TO TEAR OR REMOVE SECTIONS OF THE GEOTEXT FABRIC THAT IS TYPICALLY LOCATED 16 TO 24 INCHES BELOW FINISHED GRADE. PENETRATION OF THE GEOTEXT IS PERMITTED TO PLANT INDIVIDUAL TREES OR LARGE SHRUBS AS NECESSARY; HOWEVER, EXCAVATION OF THE PLANTING HOLE AND PENETRATION OF THE GEOTEXT FABRIC SHALL BE ACCOMPLISHED USING AN AUGER OR BY HAND-CUTTING THE FABRIC FOLLOWING EXCAVATION BY A BACKHOE WITH A SMOOTH-EDGE BUCKET.

MAINTENANCE OF PLANT MATERIALS: PLANT MATERIALS SHALL BE MAINTAINED FOLLOWING PLANTING AND UNTIL FINAL ACCEPTANCE IS GRANTED BY THE OWNER. MAINTENANCE SHALL CONSIST OF WATERING, WEEDING, PRUNING, MULCHING, ADJUSTMENT OF GUYING, RESTORATION OF PLANT POSITION OR SAUCERS, AND SPRAYING IF NECESSARY. FINAL ACCEPTANCE FOR SEGMENTS OF THE CONTRACT WORK MAY BE GRANTED BY THE OWNER.

THE CONTRACTOR SHALL PROTECT PLANTED AREAS WITH STAKES AND FLAGGING TO LIMIT DAMAGE.

SIDEWALKS AND PAVEMENTS SHALL BE KEPT CLEAN WHEN MAINTENANCE OPERATIONS ARE IN PROGRESS.

ALL INSTALLED MATERIALS SHALL BE IN ACCEPTABLE CONDITION WHEN CONTRACTOR APPLIES FOR PAYMENT.

INSPECTION AND ACCEPTANCE OF WORK: UPON 48 HOURS ADVANCE NOTICE, THE LANDSCAPE ARCHITECT SHALL INSPECT ALL WORK FOR ACCEPTANCE. THE CONTRACTOR'S RESPONSIBILITY FOR MAINTENANCE SHALL TERMINATE AT THE DATE OF ACCEPTANCE OF EACH SEGMENT OF WORK. UPON THE DATE OF ACCEPTANCE, THE GUARANTEE PERIOD SHALL COMMENCE.

GUARANTEE: THE CONTRACTOR SHALL GUARANTEE TO PROVIDE TO THE OWNER THRIVING PLANT MATERIALS TO INCLUDE TREES, SHRUBS, AND GROUND COVERS FOR A PERIOD OF ONE YEAR FOLLOWING FINAL ACCEPTANCE. ADDITIONALLY, THE CONTRACTOR SHALL GUARANTEE TO THE OWNER THRIVING PERENNIALS, ANNUALS, WELL-ESTABLISHED SEEDED AREAS, AND WELL-ROOTED SODDED AREAS FOR A PERIOD OF 90 DAYS FOLLOWING FINAL ACCEPTANCE. THE GUARANTEES ARE SUBJECT TO THE FOLLOWING CONDITIONS:

THE OWNER IS RESPONSIBLE FOR PROPER WATERING OF PLANT MATERIALS, SEEDS, AREAS, AND SODDED AREAS FOLLOWING FINAL ACCEPTANCE. THE CONTRACTOR SHALL PROVIDE TO THE OWNER WRITTEN INSTRUCTIONS PRESCRIBING THE RATES AND EXTENT OF WATERING REQUIRED. THE CONTRACTOR SHALL MAKE MONTHLY INSPECTIONS FOR A PERIOD OF (1) YEAR AT NO EXTRA COST TO THE OWNER, TO DETERMINE WHAT CHANGES, IF ANY, SHOULD BE MADE TO THE WATERING PROGRAM. ANY RECOMMENDATIONS SHALL BE SUBMITTED TO THE OWNER IN WRITING.

DAMAGE CAUSED TO PLANT MATERIALS FROM ACTS OF NATURE, VANDALISM, EROSION, OR MALICIOUS ACTS WILL VOID THE GUARANTEE FOR ANY EFFECTED MATERIALS.

DAMAGE TO PLANT MATERIALS CAUSED BY DISEASE INCLUDING BROWN PATCH OR TURF GRASSES EXCLUDE ANY EFFECTED MATERIALS FROM THE GUARANTEE.

PLANT MATERIAL REPLACEMENT: THE CONTRACTOR SHALL REPLACE WITHOUT COST TO THE OWNER, AND AS SOON AS WEATHER CONDITIONS PERMIT, ALL PLANTS NOT IN THRIVING CONDITION AS DETERMINED BY THE OWNER DURING AND AT THE END OF THE GUARANTEE PERIOD. THE GUARANTEE OF ALL REPLACED PLANTS SHALL EXTEND FOR AN ADDITIONAL 90 CALENDAR DAYS.

TURF MATERIALS: MATERIALS REQUIRED FOR SEEDING AND OR SODDING SHALL CONFORM TO THE FOLLOWING:

FERTILIZER: SHALL BE A TURFGRADE, HIGH PHOSPHORUS FERTILIZER, IN WHICH 1/2 TO 3/4 OF THE NITROGEN IS SLOWLY AVAILABLE. IT SHALL CONTAIN BY PERCENTAGE THE FOLLOWING: 18% NITROGEN, 24% PHOSPHORIC ACID, AND 10% POTASH. IT SHALL BE DELIVERED IN UNOPENED, LABELED CONTAINERS AND STORED IN A WEATHERPROOF PLACE.

LIME: SHALL BE NATURAL DOLOMITIC LIMESTONE CONTAINING NOT LESS THAN 85% OF TOTAL CARBONATES WITH A MINIMUM OF 30% MAGNESIUM CARBONATES IN A PELLETED FORM.

ANTHEROSOL MULCH: SHALL BE CLEAN, SEED-FREE SALT HAY OR THRESHED STRAW OF WHEAT, RYE, OATS, OR BARLEY.

GRASS SEED: SHALL BE FRESH, CLEAN, NEW-CROP SEED COMPLYING WITH TOLERANCE FOR PURITY AND GERMINATION ESTABLISHED BY OFFICIAL SEED ANALYSTS OF NORTH AMERICA. PROVIDE TYPE OR MIXTURE COMPOSED OF SPECIES AS SPECIFIED ON THE CONSTRUCTION DRAWINGS.

SOD: SHALL BE FRESHLY CUT, DROUGHT-RESISTANT SOD, FREE OF OBJECTIONABLE BROODLEAF OR GRASSY WEEDS. PROVIDE TYPE AS SPECIFIED BELOW.

PREPARATION OF TURF AREAS: PRIOR TO SEEDING OR SOD INSTALLATION, VERIFY THAT ALL TRENCHING AND OTHER LAND DISTURBING ACTIVITIES HAVE BEEN COMPLETED.

ALL DISTURBED AREAS SHALL BE DRESSED TO TYPICAL SECTIONS AND GRADES SHOWN ON THE CONSTRUCTION DRAWINGS. REMOVE FROM THE SITE ALL TEMPORARY SEEDING OR STABILIZATION MEASURES.

ALL AREAS TO RECEIVE SEED OR SOD SHALL BE PREPARED ACCORDING TO THE FOLLOWING PROCEDURE:

REMOVE ANY UNDESIRABLE VEGETATION OR DEBRIS.

APPLY LIMESTONE ACCORDING TO SOIL TEST RECOMMENDATION OR AT A RATE OF 4000 LBS. PER ACRE.

RIP THE AREA TO A MINIMUM DEPTH OF 4 TO 6 INCHES.

REMOVE ALL LOOSE ROCKS, ROOTS, AND OTHER DEBRIS AND PULVERIZE THE TOP 2 INCHES OF LOOSENED SOIL TO PROVIDE A SMOOTH AND UNIFORM SURFACE.

APPLY TURFGRADE FERTILIZER IN A MANNER THAT ENSURES UNIFORM DISTRIBUTION. FERTILIZER SHALL BE APPLIED AT A RATE THAT PROVIDES 5 LBS. OF PHOSPHORUS PER 1000 S.F. LIGHTLY MIX WITH SOIL AND SMOOTH SURFACE.

SODDING: APPLY DROUGHT-RESISTANT, TURF-TYPE FESCUE (E.G. "REBEL III", "BONANZA", "CONFEDERATE", ETC.) IN THE FOLLOWING MANNER:

SOD SHALL BE PLACED ON A SMOOTH, EVEN SURFACE CONFORMING TO FINISH GRADE REQUIREMENTS. FINISH GRADE SHALL BE 1 INCH BELOW SURFACES OF ADJACENT SIDEWALKS AND CURBS. SOD SHALL BE WATERED BEFORE SOD IS LAID. ALL SOD SHALL BE CUT BY AN APPROVED MECHANICAL SOD CUTTER. UNDER NO CIRCUMSTANCES SHALL ANY SODDING WORK BE DONE UNLESS WEATHER AND SOIL CONDITIONS ARE SUITABLE.

HANDLING OF SOD SHALL BE DONE IN A MANNER AS TO PREVENT TEARING, BREAKING, DRYING, OR OTHER DAMAGE.

SOD SHALL BE INSTALLED ON-SITE IN NOT MORE THAN 72 HOURS AFTER CUTTING. IF THE SOD IS NOT INSTALLED WITHIN 48 HOURS AFTER CUTTING, IT SHALL BE UNSTACKED OR UNROLLED, PLACED IN SHADE, AND KEPT MOIST UNTIL INSTALLATION.

LAY SOD PARALLEL TO THE DIRECTION OF THE SLOPE AND IN A MANNER WHICH WILL PERMIT JOINTS TO ALTERNATE.

FIT SOD PIECES TOGETHER TIGHTLY SO THAT NO JOINT IS VISIBLE, AND TAMP SOD FIRMLY AND EVENLY BY HAND.

AFTER SODDING IS COMPLETE AND APPROVED BY LANDSCAPE ARCHITECT, SODDED AREAS SHALL BE ROLLED WITH A 200 LB. ROLLER.

WATER SODDED AREAS IMMEDIATELY AFTER FINAL ROLLING WITH A FINE SPRAY TO A DEPTH OF 4 INCHES. KEEP ALL SODDED AREAS CONTINUOUSLY MOIST THROUGHOUT UNTIL 30 CALENDAR DAYS FOLLOWING INSTALLATION. USE FINE SPRAY NOZZLES ONLY.

INSPECT AND MAINTAIN SODDED AREAS AND MAKE NECESSARY REPAIRS DURING THE SPECIFIED GUARANTEE PERIOD. IF 80% OR MORE OF SODDED AREAS FAIL TO BECOME ROOTED, THE CONTRACTOR, AT NO ADDITIONAL EXPENSE TO THE OWNER, WILL REPEAT THE ENTIRE PROCESS WITH NEW SOD MATERIALS.

SEEDING: APPLY TURF-TYPE SEED MIXTURE (E.G. "CONFEDERATE" FESCUE MIXTURE, "TRI-BLEND", ETC.) AT A RATE OF 6 LBS. PER 1000 S.F. KENTUCKY 31 TALL FESCUE IS UNACCEPTABLE.

CUT/PACK SEEDS AREAS AND APPLY ANTEROSOL MULCH AT A RATE OF 2 TONS PER ACRE.

INSPECT AND MAINTAIN SEEDS AREAS AND MAKE NECESSARY REPAIRS DURING THE SPECIFIED GUARANTEE PERIOD. IF 80% OR MORE OF SEEDS AREAS FAIL TO BECOME ESTABLISHED, THE CONTRACTOR, AT NO ADDITIONAL EXPENSE TO THE OWNER, WILL REPEAT THE ENTIRE PROCESS FOR ESTABLISHMENT OF A SUITABLE TURFGRASS.

LANDSCAPE WORK SPECIFICATIONS
SCALE: NTS

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GENERAL LANDSCAPE NOTES

1. ALL PLANT MATERIALS AND PLANTING BEDS SHALL BE LOCATED BY SCALED DIMENSIONS FROM BUILDINGS, CURBS, PAVEMENTS, ETC. LOCATION OF ALL PLANTS SHALL BE REVIEWED IN THE FIELD BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. THE CONTRACTOR SHALL PROVIDE 48 HOURS NOTICE FOR REVIEW.

2. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO ANY EXCAVATION OR PLANTING AND SHALL BE RESPONSIBLE FOR THEIR REPAIR OR PAY FOR ALL DAMAGES MADE TO UNDERGROUND UTILITIES.

3. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES.

4. THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED IN WRITING OF ANY PROPOSED PLANT SUBSTITUTIONS BY THE LANDSCAPE CONTRACTOR. NO SUBSTITUTIONS SHALL BE MADE UNDER ANY CIRCUMSTANCES WITHOUT PRIOR APPROVAL BY THE LANDSCAPE ARCHITECT.

5. ALL DISTURBED AREAS NOT IDENTIFIED TO EITHER BE SEEDS OR SODDED SHALL BE MULCHED IN ACCORDANCE WITH THE SPECIFICATIONS.

6. A PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL PLANTING BEDS IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

7. ALL PLANTING BEDS, SAUCERS, AND AREAS DESIGNATED TO BE MULCHED SHALL BE MULCHED WITH A MINIMUM OF 3-4 INCHES OF TRIPLE SHREDDED HARDWOOD MULCH.

8. PLANTING BEDS AND SAUCERS SHALL BE SEEDS TO PROVIDE A 2" TO 3" DEEP 1" CUT ALONG ITS BORDER WITH SODDED OR SODDING AREAS.

9. ALL SAUCERS SHALL BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING PLANTING.

10. GUYING SHALL BE REMOVED AFTER ONE FULL GROWING SEASON.

11. THE LANDSCAPE CONTRACTOR SHALL INSTALL ALL LANDSCAPING IN ACCORDANCE WITH THE DETAILS AND SPECIFICATIONS SHOWN AND DIMENSIONED ON THE SHEET UNLESS ALTERNATIVE METHODS OR PRACTICES ARE REVIEWED AND ACCEPTED BY THE LANDSCAPE ARCHITECT.

12. AT INSTALLATION AND CONTINUOUSLY DURING THE MAINTENANCE CONTRACT, ALL PROPOSED SHRUBS THAT ARE SQUARE IN SHAPE AND ARRANGED IN ROWS SHOULD BE PRUNED INTO BOXED AND CLIPPED HEDGEROWS.

13. ALL LANDSCAPED AREAS SHALL BE MAINTAINED IN AN ATTRACTIVE AND HEALTHY CONDITION. DEAD OR DISEASED PLANTINGS SHALL BE REMOVED AND REPLACED IN A TIMELY FASHION.

LANDSCAPE NOTES
SCALE: NTS

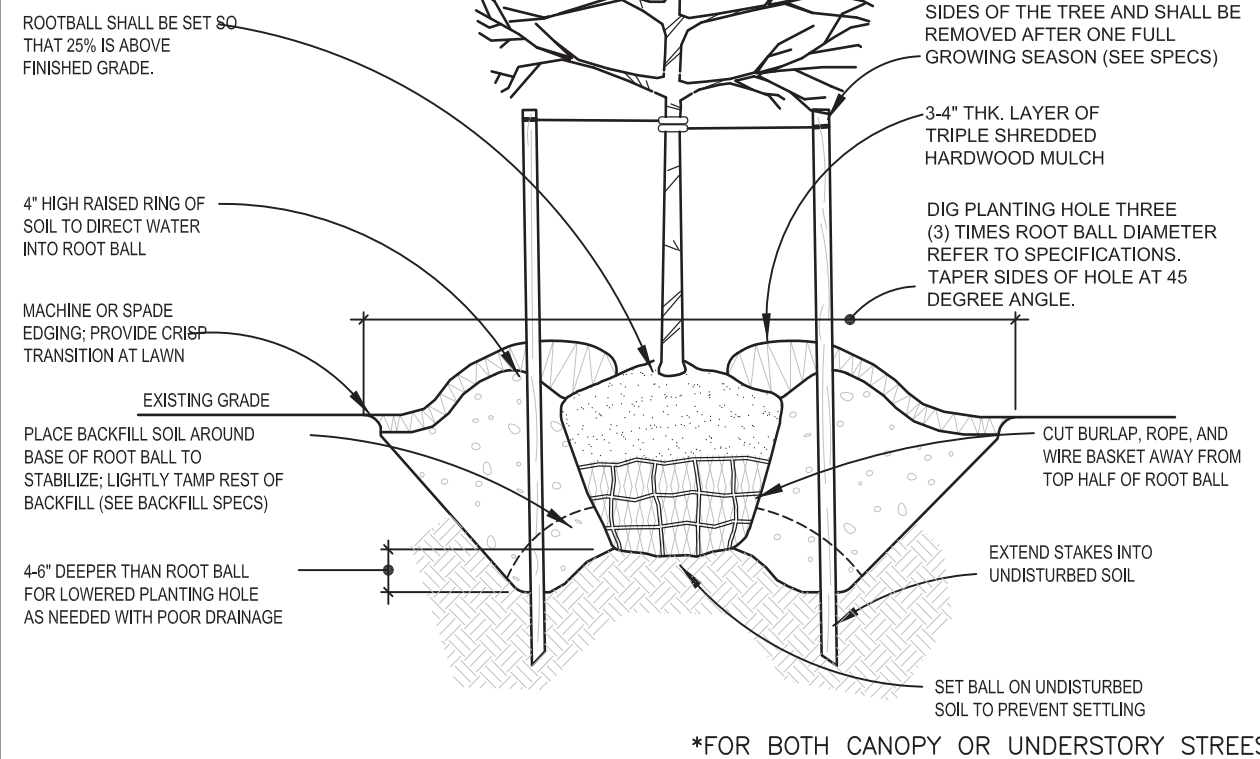
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BED EDGING
SCALE: NTS

1

NOTES

1. THE PLANTING PROCES IS SIMILAR FOR DECIDUOUS AND EVERGREEN TREES.
2. FOR SINGLE STEM TREES, DO NOT SUPPLY TREES WITH MULTIPLE LEADERS, ONLY PROVIDE TREES WITH A SINGLE LEADER. DO NOT PRUNE TREE AT PLANTING EXCEPT FOR SPECIFIC STRUCTURAL CORRECTIONS AND TO INSURE COMPLIANCE WITH SHORT DISTANCE STANDARDS.
3. MARK THE NORTH SIDE OF THE TREE AT THE NURSERY AND LOCATE TO THE NORTH IN THE FIELD.
4. WHERE SEVERAL TREES WILL BE PLANTED CLOSE TOGETHER SUCH THAT THEY WILL LIKELY SHARE ROOT SPACE, TILL IN SOIL AMENDMENTS TO A DEPTH OF 4" TO 6" OVER THE ENTIRE BED AREA.
5. FOR CONTAINER-GROWN TREES, SET THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL, THEN CUT OR PULL APART ANY ROOTS CIRCULING THE PERIMETER OF THE CONTAINER.
6. THOROUGHLY SOAK THE TREE ROOT BALL AND ADJACENT PREPARED SOIL SEVERAL TIMES DURING THE FIRST MONTH AFTER PLANTING AND REGULARLY THROUGHOUT THE FOLLOWING TWO SUMMERS.
7. IF PLANTING HOLES ARE DUG WITH A LARGE AUGER, BREAKING DOWN THE SIDES WITH A SHOVEL TO ELIMINATE GLAZING AND CREATE THE SLOPING SIDE PROFILE SHOWN ON THE DETAIL.



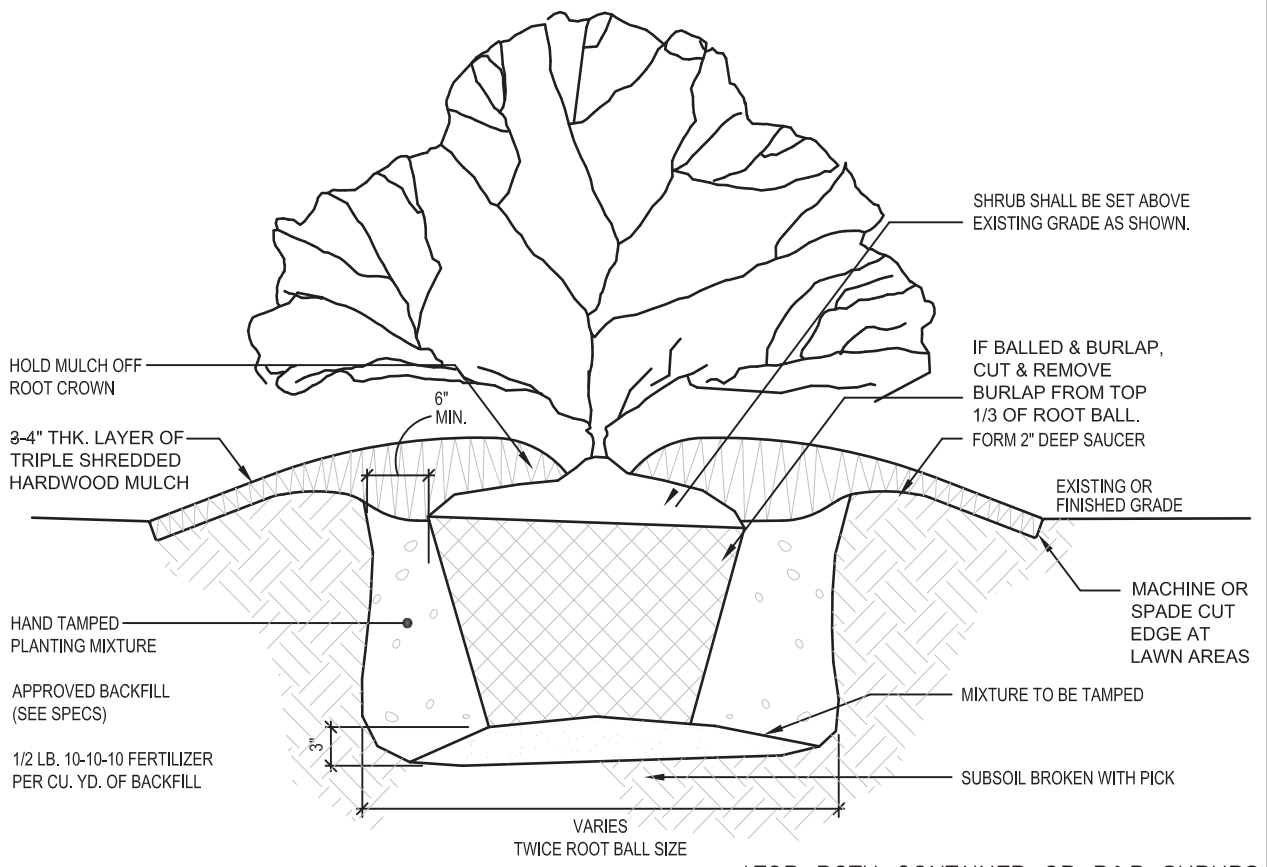
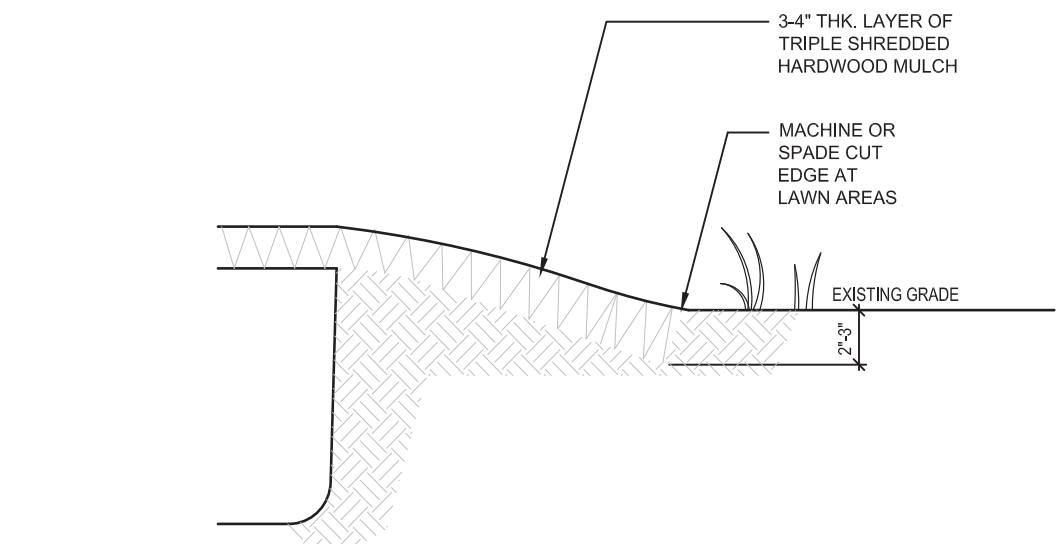
* TYPICAL TREE INSTALLATION
SCALE: NTS

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MASSING PLANT INSTALLATION
SCALE: NTS

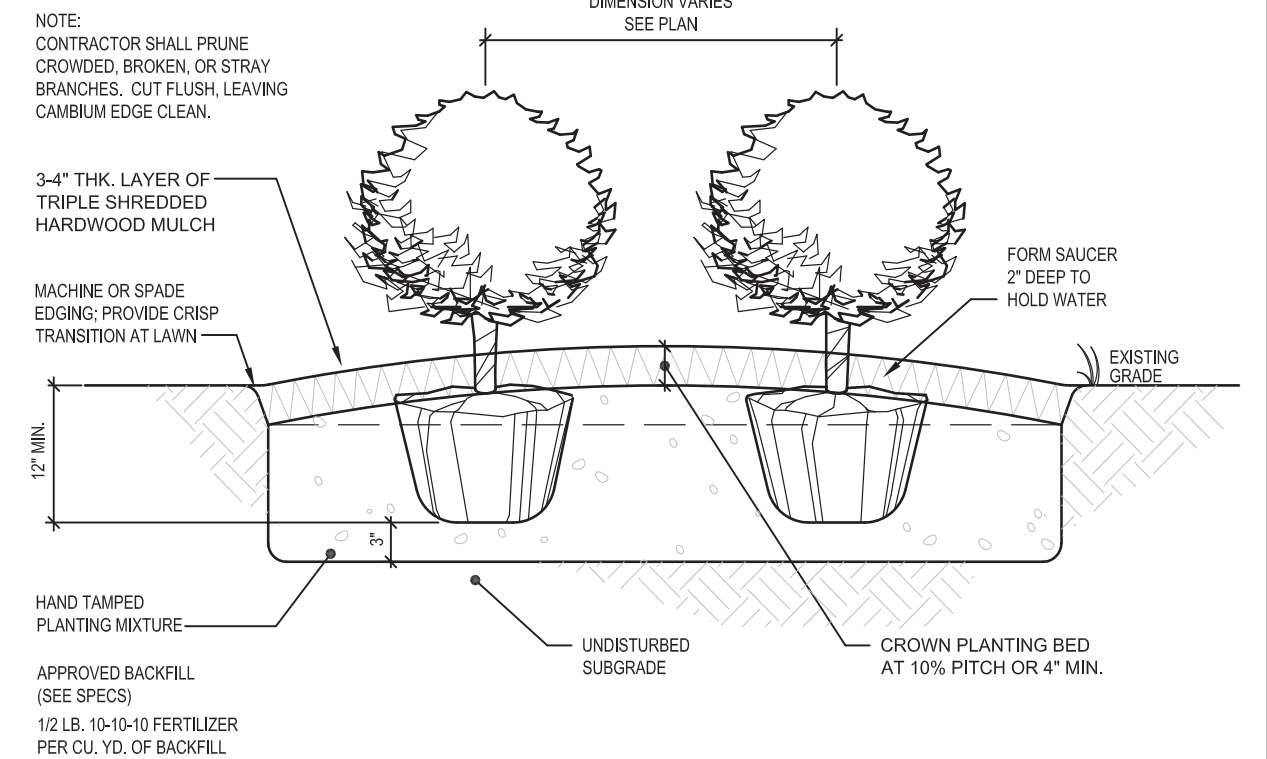
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LANDSCAPE DETAILS



*TYPICAL SHRUB INSTALLATION
SCALE: NTS

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LANDSCAPE PLAN
WEST SECOND STREET DUPLEXES
CLAYTON, NORTH CAROLINA
RIVERBROOKE CUSTOM HOMES, LLC

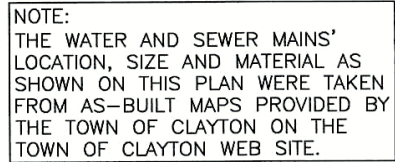


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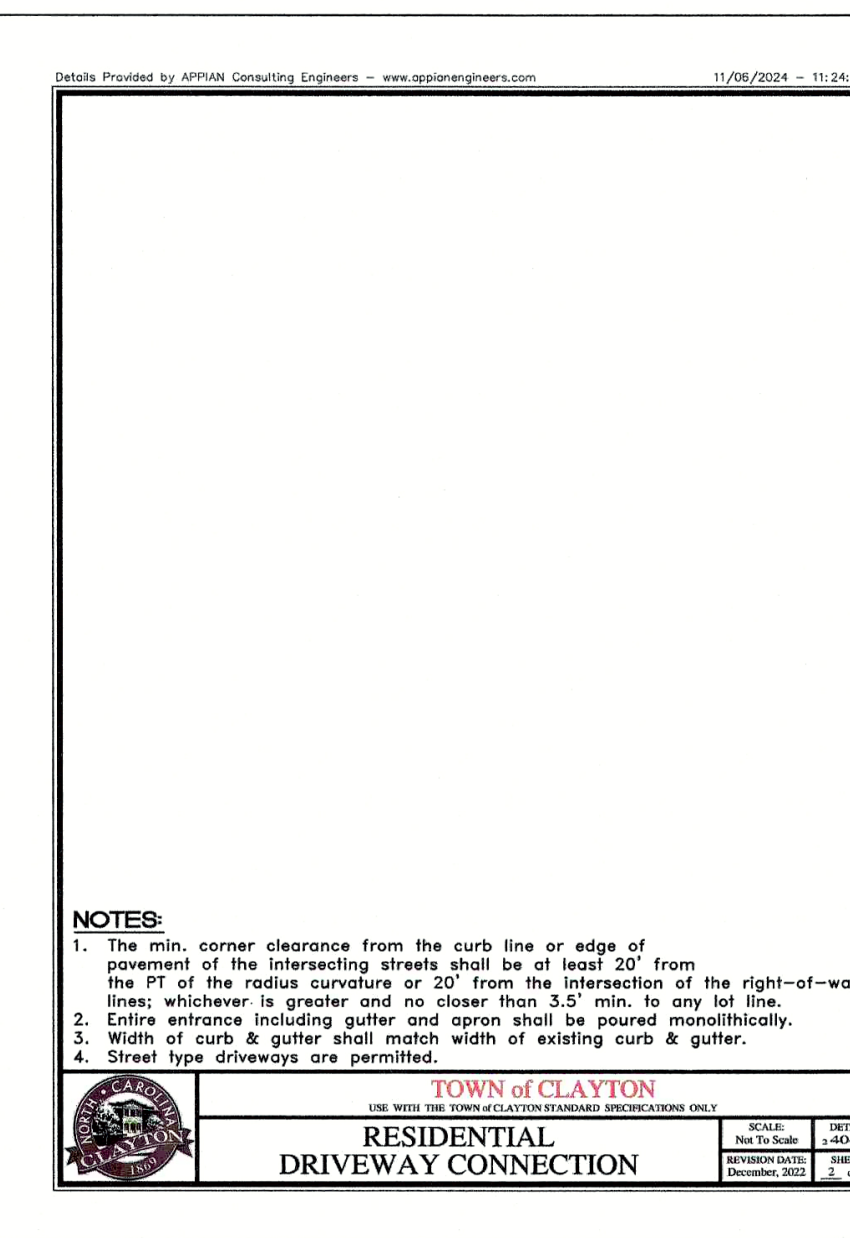
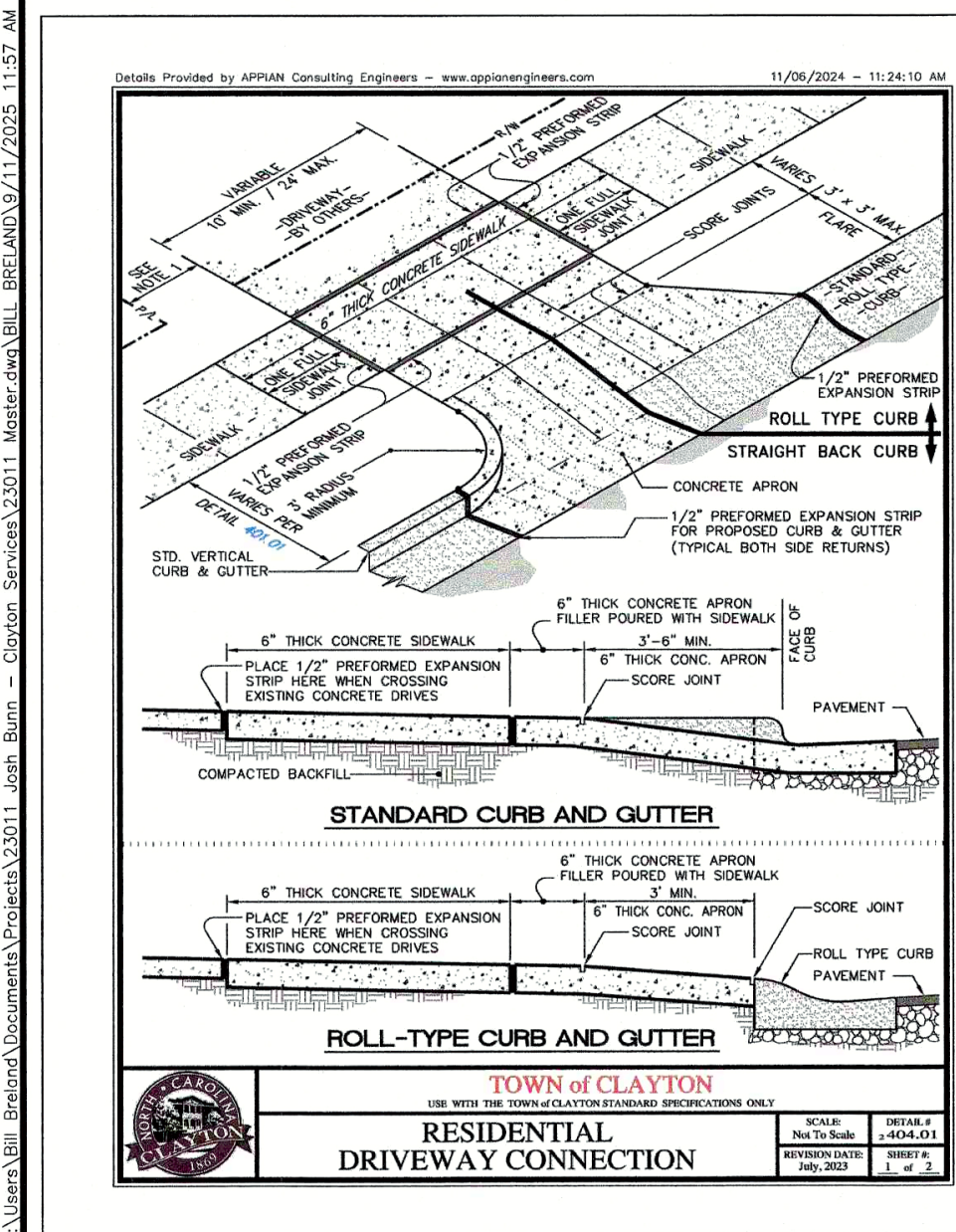
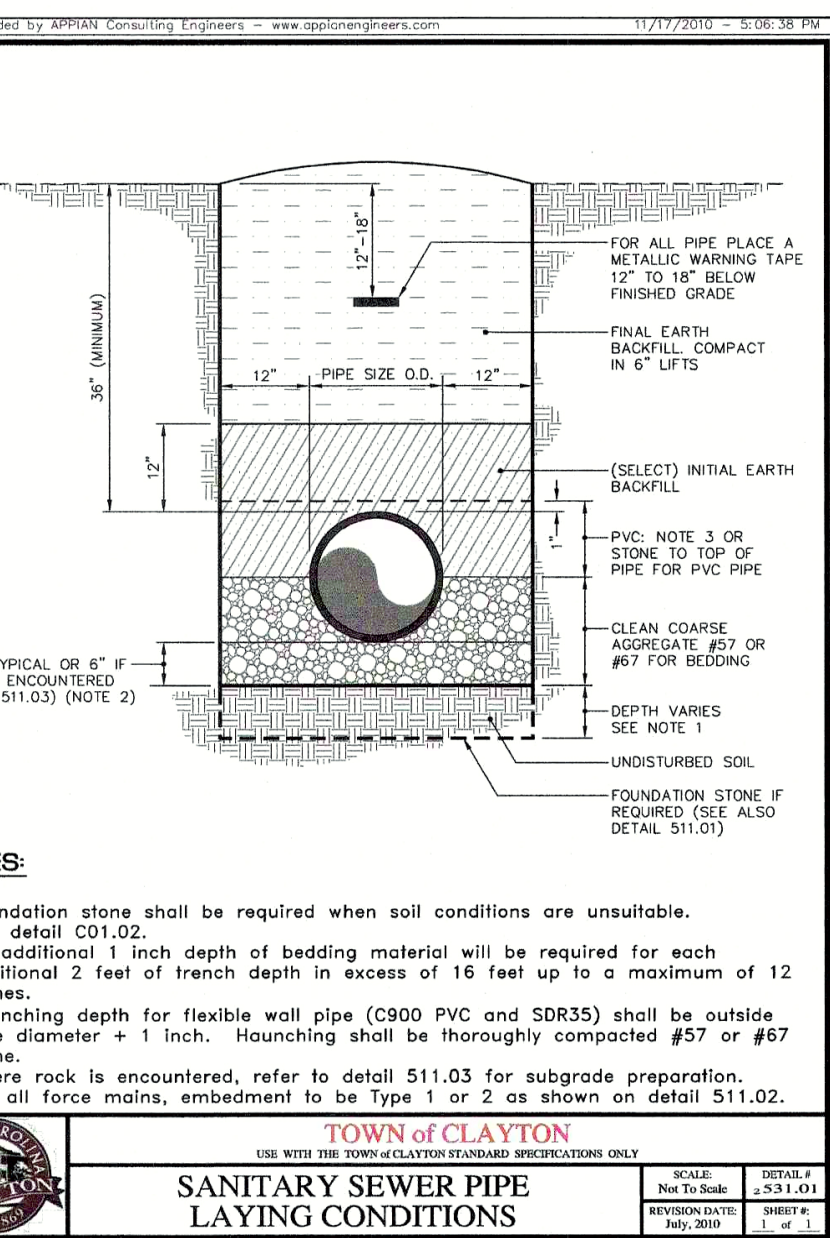
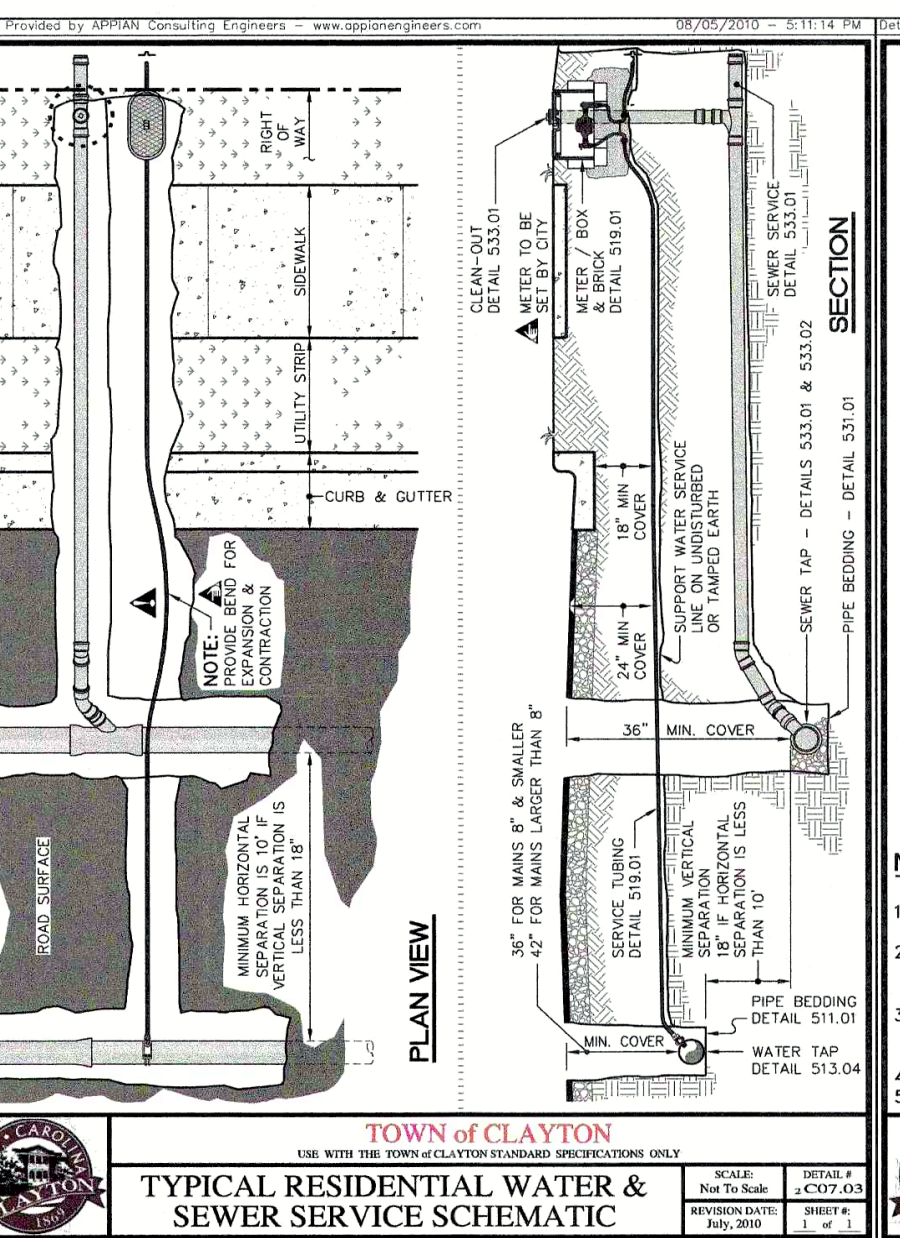
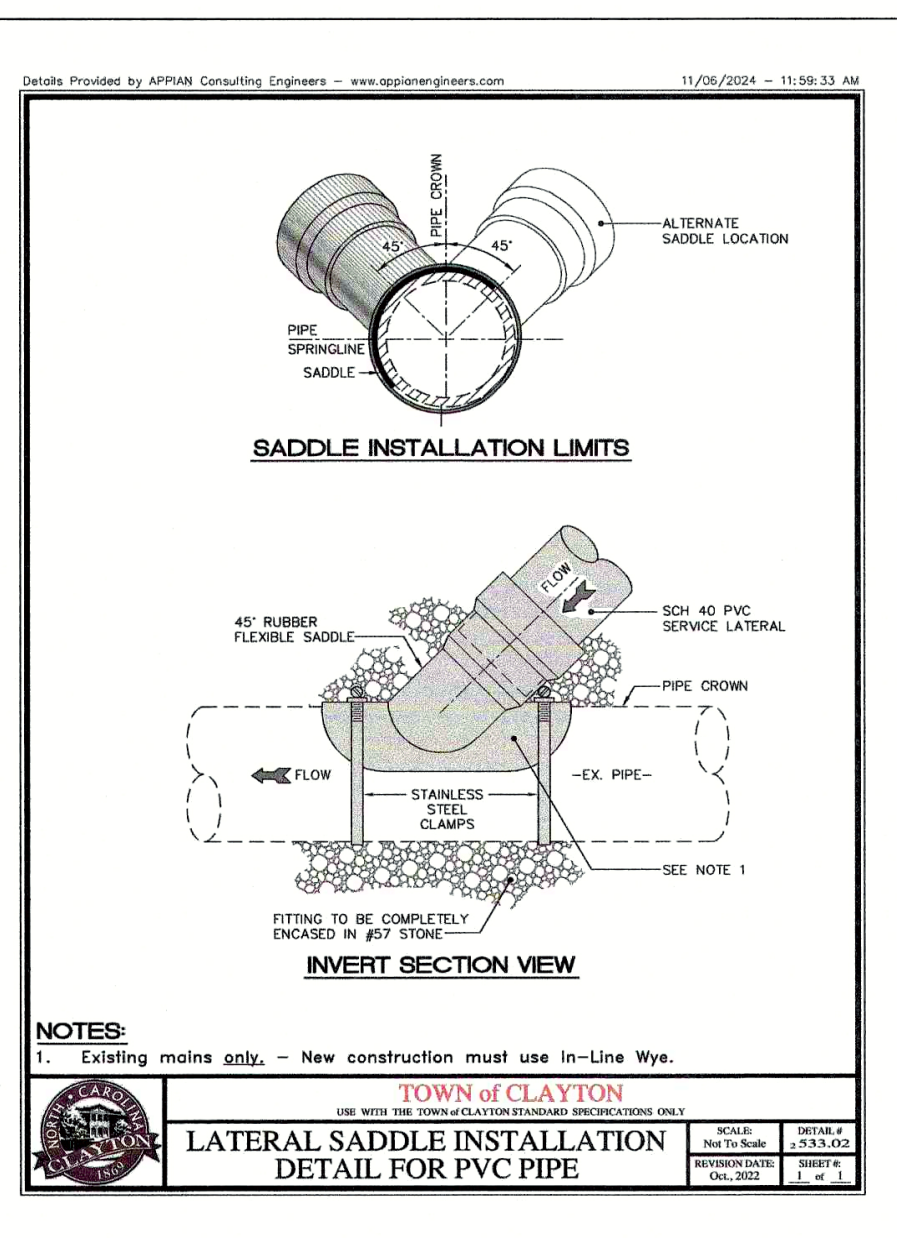
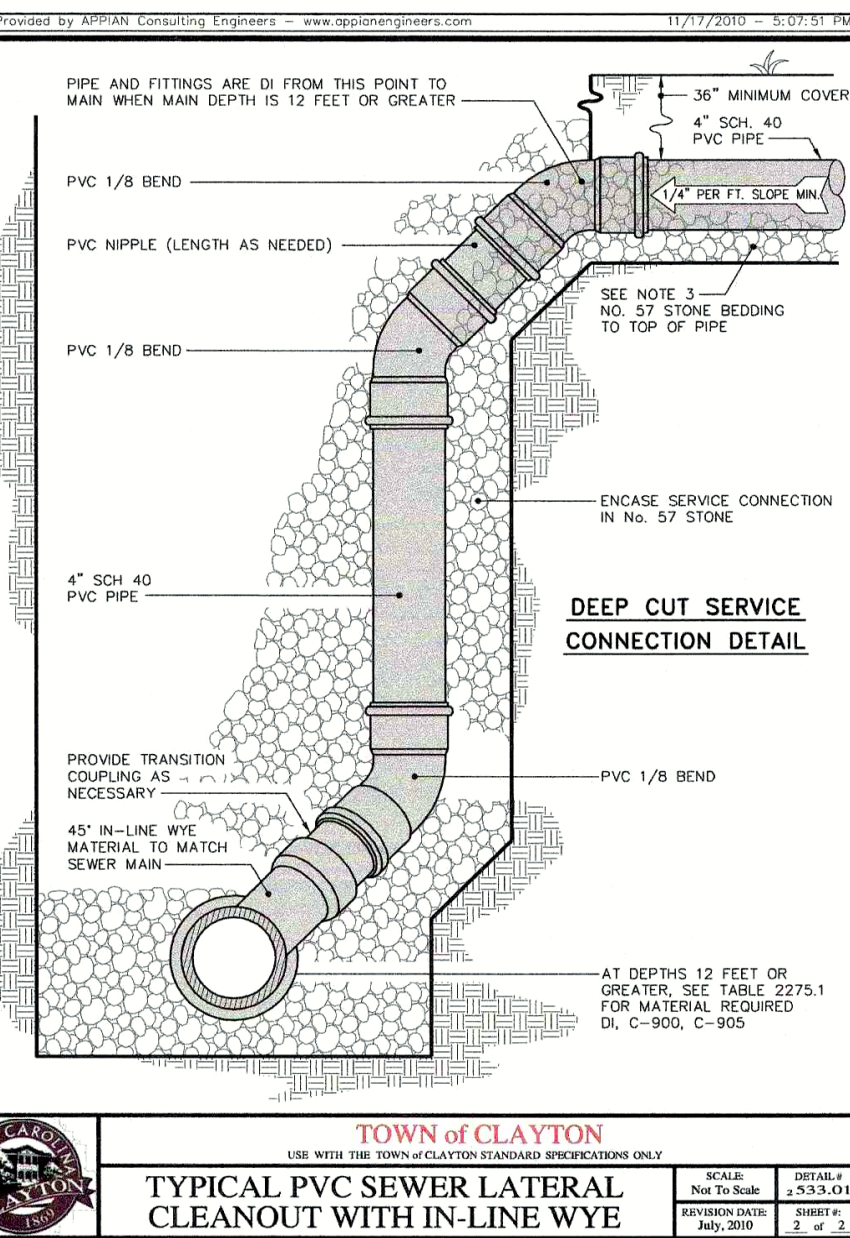
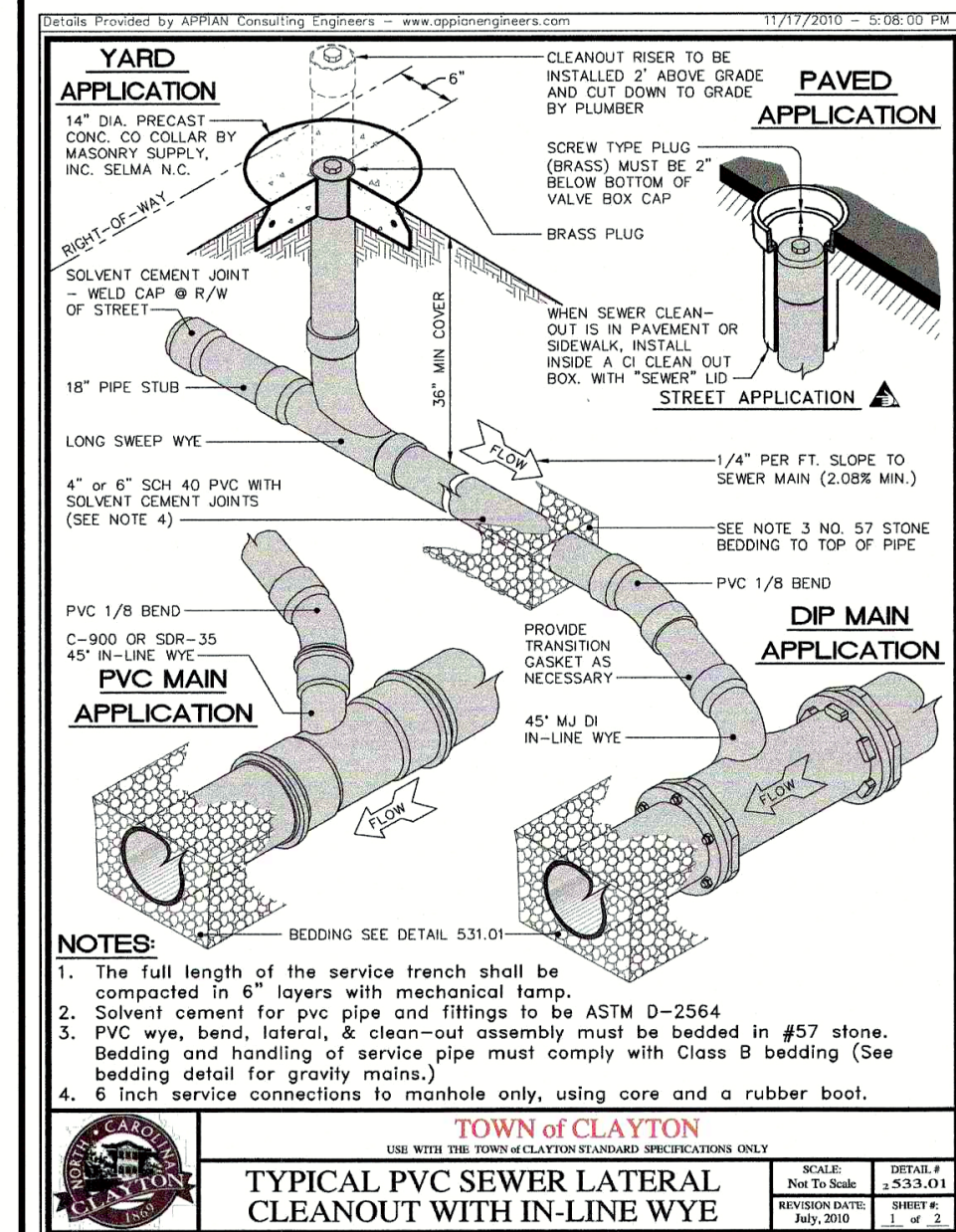
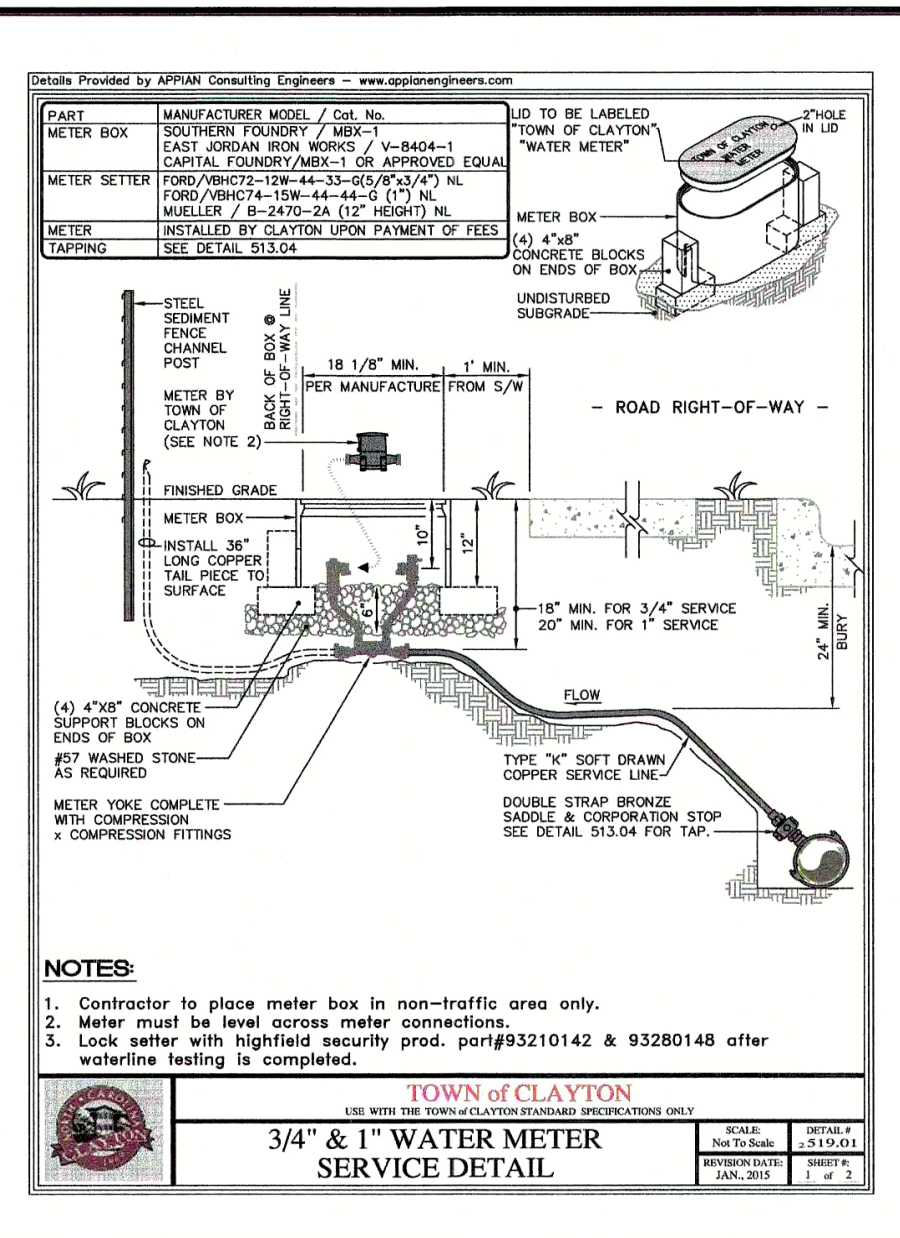
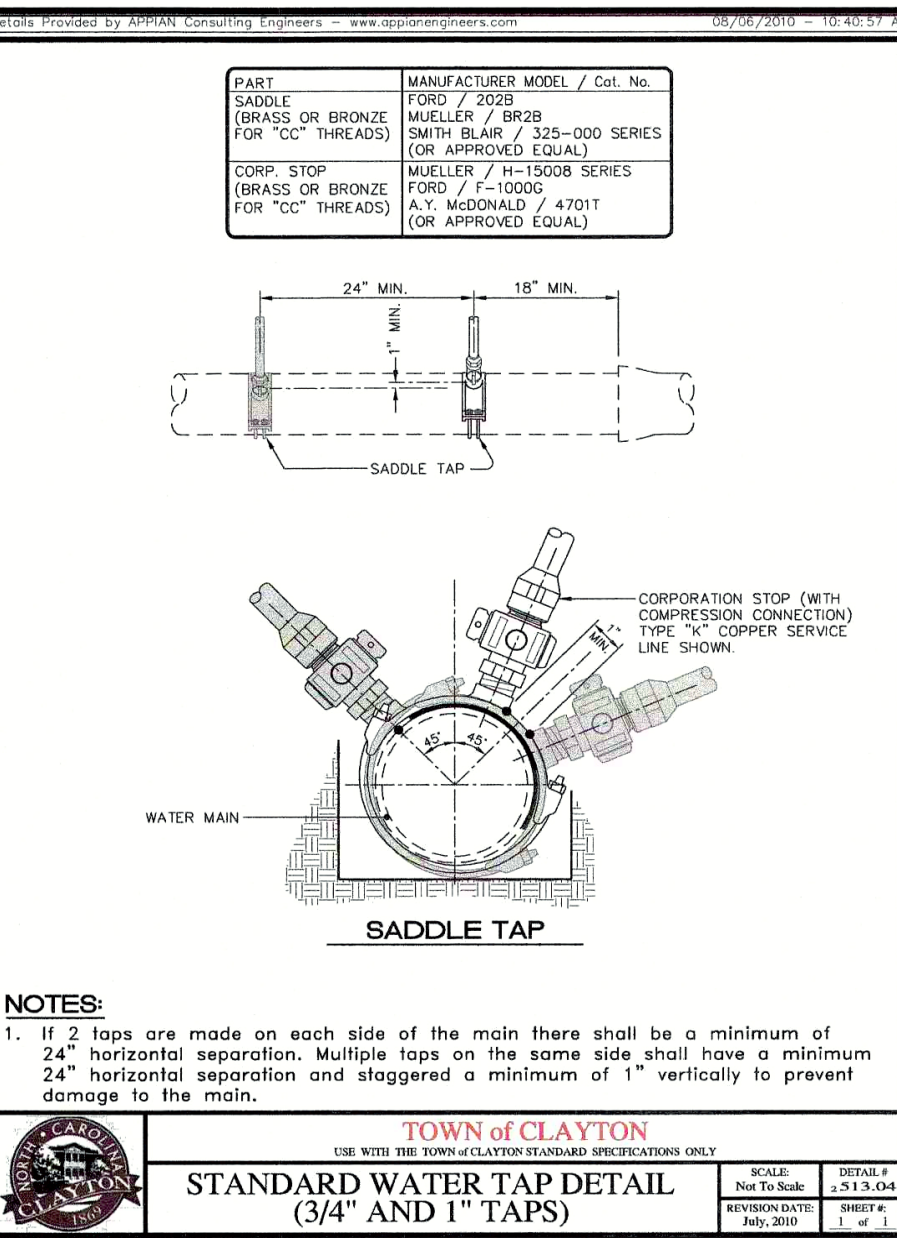
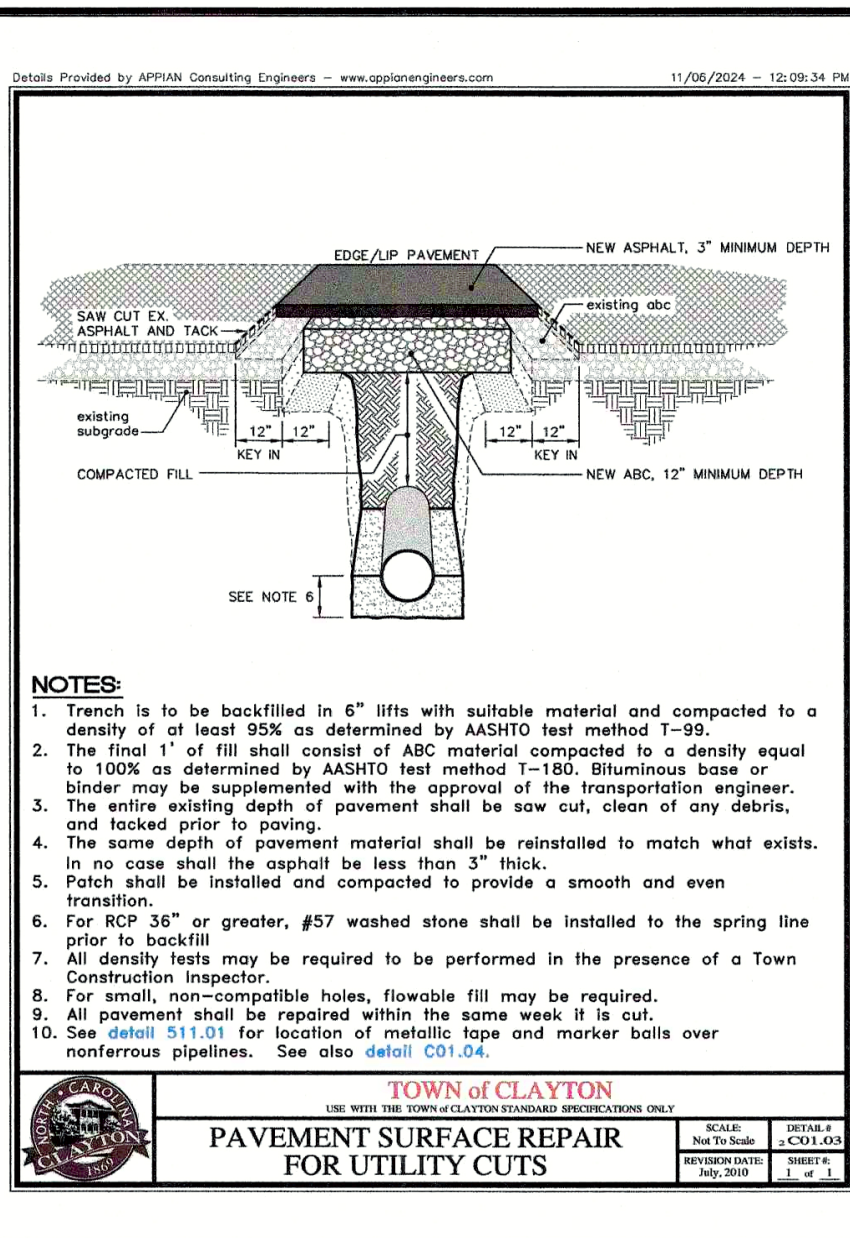
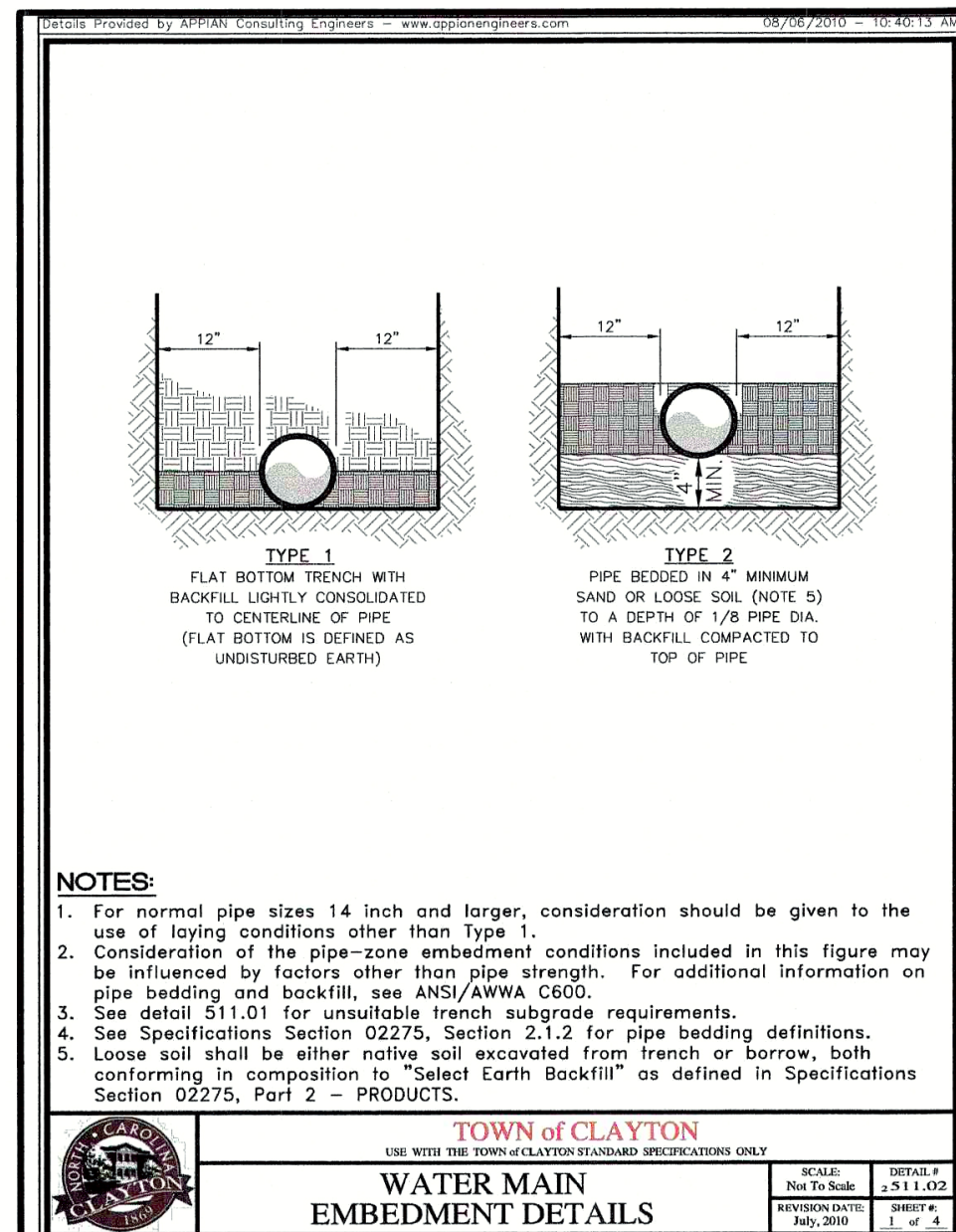
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REVISION 003: ADDRESSED TOWN OF CLAYTON ENGINEERING COMMENTS - 9/25/
REVISION 002: ADDRESSED TOWN OF CLAYTON ENGINEERING COMMENTS - 7/10/
REVISION 001: ADDRESSED TOWN OF CLAYTON ENGINEERING COMMENTS - 3/5/2

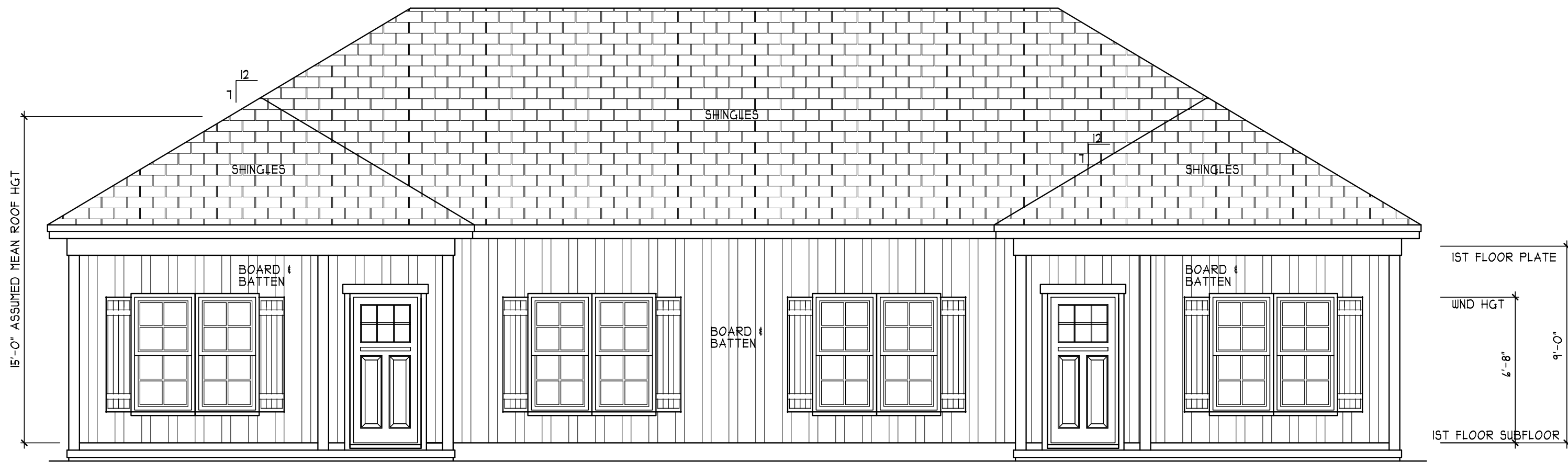


SANITARY SEWER AND WATER DETAIL SHEET FOR SECOND STREET DUPLEX LOTS TOWN OF CLAYTON - JOHNSTON COUNTY, N.C.



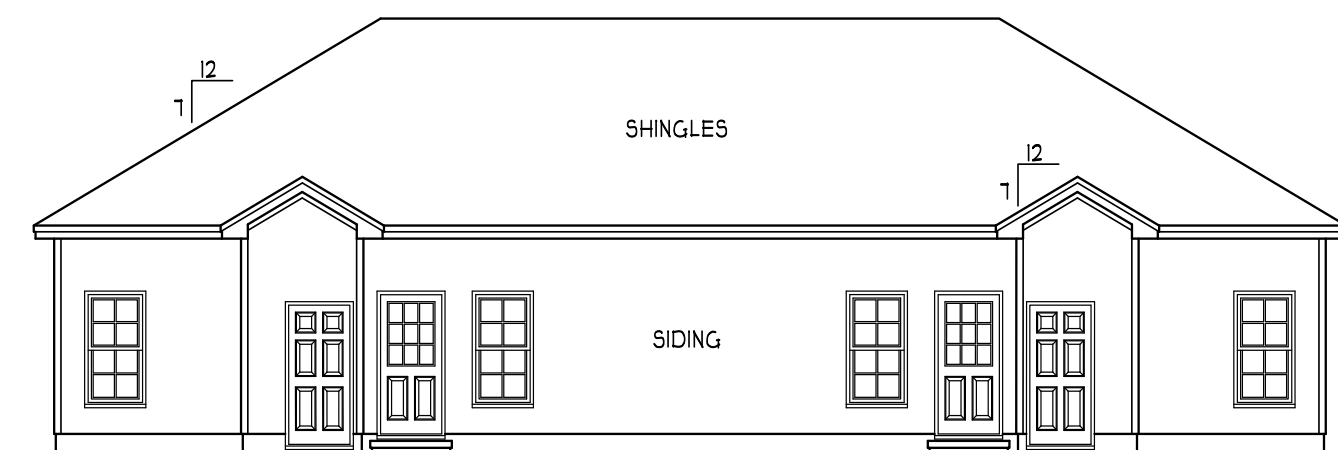
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Clayton, NC 27520		Fax (919) 550-4741	
Job: 23011	Date: 4/6/23	Revision: 001	
File: 23011 Master	Drawn: WJB	Sheet: 2 OF 2	

REVISION 001: ADDED RESIDENTIAL DRIVEWAY DETAIL PER TOWN OF CLAYTON - 9/11/25



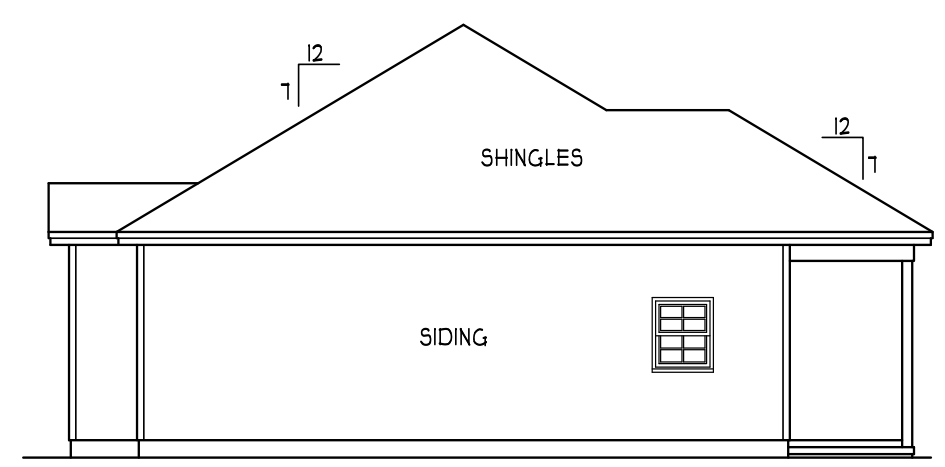
FRONT ELEVATION
SCALE 1/4" = 1'-0"

ENERGY COMPLIANCE
ZONE 3 = MAX. GLAZING U-FACTOR .35
R-VALUE = CEILING R38, WALLS R15, FLOORS R19
FOR JOHNSTON, SAMPSON, WAYNE COUNTY
ZONE 4 = MAX. GLAZING U-FACTOR .35
R-VALUE = CEILING R38, WALLS R15, FLOORS R19
FOR WAKE, DURHAM, ORANGE COUNTY

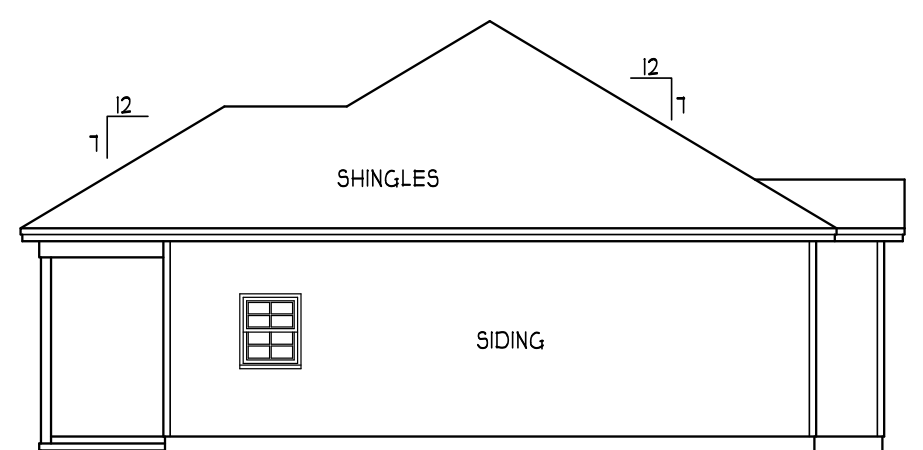


REAR ELEVATION
SCALE 1/8" = 1'-0"

ATTIC VENTILATION:
THE NET FREE VENTILATING AREA SHALL BE NOT LESS THAN 1 TO 150 OF THE AREA OF THE SPACE VENTILATED EXCEPT THAT THE AREA MAY BE 1 TO 300, PROVIDED AT LEAST 50 PERCENT OF THE REQUIRED VENTILATING AREA IS PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS WITH THE BALANCE OF THE REQUIRED VENTILATION TO BE PROVIDED BY EAVE OR CORNICE VENTS.
GROSS ATTIC AREA TO BE VENTILATED 2200 SQ.FT.
2200/150 = 14.67 SQ.FT. NET FREE AREA

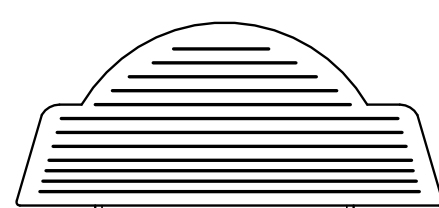


LEFT ELEVATION
SCALE 1/8" = 1'-0"



RIGHT ELEVATION
SCALE 1/8" = 1'-0"

CONCEPTUAL ELEVATIONS



DUPLEX #992
RIVERBROOKE CUSTOM
HOMES, LLC

HEATED FOOTAGE:
PER UNIT: #992

SQUARE FOOTAGE:
FIRST FLOOR = 992
SECOND FLOOR = 108
STORAGE = 20

DESIGNED BY:
HEATHER or
JOHNATHAN HALL
165 HEATHERSTONE CT
BENSON NC 27504
(919) 207-1403

H SQUARED
HOME
DESIGN, INC.

ANY DEVIATION OF THE
SPECIFIED MEASUREMENTS
OR DIMENSIONS Voids
H SQUARED HOME DESIGN,
INC.'S LIABILITY.

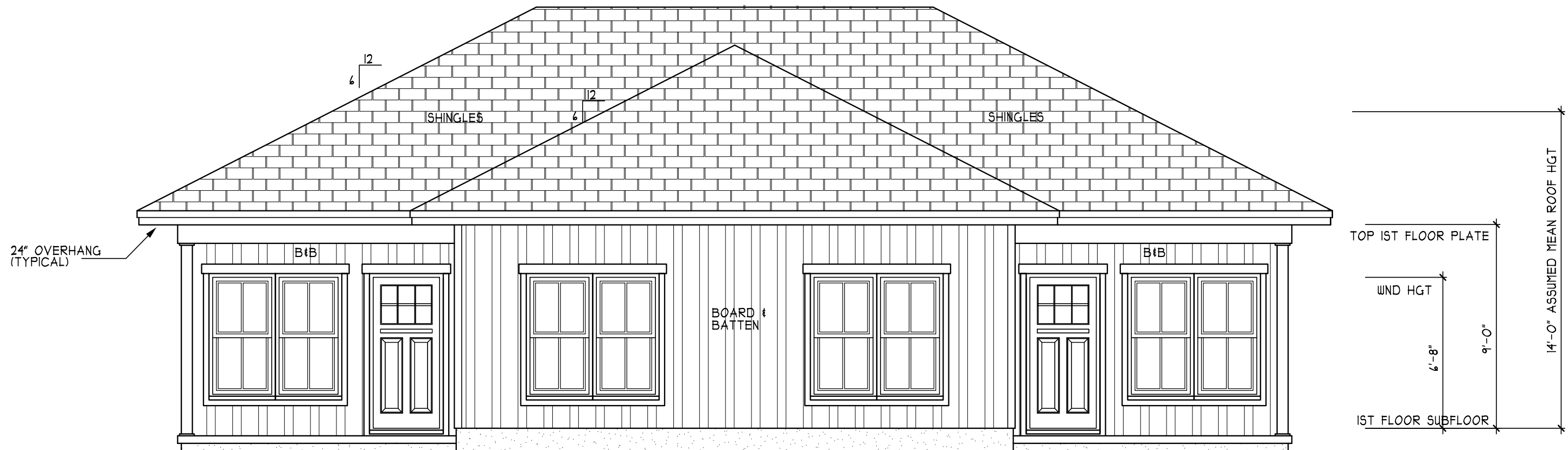
THIS PLAN HAS BEEN DRAWN
IN ACCORDANCE WITH NORTH
CAROLINA STATE RESIDENTIAL
BUILDING CODES 2018 EDITION.

THIS PLAN IS TO
ONLY BE BUILT
BY THE ABOVE
CITED BUILDER
OR HOMEOWNER.
NOT FOR MULTIPLE
BUILDS UNLESS
APPROVED BY
H SQUARED.

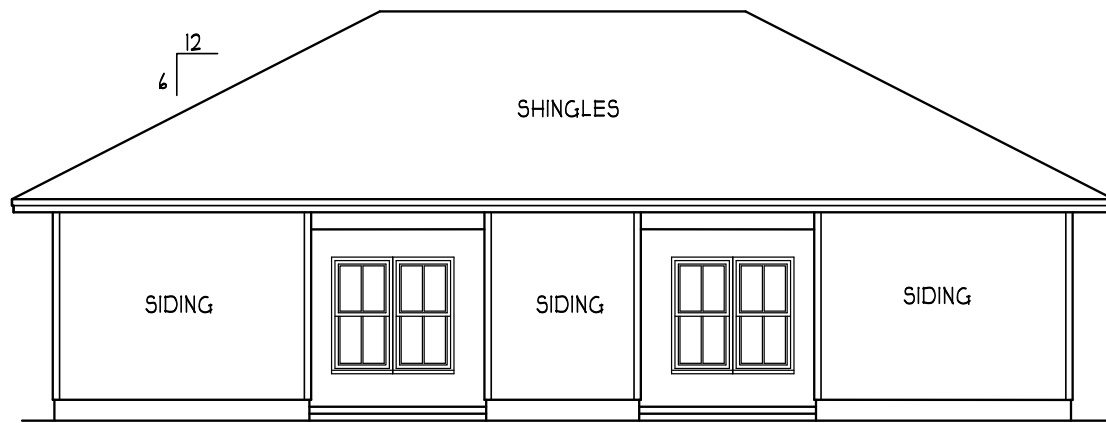
DATE:
01/13/2023

DUPLEX

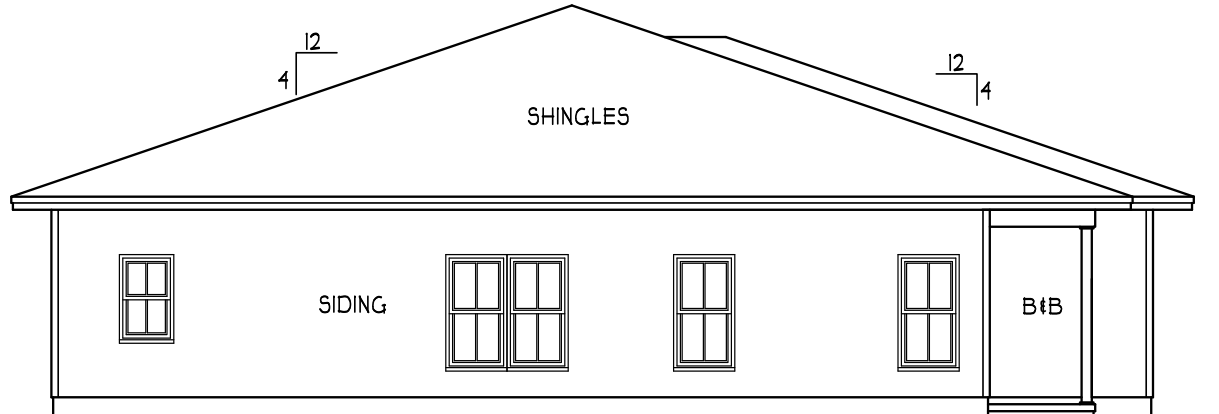
FILE:
120422



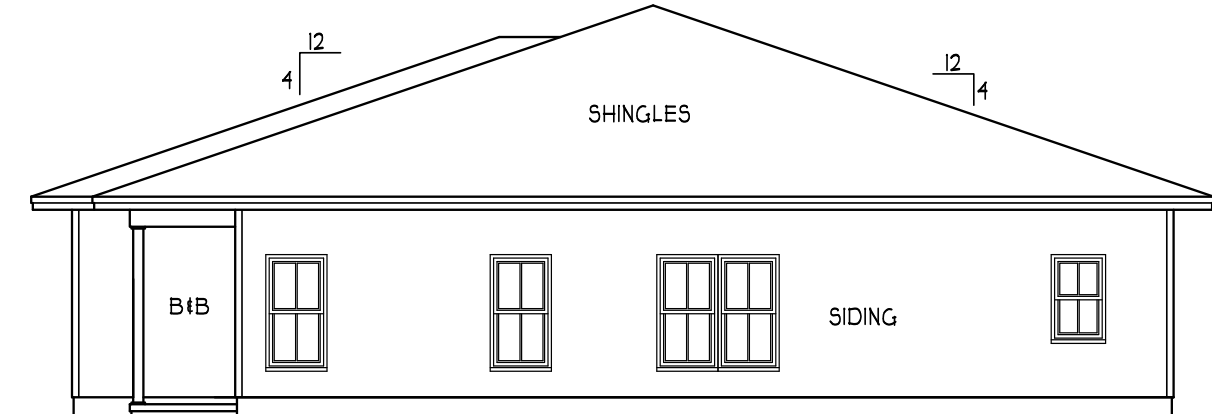
FRONT ELEVATION
SCALE 1/4" = 1'-0"



REAR ELEVATION
SCALE 1/8" = 1'-0"



LEFT ELEVATION
SCALE 1/8" = 1'-0"



RIGHT ELEVATION
SCALE 1/8" = 1'-0"

CONCEPTUAL ELEVATIONS

ATTIC VENTILATION:

THE NET FREE VENTILATING AREA SHALL BE NOT LESS THAN 1 TO 150 OF THE AREA OF THE SPACE VENTILATED EXCEPT THAT THE AREA MAY BE 1 TO 300 PROVIDED AT LEAST 50 PERCENT OF THE REQUIRED VENTILATING AREA IS PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS WITH THE BALANCE OF THE REQUIRED VENTILATION TO BE PROVIDED BY EAVE OR CORNICE VENTS.

GROSS ATTIC AREA TO BE VENTILATED 2256 SQ.FT.
2256/150 = 15.04 SQ.FT. NET FREE AREA

ENERGY COMPLIANCE
ZONE 3 = MAX. GLAZING U-FACTOR .35
R-VALUE = CEILING R38, WALLS R15,
FLOORS R19 FOR JOHNSTON, WAYNE COUNTY

ZONE 4 = MAX. GLAZING U-FACTOR .35
R-VALUE = CEILING R38, WALLS R15,
FLOORS R19 FOR WAKE, ORANGE COUNTY

DATE: 01/12/2022

DUPLEX

FILE: 062322

ANY DEVIATION OF THE SPECIFIED MEASUREMENTS OR DIMENSIONS VOIDS H SQUARED HOME DESIGN, INC.'S LIABILITY.

THIS PLAN HAS BEEN DRAWN IN ACCORDANCE WITH NORTH CAROLINA STATE RESIDENTIAL BUILDING CODES 2018 EDITION.

THIS PLAN IS TO ONLY BE BUILT BY THE ABOVE CITED BUILDER OR HOMEOWNER. NOT FOR MULTIPLE BUILDS UNLESS APPROVED BY H SQUARED.

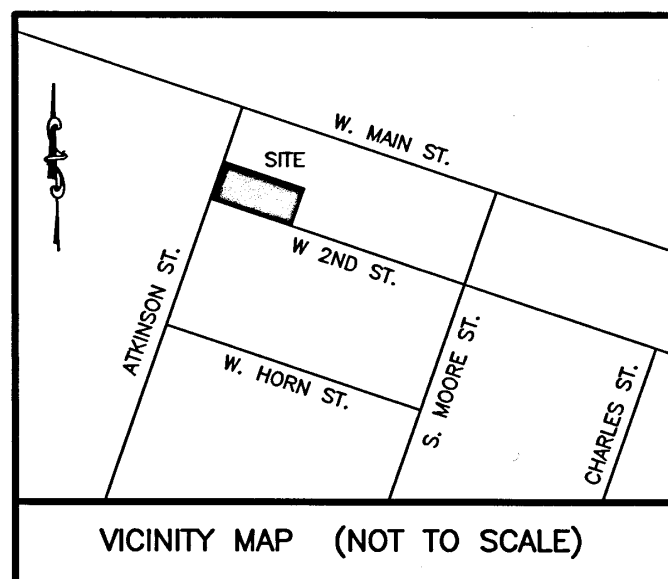
HEATHER HALL
165 HEATHERSTONE CT
BENSON NC 27504
(919) 207-1403

SQUARE FOOTAGE:
FIRST FLOOR
PORCHES
STORAGE

= 1140
= 132
= 31

HEATED FOOTAGE PER UNIT:
#1140

DUPLEX #1140
RIVERBROOKE CUSTOM HOMES, LLC



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER SITES AND EASEMENTS TO PUBLIC AND PRIVATE USE AS NOTED. FURTHERMORE, I DEDICATE ALL ELECTRICAL SYSTEMS AND ALL SEWER AND WATER LINES TO THE TOWN OF CLAYTON.

4/13/21 DATE [Signature] OWNER

* WATER, SEWER, & ELECTRICAL PROVIDED BY TOWN OF CLAYTON UTILITIES.

PROPERTY SHOWN HEREON IS XXX IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE. FEMA FLOOD HAZARD PANEL NO. 3720165900 K EFFECTIVE DATE: JUNE 20, 2018

4/12/21 DATE [Signature] SURVEYOR

DEPUTY/ASSISTANT SURVEY:

CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

4/12/21 DATE [Signature] SURVEYOR

SURVEYOR'S DISCLAIMER: NO ATTEMPT WAS MADE TO LOCATE ANY CEMETERIES, WETLANDS, HAZARDOUS MATERIAL SITES, UNDERGROUND UTILITIES OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN.

4/12/21 DATE [Signature] SURVEYOR

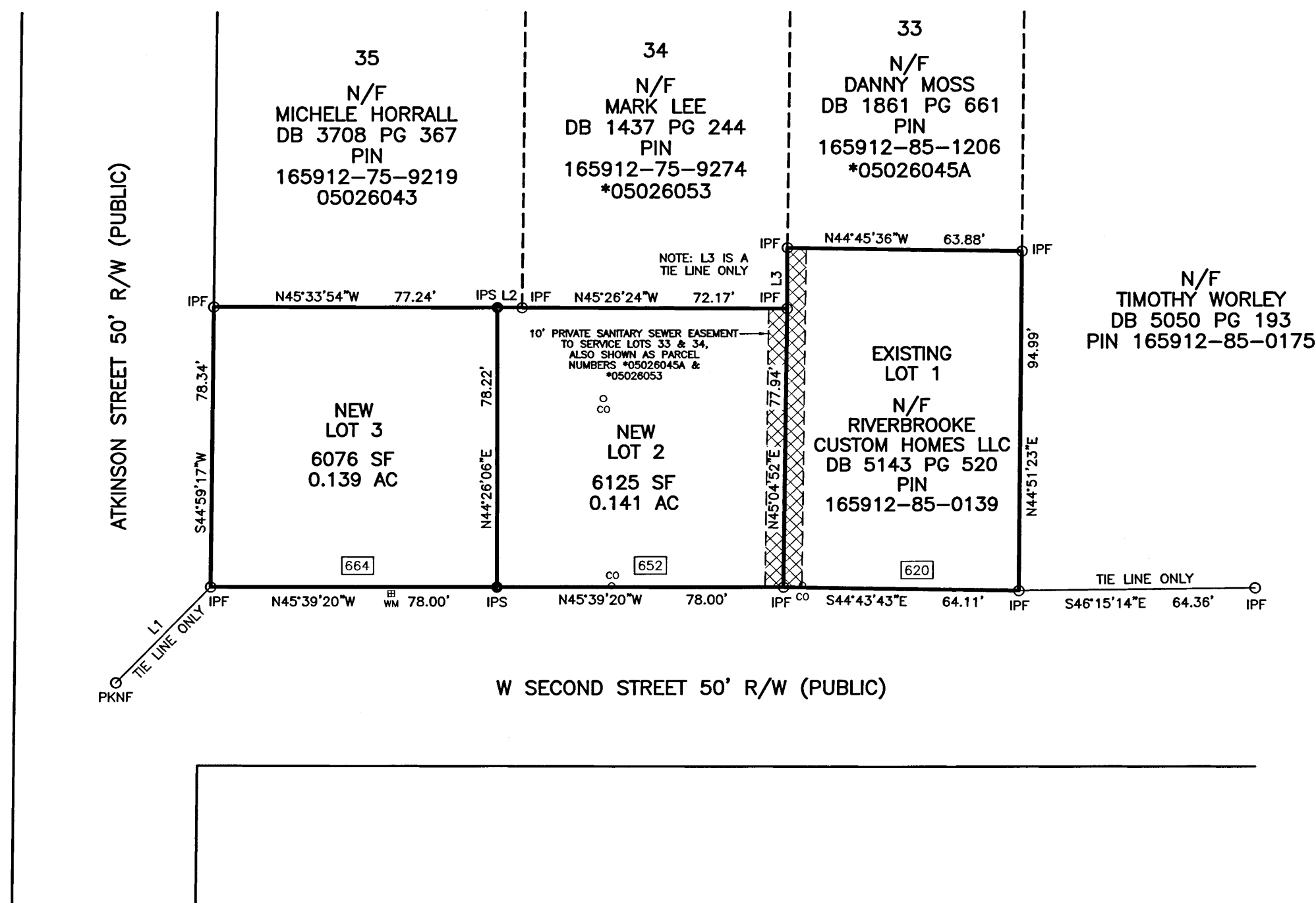
STATE OF NORTH CAROLINA, JOHNSTON COUNTY I, CURK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 5145, PAGE 5, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 5145, PAGE 5, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 12TH DAY OF APRIL, A.D., 2021



[Signature]
SURVEYOR
L - 3990

I HEREBY CERTIFY THAT THIS RECORD PLAT HAS BEEN FOUND TO COMPLY WITH THE UNIFIED DEVELOPMENT CODE OF CLAYTON, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE REGISTER OF DEEDS OF JOHNSTON COUNTY.

4/14/2021 DATE [Signature] PLANNING DIRECTOR



LINE	BEARING	DISTANCE
L1	S88°21'07"W	37.17'
L2	N45°33'54"W	6.71'
L3	S44°35'34"W	17.01'

NOTES:

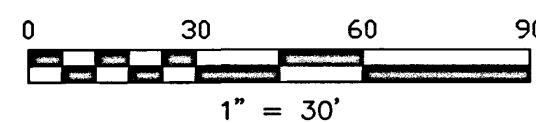
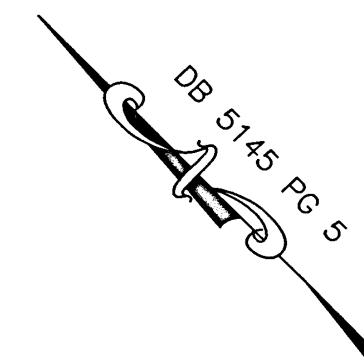
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
- 2) AREAS COMPUTED BY COORDINATE METHOD.
- 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
- 4) NO. 5 REBAR IRON STAKES WITH CAPS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED
- 5) NO HORIZONTAL CONTROL FOUND WITHIN 2000' OF SURVEY
- 6) PARENT TRACT DEED DB 5145 PG 5
- 7) ZONING: R-6
- 8) NC PIN NO. 165912-75-8251
- 9) PARCEL NO. 05026043A

R-6 LOT STANDARDS	
MIN. LOT AREA.....	6000 SF
MIN. LOT WIDTH.....	50'
MAX. LOT COVERAGE.....	35%
MAX. IMPERVIOUS SURFACE.....	60%

ZONING: R-6

SETBACKS

FRONT.....	25'
SIDE STREET.....	10'
SIDE.....	06'
REAR.....	20'



OWNER: RIVERBROOKE CUSTOM HOMES LLC
605 PAGE STREET
CLAYTON, NC 27520

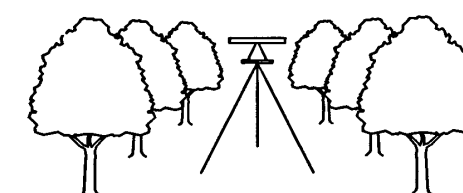
MINOR SUBDIVISION PLAT FOR
**RIVERBROOKE
CUSTOM HOMES LLC**
CLAYTON TOWNSHIP, JOHNSTON COUNTY
NORTH CAROLINA
APRIL 12, 2021

LEGEND

- IPF IRON PIPE FOUND
- IPS IRON PIPE SET
- CMF CONCRETE MONUMENT FOUND
- PKNF PARKER-KALON NAIL FOUND
- PKNS PARKER-KALON NAIL SET
- RRS RAILROAD SPIKE
- CSF COTTON SPIKE FOUND
- CSS COTTON SPIKE SET
- CC CONTROL CORNER
- CP COMPUTED POINT
- P/P POWER POLE
- OPW OVERHEAD POWER LINE
- R/W RIGHT OF WAY
- S.F. SQUARE FEET
- AC ACRE
- DB DEED BOOK
- PG PAGE
- BM BOOK OF MAPS
- LF LINEAR FEET
- 15S LOT HAS OFFSITE SEWER
- 15SL OFFSITE SEWER LOT
- 15R RECOMBINATION LOT
- 100 STREET ADDRESS
- LINES NOT SURVEYED

SURVEYED BY:	WES
DRAWN BY:	DANNY
CHECKED BY:	C. LANE - PLS
DRAWING NAME:	SUBDIVISION.DWG
SURVEY DATE:	6/25/18
JOB NO.	2030.064

TRUE LINE SURVEYING, P.C.



205 WEST MAIN STREET
CLAYTON, N.C. 27520
TELEPHONE: (919) 359-0427
FAX: (919) 359-0428
www.truelinesurveying.com

C-1859

CONDITIONS OF APPROVAL

1. Following Town Council approval, an electronic copy of the Site Plan and the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved site plan.
3. The Development shall be constructed in substantial conformance with the Conditional Zoning approved by the Clayton Town Council and the associated Site Plan as approved by Town staff.
4. These Conditions of Approval, and any others included with the associated Site Plan shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and approval.
5. The Development shall be constructed in substantial conformance with the Site Plan as approved by the Clayton Town Council.
6. Uses in the development shall be limited to Duplexes, and any allowed residential accessory uses within the Town of Clayton Unified Development Code.
7. In accordance with the associated Site Plan, the maximum gross density for the site shall be 8.7 dwelling units per acre.
8. The following standards will apply to the Development:
 - Minimum Lot Area: 6,000 square feet
 - Minimum Lot Width: 50 feet
 - Maximum Impervious Surface: 70%
 - Minimum Setbacks:
 - Front: 25 feet
 - Side Interior: 5 feet
 - Side Street: 10 feet
 - Rear: 10 feet
 - Maximum Structure Height: 35 feet
 - Maximum Building Coverage: 50%
9. A 10-Foot Class 'C' Alternative 1 Perimeter Buffer will be provided along the outermost sides and rear of the development. The buffer will include a minimum 4-foot vinyl privacy fence in front of the building, a 6-foot vinyl privacy fence behind the front of the building, and plantings at a ratio of 2 canopy trees, 3 understory tree, and 12 shrubs per 100 linear feet.
10. Any ground-mounted utility or mechanical equipment shall be screened from view of adjacent public rights-of-way in accordance with the screening requirements under Section 155.402(G)(4)-(5) of the Town of Clayton Unified Development Code.

CONDITIONS OF APPROVAL (CONT.)

11. Two-Family buildings shall include the using of the following primary exterior materials:
 - Siding: Board & Batten/Vinyl
 - Trim: Vinyl
 - Shutters: Vinyl
 - Roofing: Shingles
12. The Project and associated development applications shall adhere to Town adopted policies and ordinances that are in effect at the time of their submittal and acceptance for review.
13. To the extent of any conflict between the Site Plan and these Conditions of Approval, these Conditions shall control.
14. The associated Site Plan and Conditions of Approval for this project shall allow for any changes in Town Development regulations, either through text or the official Zoning Map, that are considered as upzoning, downzoning, or establishment of any nonconformity.
15. In the event the development contemplated in a Conditional Rezoning application is not substantially commenced within three (3) years from the date of the approval, the Town Council may initiate a rezoning application to return the land to its prior or to some other appropriate zoning district designation.
16. A new deed will be drafted to confirm the 3 separate parcels shown on existing and recorded Plat Book 93 page 200.
17. Applicant proposes a 6 foot wide buffer along the eastern property line with additional plantings as an alternate means of compliance and a condition of approval.
18. This development shall be specifically exempt from UDC §155.402. part 1 Site Interior Landscape Requirements.

SHEET 10 – CONDITIONS OF APPROVAL

SITE PLAN
OF
**WEST SECOND STREET
DUPLEXES**
TOWN OF CLAYTON
FOR
RIVERBROOKE CUSTOM HOMES

SCALE: 1" = 30'



TRUE LINE SURVEYING, P.C.



205 W. MAIN STREET
CLAYTON, N.C. 27520
TELEPHONE: (919) 359-0427
FAX: (919) 359-0428
www.truelinesurveying.com

C-1589

JOB NO: 2030.064	DRAWN: DANNY	DATE: 9/10/25	CHECKED: CURK
------------------	--------------	---------------	---------------

6/6/23

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: TBD

Meeting Time: 6:00pm

Meeting Location: True Line Surveying, 205 W. Main St., Clayton, NC 27520

Type of Application: Conditional Zoning

Project/proposal property address: West Second St.

Description of project/proposal: Adjustments to the building setbacks to allow for a total of three duplex units to fit per lot.

Upcoming public meetings for this application (Planning Board and/or Town Council):

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 **919-359-0427**.

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

Sincerely,

Curk Lane

True Line Surveying

Cc: Town of Clayton Planning Department

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: West Second St.

Application: Conditional Zoning

Location/Date: 8/21/23 True Line Surveying, 205 W. Main St. Clayton, NC 27520

NAME		ADDRESS
1	Mary Danne	715 W. Main St., Clayton, NC 27520
2	Mike Horrall	715 W. Main St., Clayton, NC 27520
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

January 2021

NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Application: Conditional Zoning

Date of Mailing: 8/3/23

Date of Meeting: 8/21/23

Time of Meeting: 6:00pm

Location of Meeting: True Line Surveying, 205 W. Main St. Clayton, NC 27520

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: Molly Herring

Signature:

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.*

Neighborhood meeting was held by Curk Lane on August 21, 2023, 6pm at True Line Surveying. The attendance list is included as a part of these minutes. Mary Danne and Mike Horrall, property owners had a few questions.

Are the units going to be rented and are they going to move the water line? Mike Horrall has prior agreement of \$500.

Curk Lane was able to address both of these questions.

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



TOWN OF CLAYTON
PLANNING DEPARTMENT

111 E Second Street
Clayton, NC 27520
919-553-5002

PUBLIC NOTICE

October 13, 2025

«Name1»
«Name2»
«Address1»
«Address2»
«CityStateZip»

Scan **QR Code** for
more information:



RE: A Public Meeting by the Clayton Planning Board

Dear Clayton Area Property Owner,

You are receiving this public notice because, according to Johnston County Tax Office records, you are listed as the owner of property identified as Parcel ID «ParcelID». This property is located within 300 feet of a proposed project in the Town of Clayton Planning Area.

You are invited to attend a public meeting hosted by the Clayton Planning Board to share your comments on the proposed project. The meeting will be held on October 27, 2025 at 6:00 PM in the Council Chambers at Town Hall located at 111 E. Second St., Clayton, NC 27520. The meeting will address the following:

Project:	2023-87-CZM, W Second Street Duplexes
Location:	Located on the northernly side of West Second Street at its intersection with Atkinson Street.
PIN #(s):	165912-75-8251 and 165912-85-0139
Applicant:	Molly Herring and Curk Lane, True Line Surveying
Request:	A Conditional Rezoning request to rezone two parcels totaling 0.419 acres of land from Residential High Density (RHD) to Conditional Residential (CZR) zoning district, permitting the Duplex Dwelling principal use. The request includes a Site Plan and Conditions of Approval, in accordance with requirements of 155.705 of the Unified Development Code (UDC).

If you have questions about this notice or the proposed project, please feel free to contact me at (919) 553-5002, ext. 5503 or at rtate@townofclaytonnc.org.

Sincerely,

Robert Tate, AICP | Senior Planner

VISION | A welcoming & engaged community that cherishes its charming local character & promotes economic vitality, environmental stewardship, safety, & opportunities for all.

MISSION | Dedicated & responsive public servants who provide essential services that bring people together & promote quality of life in the Clayton community.

VALUES | RESPONSIBILITY • COMMUNITY • COMMITMENT • RESPECT

www.TownofClaytonNC.org



TOWN OF CLAYTON COMMUNITY DEVELOPMENT

111 E Second Street
Clayton, NC 27520
919-553-5002

AVISO PÚBLICO

13 de octubre de 2025

«Name1»
«Name2»
«Address1»
«Address2»
«CityStateZip»

Escanee el código QR
para más información:



RE: Una reunión pública de la Junta de Planificación de Clayton

Estimado propietario del área de Clayton:

Usted está recibiendo este aviso público porque, según los registros de la Oficina de Impuestos del Condado de Johnston, usted figura como propietario de una propiedad identificada como Parcel ID «ParcelID». Esta propiedad está ubicada a 300 pies de un proyecto propuesto en el área de planificación del Pueblo de Clayton.

Está invitado a asistir a una reunión pública organizada por la Junta de Planificación de Clayton para compartir sus comentarios sobre el proyecto propuesto. La reunión se llevará a cabo el 27 de octubre de 2025 a las 6:00 PM en la Sala del Consejo del Ayuntamiento ubicada en 111 E. Second St., Clayton, NC 27520. La reunión abordará los siguientes:

Proyecto:	2023-87-CZM, Dúplexes en W Second Street
Ubicación:	Ubicado en el lado norte de West Second Street en su intersección con Atkinson Street.
PIN #(s):	165912-75-8251 y 165912-85-0139
Solicitante:	Molly Herring y Curk Lane, Topografía True Line
Pedido:	Una solicitud de Rezonificación Condicional para rezonar dos parcelas que suman un total de 0.419 acres de terreno de Residencial de Alta Densidad (RHD) a Residencial Condicional (CZR), permitiendo el uso principal de Vivienda Dúplex. La solicitud incluye un Plan del Sitio y Condiciones de Aprobación, de acuerdo con los requisitos del 155.705 del Código de Desarrollo Unificado (UDC).

Si tiene preguntas sobre este aviso o el proyecto propuesto, no dude en comunicarse conmigo al (919) 553-5002, ext. 5503 o en rtate@townofclaytonnc.org.

Atentamente,

Robert Tate, AICP | Planificador Senior

VISIÓN | Una comunidad acogedora y comprometida que aprecia su encantador carácter local y promueve la vitalidad económica, la gestión ambiental, la seguridad y las oportunidades para todos.

MISIÓN | Servidores públicos dedicados y receptivos que brindan servicios esenciales que unen a las personas y promueven la calidad de vida en la comunidad de Clayton.

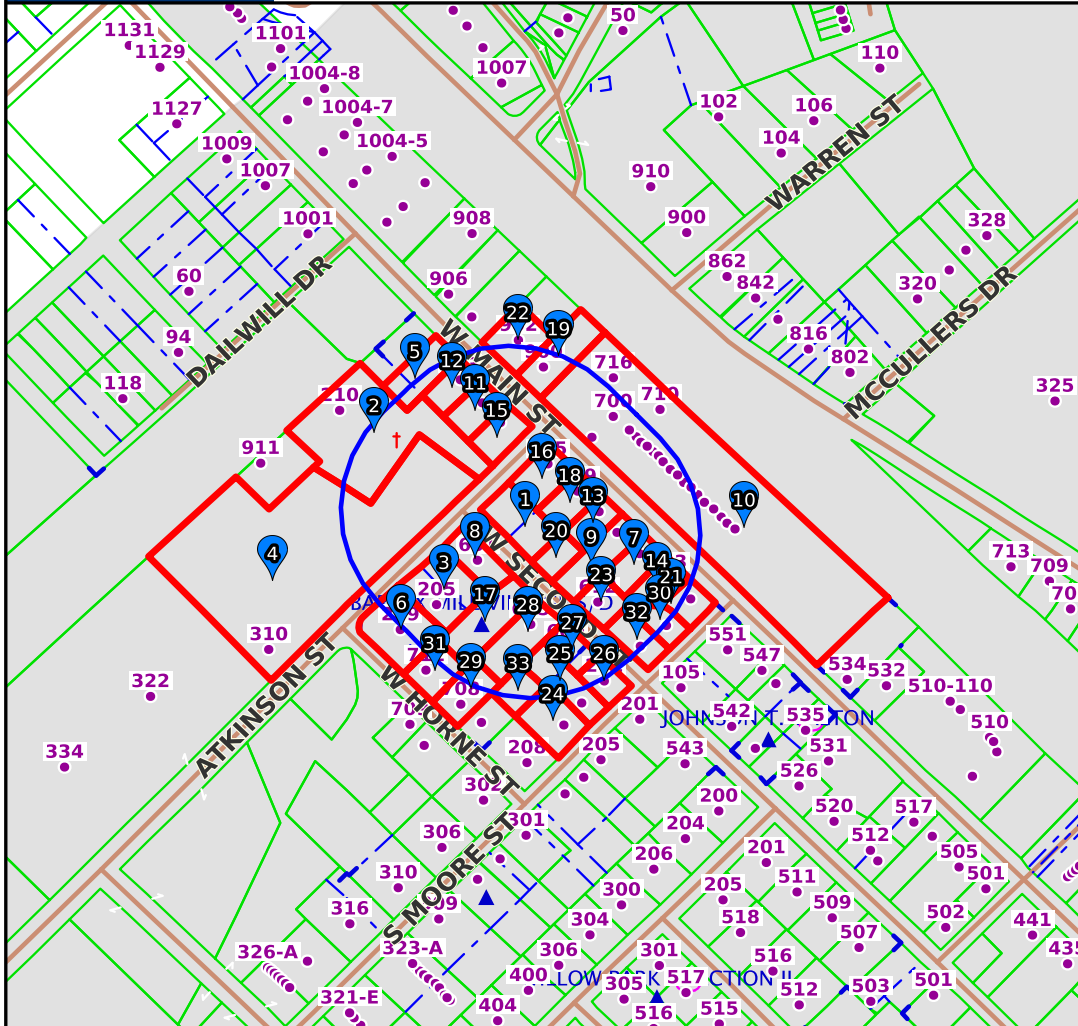
VALORES | RESPONSABILIDAD • COMUNIDAD • COMPROMISO • RESPETO

www.TownofClaytonNC.org



*** DISCLAIMER ***

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



Result 1

id: 05026043A
Tag: 05026043A
NCPin: 165912-75-8251
Mapsheet No: 165912
Owner Name 1: RIVERBROOKE CUSTOM HOMES LLC
Owner Name 2:
Mail Address 1: 853 JACK RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-6118
Site Address 1:
Site Address 2:
Book: 05145
Page: 0005
Market Value: 29780
Assessed Acreage: 0.310
Calc. Acreage: 0.315
Sales Price: 35000
Sale Date: 2018-05-04



Scale: 1:4311 - 1 in. = 359.22 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
September 29, 2025



*** DISCLAIMER ***

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

Result 2

id: 05026082
Tag: 05026082
Owner Name 1: FELLOWSHIP BAPTIST
CHURCH
Owner Name 2:
Mail Address 1:
Mail Address 2:
Mail Address 3:
Book: 00856
Page: 0514

Result 4

id: 05026083
Tag: 05026083
Owner Name 1: FELLOWSHIP BAPTIST
CHURCH
Owner Name 2:
Mail Address 1:
Mail Address 2:
Mail Address 3:
Book: 00835
Page: 0010

Result 6

id: 05026038A
Tag: 05026038A
Owner Name 1: BENNETT, JOEL
Owner Name 2:
Mail Address 1: 209 ATKINSON ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2103
Book: 05410
Page: 0181

Result 8

id: 05026040
Tag: 05026040
Owner Name 1: BERRY, CAROL CAPPS
Owner Name 2:
Mail Address 1: 651 W 2ND ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2247
Book: 06322
Page: 0379

Result 3

id: 05026038
Tag: 05026038
Owner Name 1: OCHOA, CESAR
Owner Name 2:
Mail Address 1: 1002 DELTA RIVER WAY
Mail Address 2:
Mail Address 3: KNIGHTDALE, NC 27545-7326
Book: 04719
Page: 0511

Result 5

id: 05026058
Tag: 05026058
Owner Name 1: FELLOWSHIP BAPTIST
CHURCH
Owner Name 2: OF CLAYTON
Mail Address 1: 911 WEST MAIN ST
Mail Address 2: P O BOX 535
Mail Address 3: CLAYTON, NC 27520-0000
Book: 02006
Page: 0009

Result 7

id: 05026010
Tag: 05026010
Owner Name 1: BARBOUR, GERALDINE T
Owner Name 2:
Mail Address 1: 705 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00638
Page: 0473

Result 9

id: 05026052
Tag: 05026052
Owner Name 1: WORLEY, TIMOTHY LERAY
Owner Name 2: WORLEY, MICHAEL LYNN
Mail Address 1: 1840 JACK RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-6167
Book: 05050
Page: 0193



*** DISCLAIMER ***

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

Result 10

id: 05026054
Tag: 05026054
Owner Name 1: SUNNYVALE INVESTMENTS,
LLC
Owner Name 2:
Mail Address 1: 700 W MAIN ST STE 102
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1657
Book: 04893
Page: 0801

Result 11

id: 05026056
Tag: 05026056
Owner Name 1: GUZMAN, JUAN CARLOS
PANIAGUA
Owner Name 2: SILVA-PANIAGUA, CAROL
Mail Address 1: 805 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1618
Book: 05390
Page: 0671

Result 12

id: 05026057
Tag: 05026057
Owner Name 1: SOUTH FAYETTEVILLE
STREET LLC
Owner Name 2:
Mail Address 1: 603 SOUTH FAYETTEVILLE
STREET
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 03422
Page: 0887

Result 13

id: 05026045A
Tag: 05026045A
Owner Name 1: MOSS, DANNY
Owner Name 2: MOSS, LISA T
Mail Address 1: 327 E BOBBITT RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 01861
Page: 0661

Result 14

id: 05026051
Tag: 05026051
Owner Name 1: SINAI HOMES, LLC
Owner Name 2:
Mail Address 1: 121 RUSTIC LN
Mail Address 2:
Mail Address 3: SMITHFIELD, NC 27577-9531
Book: 06370
Page: 0031

Result 15

id: 05026055
Tag: 05026055
Owner Name 1: HOGG, MELODY T.
Owner Name 2:
Mail Address 1: 803 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1618
Book: 04729
Page: 0636

Result 16

id: 05026043
Tag: 05026043
Owner Name 1: HORRALL, MICHELE
RAYMOND
Owner Name 2: DUNNE, MARY JOSEPHINE
Mail Address 1: 715 WEST MAIN STREET
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 03708
Page: 0367

Result 17

id: 05026039
Tag: 05026039
Owner Name 1: OCHOA, CESAR
Owner Name 2:
Mail Address 1: 1002 DELTA RIVER WAY
Mail Address 2:
Mail Address 3: KNIGHTDALE, NC 27545-7326
Book: 04719
Page: 0511



*** DISCLAIMER ***

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Result 18

id: 05026053
Tag: 05026053
Owner Name 1: AYALA, ARY HERNANDEZ
Owner Name 2: HERNANDEZ, ROBERTO
CARLOS COLMENARES
Mail Address 1: 709 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1616
Book: 06648
Page: 0267

Result 20

id: 05026045B
Tag: 05026045B
Owner Name 1: RIVERBROOKE CUSTOM
HOMES LLC
Owner Name 2:
Mail Address 1: 853 JACK RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-6118
Book: 05143
Page: 0520

Result 22

id: 05026070
Tag: 05026070
Owner Name 1: BRIGHTLEAF #2004, LLC
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 1266
Mail Address 3: SMITHFIELD, NC 27577-1266
Book: 06038
Page: 0271

Result 24

id: 05026028
Tag: 05026028
Owner Name 1: WILLIAMS, JAMES CLARENCE
Owner Name 2:
Mail Address 1: 206 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2218
Book: 00852
Page: 0213

Result 19

id: 05026089
Tag: 05026089
Owner Name 1: CUPO, MICHAEL G
Owner Name 2: CUPO, KAREN D
Mail Address 1: 900 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 01434
Page: 0959

Result 21

id: 05026050
Tag: 05026050
Owner Name 1: DAMELO GROUP LLC
Owner Name 2:
Mail Address 1: 915 5TH ST NW
Mail Address 2:
Mail Address 3: WASHINGTON, DC 20001-2501
Book: 04598
Page: 0136

Result 23

id: 05026086
Tag: 05026086
Owner Name 1: BARBOUR, LELAND ANTHONY
Owner Name 2: BARBOUR, BLESSL
Mail Address 1: 3800 LA VARRA DR
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-8641
Book: 05241
Page: 0635

Result 25

id: 05026029
Tag: 05026029
Owner Name 1: TART, JEAN
Owner Name 2:
Mail Address 1: 204 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2218
Book: 04150
Page: 0912



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Result 26

id: 05026030A
Tag: 05026030A
Owner Name 1: DRB ENTERPRISES INC
Owner Name 2:
Mail Address 1: 940 WHITE HORSE DR
Mail Address 2:
Mail Address 3: GREENVILLE, NC 27834-7755
Book: 02578
Page: 0060

Result 27

id: 05026030C
Tag: 05026030C
Owner Name 1: JANCUSKA, THOMAS R
Owner Name 2:
Mail Address 1: 116 ALLISON WAY
Mail Address 2:
Mail Address 3: ARCHER LODGE, NC
27527-5717
Book: 03542
Page: 0143

Result 28

id: 05026036
Tag: 05026036
Owner Name 1: MCKENNA, SHAWN
Owner Name 2: MCKENNA, JILL
Mail Address 1: 615 W 2ND ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2247
Book: 06526
Page: 0119

Result 29

id: 05026035
Tag: 05026035
Owner Name 1: WILLIAMS, JAMES C
Owner Name 2:
Mail Address 1: 206 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2218
Book: 00854
Page: 0796

Result 30

id: 05026049
Tag: 05026049
Owner Name 1: JAIMES, RODRIGO FAUSTINO
DIAZ
Owner Name 2: MALDONADO, LORENA DIAZ
Mail Address 1: 106 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2216
Book: 05526
Page: 0546

Result 31

id: 05026037
Tag: 05026037
Owner Name 1: FROHEN, BERNADETA
Owner Name 2:
Mail Address 1: 712 W HORNE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2243
Book: 06789
Page: 0302

Result 32

id: 05026048
Tag: 05026048
Owner Name 1: JAIMES, RODRIGO DIAZ
Owner Name 2: MALDONADO, LORENA DIAZ
Mail Address 1: 106 S MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 03461
Page: 0199

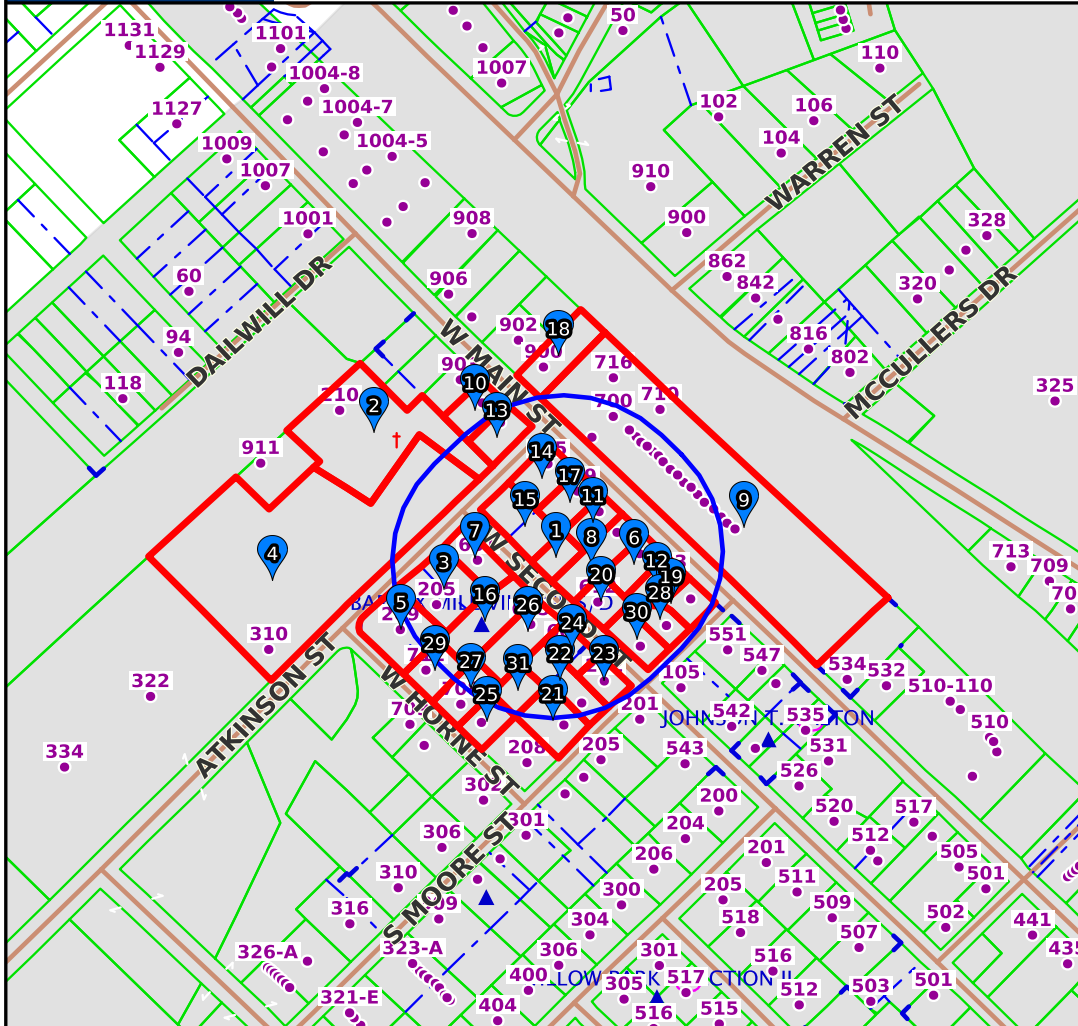
Result 33

id: 05E99199
Tag: 05E99199
Owner Name 1: WILLIAMS, J CLARENCE
Owner Name 2:
Mail Address 1: 206 S MOORE STREET
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00788
Page: 0279



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Result 1

id: 05026045B
Tag: 05026045B
NCPin: 165912-85-0139
Mapsheet No: 165912
Owner Name 1: RIVERBROOKE CUSTOM HOMES LLC
Owner Name 2:
Mail Address 1: 853 JACK RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-6118
Site Address 1:
Site Address 2:
Book: 05143
Page: 0520
Market Value: 20480
Assessed Acreage: 0.140
Calc. Acreage: 0.140
Sales Price: 25000
Sale Date: 2018-05-02



Scale: 1:4311 - 1 in. = 359.22 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
September 29, 2025



*** DISCLAIMER ***

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Result 2

id: 05026082
Tag: 05026082
Owner Name 1: FELLOWSHIP BAPTIST
CHURCH
Owner Name 2:
Mail Address 1:
Mail Address 2:
Mail Address 3:
Book: 00856
Page: 0514

Result 4

id: 05026083
Tag: 05026083
Owner Name 1: FELLOWSHIP BAPTIST
CHURCH
Owner Name 2:
Mail Address 1:
Mail Address 2:
Mail Address 3:
Book: 00835
Page: 0010

Result 6

id: 05026010
Tag: 05026010
Owner Name 1: BARBOUR, GERALDINE T
Owner Name 2:
Mail Address 1: 705 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00638
Page: 0473

Result 8

id: 05026052
Tag: 05026052
Owner Name 1: WORLEY, TIMOTHY LERAY
Owner Name 2: WORLEY, MICHAEL LYNN
Mail Address 1: 1840 JACK RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-6167
Book: 05050
Page: 0193

Result 3

id: 05026038
Tag: 05026038
Owner Name 1: OCHOA, CESAR
Owner Name 2:
Mail Address 1: 1002 DELTA RIVER WAY
Mail Address 2:
Mail Address 3: KNIGHTDALE, NC 27545-7326
Book: 04719
Page: 0511

Result 5

id: 05026038A
Tag: 05026038A
Owner Name 1: BENNETT, JOEL
Owner Name 2:
Mail Address 1: 209 ATKINSON ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2103
Book: 05410
Page: 0181

Result 7

id: 05026040
Tag: 05026040
Owner Name 1: BERRY, CAROL CAPPS
Owner Name 2:
Mail Address 1: 651 W 2ND ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2247
Book: 06322
Page: 0379

Result 9

id: 05026054
Tag: 05026054
Owner Name 1: SUNNYVALE INVESTMENTS,
LLC
Owner Name 2:
Mail Address 1: 700 W MAIN ST STE 102
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1657
Book: 04893
Page: 0801



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Result 10

id: 05026056
Tag: 05026056
Owner Name 1: GUZMAN, JUAN CARLOS
PANIAGUA
Owner Name 2: SILVA-PANIAGUA, CAROL
Mail Address 1: 805 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1618
Book: 05390
Page: 0671

Result 12

id: 05026051
Tag: 05026051
Owner Name 1: SINAI HOMES, LLC
Owner Name 2:
Mail Address 1: 121 RUSTIC LN
Mail Address 2:
Mail Address 3: SMITHFIELD, NC 27577-9531
Book: 06370
Page: 0031

Result 14

id: 05026043
Tag: 05026043
Owner Name 1: HORRALL, MICHELE
RAYMOND
Owner Name 2: DUNNE, MARY JOSEPHINE
Mail Address 1: 715 WEST MAIN STREET
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 03708
Page: 0367

Result 16

id: 05026039
Tag: 05026039
Owner Name 1: OCHOA, CESAR
Owner Name 2:
Mail Address 1: 1002 DELTA RIVER WAY
Mail Address 2:
Mail Address 3: KNIGHTDALE, NC 27545-7326
Book: 04719
Page: 0511

Result 11

id: 05026045A
Tag: 05026045A
Owner Name 1: MOSS, DANNY
Owner Name 2: MOSS, LISA T
Mail Address 1: 327 E BOBBITT RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 01861
Page: 0661

Result 13

id: 05026055
Tag: 05026055
Owner Name 1: HOGG, MELODY T.
Owner Name 2:
Mail Address 1: 803 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1618
Book: 04729
Page: 0636

Result 15

id: 05026043A
Tag: 05026043A
Owner Name 1: RIVERBROOKE CUSTOM
HOMES LLC
Owner Name 2:
Mail Address 1: 853 JACK RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-6118
Book: 05145
Page: 0005

Result 17

id: 05026053
Tag: 05026053
Owner Name 1: AYALA, ARY HERNANDEZ
Owner Name 2: HERNANDEZ, ROBERTO
CARLOS COLMENARES
Mail Address 1: 709 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-1616
Book: 06648
Page: 0267



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Result 18

id: 05026089
Tag: 05026089
Owner Name 1: CUPO, MICHAEL G
Owner Name 2: CUPO, KAREN D
Mail Address 1: 900 W MAIN ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 01434
Page: 0959

Result 19

id: 05026050
Tag: 05026050
Owner Name 1: DAMELO GROUP LLC
Owner Name 2:
Mail Address 1: 915 5TH ST NW
Mail Address 2:
Mail Address 3: WASHINGTON, DC 20001-2501
Book: 04598
Page: 0136

Result 20

id: 05026086
Tag: 05026086
Owner Name 1: BARBOUR, LELAND ANTHONY
Owner Name 2: BARBOUR, BLESSL
Mail Address 1: 3800 LA VARRA DR
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-8641
Book: 05241
Page: 0635

Result 21

id: 05026028
Tag: 05026028
Owner Name 1: WILLIAMS, JAMES CLARENCE
Owner Name 2:
Mail Address 1: 206 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2218
Book: 00852
Page: 0213

Result 22

id: 05026029
Tag: 05026029
Owner Name 1: TART, JEAN
Owner Name 2:
Mail Address 1: 204 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2218
Book: 04150
Page: 0912

Result 23

id: 05026030A
Tag: 05026030A
Owner Name 1: DRB ENTERPRISES INC
Owner Name 2:
Mail Address 1: 940 WHITE HORSE DR
Mail Address 2:
Mail Address 3: GREENVILLE, NC 27834-7755
Book: 02578
Page: 0060

Result 24

id: 05026030C
Tag: 05026030C
Owner Name 1: JANCUSKA, THOMAS R
Owner Name 2:
Mail Address 1: 116 ALLISON WAY
Mail Address 2:
Mail Address 3: ARCHER LODGE, NC
27527-5717
Book: 03542
Page: 0143

Result 25

id: 05026032
Tag: 05026032
Owner Name 1: RICHARD ALIOTO TRUST
Owner Name 2: ALIOTO, RICHARD TRUSTEE
Mail Address 1: 12 LAFOY DR
Mail Address 2:
Mail Address 3: CLAYTON, NC 27527-6620
Book: 06136
Page: 0959



*** DISCLAIMER ***

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Result 26

id: 05026036
Tag: 05026036
Owner Name 1: MCKENNA, SHAWN
Owner Name 2: MCKENNA, JILL
Mail Address 1: 615 W 2ND ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2247
Book: 06526
Page: 0119

Result 27

id: 05026035
Tag: 05026035
Owner Name 1: WILLIAMS, JAMES C
Owner Name 2:
Mail Address 1: 206 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2218
Book: 00854
Page: 0796

Result 28

id: 05026049
Tag: 05026049
Owner Name 1: JAIMES, RODRIGO FAUSTINO DIAZ
Owner Name 2: MALDONADO, LORENA DIAZ
Mail Address 1: 106 MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2216
Book: 05526
Page: 0546

Result 29

id: 05026037
Tag: 05026037
Owner Name 1: FROHEN, BERNADETA
Owner Name 2:
Mail Address 1: 712 W HORNE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2243
Book: 06789
Page: 0302

Result 30

id: 05026048
Tag: 05026048
Owner Name 1: JAIMES, RODRIGO DIAZ
Owner Name 2: MALDONADO, LORENA DIAZ
Mail Address 1: 106 S MOORE ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 03461
Page: 0199

Result 31

id: 05E99199
Tag: 05E99199
Owner Name 1: WILLIAMS, J CLARENCE
Owner Name 2:
Mail Address 1: 206 S MOORE STREET
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00788
Page: 0279



TOWN OF CLAYTON
PLANNING DEPARTMENT
111 E Second Street
Clayton, NC 27520
919-553-5002

PUBLIC NOTICE CERTIFICATION

This certifies that the project and the associated application have been publicly noticed according to NCGS, Town UDO, and Planning Department policy:

Project: W Second Street Duplexes - 2023-87-CZM
Town Board: Planning Board
Date of Meeting: October 27, 2025
Public Notice Deadline: October 17, 2025

Public Notice Checklist			
Type	Action	Staff	Date Complete
1. Letters Mailed	Request sent to Administration to mail property owner letters within 300' of subject property	Robert Tate <i>RT</i>	10/13/25
2. Property Posted	Request sent to Code Enforcement to post property	Jon Weckesser <i>JW</i>	10/13/2025
3. Website Updated	Request sent to Administration to upload project to Planning website	Lori Bryant <i>LB</i>	10/8/25
4. Newspaper Publish	Request sent to Town Clerk to publish the Legal Ad	N/A	N/A

Certified by:


Haley Downey, AICP, CZO
Assistant Planning Director

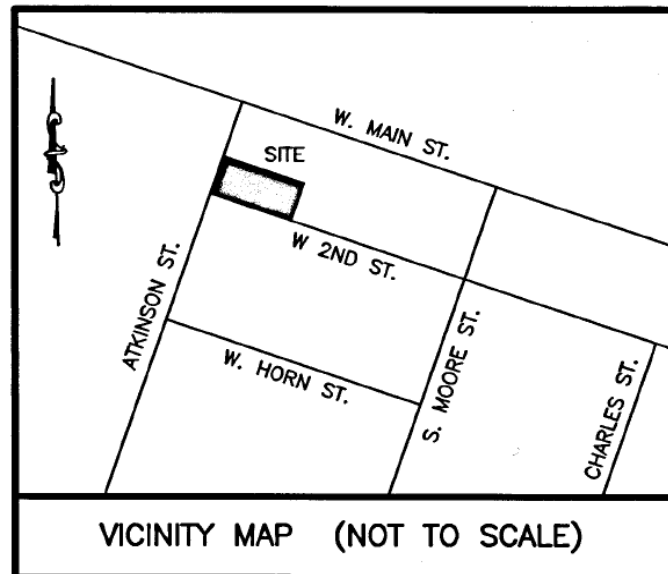
10/13/25
Date

VISION | A welcoming & engaged community that cherishes its charming local character & promotes economic vitality, environmental stewardship, safety, & opportunities for all.

MISSION | Dedicated & responsive public servants who provide essential services that bring people together & promote quality of life in the Clayton community.

VALUES | RESPONSIBILITY • COMMUNITY • COMMITMENT • RESPECT

www.TownofClaytonNC.org



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER SITES AND EASEMENTS TO PUBLIC AND PRIVATE USE AS NOTED. FURTHERMORE, I DEDICATE ALL ELECTRICAL SYSTEMS AND ALL SEWER AND WATER LINES TO THE TOWN OF CLAYTON.

4/13/21 DATE [Signature] OWNER

* WATER, SEWER, & ELECTRICAL PROVIDED BY TOWN OF CLAYTON UTILITIES.

PROPERTY SHOWN HEREON IS XXX IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE. FEMA FLOOD HAZARD PANEL NO. 3720165900 K EFFECTIVE DATE: JUNE 20, 2018

4/12/21 DATE [Signature] SURVEYOR

DEPUTY/ASSISTANT SURVEYOR:

CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

4/12/21 DATE [Signature] SURVEYOR

SURVEYOR'S DISCLAIMER: NO ATTEMPT WAS MADE TO LOCATE ANY CEMETERIES, WETLANDS, HAZARDOUS MATERIAL SITES, UNDERGROUND UTILITIES OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN.

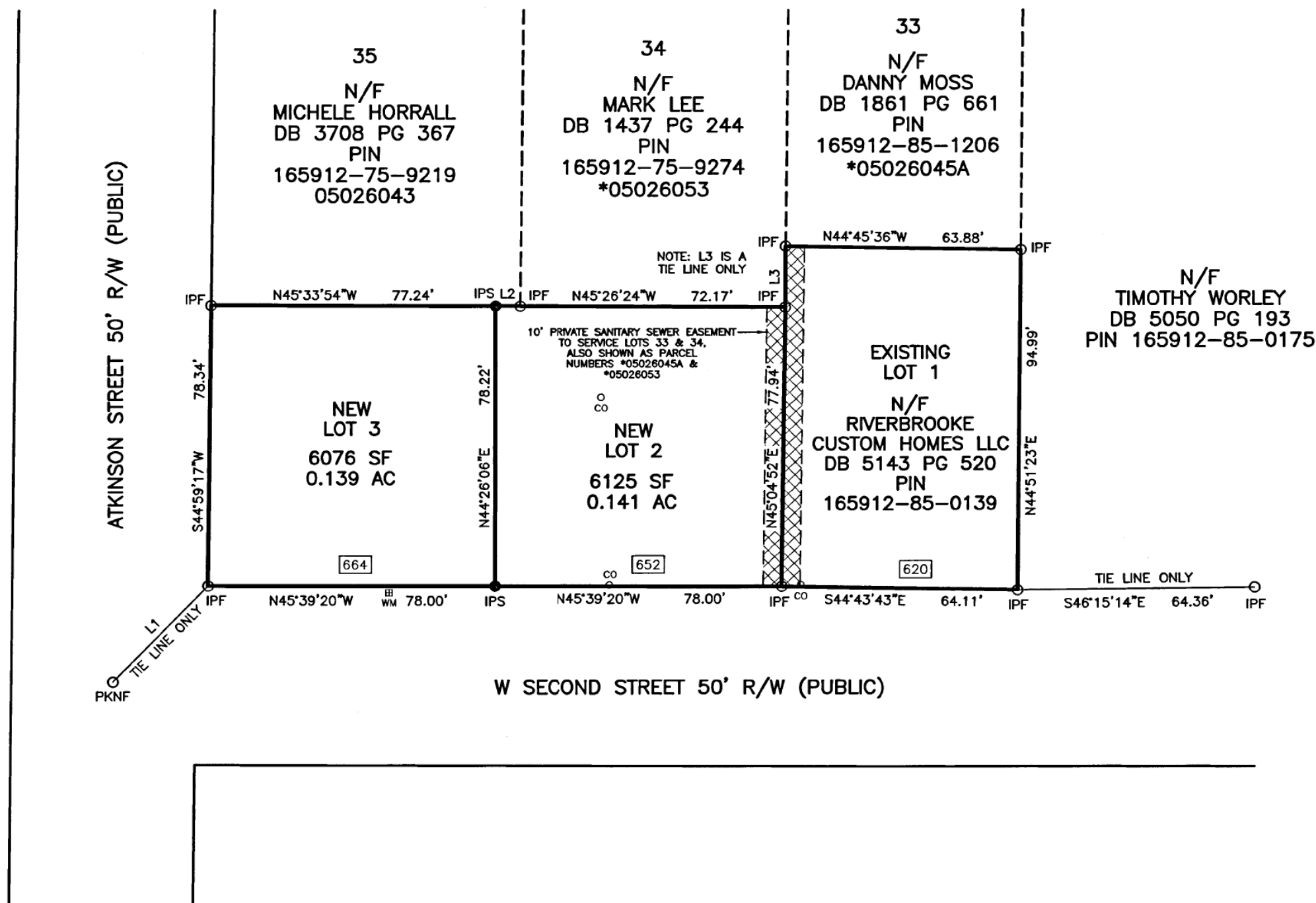
4/12/21 DATE [Signature] SURVEYOR

STATE OF NORTH CAROLINA, JOHNSTON COUNTY I, CLARK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 5145, PAGE 5, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 5145, PAGE 5, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 12th DAY OF APRIL, A.D., 2021



I HEREBY CERTIFY THAT THIS RECORD PLAT HAS BEEN FOUND TO COMPLY WITH THE UNIFIED DEVELOPMENT CODE OF CLAYTON, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE REGISTER OF DEEDS OF JOHNSTON COUNTY.

4/14/2021 DATE [Signature] PLANNING DIRECTOR



LINE	BEARING	DISTANCE
L1	S88°21'07"W	37.17'
L2	N45°33'54"W	6.71'
L3	S44°35'34"W	17.01'

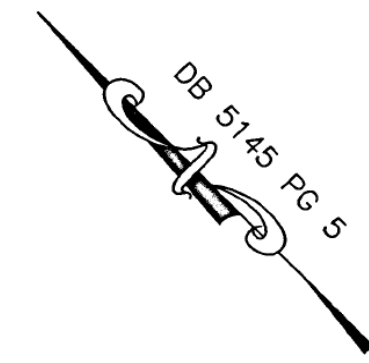
NOTES:

- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
- 2) AREAS COMPUTED BY COORDINATE METHOD.
- 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
- 4) NO. 5 REBAR IRON STAKES WITH CAPS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED
- 5) NO HORIZONTAL CONTROL FOUND WITHIN 2000' OF SURVEY
- 6) PARENT TRACT DEED DB 5145 PG 5
- 7) ZONING: R-6
- 8) NC PIN NO. 165912-75-8251
- 9) PARCEL NO. 05026043A

R-6 LOT STANDARDS	
MIN. LOT AREA.....	6000 SF
MIN. LOT WIDTH.....	50'
MAX. LOT COVERAGE.....	35%
MAX. IMPERVIOUS SURFACE.....	60%

ZONING: R-6

SETBACKS	
FRONT.....	25'
SIDE STREET.....	10'
SIDE.....	06'
REAR.....	20'



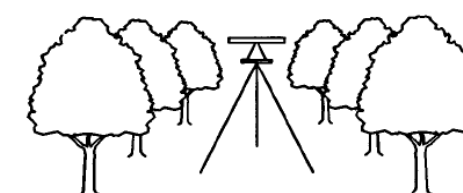
MINOR SUBDIVISION PLAT FOR
**RIVERBROOKE
CUSTOM HOMES LLC**
CLAYTON TOWNSHIP, JOHNSTON COUNTY
NORTH CAROLINA
APRIL 12, 2021

LEGEND

- IPF IRON PIPE FOUND
- IPS IRON PIPE SET
- CMF CONCRETE MONUMENT FOUND
- PKNF PARKER-KALON NAIL FOUND
- PKNS PARKER-KALON NAIL SET
- RRS RAILROAD SPIKE FOUND
- CSF COTTON SPIKE FOUND
- CSS COTTON SPIKE SET
- CC CONTROL CORNER
- CP COMPUTED POINT
- P/P POWER POLE
- OPW OVERHEAD POWER LINE
- R/W RIGHT OF WAY
- S.F. SQUARE FEET
- AC ACRE
- DB DEED BOOK
- PB PLAT BOOK
- BM BOOK OF MAPS
- PG PAGE
- LF LINEAR FEET
- 15S LOT HAS OFFSITE SEWER
- 15SL OFFSITE SEWER LOT
- 15R RECOMBINATION LOT
- 100 STREET ADDRESS
- LINES NOT SURVEYED

SURVEYED BY:	WES
DRAWN BY:	DANNY
CHECKED BY:	C. LANE - PLS
DRAWING NAME:	SUBDIVISION.DWG
SURVEY DATE:	6/25/18
JOB NO.	2030.064

TRUE LINE SURVEYING, P.C.



205 WEST MAIN STREET
CLAYTON, N.C. 27520
TELEPHONE: (919) 359-0427
FAX: (919) 359-0428
www.truelinesurveying.com

C-1859

Conditions of Approval (2023-87-CZM West Second Street – Conditional Zoning District):

1. Following Town Council approval, an electronic copy of the Site Plan and the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved site plan.
3. The Development shall be constructed in substantial conformance with the Conditional Zoning approved by the Clayton Town Council and the associated Site Plan as approved by Town staff.
4. These Conditions of Approval, and any others included with the associated Site Plan shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and approval.
5. The Development shall be constructed in substantial conformance with the Site Plan as approved by the Clayton Town Council.
6. Uses in the development shall be limited to Duplexes, and any allowed residential accessory uses within the Town of Clayton Unified Development Code.
7. In accordance with the associated Site Plan, the maximum gross density for the site shall be 8.7 dwelling units per acre.
8. The following standards will apply to the Development:
 - Minimum Lot Area: 6,000 square feet
 - Minimum Lot Width: 50 feet
 - Maximum Impervious Surface: 70%
 - Minimum Setbacks:
 - Front: 25 feet
 - Side Interior: 5 feet
 - Side Street: 10 feet
 - Rear: 10 feet
 - Maximum Structure Height: 35 feet
 - Maximum Building Coverage: 50%
9. A 10-foot Class 'C' Alternative 1 Perimeter Buffer will be provided along the outermost sides and rear of the development. The buffer will include a minimum 4-foot vinyl privacy fence in front of the building, a 6-foot vinyl privacy fence behind the front of the building, and plantings at a ratio of 2 canopy trees, 3 understory trees, and 12 shrubs per 100 linear feet.
10. Any ground-mounted utility or mechanical equipment shall be screened from view of adjacent public rights-of-way in accordance with the screening requirements under Section 155.402(G)(4)-(5) of the Town of Clayton Unified Development Code.

11. Two-Family buildings shall include the using of the following primary exterior materials:
 - Siding: Board & Batten/Vinyl
 - Trim: Vinyl
 - Shutters: Vinyl
 - Roofing: Shingles
12. The Project and associated development applications shall adhere to Town adopted policies and ordinances that are in effect at the time of their submittal and acceptance for review.
13. To the extent of any conflict between the Site Plan and these Conditions of Approval, these Conditions shall control.
14. The associated Site Plan and Conditions of Approval for this project shall allow for any changes in Town Development regulations, either through text or the official Zoning Map, that are considered as upzoning, downzoning, or establishment of any nonconformity.
15. In the event the development contemplated in a Conditional Rezoning application is not substantially commenced within three (3) years from the date of the approval, the Town Council may initiate a rezoning application to return the land to its prior or to some other appropriate zoning district designation.
16. A new deed will be drafted to confirm the 3 separate parcels shown on existing and recorded Plat Book 93 page 200.
17. Applicant proposes a 6 foot wide buffer along the eastern property line with additional plantings as an alternative means of compliance and a condition of approval.
18. This development shall be specifically exempt from UDC §155.402. Part 1 Site Interior Landscape Requirements.

PROPERTY OWNER AFFIDAVIT

I/We, the undersigned, do hereby certify that I have reviewed the recommended conditions of approval and am/are in agreement with the conditions as they are outlined within this letter.

Josh bunn

Print Name

DocuSigned by:

Josh Bunn

Signature of Property Owner

10/6/2025

Date

Signature affirms compliance with North Carolina General Statutes § 160D-703 (b).

RECEIVED

By Robert at 12:08 pm, Oct 06, 2025

W Second Street Duplexes Conditional Rezoning | 2023-87-CZM

Motions for Consistency Statements

The Planning Board may choose from one of the four suggested motions below.

Staff Recommends the Motion in Red Bold Text

Motion 1: Recommend Approval – Consistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend approval of this Conditional Rezoning and Conditions of Approval based on consistency with the adopted 2045 Comprehensive Growth Plan, in that:

- The subject site is designated on the Future Land Use Map as Downtown Core.
- Policy LU 1.1: Manage future growth and encourage quality development through the implementation of the Comprehensive Plan, the Unified Development Code (UDC), and other plans and regulations adopted by the Town Council.
- Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.
 - Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.

This action is reasonable and in the public interest, in that:

- The Comprehensive Growth Plan encourages infill development that increases residential activity.
- The request is compatible with surrounding zoning and land uses

Motion 2: Recommend Approval – Inconsistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend approval of this Conditional Rezoning and Conditions of Approval based on inconsistency with the adopted 2045 Comprehensive Growth Plan, in that:

- The subject site is designated on the Future Land Use Map as Downtown Core.
- Policy LU 1.1: Manage future growth and encourage quality development through the implementation of the Comprehensive Plan, the Unified Development Code (UDC), and other plans and regulations adopted by the Town Council.

- Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.
 - Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.

This action is reasonable and in the public interest, in that:

- The Comprehensive Growth Plan encourages infill development that increases residential activity.
- The request is compatible with surrounding zoning and land uses

Motion 3: Recommend Denial – Consistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend denial of this Conditional Rezoning and Conditions of Approval. While the request is consistent with the adopted 2045 Comprehensive Growth Plan, in that:

- The subject site is designated on the Future Land Use Map as Downtown Core.
- Policy LU 1.1: Manage future growth and encourage quality development through the implementation of the Comprehensive Plan, the Unified Development Code (UDC), and other plans and regulations adopted by the Town Council.
- Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.
 - Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.

This action is reasonable and in the public interest, in that:

- The Comprehensive Growth Plan encourages infill development that increases residential activity.
- The request is compatible with surrounding zoning and land uses

Motion 4: Recommend Denial – Inconsistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend approval of this Conditional Rezoning and Conditions of Approval based on inconsistency with the adopted 2045 Comprehensive Growth Plan, in that:

- The subject site is designated on the Future Land Use Map as Downtown Core.
- Policy LU 1.1: Manage future growth and encourage quality development through the implementation of the Comprehensive Plan, the Unified Development Code (UDC), and other plans and regulations adopted by the Town Council.
- Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.
 - Policy DT 1.4: Increase residential activity and promote mixed-use projects in Downtown.

This action is reasonable and in the public interest, in that:

- The Comprehensive Growth Plan encourages infill development that increases residential activity.
- The request is compatible with surrounding zoning and land uses



Planning Board Agenda Cover Sheet

Meeting Date

October 27, 2025

Agenda Location

PUBLIC MEETINGS

Item Title

Unified Development Ordinance Text Amendments (UDOTA 2-25)

Presenter(s)

Conrad Olmedo, Planning Director

Suggested Action

Adoption of Ordinance - Recommendation to Town Council

Strategic Priorities Alignment



Vibrant Downtown



Desirable
Amenities and
Spaces



Sustainable
Infrastructure



Mobility,
Transportation,
and Transit



Diversified
Economic
Development



Community
Outreach and
Engagement



Public Safety

Public Hearing: No - Legislative

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Summary

A presentation to the Planning Board of the Town of Clayton's Unified Development Ordinance Text Amendments (UDOTA 2-25).

Background/History

On November 20, 2023, the Town Council adopted the Town of Clayton Unified Development Ordinance (UDO). The UDO became effective on January 2, 2024 and has been the Town's land use regulatory document since that date. As part of the adoption of the UDO, it was communicated that the UDO would be updated on a reoccurring basis to reflect feedback from its implementation.

Recommendation

Staff is recommending that the UDO Text Amendments (UDOTA 2-25) be recommended for approval by the Planning Board.

Funding Source

N/A

Corresponding Documentation

[01 Staff Report UDOTA 2-25 PB 10.27.25 Final](#)

[02 Presentation UDOTA 2-25 PB 10.27.25 v1](#)

[04 UDOTA 2-25 REDLINES PB 10.27.25](#)

[05 UDO Procedures Manual PB 10.27.25 REFERENCE ONLY](#)

[06 Consistency Statements Sheet - UDOTA 2-25 PB 10.27.25](#)

Submitted By: Conrad Olmedo, Planning

Reviewed By:

Haley Downey, Assistant Planning
Director

Approved - Oct 17 2025



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
planning@townofclaytonnc.org

Planning Board: October 27, 2025
Town Council Work Session: November 3, 2025 (Tentative)
Town Council Public Hearing: December 1, 2025 (Tentative)

STAFF REPORT	
Project Number:	UDOTA 2-25
Project Name:	Unified Development Ordinance Text Amendments (UDOTA 2-25)
Property Pin #:	N/A
Location:	Town of Clayton Planning Jurisdiction
Applicant:	Conrad Olmedo, Planning Director Town of Clayton Planning Department
Property Owner:	N/A
Public Noticing Dates:	Published on website by October 17, 2025
Request:	Consideration of the following items related to Unified Development Ordinance Text Amendments (UDOTA 2-25): • Make a recommendation on Project Consistency Statement • Make a recommendation on UDOTA 2-25
PROJECT OVERVIEW	
On November 20, 2023, the Town Council adopted the Town of Clayton Unified Development Ordinance (UDO). The UDO became effective on January 2, 2024 and has been the Town's land use regulatory document since that date. As part of the adoption of the UDO, it was understood that text amendments would be an integral part of keeping the UDO relevant and that recurring updates would allow the UDO to reflect feedback from its daily implementation, community input, and state law compliance. UDOTA 2-25 represents the fifth round of UDOTA and consists of 24-line items. These changes include editorial and technical clarifications, feedback from the public, and staff observations from implementation. This is the second and final round of revisions for the year 2025, following UDOTA 1-25 that was approved by Town Council on July 21, 2025.	
UDOTA 2-25 Changes in Brief	

After internal discussion of feedback from the community, state law compliance, an implementation lessons, the Engineering, Fire, Water Resources, and Planning Departments, have worked in partnership to provide the following changes in brief:

- **Chapter 1:** Clarification on quorum necessary to vote on an item.
- **Chapter 2:** Edits to when a Zoning Compliance Permit is necessary or exempt and edits to Public Noticing Content.
- **Chapter 3:** Clarification on zoning district naming conventions and the maximum building size in the NCM zoning district.
- **Chapter 4:** Update with respect to flagpoles, the Downtown Boundary Map, and dwellings where Urban Archery is permitted.
- **Chapter 6:** Edits to Stormwater to align with State compliance, clarification on required vegetation for Street Trees and Streetscape Buffers, and revisions to Structural Soils.
- **Chapter 8:** Edits to clarify existing and add new definitions, such as Functional Fire Protection and Museum.

UDO Redlines Document

The provided UDOTA 2-25 redline document illustrates the language as proposed to be amended. Noted by the redline text are highlighted numbers, e.g. (#19). These numbers correspond to the Summary Table provided, which includes details about each change, including the date, source of change, short title, UDO Section, UDO page numbers (may alter with drafts), and a description with staff commentary.

UDO Procedures Manual

Noted in the UDOTA 2-25 redline attachment are sections of the UDO that have been removed and relocated into a newly created UDO Procedures Manual. Relocations of this text are regarding the Public Notice Content. This will allow staff to easily update the Town's Public Noticing requirements to reflect NCGS requirements as they occur.

This change also represents a shift to provide procedure improvements internally that help applicants navigate Town review processes more efficiently. These processes include application checklists, plat certifications, plant species, and more. The UDO Procedures Manual draft, with an anticipated effective date of December 2, 2025, is provided in this packet for reference only.

No action is required by the Planning Board nor by Town Council on the UDO Procedures Manual.

REVIEW CRITERIA

Per UDO Section 2.3.26.H., "the advisability of amending the text of this Ordinance is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Town Council may, but is not required to, consider whether and the extent to which the proposed text amendment:

1. Enhances the public's health, safety, and welfare;
2. Is consistent with the Town's Adopted Policy Guidance;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Addresses an unforeseen matter not present when the Ordinance was adopted;
6. Addresses other factors determined to be relevant by the Town Council; and
7. Would not result in significantly adverse impacts on the natural environment, including water, air, noise, stormwater management, wildlife, vegetation, and the natural functioning of the environment."

PLANNING BOARD CONSIDERATIONS

Per Unified Development Ordinance, 2.3.26, Text Amendments, the adoption and effect of text amendments requires the legislative decision by Town Council with the recommendation of the Planning Board. Should the Planning Board fail to make a recommendation, the Town Council may process the request without a recommendation.

STAFF RECOMMENDATION

UDOTA 2-25 is generally consistent with relevant policies in the Comprehensive Plan, and a recommendation of approval of the text amendment request is reasonable and in the public interest. See Motion 1 in the Consistency Statements Sheet Attachment.

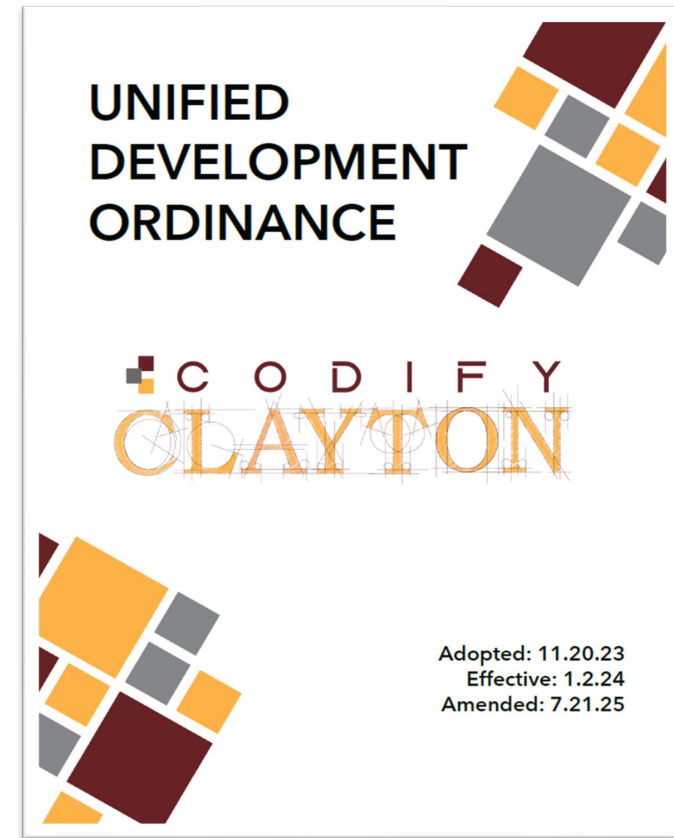
ATTACHMENTS:

1. Staff Report
2. UDOTA 2-25 Presentation
3. UDOTA 2-25 Summary Table Form
4. UDOTA 2-25 Redline Changes
5. UDO Procedures Manual, Draft for December 2, 2025 (Reference Only)
6. Consistency Statements Sheet

Unified Development Ordinance (UDO) Text Amendment (UDOTA 2-25)

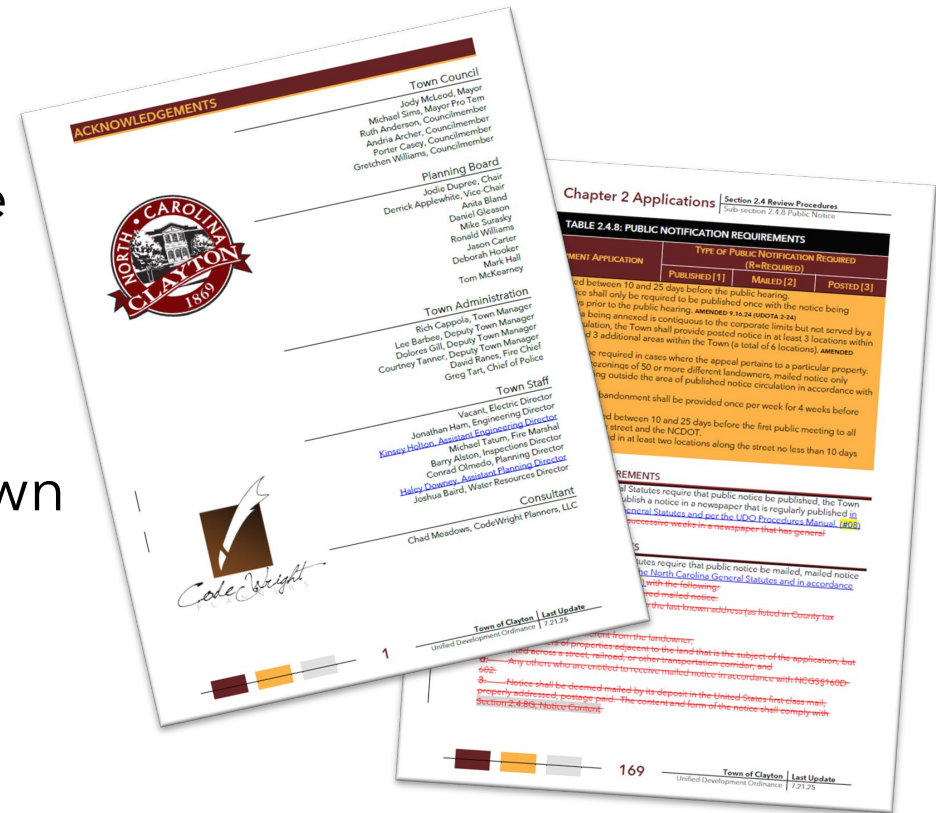


- ◆ 5th round of UDO Text Amendments
- ◆ 24 changes organized with editorial changes made
- ◆ Summary Table with UDO redline references, e.g. (#19)
- ◆ Planning Board Public Meeting on 10.27.25
- ◆ Tentative Town Council Meetings:
 - Work Session on 11.3.25
 - Public Hearing on 12.1.25



Overview

- ◆ UDOTA 2-25 in brief:
- 1. **Chapter 1:** Quorum for items
- 2. **Chapter 2:** Zoning Compliance Permits
- 3. **Chapter 3:** Naming of Zoning Districts
- 4. **Chapter 4:** Flagpoles, Downtown Boundary Map, Urban Archery
- 5. **Chapter 6:** Stormwater State compliance
- 6. **Chapter 8:** Definitions



Summary Table



- ◆ UDOTA Redline numbers align with the Summary Table, e.g. (#04)

UDOTA ID	Date Added	Source/Staff	Short Title	UDO-5#	(+/-) .pd
(#01)	9/12	Staff	Clarification on Quorum	1.8.4.D.1, 1.8.5.D.1	2
(#02)	9/25	Staff	Sections	2.3.5.B., 2.3.33.B, and 2.3.33.C	62
(#03)	9/19	Staff	Conservation Subdivision Expiration	2.3.8.1	

B. APPLICABILITY

- A Zoning Compliance Permit is required for the following:
 AMENDED 12.16.25 (UDOTA 3-24); AMENDED 7.21.25 (UDOTA 1-25)
 - Art Installations Section 4.5.5D, Art Installation;
 - Driveway Permits (private street only) (#04) Section 2.3.13, Driveway Permit;
 - Family Care Homes Section 4.3.45, Family Care Home;
 - Fences or walls less than or equal to 6 feet in height Section 6.3.2A, Generally; (#05)
 - Flagpoles that are freestanding and detached from the wall or roof of a building, Section 4.5.5N, Flagpole (#06)
 - Retaining walls less than 5 feet in height, including the buried portion Section 6.3.2A, Generally;
 - Mobile Restaurant or Push Cart Section 4.5.5T, Mobile Restaurant or Push Cart;
 - Ornamental or other pools with depths of less than 24 inches Section 2.3.5B, Exemptions;
 - Outdoor Dining (up to 20 people) Section 4.5.5U, Outdoor Dining or Seating;
 - Outdoor Display (< 50 sf) Section 4.5.5V, Outdoor Display/Sales;
 - Patios and At-Grade Walkways Section 2.3.5B, Exemptions;
 - Playground equipment with a Residential Dwelling Section 2.3.5B, Exemptions; (#02)
 - Secondary Structure (when no building permit required) Section 2.3.5B, Exemptions;

1	Pre-Application Conference (Optional)
2	File Application - Submitted to Planning Director - Must include a plan or generalized sketch of the development
3	Completeness Determination
4	Planning Director Review and Decision
5	Notification of Decision

Summary Table



COMMUNITY DEVELOPMENT

- ◆ Clarification on Quorum for Planning Board and Board of Adjustment (#01)
- ◆ Align UDO with respect to Playground Equipment, now exempt from ZCP (#02).
- ◆ Update Conservation Subdivision to align with a Major Subdivision submittal (#03).
- ◆ Update Driveway Permit to be required for a "street" (#04).

Summary Table, Continued



COMMUNITY DEVELOPMENT

- ◆ Clarification on Fences and Walls and Retaining Walls if less than 5 feet in height (#05)
- ◆ Update on flagpole permitting as a Zoning Compliance Permit (#06).
- ◆ Zoning Compliance Permit required for establishing a Principal Use (#07).
- ◆ Removal of Public Notice content from UDO and relocated into the UDO Procedures Manual (#08).

Summary Table, Continued



COMMUNITY DEVELOPMENT

- ◆ Remove reference to Conditional Zoning naming convention (#09)
- ◆ Increase maximum size of a building to 10,000 square feet in the Neighborhood Commercial (NCM) zoning district (#10).
- ◆ Allowance of Type 3 Conditional Zoning to list either prohibited or permitted use restrictions (#11).
- ◆ Change to Unified Development to refer to "principal structures" for overall alignment (#12).

Summary Table, Continued



COMMUNITY DEVELOPMENT

- ◆ Update to Downtown Boundary Map per the Downtown Clayton Plan (#13)
- ◆ Clarification of 50-yard provision from a dwelling for Urban Archery (#14).
- ◆ Clarification on required maintenance easements for retaining walls 5-feet or higher (#15).
- ◆ Revision to "Structural Soil" to be "Supportive Soil" and where required (#16).

Summary Table, Continued



COMMUNITY DEVELOPMENT

- ◆ Clarification on Street Trees, Streetscape Buffers, and where and how many trees are required (#17)
- ◆ Removal of tree species for Street Trees and relocation to UDO Procedures Manual (#18).
- ◆ Comprehensive updates to Stormwater requirements for State compliance (#19).
- ◆ Edit to "Bottle Shop" definition (#20).

Summary Table, Continued



COMMUNITY DEVELOPMENT

- ◆ New definition for "Functional Fire Protection" (#21)
- ◆ Update to "Itinerant Merchant Sales" for alignment to Specific Temporary Use Standards (#22).
- ◆ New definition for "Museum" where none existed for the "Museum" Principal Use (#23).
- ◆ Revision of the "Secondary Building", "Secondary Structure" and "Secondary Use" definitions for clarity and distinction (#24).

Next Steps



- ◆ Planning Board Recommendation
- ◆ Town Council Work Session on November 3, 2025
- ◆ Town Council Public Hearing on December 1, 2025
- ◆ Revise UDO with changes per UDOTA 2-25
- ◆ Post Updated UDO onto Town Website

COMMUNITY DEVELOPMENT



ACKNOWLEDGEMENTS



Town Council

Jody McLeod, Mayor
Michael Sims, Mayor Pro Tem
Ruth Anderson, Councilmember
Andria Archer, Councilmember
Porter Casey, Councilmember
Gretchen Williams, Councilmember

Planning Board

Jodie Dupree, Chair
Derrick Applewhite, Vice-Chair
Anita Bland
Daniel Gleason
Mike Surasky
Ronald Williams
Jason Carter
Deborah Hooker
Mark Hall
Tom McKearney

Town Administration

Rich Cappola, Town Manager
Lee Barbee, Deputy Town Manager
Dolores Gill, Deputy Town Manager
Courtney Tanner, Deputy Town Manager
David Ranes, Fire Chief
Greg Tart, Chief of Police

Town Staff

Vacant, Electric Director
Jonathan Ham, Engineering Director
[Kinsey Holton, Assistant Engineering Director](#)
Michael Tatum, Fire Marshal
Barry Alston, Inspections Director
Conrad Olmedo, Planning Director
[Haley Downey, Assistant Planning Director](#)
Joshua Baird, Water Resources Director

Consultant

Chad Meadows, CodeWright Planners, LLC



1.8.4 PLANNING BOARD (PB)

The Planning Board is hereby established in accordance with NCGS§160D-301, Chapter 32 of the Town Code of Ordinances, and the following.

A. COMPOSITION

1. The Planning Board shall consist of nine members.
2. The Planning Board shall be comprised of residents from both the corporate limits and the extraterritorial jurisdiction (ETJ) at a ratio proportional to the population found in either area, but in no instance shall there be less than at least one member of the Planning Board who resides within the ETJ.
3. The Town Council shall appoint the members from within the Clayton corporate limits from a list of qualified applicants who have submitted a Planning Board application.
4. The Johnston County Board of Commissioners shall appoint the members from within the ETJ following receipt of a recommendation from the Town Council.
5. Each member from the ETJ shall have equal rights, privileges, and duties as the members from within the corporate limits.

B. POWERS AND DUTIES

1. UNIFIED DEVELOPMENT ORDINANCE

The Planning Board shall have the power to review and provide a recommendation on applications in accordance with Section 2.2, Application Summary Tables.

2. OTHER POWERS AND DUTIES

The Planning Board shall have the following powers and duties, to be carried out in accordance with the terms of this Ordinance.

- a. At the direction of Town Council, perform studies and surveys of the present conditions and probable future development of the Town and its environs, including but not limited to, studies and surveys of land uses, population, economic conditions, housing, traffic, parking, annexation, urban renewal, and expansions of the extraterritorial jurisdiction.
- b. To formulate and recommend to the Town Council the adoption and amendment of the Town of Clayton Comprehensive Plan and other plans as necessary.
- c. To determine whether specific proposed developments conform to the principles and requirements of the adopted comprehensive plan for growth and improvement of the Town.
- d. To execute other related duties as assigned by the Town Council, in accordance with State law.

C. RULES OF PROCEDURE

The Planning Board shall adopt rules of procedure, which shall be available for inspection by members of the general public on the Town's website and in the offices of the Planning Department. The rules of procedure shall describe the Planning Board's operating procedures, terms, leadership provisions, and other relevant information not already included in this Ordinance.

D. QUORUM AND RECOMMENDATIONS

1. A quorum of five members shall be necessary to transact official business of the Planning Board, [including making recommendations \(#01\)](#).



2. A simple majority of the members present and voting shall be required to adopt a recommendation on an application reviewed under this Ordinance.
3. The Planning Board shall not make a recommendation to the Town Council unless the applicant, or a designated agent, is present at the meeting and answers the Board's and Town staff's questions about the application. This requirement may be waived by a unanimous vote of the Planning Board members present and voting.

1.8.5 BOARD OF ADJUSTMENT (BOA)

The Board of Adjustment is hereby established in accordance with NCGS§160D-302, Chapter 32 of the Town Code of Ordinances, and the following:

A. COMPOSITION

1. The Board of Adjustment shall consist of five regular members and two alternate members.
2. Four members shall reside within the corporate limits of Clayton and three members shall reside in the extraterritorial planning jurisdiction (ETJ).
3. The Town Council shall appoint the members from within the Clayton corporate limits from a list of qualified applicants who have submitted a Board of Adjustment application.
4. The Johnston County Board of Commissioners shall appoint the members from within the ETJ following receipt of a recommendation from the Town Council.
5. Each member from the ETJ shall have equal rights, privileges, and duties as the members from within the corporate limits.

B. POWERS AND DUTIES

The Board of Adjustment shall have the power to review and decide applications in accordance with [Section 2.2, Application Summary Tables](#).

C. RULES OF PROCEDURE

The Board of Adjustment shall adopt rules of procedure, which shall be available for inspection by members of the general public on the Town's website and in the offices of the Planning Department. The rules of procedure shall describe the Board of Adjustment's operating procedures, terms, leadership provisions, and other relevant information not already included in this Ordinance.

D. QUORUM AND VOTING

1. A quorum of three members shall be necessary to transact official business [and decide cases before the Board of Adjustment \(#01\)](#).
2. The concurring vote of four-fifths of the members voting on a case shall be necessary to grant a variance.
3. A simple majority of the members present and voting on a case shall be required to decide an appeal of a Town staff decision or determination.
4. A simple majority of the members present and voting on a case shall be required to decide on the issuance of a special use permit.
5. Vacant positions on the Board and members who are disqualified from voting due to a conflict of interest shall be filled by qualified alternate members. Vacant positions on the Board and members who are disqualified from voting due to a conflict of interest and who are not replaced by a qualified alternate member shall not be considered members of the Board for calculation of the required majority.
6. In accordance with NCGS§160D-406(i), simple majority calculations shall be based on the total number of board member positions, regardless of whether a member is absent. Positions may only be excluded from the simple majority calculation when the position is



2.3.5 BUILDING PERMIT

A. APPLICABILITY

Unless exempted in accordance with the North Carolina General Statutes or the State Building Code(s), no construction, reconstruction, addition, alteration, repair, movement to another site, removal, demolition of any building or structure, or changes in use of an existing development triggering the need for application of a different set of building code requirements shall occur until a Building Permit is approved in accordance with the procedures and standards of this section and Chapter 150 of the Clayton Town Code of Ordinances.

B. EXEMPTIONS

The following forms of development are exempted from the requirement to obtain a Building Permit, but shall be subject to the standards in Section 2.3.33, Zoning Compliance Permit:

1. Storage and secondary buildings that serve a residential principal use, of 12 linear feet or less in length on any dimension, and do not include electrical service or running water;
2. Patios and at-grade walkways;
- ~~3. Playground equipment and play structures provided as secondary uses to an individual residential dwelling; (#02)~~
- ~~4.3.~~ Ornamental or other pools with depths of less than 24 inches (any pools with water depths exceeding 24 inches are required to obtain a Building Permit);
4. Fences ~~or and~~ privacy walls of six feet in height or less;
5. Retaining walls that are less than 5 feet, including buried portion, ~~except that all retaining walls shall require a Building Permit;~~ or
6. Other development exempted from building permit requirements by the Town or by State law.

C. PROCESS TYPE

1. Type I (see Section 2.2.3, Process Diagrams).
2. In cases where an applicant is filing for an "at risk" Building Permit, a pre-application conference shall be mandatory. **AMENDED 7.21.25 (UDOTA 1-25)**

D. REVIEW CRITERIA

An application for a Building Permit shall be decided by the Inspections Director (or a designee) in accordance with Figure 2.3.5, Section 2.4.7, Staff Review and Action, and all of the following: **AMENDED 9.16.24 (UDOTA 2-24)**

1. The applicable sections of the State Building Code(s);
2. The standards in NCGS§160D-1110;
3. Any applicable requirements of the Johnston County Health Department;
4. The Site Plan, if applicable;
5. The Zoning Compliance Permit;
6. All other standards or conditions of any prior, applicable permits, and development approvals; and

FIGURE 2.3.5 BUILDING PERMIT PROCEDURE

STEP	ACTION
1	Pre-Application Conference - (Optional) - Mandatory if filing for "at-risk" Building Permit
2	File Application Submitted to Inspections Director
3	Completeness Determination
4	Inspections Director Review and Decision
5	Notification of Decision
6	Obtain Other Approvals and Schedule Required Inspections



1. LOCATION

Conservation Subdivisions shall be configured to minimize the visibility of new dwellings from adjacent developed lands and roadways located outside the proposed Conservation Subdivision. Techniques to achieve this location criteria include placement of lots, retention of existing vegetation, or installation of berms or new landscaping material.

2. MINIMUM PROJECT SIZE

Conservation Subdivisions shall be at least five acres in land area.

3. REQUIRED CONSERVATION AREA

The required conservation area shall occupy at least 50 percent of the total acreage of the Conservation Subdivision site, but nothing shall limit it from occupying more than 50 percent of a Conservation Subdivision site.

4. MAXIMUM RESIDENTIAL DENSITY

A Conservation Subdivision may establish a maximum residential density that exceeds the maximum residential density for lots in the zoning district where located by up to 50 percent, but in no instance shall the density of a Conservation Subdivision exceed the maximum allowable if located within a Watershed Protection Overlay District.

5. DIMENSIONAL REQUIREMENTS

Lots in a Conservation Subdivision may deviate from the minimum dimensional requirements for lots in the zoning district where located, provided:

- a. No lot frontage is less than 20 feet wide;
- b. Building separation between structures on different lots meets or exceeds the minimum applicable Fire Code provisions; and
- c. All structures shall comply with required setbacks from streets, wetlands/surface waters, or other protected natural areas.

6. LAND USED FOR AGRICULTURE OR FORESTRY

Nothing shall limit the ability of an owners' association to lease conservation area for the purposes of agriculture or forestry.

F. OWNERSHIP OF CONSERVATION AREAS

A conservation area shall be owned jointly by a recognized homeowners' or property owners' association, which shall be established in accordance with [Section 6.8, Owners' Associations](#).

G. SEQUENCE

A Conservation Subdivision shall be approved prior to the associated Major Subdivision Preliminary Plat.

H. AMENDMENT

Amendment of a Conservation Subdivision approval may only be reviewed and considered in accordance with the procedures and standards established for its original approval.

I. EXPIRATION

1. An approved Conservation Subdivision shall be valid for two years from the date of approval.
2. Once a [Preliminary Plat](#) [Major Subdivision](#) application has been filed, the associated Conservation Subdivision approval shall be subject to the expiration provisions associated with the Preliminary Plat. [#03](#)



Chapter 2 Applications

Section 2.3 Application Types

Sub-section 2.3.33 Zoning Compliance Permit

2.3.33 ZONING COMPLIANCE PERMIT

A. PURPOSE AND INTENT

The purpose of a Zoning Compliance Permit is to ensure no development occurs until there is assurance the development complies with the requirements of this Ordinance and all other applicable requirements.

B. APPLICABILITY

1. A Zoning Compliance Permit is required for the following:
AMENDED 12.16.25 (UDOTA 3-24); AMENDED 7.21.25 (UDOTA 1-25)
 - a. Art Installations Section 4.5.5D, Art Installation;
 - b. Driveway Permits ~~(private street only)~~ **(#04)** Section 2.3.13, Driveway Permit;
 - c. Family Care Homes Section 4.3.45, Family Care Home;
 - d. Fences ~~or and~~ walls less than or equal to 6 feet in height Section 6.3.2A, Generally; **(#05)**
 - e. Flagpoles that are freestanding and detached from the wall or roof of a building. Section 4.5.5N, Flagpole **(#06)**
 - ~~e.f.~~ Retaining walls less than 5 feet in height, including the buried portion Section 6.3.2A, Generally;
 - ~~f.g.~~ Mobile Restaurant or Push Cart Section 4.5.5T, Mobile Restaurant or Push Cart;
 - ~~g.h.~~ Ornamental or other pools with depths of less than 24 inches Section 2.3.5B, Exemptions;
 - ~~h.i.~~ Outdoor Dining (up to 20 people) Section 4.5.5U, Outdoor Dining or Seating;
 - ~~i.j.~~ Outdoor Display (< 50 sf) Section 4.5.5V, Outdoor Display/Sales;
 - ~~j.k.~~ Patios and At-Grade Walkways Section 2.3.5B, Exemptions;
 - ~~k.~~ Playground equipment with a Residential Dwelling Section 2.3.5B, Exemptions; **(#02)**
 - l. Secondary Structure (when no building permit required) Section 2.3.5B, Exemptions;
 - m. Any change in principal use within an existing non-residential, multi-family, or mixed-use structure Section 4.2.3, Change of a Principal Use;
 - n. A home occupation Section 4.5.5Q, Home Occupation, Level 1;
 - ~~o.~~ Establishment of a secondary use Section 4.5.1B, Establishment of a Secondary Use;
 - ~~o.p.~~ Establishment of a principal use Section 4.2.2, Establishment of a Principal Use; or **(#07)**
 - ~~p.q.~~ Change of tenant Section 4.2.3, Change of a Principal Use.
2. In cases where a Building Permit is required, review for zoning compliance shall take place as a part of the review for the Building Permit application, and as a result, no Zoning Compliance Permit shall be required for developments subject to a Building Permit.

C. EXEMPTIONS

1. The following forms of uses or structures are exempted from the requirement to obtain a Zoning Compliance Permit:
 - a. Playground equipment with a Residential Dwelling; **(#02)**

FIGURE 2.3.33 ZONING COMPLIANCE PERMIT PROCEDURE

STEP	ACTION
1	Pre-Application Conference (Optional)
2	File Application - Submitted to Planning Director - Must include a plan or generalized sketch of the development
3	Completeness Determination
4	Planning Director Review and Decision
5	Notification of Decision

2.4.8 PUBLIC NOTICE

A. PUBLIC MEETINGS DISTINGUISHED FROM PUBLIC HEARINGS

Applications subject to public hearings by the North Carolina General Statutes are required to provide public notice about the pending application to adjacent landowners in accordance with this section, [the North Carolina General Statutes, and the UDO Procedures Manual \(#08\)](#). Public meetings are not public hearings, and do not require the provision of individual public notice to adjacent landowners about a pending application in accordance with this section but must provide general notification about the meeting in accordance with NCGS§143-318.12 (the "open meetings" law).

B. PUBLIC HEARING SCHEDULING

When a development application is subject to a public hearing, the Planning Director, or a designee, shall ensure that the public hearing is scheduled for a regular meeting, or a meeting specially called for that purpose by the review authority.

C. PUBLIC NOTIFICATION REQUIREMENTS

1. All development applications subject to public notification shall comply with the appropriate standards in NCGS§§160A-31, 160A-58, 160D-406, 160D-601, 160D-602, 160D-1005, and other applicable sections of the North Carolina General Statutes. **AMENDED 9.16.24 (UDOTA 2-24)**
2. Table 2.4.8, Public Notification Requirements, summarizes the requirements for public notice, but in the event of a conflict with State law, State law shall prevail.
3. In computing the required time periods, the day the notice is published, mailed, or posted shall not be included, but the day of the hearing shall be included.

TABLE 2.4.8: PUBLIC NOTIFICATION REQUIREMENTS

TYPE OF DEVELOPMENT APPLICATION	TYPE OF PUBLIC NOTIFICATION REQUIRED (R=REQUIRED)		
	PUBLISHED [1]	MAILED [2]	POSTED [3]
Annexation AMENDED 9.16.24 (UDOTA 2-24)	R [4]	[5]	·
Appeal	·	R [6]	R
Development Agreement	R	R	R
Rezoning	R [7]	R	R
Special Use Permit	·	R	R
Street Renaming / Closure	R [8]	R [9]	R [10]
Text Amendment	R	·	·
Variance	·	R	R

NOTES:

[1] Notice shall be published once a week for two successive calendar weeks with the first notice published no more than 25 day nor less than 10 days before the public hearing.

[2] Notice shall be mailed to the applicant, affected property owners, and property owners of abutting land between 10 and 25 days before the public hearing.



TABLE 2.4.8: PUBLIC NOTIFICATION REQUIREMENTS

TYPE OF DEVELOPMENT APPLICATION	TYPE OF PUBLIC NOTIFICATION REQUIRED (R=REQUIRED)		
	PUBLISHED [1]	MAILED [2]	POSTED [3]
[3] Notice shall be posted between 10 and 25 days before the public hearing. [4] For annexations, notice shall only be required to be published once with the notice being published at least 10 days prior to the public hearing. AMENDED 9.16.24 (UDOTA 2-24) [5] In cases where the area being annexed is contiguous to the corporate limits but not served by a newspaper of general circulation, the Town shall provide posted notice in at least 3 locations within the area being annexed and 3 additional areas within the Town (a total of 6 locations). AMENDED 9.16.24 (UDOTA 2-24) [6] Mailed notice shall only be required in cases where the appeal pertains to a particular property. [7] In the case of large-scale rezonings of 50 or more different landowners, mailed notice only provided to landowners residing outside the area of published notice circulation in accordance with NCGS§160D-602(b). [8] Published notice for street abandonment shall be provided once per week for 4 weeks before the hearing. [9] Mailed notice shall be provided between 10 and 25 days before the first public meeting to all landowners with land abutting the street and the NCDOT. [10] Posted notice shall be provided in at least two locations along the street no less than 10 days before the hearing.			

D. PUBLISHED NOTICE REQUIREMENTS

When the North Carolina General Statutes require that public notice be published, the Town staff member responsible shall publish a notice in a newspaper that is regularly published [in accordance with North Carolina General Statutes and per the UDO Procedures Manual. \(#08\)](#) ~~at least one time per week for two successive weeks in a newspaper that has general circulation in the Town.~~

E. MAILED NOTICE REQUIREMENTS

When the North Carolina General Statutes require that public notice be mailed, mailed notice shall be provided in accordance [with the North Carolina General Statutes and in accordance with the UDO Procedures Manual. \(#08\)](#) ~~with the following:~~

- ~~1. The Town shall prepare the required mailed notice.~~
- ~~2. Mailed notice shall be provided to the last known address (as listed in County tax records) for each of the following:~~
 - ~~a. The landowner;~~
 - ~~b. The applicant, if different from the landowner;~~
 - ~~c. Landowners of properties adjacent to the land that is the subject of the application, but also located across a street, railroad, or other transportation corridor; and~~
 - ~~d. Any others who are entitled to receive mailed notice in accordance with NCGS§160D-602.~~
- ~~3. Notice shall be deemed mailed by its deposit in the United States first class mail, properly addressed, postage paid. The content and form of the notice shall comply with Section 2.4.8G, Notice Content.~~



~~4.——The Town may, on a case-by-case basis, and in the sole discretion of the Town, provide additional mailed notice above and beyond the minimum statutory requirements. The Town is under no obligation to provide any additional notice beyond that specified by the General Statutes, and failure of the Town to provide mailed notice beyond that required by State law shall not impair the notice provided or invalidate the proceedings.~~

~~5.——A copy of the mailed notice, the list of landowners receiving notice, and a certification of mailing by the Town staff member responsible shall be maintained in the offices of the Planning Department for public inspection during normal business hours.~~

~~6.——Mailed notice shall not be required when a rezoning includes more than 50 lots or tracts owned by at least 50 different landowners, provided the Town publishes a map (occupying at least ½ of a newspaper page) showing the boundaries of the affected area in a newspaper of general circulation once a week for two successive calendar weeks between 10 days and 25 days before the public hearing. Affected landowners residing outside the newspaper circulation area shall be notified via first class mail pursuant to Section 2.4.8E, Mailed Notice Requirements.~~

F. POSTED NOTICE REQUIREMENTS

When the North Carolina General Statutes require that public notice be posted, the Planning Director or a designee shall provide the required posted public notice in accordance with the [North Carolina General Statutes and the UDO Procedures Manual \(#08\)](#), following:

~~1.——A sign (or signs) shall be placed on the subject property in a conspicuous location so as to be clearly visible to the traveled portion(s) of the respective street(s).~~

~~2. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way.~~

G. NOTICE CONTENT

Unless expressly indicated otherwise by the North Carolina General Statutes, all notices by mail, posting, or publication shall [be in accordance with the UDO Procedures Manual. \(#08\)](#)

~~1.—Identify the date, time, and place of the public hearing;~~

~~2.—Describe the land involved by parcel identification number (PIN), street address, or by its relationship to a fronting street and the nearest cross street (if applicable);~~

~~3.—Describe the nature and scope of the proposed development or action; and~~

~~4.—Identify the means to contact a Town official for further information.~~

H. CONSTRUCTIVE NOTICE

1. Minor defects in any notice shall not impair the notice or invalidate proceedings if a bona fide attempt is made to comply with applicable notice requirements. Minor defects in notice may include, but are not limited to:

a. Errors such as landowner name, title, or address existing in the County tax listing; or

b. Typographical or grammatical errors that do not impede communication of the notice to affected parties.

2. Failure of a party to receive written notice shall not invalidate subsequent action. A posted notice that becomes no longer visible due to weather, theft, or other unintended circumstances shall not invalidate proceedings if a bona fide attempt is made to comply with applicable posted notice requirements. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a public hearing and the location of the subject property shall be strictly adhered to.



Chapter 2 Applications

Section 2.4 Review Procedures

Sub-section 2.4.9 Public Hearings and Meetings

A review authority member shall not vote on an application if there is a conflict of interest in accordance with [Section 1.8.2B, Conflict of Interest](#).

6. APPLICATION REVISION

- a. An applicant may revise an application during an evidentiary public hearing in response to recommendations or suggestions of the review authority, Town staff, or the public.
- b. The review authority may approve an application modified during an evidentiary public hearing provided all changes are properly identified in the motion of approval by the review authority and that any conditions of approval are consented to, in writing, by the applicant.
- c. In cases where an application has been modified during an evidentiary public hearing, the applicant shall submit any necessary plans or other documents depicting the modification to the appropriate Town staff before notice of decision is provided.

7. DELAY OF DECISION

The review authority may delay a decision on the application if additional information is requested of the applicant.

8. RECORD

- a. A recording may be made of all public hearings and if made, the recordings shall be maintained in accordance with Town policy.
- b. Accurate minutes shall be kept of all proceedings, but a transcript need not be made.

D. PUBLIC MEETINGS

Review of applications by the Technical Review Committee, Planning Board, and Town Council where public notice is not required shall be considered during public meetings not public hearings. Public meetings shall be conducted in accordance with the review authority's rules of procedure and the following requirements:

1. PROCEDURE

- a. Public meetings shall require public notification of the meeting in accordance with NCGS§143-318.12 [and in accordance with the UDO Procedures Manual \(#08\)](#), but shall not require public notice of individual applications to adjacent landowners.
- ~~b. The Town may choose, on a case-by-case basis, and in the sole discretion of the Town, to provide public notice of a public meeting to adjacent landowners in accordance with Town policy. The Town shall be under no legal requirement to provide public notice of a public meeting to adjacent landowners, and failure to do so shall not invalidate the proceedings.~~
- ~~c.~~ b. The public meeting shall be open to the public and shall be conducted in accordance with the review authority's adopted rules of procedure for public meetings.
- ~~d.~~ c. There is no requirement to allow public comment or testimony during a public meeting, though it may be provided at the Chair or other presiding officer's discretion.

2. VOTING

- a. A decision of a review authority during a public meeting shall be decided by a simple majority of the members present and voting.
- b. A review authority member shall recuse themselves from voting on an application when there is a conflict of interest in accordance with [Section 1.8.2B, Conflict of Interest](#).



TABLE 3.1.3: ZONING DISTRICTS ESTABLISHED

FORMER ZONING DISTRICTS (FROM THE PRIOR UDC)		ZONING DISTRICTS IN THIS ORDINANCE	
B-2	Neighborhood Business	NCM	Neighborhood Commercial
B-3	Highway Business	CRM	Corridor Commercial
I-1	Industrial Light	LID	Light Industrial
I-2	Industrial Heavy	HID	Heavy Industrial
Conventional Special Zoning Districts			
	N/A	CON	Conservation
PF	Public Facilities	PUB	Public Facilities
	N/A	MXD	Mixed-Use [1]
Conditional Zoning Districts [2]			
CZR	Residential Conditional	CZR	Conditional Residential
	N/A	CZM	Conditional Mixed-Use
	N/A	CZC	Conditional Commercial
	N/A	CZD	Conditional Downtown
CZI	Industrial Conditional	CZI	Conditional Industrial
Overlay Zoning Districts			
TOD	Thoroughfare Overlay District		N/A
WPO	Watershed Protection Overlay	WPOD	Watershed Protection Overlay
DOD	Downtown Overlay District		N/A
	N/A	FPOD	Flood Protection Overlay
	N/A	GTOD	Gateway Overlay
	N/A	LHOD	Local Historic Overlay (placeholder)

NOTES:

[1] The following parcels designated as B-1 prior to the effective date of this Ordinance shall be translated to the MXD district instead of the DTNC district: 16I02056D, 16I02009D, 16I02009D, 16I02009J, 16I02008P, 16I02008N, 16I02009E, 16I02049E, 16I02049Z, 16I02049Y, 16I02049X, 16I02049W, 16I02049V, 16I02049U, 16I02049T, 16I02049S, 16I02049R, 16I02049Q, 16I02049P, 16I02049O, 16I02049N, 16I02049M, 16I02049L, 16I02049K, 16I02049J, 16I02049I, 16I02049H, 16I02049G, 16I02049F, 16I02009H, 16I02009F, 16I02009G, 16I02009I.

[2] Conditional zoning districts may be limited use (___CZ_LU), limited standards (___CZ_LS), or unlimited (___CZ_UN). (#09)



Chapter 3 Districts

Section 3.2 Conventional Zoning Districts

Sub-section 3.2.9 (NCM) Neighborhood Commercial

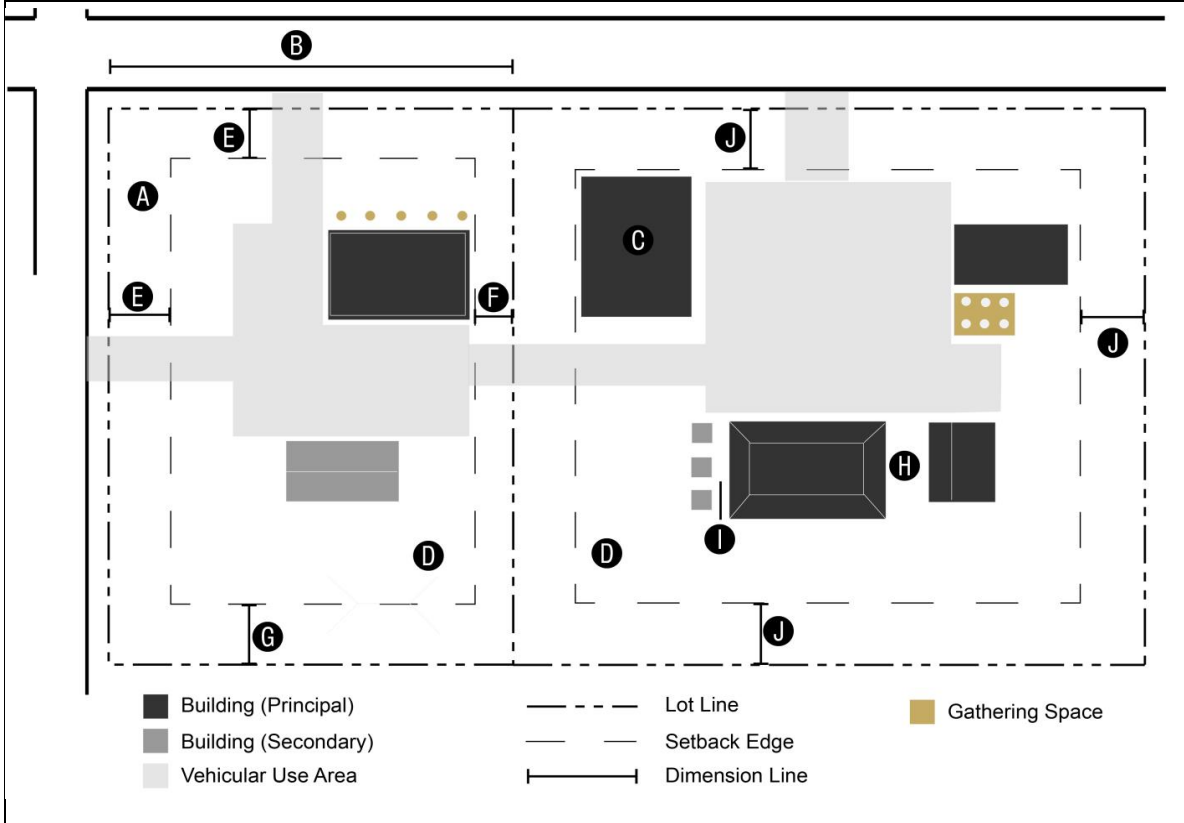
C. NEIGHBORHOOD COMMERCIAL (NCM) DISTRICT DIMENSIONAL STANDARDS

AMENDED 12.16.24 (UDOTA 3-24); AMENDED 7.21.25 (UDOTA 1-25)

	Max. Residential Density (du/ac)	7.2	F	Side Setback (ft) [8] [9] [10]	10
A	Min. Lot Area (sf) [1]	6,000	G	Rear Setback (ft) [8] [9] [10]	20
B	Min. Lot Width (ft) [2] [3]	50		Min. Spacing Between Buildings (ft) [8]	
	Max. Lot Coverage (% of lot area)	75	H	Between Principal Buildings	10
C	Max. Building Size (sf) [4]	510,000 (#10)	I	Between Secondary and any other Building	5
D	Min. Open Space Set-Aside (% of lot area) [5]	5	J	Min. Perimeter Setback for Multi-Building and Unified Developments (ft) [11]	30
E	Min. Street Setback (ft) [6] [7]	20		Max. Building Height (ft)	35

NOTES:

- [1] Plus an additional 500 sf per residential unit for developments in excess of two units.
- [2] Applied to the entire development site when buildings on individual lots have shared or party walls.
- [3] Measured at the interior building setback line (not the "pole" portion of a flag lot).
- [4] Vertically-integrated buildings and buildings on lots over five acres in area are exempt.
- [5] See Section 6.7, Open Space Set-Aside and Parkland, for the type of open space required.
- [6] Applied from the edge of public street rights-of-way (excluding alleys). Setbacks from private streets shall be at least five feet from the edge of the pavement or the edge of the sidewalk if one is provided.
- [7] Reduced by 50% for bungalow court and pocket neighborhood uses.
- [8] Applicable Fire Code or Building Code requirements shall control with respect to minimum distance.
- [9] Not applied to lots lines adjacent to shared or party building walls.
- [10] Not applied to unified developments.
- [11] Unified developments meeting the definitions in this Ordinance are exempted from side and rear setbacks along internal lot lines. Perimeter setbacks shall apply along all public street rights-of-way.



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Unified Development Ordinance | 7.21.25

While not required, enhanced landscaping is one technique that can be used by a development to exceed the development quality that would otherwise result from a strict application of the Ordinance requirements. Increasing the caliper size at time of planting of newly planted material by an amount 50 percent or greater beyond that required by [Section 6.6.8, Plant Material Specifications](#), in combination with any of the following additional alternatives may be proposed as a means of demonstrating increased development quality:

- i. Use of planted berms (trees and shrubs) as a means of establishing increased visual and acoustic separation between uses;
- ii. Establishment of a minimum number of new trees and shrubs that exceeds what would have been required for a typical development;
- iii. Exceed a minimum percentage requirement of evergreen planted materials or inclusion of evergreen plants where none are required;
- iv. Inclusion of a greater amount of species diversity than required in [Section 6.6.8E, Species Diversity](#);
- v. Utilization of plants that create year-round visual interest, including winter flowering plants, plants that bloom more than once per year, or plants with unique leaf shapes, colors, or forms; or
- vi. Other alternative configuration for consideration by the Technical Review Committee.

AMENDED 9.16.24 (UDOTA 2-24)

b. ENHANCED OFF-STREET PARKING

While not required, enhanced off-street parking that includes one or more level 2 or level 3 EV charging stations is one technique that can be used by a development to exceed the development quality that would otherwise result from a strict application of the Ordinance requirements. AMENDED 9.16.24 (UDOTA 2-24)

c. ENHANCED TRAFFIC CONTROL DEVICES

While not required, use of metal mast arm-style traffic control signal supports, in a flat black or other neutral finish, supplemented with the ability to accommodate street lights or traffic cameras, is one technique that can be used by a development to exceed the development quality that would otherwise result from a strict application of the Ordinance requirements. AMENDED 9.16.24 (UDOTA 2-24)

6. PRINCIPAL AND SECONDARY USES

- a. The Concept Plan shall include a list of proposed [permitted or prohibited](#) principal and secondary uses. [\(#11\)](#)
- b. It is insufficient to reference the table of common principal or secondary uses; Concept Plans shall list all ~~potential allowable~~ [permitted or prohibited](#) uses. [\(#11\)](#)
- c. Uses that are not listed in a Concept Plan and proposed after its approval shall be considered unlisted uses subject to the process identified in [Section 2.3.11, Determination](#).

7. PHASING

If development in conditional zoning district is proposed to be phased, the Concept Plan shall include phasing details or a phasing plan that identifies the general sequence or phases in which the district is proposed to be developed, including how residential and non-residential development will be timed, how infrastructure (public and private) and open space will be provided and timed, and how development will be coordinated with the Town's capital improvements program.

8. CONSISTENCY

All Subdivisions, Site Plans, and Zoning Compliance Permit applications shall be substantially consistent with the approved Concept Plan. A Concept Plan may only be modified in accordance with [Section 2.3.7P, Amendment](#).



2. Alleys shall be the minimum length necessary to serve the lot or lots in question, and will be required to extend to a logical termination point necessary to ensure safe vehicular movement, in the sole discretion of the Town's Engineering Director.

G. SIDE LOT LINES

Side lines of lots should be at or near right angles or radial to street lines.

3.4.4 REQUIRED YARDS

- A. The land area between a lot line and the inner boundary of a required setback is considered as a required yard.
- B. The location of street, side, or rear yards on irregularly-shaped lots shall be determined by the Planning Director in accordance with Section 3.6, Measurements and Exceptions. Wherever possible, the Planning Director shall interpret these boundaries in ways that minimize nonconformities.
- C. Except where otherwise provided in Section 3.6.9, Setback Encroachments, required yards shall not be subject to encroachment by a building, structure, or outdoor use area.

3.4.5 SPECIAL PURPOSE LOTS

Zoning district requirements related to street frontage, lot width, minimum lot area, and minimum lot dimensions shall not apply to special purpose lots, which shall be configured in accordance with the following:

A. LOTS DISTINGUISHED

Lots established for the sole purpose of family or church cemeteries, cluster mailbox units, guard houses, wastewater lift stations, wastewater treatment facilities, and similar utility uses shall be considered special purpose lots in accordance with these standards.

B. MINIMUM SIZE

A special purpose lot shall be permitted only after the Planning Director, or TRC, as appropriate, has determined if the proposed lot has sufficient dimensions to accommodate the intended use and any additional required elements.

C. ACCESS REQUIRED

If the special purpose lot does not have direct access to a public road, an easement for ingress and egress with a minimum width of ten feet shall be platted.

D. IDENTIFICATION

The boundaries and purpose for all special purpose lots shall be included on Preliminary and Final Plats.

3.4.6 SPLIT ZONING

Wherever a single lot is located within two or more different zoning districts, each portion of the lot shall be subject to all the regulations applicable to the zoning district where it is located.

3.4.7 UNIFIED DEVELOPMENT

AMENDED 7.21.25 (UDOTA 1-25)

- A. A unified development is a residential, non-residential, or mixed-use development like a shopping or a lifestyle center consisting of at least two ~~buildings~~ principal structures located on one or more lots that are planned, permitted, and developed as a single unit. (#12)
- B. Structures and land uses located on different lots within a unified development are subject to perimeter setbacks rather than traditional side and rear setbacks applied to individual lots.



Chapter 4 Land Uses

Section 4.2 Principal Uses

Sub-section 4.2.5 Listing of Common Principal Uses

TABLE 4.2.5: LISTING OF COMMON PRINCIPAL USES

AMENDED 4.15.24 (UDOTA 1-24); AMENDED 9.16.24 (UDOTA 2-24); AMENDED 7.21.25 (UDOTA 1-25)

P = Permitted, subject to a Zoning Permit & applicable use standards

S = Permitted, subject to a Special Use Permit & applicable use standards

C = Permitted within a conditional zoning district, subject to applicable use standards

*• = Prohibited

[#] = Table note (see end of table)

USE TYPE	CONVENTIONAL RESIDENTIAL DISTRICTS						CONVENTIONAL NON-RESIDENTIAL DISTRICTS								SPECIAL DISTRICTS			CONDITIONAL DISTRICTS					USE STANDARDS
	RUR	RLI	RLD	RMD	RHD	RMF	OFI	DTNC	DTNT	DTNN	NCM	CRM	LID	HID	CON	MXD	PUB	CZR	CZM	CZC	CZD	CZI	
Upper-Story Dwelling	.	.	.	.	.	P	P	P	P	P	P	P	.	.	.	P	.	C	C	C	C	.	4.3.132

NOTES:

[1] Not permitted on lots within the ~~d~~Downtown ~~B~~boundary ~~Map~~ as designated in the ~~2045 Comprehensive Growth Plan Future Land Use~~ ~~Clayton Downtown Plan Map~~ unless permitted by and located within the CZD zoning district. ~~(#13)~~



Chapter 4 Land Uses

Section 4.5 Secondary Uses

Sub-section 4.5.4 Listing of Common Secondary Uses

TABLE 4.5.4: LISTING OF COMMON SECONDARY USES

AMENDED 9.16.24 (UDOTA 2-24); AMENDED 12.16.24 (UDOTA 3-24); AMENDED 7.21.25 (UDOTA 1-25)

"C" = Permitted, subject to [Section 2.3.7, Conditional Rezoning](#), applicable secondary use-specific standards, and conditions of approval

"P" = Permitted, subject to applicable secondary use-specific standards

"S" = Permitted subject to [Section 2.3.23, Special Use Permit](#), and applicable secondary use-specific standards

"•" (blank cell) = Not allowed or no additional secondary use-specific standards

[#] Table Note

Most secondary uses are subject to use standards in [Section 4.5.5, Standards for Specific Secondary Uses](#)

SECONDARY USE TYPE [1]	CONVENTIONAL RESIDENTIAL DISTRICTS						CONVENTIONAL NON- RESIDENTIAL DISTRICTS								SPECIAL DISTRICTS			CONDITIONAL DISTRICTS				
	RUR	RLL	RLD	RMD	RHD	RMF	OFI	DTNC	DTNN	DTNT	NCM	CRM	LID	HID	CON	MXD	PUB	CZR	CZM	CZC	CZD	CZI
Flagpole [32] (#06)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	C	C	C	C	C
Garage or Carport, Detached	P	P	P	P	P	P	P	P	P	P	P	P	P	P	•	P	P	C	C	C	C	C
Guard House, Shelter, or Gatehouse	P	P	P	P	P	P	P	P	P	P	P	P	P	P	•	P	P	C	C	C	C	C
Helistop	•	•	•	•	•	•	S	•	•	•	•	•	•	S	•	•	S	•	C	C	C	C
Home Occupation, Level 1	P	P	P	P	P	•	P	P	P	P	P	P	•	•	•	•	•	C	•	•	•	•
Home Occupation, Level 2	P	•	•	•	•	•	•	P	P	P	P	P	•	•	•	•	•	C	C	C	•	•
Membrane Structure	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	P	•	•	•	•	•
Mobile Restaurant or Push Cart	•	•	•	•	•	•	•	P	P	P	•	P	P	P	•	•	•	•	C	C	C	C
Outdoor Dining and Seating	•	•	•	•	•	P	P	P	P	P	P	P	P	P	•	P	•	C	C	C	C	C
Outdoor Display/Sales	•	•	•	•	•	•	•	P	P	P	P	P	P	P	•	S	P	•	C	C	C	•
Outdoor Storage	•	•	•	•	•	•	•	P	P	P	P	P	P	P	•	•	P	•	•	C	C	C
Parking of Heavy Trucks or Trailers	P	•	•	•	•	•	•	•	•	•	•	P	P	P	•	•	P	•	•	C	•	C
Parking of Recreational Vehicles	P	P	P	P	•	•	•	•	•	•	•	•	•	•	•	•	•	C	•	•	•	•
Play Equipment [2]	P	P	P	P	P	P	P	P	P	P	P	•	•	•	P	P	P	C	C	C	C	•
Private Stables	P	P	P	•	•	•	•	•	•	•	•	•	•	•	•	•	•	C	•	•	•	•
Produce Stand	P	P	P	P	P	•	P	P	P	P	P	P	•	•	•	•	•	C	•	C	C	•
Refuse or Recycling Container)	•	•	•	•	•	P	P	P	P	P	P	P	P	P	•	P	P	C	C	C	C	C
Solar Energy Conversion, Level 1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	•	P	P	C	C	C	C	C
Swimming Pool/Hot Tub	P	P	P	P	P	P	P	P	P	P	P	P	•	•	•	P	•	C	C	C	C	•
Tool/Storage Shed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	•	P	P	C	C	C	C	C
Underground Storage Tank	•	•	•	•	•	•	•	•	•	•	P	P	P	P	•	•	P	•	•	C	•	C
Urban Archery	P	P	P	•	•	•	•	•	•	•	•	•	•	•	P	•	P	C	•	•	•	•
Vehicle Repair (non-commercial)	P	P	P	P	•	•	P	•	•	•	P	P	P	•	•	•	•	C	•	C	•	•
Vehicle Towing or Storage	•	•	•	•	•	•	•	•	•	•	•	•	P	P	•	•	•	•	•	C	•	C

NOTES:

[1] Unlisted secondary uses may be permitted in accordance [Section 4.7, Unlisted Uses](#).

[2] Exempted from the requirement to obtain Zoning Compliance Permit.

[\[3\] Flagpoles that are freestanding and detached from the wall or roof of a building shall require a Zoning Compliance Permit, Section 2.3.33B, Applicability \(#06\).](#)



Chapter 4 Land Uses

Section 4.5 Secondary Uses

Sub-section 4.5.5 Standards for Specific
Secondary Uses

descendant, sibling, uncle, aunt, nephew, or niece, including half, step, and in-law relationships.

3. PERMIT CONDITIONS

- a. Once the applicant provides sufficient proof that the family health care structure meets all standards, then the structure shall be permitted for a period of 12 months.
- b. The applicant may renew the prior approval for a 12-month period and continue to renew it provided the applicant provides evidence of continued need and compliance with these standards.
- c. The Town may make periodic inspections of the family health care structure at reasonable times convenient to the applicant.
- d. No signage shall be permitted on the exterior of the structure or on the lot that identifies or promotes the existence of the structure.
- e. The structure shall not be subdivided or otherwise separated in ownership from the single-family detached dwelling.
- f. The structure shall be removed within 60 days if the impaired occupant is no longer receiving or in need of assistance.
- g. The approval may be revoked, or other enforcement actions taken if these standards are violated.

N. FLAGPOLE

1. No more than two flagpoles shall be allowed on a residential lot in a residential zoning district.
2. Flagpoles on all other lots shall comply with the following standards:
 - a. No more than three flagpoles shall be allowed;
 - b. Flagpoles shall be located on the same lot as the principal building;
 - c. Flagpoles may be located on the wall of the principal building on the lot or within 75 feet of the building's main entrance;
 - d. Flagpoles shall not be located within a public right-of-way; and
 - e. Flagpoles shall not exceed a height of 40 feet. **AMENDED 7.21.25 (UDOTA 1-25)**
3. Flags shall comply with the appropriate standards in Section 6.13.9, Flags. (#06)
4. Flagpoles that are freestanding and detached from the wall or roof of a building shall obtain a Zoning Compliance Permit, Section 2.3.33B, Applicability (#06).

O. GUARD HOUSE, SHELTER, OR GATEHOUSE

Nothing shall limit the placement of a guard house, guard shelter, or gatehouse within a required yard or setback, provided it shall:

1. Maintain a maximum size or floor area of 100 square feet or less;
2. A height of 15 feet or less;
3. Be located outside any required sight distance triangles; and
4. Maintain a minimum distance of five feet from a public street right-of-way.

P. HELISTOP

Auxiliary facilities such as parking, waiting room, fueling, and maintenance equipment are not permitted.



Chapter 4 Land Uses

Section 4.5 Secondary Uses

Sub-section 4.5.5 Standards for Specific
Secondary Uses

2. URBAN ARCHERY PERMIT REQUIREMENTS

An Urban Archery permit shall require all the following:

- a. Presentation of a valid photo I.D.;
- b. A copy of the prospective hunter's valid and current North Carolina hunting license;
- c. Property information if the hunter intends to hunt on private property;
- d. Owner permission if the prospective hunter doesn't own the private property; and
- e. Payment of a fee set by the Town fee schedule.

3. URBAN ARCHERY STANDARDS

Permitted hunters shall adhere to all of the following standards.

- a. Urban Archery shall be allowed only on a tract or parcel of land (or an aggregation of contiguous tracts or parcels) that is at least two acres in size.
- b. Urban Archery shall take place during Urban Archery Season as defined by the North Carolina Wildlife Resources Commission and only when the Town has indicated its participation in Urban Archery Season for that particular year.
- c. Hunting hours shall be in accordance with established North Carolina Wildlife Commission regulations.
- d. Hunters shall have in their possession a valid North Carolina hunting license (issued by the North Carolina Wildlife Resources Commission) and an Urban Archery permit from the Town.
- e. Arrows shall be fired from at least eight feet above ground level.
- f. Arrows shall not be fired from, nor be propelled to within, 50 yards (150 feet) of any dwelling or road right-of-way except that the 50-yard (150 feet) provision shall not apply to:
 - i. ~~The~~ hunter's own dwelling unit;
 - ii. [A dwelling unit located on a property of which a property owner has provided their written permission to hunt on; or](#)
 - iii. [A dwelling unit on a property that is part of an aggregation of contiguous tracts or parcels of which a property owner has provided their written permission to hunt on. \(#14\)](#)
- g. Arrows shall not be fired from, nor be propelled to within 100 yards (300 feet) of any Child Day Care, Elementary, Middle, or High School, Religious Institution, or Town Park.
- h. Signage indicating that Urban Archery is taking place shall be required if the property on which Urban Archery is occurring is accessible to members of the public via a walkway, access easement, or other method open to the public.

4. SECURING THE HARVEST

Hunters shall make every reasonable effort to track wounded deer for the purpose of completing the harvest and recovering the carcass. In the event that a wounded deer cannot be recovered or leaves the permitted hunting tract, the hunter shall notify the North Carolina Wildlife Resources Commission and seek the assistance of a Wildlife Officer. If an officer of the Wildlife Resources Commission is not timely available assistance may be sought through the Clayton Police Department or Johnston County Sheriffs.

5. HUNTING ON PRIVATE PROPERTY

- a. Landowners may hunt on their own property subject to the limitations and criteria of this section.
- b. Persons may hunt on another's property only when possessing written permission from the property owner dated within the calendar year.



6.3 FENCES AND WALLS

6.3.1 PURPOSE AND INTENT

These standards provide development standards for permanent fences and walls on individual lots or development sites. These standards are proposed to protect the health and safety of the public while balancing the practical uses for fencing and walls like security and privacy with the need for aesthetic quality and a high-quality built environment. More specifically, these standards are intended to:

- A. Provide for privacy and security on individual lots;
- B. Ensure proper construction techniques are followed and that fences and walls are maintained in good repair;
- C. Assist with the transition between public and private spaces;
- D. Minimize the appearance of fence or wall "canyons" along streets; and
- E. Ensure fencing and walls are consistent with the Town's desired architectural character.

6.3.2 APPLICABILITY

A. GENERALLY

1. The provisions of this section shall apply to all new fence or wall construction or replacement of all fences, screening walls, or retaining walls.
2. ~~A fence or~~ and walls, and retaining walls less than five (5) feet in height, including the buried portion, may only be erected in accordance with the standards in this section and Section 2.3.33, Zoning Compliance Permit. (#05)
3. Except for retaining walls, fences or privacy walls over six feet in height shall comply with the structural requirements necessary to meet applicable wind loading standards and shall be subject to issuance of a building permit in accordance with Section 2.3.52.3.5.
4. Retaining walls with a total height of five feet or more, including the buried portion, require sealed plans prepared by a professional engineer as part of the application for a Building Permit.

B. EXEMPTIONS

The following are exempted from the standards in this section:

1. Fences and walls associated with bona fide farms and agricultural use types in districts where these uses are permitted;
2. Battery-charged security fences on lots located in non-residential and special zoning districts, provided they are completely surrounded by a non-electric security fence of at least five feet in height and configured in accordance with NCGS§160A-194.1; and **AMENDED 7.21.25 (UDOTA 1-25)**
3. Temporary fences for construction sites, including but not limited to: fencing necessary for soil erosion and sedimentation control and tree protection.

C. PRE-EXISTING DEVELOPMENT

Lawfully established fences and walls established prior to January 2, 2024, that do not comply with these standards shall be subject to the applicable standards in Section 5.4, Nonconforming Site Features.

6.3.3 LOCATIONAL STANDARDS

A. GENERAL

No fence or wall shall:



Chapter 6 Standards

Section 6.3 Fences and Walls

Sub-section 6.3.4 Materials

1. Be located within the public right-of-way (except for public fences or walls, or as needed for retention of soil, subject to an approved encroachment agreement with the Town);
2. Be located within a designated public utility or drainage easement;
3. Obstruct visibility at intersections as required in accordance with Section 6.1.7, Sight Distance Triangles;
4. Impede visibility of the required property address number; or
5. Block pedestrian access from doors or windows.

B. EASEMENTS

1. Retaining walls five (5) feet or more in height, including the buried portion, shall provide maintenance easements that include the following: centered on the wall and provided along the wall's full course when the retaining wall crosses lot lines. (#15) AMENDED 7.21.25 (UDOTA 1-25)
 - a. Be centered on the wall;
 - b. Be provided along the wall's full course when the retaining wall crosses lot lines;
 - c. Include the wall and all associated underground components, such as tiebacks or anchors;
 - d. Extend at least five (5) feet beyond the outermost structural element to allow for inspection, maintenance, and repair;
 - e. Be kept clear of permanent obstructions; and
 - f. Be recorded on a plat. (#15)
2. In cases where a fence or wall is permitted within an easement, the fence or wall shall be allowed to cross the easement perpendicularly or run parallel to and within the easement as close as is practicable to the edge of the easement. Crossings may be required to install a gate wide enough for maintenance equipment to transverse.
3. It is the landowner's responsibility to verify fence or wall locations within a private easement with the easement owner. The Town's permitting of fences or walls does not supersede or negate any private easement agreements or allowances.
4. The landowner shall remain solely liable for any repair or replacement if any portion of the fence or wall located within a required easement is damaged during maintenance or construction activities within the easement by the easement owner or their agent.

C. BLOCK DRAINAGE

Fences or walls shall not alter or impede the natural flow of water in any stream, creek, drainage swale, or ditch.

D. REQUIRED SETBACKS

Fences or walls may be located within required setbacks but shall not encroach onto a separate lot.

E. REQUIRED LANDSCAPING AREAS

Fences or walls may be located within required landscaping areas, subject to the standards in Section 6.6.10H, Permitted Encroachments. In no instance shall chain link or other semi-opaque fencing be credited towards applicable screening requirements.

6.3.4 MATERIALS

A. LIFESPAN

1. Fences be designed, constructed, and maintained to ensure a minimum useful life of at least ten years.



6.6.12 OFF-STREET PARKING LOT LANDSCAPING

All off-street parking lots with five or more spaces serving multi-family, single-family attached residential, mixed-use, and non-residential developments shall comply with the following parking lot landscaping standards:

A. INTERIOR PLANTINGS

1. AREA TO BE LANDSCAPED

For the purposes of this section, the interior of a parking lot shall be all of the area within the outer boundary of the parking lot including interior and corner landscape islands intended to fulfill the interior parking lot landscaping requirements, but not including landscaping planted around the perimeter of the parking lot (see Figure 6.6.12.A, Parking Lot Interior Plantings).

2. LANDSCAPING ISLANDS AND STRIPS

A parking aisle with 12 or more vehicle spaces in a single row shall provide and maintain landscaping islands at each end of the row as well as a landscaping island located every 12 spaces, in accordance with the following standards:

- a. Islands shall have no minimum dimension less than nine feet and a minimum area of 180 square feet, including the curb (if curbing is provided);
- b. Landscape islands that do not contain canopy trees shall contain three or more shrubs and also may contain understory trees;
- c. Off-street parking lots of 100 or more spaces shall include at least one landscaping strip for every six rows of parking spaces; and
- d. Landscaping strips, when required, shall maintain a minimum width of nine feet and run the full length of a row of parking spaces. Landscape strips shall include shrubs and a pedestrian walkway of at least four feet in width and configured to comply with applicable ADA requirements, and may include trees and parking lot lighting, provided tree trunks are at least five feet from the pedestrian accessway. **AMENDED 9.16.24 (UDOTA 2-24)**

3. PROTECTION OF LANDSCAPE ISLANDS

- a. Landscape islands shall be protected from vehicle damage by the installation of curbing, wheel stops, or other comparable methods.
- b. The placement of plant material within landscape islands shall allow for a two-and-one-half-foot vehicle overhang from the face of the curb or wheel stop.

4. PROTECTION FROM PEDESTRIAN WALKWAYS

In cases where a pedestrian walkway must be located within five feet of a tree trunk, wooden walkways, pervious pavers, or other methods shall be used to ensure the required tree is not damaged by the walkway.

5. STORMWATER MANAGEMENT

A landscape island may be designed to function as a stormwater control measure, provided its landscaping performance function is maintained.

6. ~~STRUCTURAL~~ SUPPORTIVE SOIL REQUIRED

Landscaping islands and strips located within a parking lot shall be comprised of properly-prepared ~~structural~~ soil that has been amended and cultivated to support healthy vegetation and appropriate drainage. **(#16)**



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Sub-section 6.6.16 Street Trees

- B. Unless exempted by this ordinance, development not providing street trees shall provide a streetscape buffer in accordance with Section 6.6.17, Streetscape Buffers.

C. WHERE REQUIRED

Street trees shall be located within tree pits or planting strips within ~~the a~~ street ~~right-of-way~~ (see Figure 6.6.16: Street Tree Configuration). (#17)

D. LOCATION

1. WITHIN TREE PITS

In cases where sidewalks, boardwalks, or paving is located in the right-of-way, street trees shall be located within tree pits, configured in accordance with the following standards:

- a. Tree pits shall have a minimum planting area of at least 36 square feet per tree pit;
- b. Tree pits shall be covered or configured with ground covering at the same general height as the pedestrian walkway to avoid being a tripping hazard; and

~~c. Tree pits shall include structural soils or screened backfill to ensure appropriate drainage and backfill.~~ (#16)

2. WITHIN PLANTING STRIPS

In cases where sidewalks are not present or where a portion of the right-of-way is not paved, street trees may be placed within planting strips, configured in accordance with the following standards:

- a. Tree planting strips shall be configured parallel to the street;
- b. Tree planting strips shall maintain a minimum width of six feet; and
- c. Tree planting strips shall be raised above the grade or include edging that prevents pedestrians from walking in the planting strip.

3. SUPPORTIVE SOIL REQUIRED

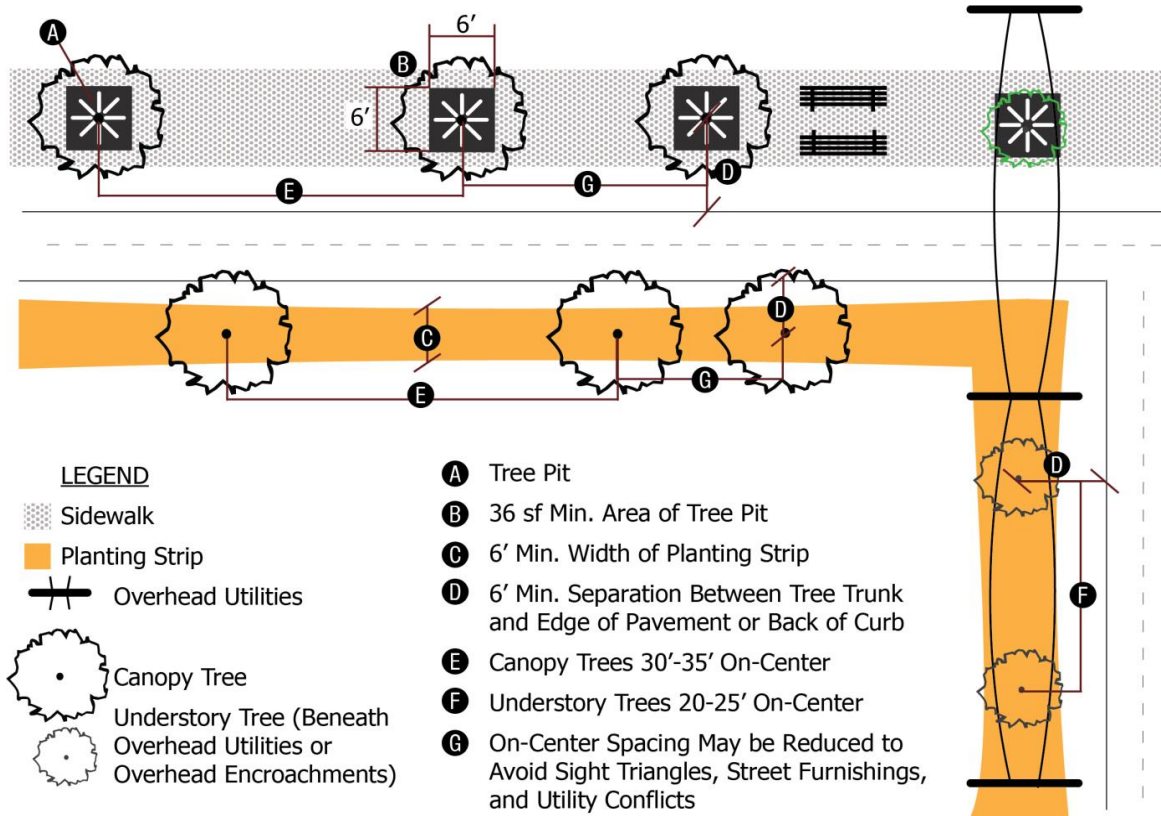
- a. Tree pits and planting strips shall be comprised of properly-prepared soil that has been amended and cultivated to support healthy vegetation and appropriate drainage. (#16)

~~3.4.~~ TREE PLACEMENT

- a. Street trees, when located within tree pits or planting strips, shall be located so that the trunk is at least two-and-one-half feet from the back of the curb or the edge of the pavement.
- b. Street trees shall not be located within sight distance triangles (see Section 6.1.7, Sight Distance Triangles).



FIGURE 6.6.16: STREET TREE CONFIGURATION



4.5. REQUIRED PLANT MATERIAL

AMENDED 7.21.25 (UDOTA 1-25)

- Street trees shall be configured in one of the following ~~three~~ ways:
 - Three canopy trees for every 100 linear feet of lot frontage; or
 - Two canopy trees and two understory trees for every 100 linear feet of lot frontage; or
 - Five ~~Four~~ understory trees for every 100 linear feet, where overhead utilities are present. (#17)
- Uniform spacing may be modified as necessary to accommodate driveways, sight distance triangles, utilities, or street trees on adjacent lot frontages. In cases where deviation from uniform on-center spacing is necessary, minimum spacing shall be in accordance with best practices for streetscape planting and maintenance in the sole discretion of the Town.

5.6. TYPES OF TREES

- Except in areas underneath existing overhead utilities or upper story encroachments into the right-of-way, street trees shall be canopy trees that meet the standards in Figure 6.6.8.A, Plant Material Specifications.



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Sub-section 6.6.17 Streetscape Buffers

- b. In areas beneath existing overhead utilities or upper story encroachments into the right-of-way, street trees shall be understory trees that meet the standards in Figure 6.6.8.A, Plant Material Specifications.

~~6.-SPECIES~~

- ~~a.—Only those species identified in Table 6.6.16.B: Preferred Street Tree Species, shall be utilized to meet these standards: (#18)~~

TABLE 6.6.16.B.5: PREFERRED STREET TREE SPECIES

CANOPY TREES (BY COMMON NAME)	UNDERSTORY TREES (BY COMMON NAME)
Bald Cypress	Carolina Silverbell
European Hornbeam	Chinese Pistache
Hedge Maple	Common Witchhazel
Japanese Zelkova	Grape Myrtle
Lacebark Elm	Dogwood
London Planetree	Eastern Redbud
Hardy Rubber Tree	Fringetree
Thornless Honey Locust	Green Hawthorne
Kentucky Coffee Tree	Serviceberry

- ~~b.—Applicants may propose a different species, subject to approval by the Engineering Director.~~

7. ON-CENTER SPACING

- a. Canopy trees shall be planted 30 to 35 feet on-center.
b. Understory trees shall be planted 20 to 25 feet on-center.
c. Grouping or clustering of street trees shall be prohibited, but on-center spacing may be reduced as necessary to avoid sight distance triangles, street furnishings, or other utility conflicts.

8. COMPLIANCE WITH NCDOT STANDARDS

In cases where street trees are located within street rights-of-way maintained by the NCDOT, street tree configuration shall be in accordance with NCDOT standards in addition to the standards in this section. In the event the standards in this section conflict with applicable NCDOT standards, the NCDOT standards shall control.

E. SPECIES

Species of street trees are provided in the Suggested Plant Materials List found in the UDO Procedure Manual. (#18)

6.6.17 STREETScape BUFFERS

A. PURPOSE AND INTENT

Streetscape buffers are proposed to soften the view of development from ~~the Town's a~~ street rights-of-way, and are intended to: (#17)



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1. Enhance pedestrian orientation and encourage pedestrian travel;
2. Address urban heat islands by providing shade for streets and sidewalks;
3. Provide shade on sidewalks;
4. Promote the Town's "sense of place";
5. Support property values by enhancing the aesthetic character of the Town's streets; and
6. Provide habitat for flora and fauna.

B. APPLICABILITY

Streetscape buffers shall be provided on lots in the CRM, CZC, CZI, CZM, CZR, HID, LID, MXD, NCM, OFI, RUR, RLL, RLD, RMD, RHD, RME, PUB districts in accordance with the following

(#17): AMENDED 7.21.25 (UDOTA 1-25)

1. The standards in this section shall apply to all lot lines bounded by ~~the following features~~streets, whether existing or identified in the Town's adopted policy guidance. (#17)
 - ~~a. Local streets;~~
 - ~~b. Collector streets;~~
 - ~~c. Arterial streets; and~~
 - ~~d. As specified in Section 3.7.3, GTOD Gateway Overlay District.~~
2. In cases where a future street is planned but its approximate location is not indicated on an adopted or approved Town map or plan, streetscape buffering shall not be required on lots abutting the future street alignment.
3. In cases where the rear yard of a lot abuts a ~~Town~~ street ~~right-of-way~~, the rear yard shall include a streetscape buffer configured in accordance with these standards. (#17)

C. EXEMPTION

1. Streetscape buffers are not required in the following locations:
 - a. Land in the CON district;
 - b. Adjacent to portions of lot lines crossed by driveways, private drives, or alleys;
 - c. Lot lines abutting platted streets ~~rights-of-way~~ that are or have remained unopened for at least 15 years; or (#17)
 - d. Lot frontages where the entirety of the lot frontage is within a required sight distance triangle.
2. Development subject to the standards in Section 6.6.16, Street Trees, is not required to provide streetscape buffers.

D. REQUIRED PLANT MATERIAL

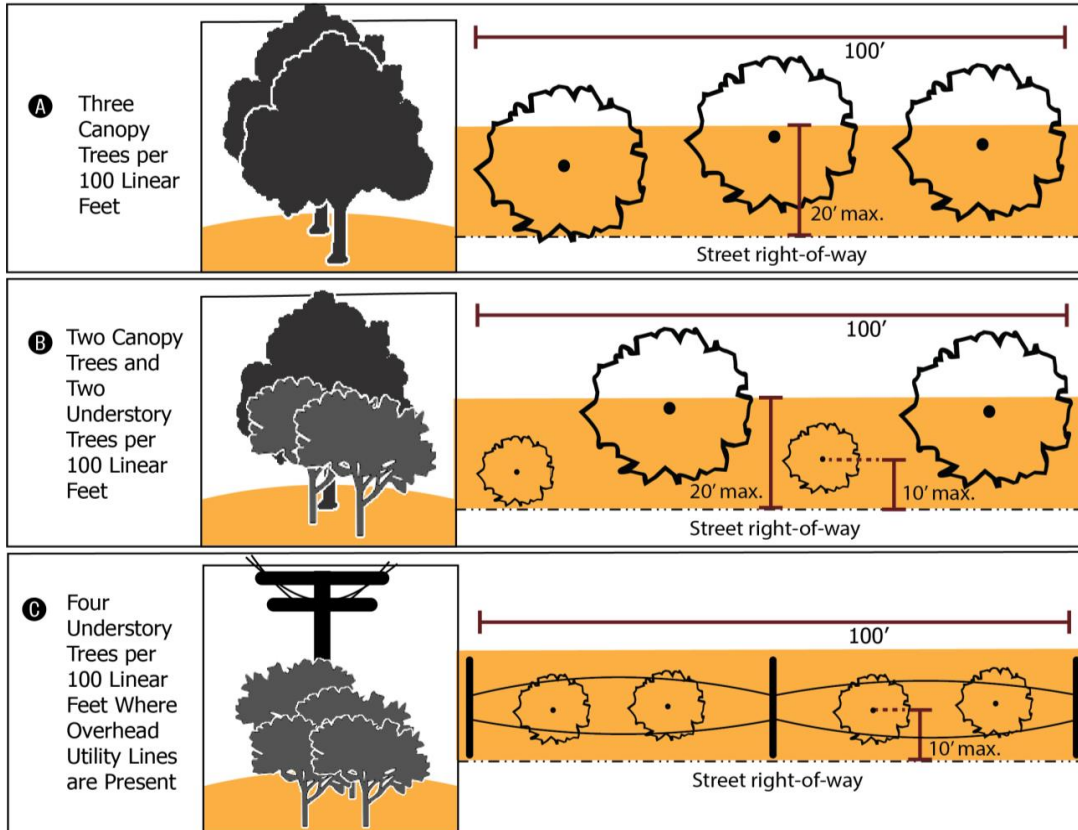
1. GENERALLY

Streetscape buffers shall be configured in one of the following three ways (see Figure 6.6.17.D: Streetscape Buffer Configuration):

- a. Three canopy trees for every 100 linear feet of lot frontage; or
- b. Two canopy trees and two understory trees for every 100 linear feet of lot frontage; or
- c. Four understory trees for every 100 linear feet, where overhead utilities are present.



FIGURE 6.6.17.D: STREETSCAPE BUFFER CONFIGURATION



2. REAR YARD STREETSCAPE BUFFERS

In cases when a lot's rear yard abuts a ~~Town~~ street right-of-way, the rear yard shall be configured with a streetscape buffer meeting the requirements for a type C perimeter buffer (see Section 6.6.13, Perimeter Buffers). In cases where a streetscape buffer is configured in accordance with a type C perimeter buffer, trees shall maintain a uniform on-center spacing across the width of the buffer and the distance from the right of way shall be in accordance with the perimeter buffering standards instead of the placement standards in this section. (#17)

E. PLACEMENT

1. Vegetation required as part of a streetscape buffer shall be located outside the street right-of-way.
2. Canopy trees shall be located within 20 feet of the right-of-way edge.
3. Understory trees shall be located within 10 feet of the right-of-way edge.
4. An alternative location may be approved by the Planning Director in cases where underground utilities, drainage easements, topography, or other obstructions make placement of streetscape buffer vegetation in accordance with these standards impractical.



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Section 6.6 Landscaping and Screening

Sub-section 6.6.18 Violation and Replacement

F. PROHIBITED FEATURES

Off-street parking, off-street loading, merchandise display, outdoor storage, or use of gravel, decorative gravel, or cinders as a ground cover shall not take place within a required streetscape buffer.

G. SPECIES

[Species of street trees are provided in the Suggested Plant Materials List found in the UDO Procedure Manual. \(#18\)](#)

6.6.18 VIOLATION AND REPLACEMENT

A. DAMAGE OR REMOVAL OF VEGETATION IS A VIOLATION

The damage, disturbance, or removal of any landscaping area or vegetation required by this section shall constitute a violation of this Ordinance subject to the remedies described in Chapter 7, Violations.

B. REPLACEMENT REQUIRED

1. Any disturbed landscaping areas, areas of preserved existing vegetation, or required plant material shall be replaced in accordance with the approved development application and these standards.
2. Trees or vegetation that die within one year of construction completion shall be removed and replaced with new vegetation of equal or greater size.
3. Replacement trees shall be planted within 90 days of removal of required vegetation.

C. REVEGETATION PLAN REQUIRED

In cases where required landscaping or existing vegetation required to be preserved is damaged, disturbed, or removed, a revegetation plan shall be submitted for review and approval by the Planning Director, in accordance with the following standards:

1. Any tree with a caliper of at least eight inches that is damaged or removed shall be replaced with one or more trees that have a caliper of at least three inches and a cumulative caliper equal to or greater than the original tree.
2. Trees damaged or destroyed less than eight inches in diameter shall be replaced to satisfy the performance criteria of this section.
3. Shrubs may also be required to restore the landscaping performance criteria for the disturbed area.

D. LOCATION OF REPLACEMENT TREES AND VEGETATION

1. Replanting shall be located within the vicinity of the vegetation to be replaced.
2. If the area is too small for sufficient growth, a more suitable location on the site may be selected, as permitted by the Planning Director.

E. EXCESSIVE PRUNING OR TRIMMING

Pruning or trimming exceeding the TCIA standards or activities exceeding necessary pruning or trimming shall be a violation of this Ordinance, and shall require replacement of damaged vegetation in accordance with [Section 6.6.18B, Replacement Required](#).

F. FAILURE TO MAINTAIN

Failure to maintain required landscaping areas is a violation of this Ordinance, in accordance with Chapter 7, Violations.



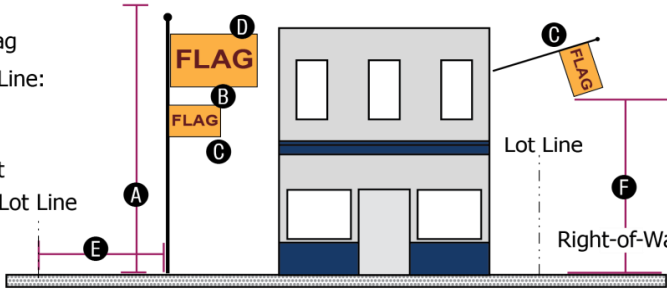
Chapter 6 Standards

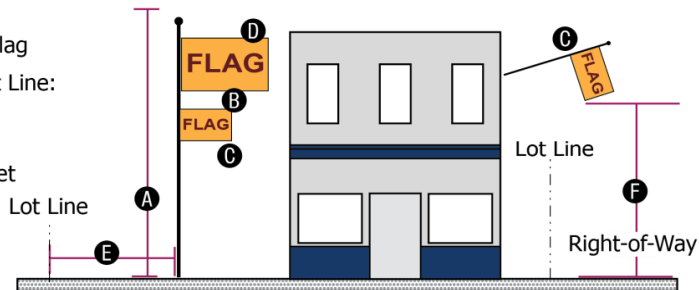
Section 6.13 Signage

Sub-section 6.13.10 Temporary Sign Standards

B. FLAGS

AMENDED 7.21.25 (UDOTA 1-25)

1. DEFINITION	A piece of cloth or similar material, typically rectangular or square in shape, that is attached to a pole or rope along one side (typically the shorter side) of the material. Flags are intended to move in the breeze and do not include frames or supporting structures that cause them to retain their shape regardless of the wind. Flags that include supporting frames, that are attached to light or utility poles or that are affixed to two or more poles at the same time are "banners." Feather flags and bow signs are prohibited.					
2. DISTRICTS WHERE PERMITTED	CON, PUB	RESIDENTIAL, CZR	OFI, NCM	DTNC, CZD, MXD, CZM	CRM, CZC	LID, HID, CZI
	Yes	Yes	Yes	Yes	Yes	Yes
3. DIMENSIONAL STANDARDS	MAXIMUM NUMBER OF FLAGS PER LOT			3		
	MAXIMUM FLAGPOLE HEIGHT			40 feet above grade or 40 feet above the highest point of a building if building-mounted [1]		
	MAXIMUM NUMBER OF FLAGS PER FLAGPOLE			2		
	MAXIMUM SIZE PER FLAG			60 square feet		
	MINIMUM SETBACK FROM ANY LOT LINE FOR A FLAGPOLE OR OTHER MOUNTING DEVICE			The height of the flagpole or mounting device if building-mounted		
	NOTES:	[1] In cases where a flag projects out into a street right-of-way, the flag shall maintain a minimum vertical clearance of 18 feet above the street pavement and 8 feet above a sidewalk. [2] Flagpoles that are freestanding and detached from the wall or roof of a building shall obtain a Zoning Compliance Permit, Section 2.3.33B, Applicability (#06).				
4. ADDITIONAL REQUIREMENTS	a. Flags and flagpoles shall not be placed within required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.					
	b. Except on lots in residential districts, flags on poles shall be located no more than 10 feet from the front building line.					
5. SAMPLE CALCULATION	LEGEND A Max. Height: 40' or 40' Above Highest Point of Building if Mounted B Max. Flags per Pole: 2 C Max Flags Per Lot: 3 D Max. Size: 60 sf per Flag E Min. Setback from Lot Line: Height of Flagpole or Mounting Device F If Projecting into Street Right-of-Way, Min. Vertical Clearance: 18' Above Street; 8' Above Sidewalk					
						



6.15 STORMWATER

6.15.1 AUTHORITY (#19)

The Town is authorized to adopt these stormwater standards pursuant to North Carolina law, including but not limited to:

- A. Article 14, Section 5 of the Constitution of North Carolina;
- B. NCGS§ 113A, Article 4 (Sedimentation Pollution Control Act of 1973);
- C. NCGS§ 143-214.5 (Water supply watershed protection);
- D. NCGS§ 143, Article 21, Part 6 (Floodway Regulation);
- ~~A.-~~
- ~~B.E.~~ NCGS§ 143-214.7 and rules promulgated by the Environmental Management Commission thereunder;
- ~~F.~~ NCGS§§ ~~143-215.6A, 153A-454, 160A-174, 160A-185, and 160A-459~~ 160A-174, 185 and 459;
- ~~C.G.~~ NCGS§ 160D;
- ~~D.H.~~ ~~Session Law 2009-216 and Session Law 2009-484~~ General Session Law: 2006-246 (Phase II Stormwater) and 2012-200 (Buffer Rules);
- ~~E.I.~~ Section NCAC 02B .0711 of the North Carolina Administrative Code;
- ~~F.J.~~ The Charter of the Town of Clayton; and
- K. Any special legislation enacted by the North Carolina General Assembly for the Town of Clayton.
- ~~G.-~~

6.15.2 FINDINGS

- A. It is hereby determined that:
 1. Development ~~and redevelopment~~ alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, soil erosion, stream channel erosion, nonpoint and point source pollution, and sediment transport and deposition, as well as reducing groundwater recharge (#19);
 2. These changes in stormwater runoff contribute to increased quantities of water-borne pollutants and alterations in hydrology that are harmful to public health and safety as well as to the natural environment; and
 3. These effects can be managed and minimized by applying proper design and well-planned controls to manage stormwater runoff from development sites.
- B. It is further determined that the Federal Water Pollution Control Act of 1972 ("Clean Water Act") and federal Phase II Stormwater Rules promulgated under it, as well as rules of the North Carolina Environmental Management Commission promulgated in response to federal Phase II requirements, compel certain urbanized areas, including this jurisdiction, to adopt minimum stormwater controls such as those included in this section.
- C. Additionally, the North Carolina Environmental Management Commission has identified and has promulgated rules that have been amended and affirmed by the North Carolina General Assembly (Neuse River Nutrient Management Strategy) to reduce the average annual loads of nitrogen delivered to the Neuse River Basin from all point and nonpoint sources of these nutrients located within its watershed, including stormwater from new development in Clayton's planning jurisdiction.
- D. Therefore, the Town establishes this set of water quality and quantity regulations to meet the requirements of State and federal law regarding control of stormwater runoff and discharge from development ~~and redevelopment~~ (#19).



6.15.3 PURPOSE

- A.** The purpose of this section is to protect, maintain and enhance the public health, safety, environment, and general welfare by establishing minimum requirements and procedures to control the adverse effects of increased post-development stormwater runoff, including nitrogen, phosphorus, and total suspended solids in stormwater runoff, as well as to control the adverse effects of nonpoint and point source pollution associated with new development ~~and redevelopment in the Middle Neuse River Basin (#19)~~. It has been determined that proper management of construction-related and post-development stormwater runoff will minimize damage to public and private property and infrastructure, safeguard the public health, safety, and general welfare, and protect water and aquatic resources.
- B.** This section seeks to meet its general purpose through the following specific objectives and means:
1. Establishing decision-making processes for development that protect the integrity of watersheds and preserve the health of water resources;
 2. Requiring that new development ~~and redevelopment~~ maintain the pre-development hydrologic response in their post-development state as nearly as practicable for the applicable design storm to reduce flooding, streambank erosion, nonpoint and point source pollution and increases in stream temperature, and to maintain the integrity of stream channels and aquatic habitats; ~~(#19)~~
 3. Establishing minimum post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
 4. Establishing design and review criteria for the construction, function, and use of structural stormwater best management practices ("BMPs") and stormwater control measures ("SCMs") that may be used to meet the minimum post-development stormwater management standards;
 5. Encouraging the use of better management and site design practices, such as the use of vegetated conveyances for stormwater and the preservation of greenspace, riparian buffers and other conservation areas to the maximum extent practicable;
 6. Establishing provisions for the long-term responsibility for and maintenance of structural and nonstructural stormwater BMPs and SCMs to ensure that they continue to function as designed, are maintained appropriately, and pose no threat to public safety;
 7. Establishing administrative procedures for the submission, review, approval, and disapproval of stormwater management plans, for the inspection of approved projects, and to assure appropriate long-term maintenance;
 8. Controlling illicit discharges into municipal separate stormwater system;
 9. Coordinating site design plans that include open space, natural areas with Section 6.7, Open Space Set-Aside and Parkland, Section 6.11, Resource Conservation Areas, and Section 6.12, Riparian Buffers; and (#19)
 10. Assigning responsibility and processes for approving the creation and maintenance of adequate drainage.
 11. Providing education and outreach to the public regarding methods to prevent and minimize pollutant contributions to the municipal separate stormwater system and waters of the State. (#19)
 12. Requiring that new development not exceed export targets for nitrogen in stormwater runoff for the watershed through site layout, engineered stormwater controls, or permanent nutrient offset credits; and (#19)
 13. Controlling erosion and sedimentation from construction activities. (#19)



6.15.4 APPLICABILITY AND JURISDICTION

A. GENERAL

~~Beginning with and subsequent to its effective date, this section shall be applicable to all development and redevelopment, including, but not limited to, Site Plan applications, Subdivision applications, and Land Disturbance Permit applications.~~ Beginning with and subsequent to its effective date, this ordinance shall be applicable to all development and expansion of development throughout the corporate limits and extraterritorial jurisdiction of the Town of Clayton within the Middle Nuese River Basin Watershed, including, but not limited to, site plan applications, subdivision applications, and grading applications, unless exempted in accordance with Section 6.15.4C, Exemptions. (#19)

B. ESTABLISHMENT OF VESTED RIGHTS

Vested rights are established in accordance with Section 1.11, Vested Rights, and Section 2.3.32, Vested Rights Certificate.

C. EXEMPTIONS

The following forms of development and actions shall be exempted from the requirements in this section:

1. Single-family detached dwellings, duplex dwellings, and manufactured home dwellings and recreational development ~~and redevelopment~~ that cumulatively disturbs less than one acre and are not part of a larger common plan of development or sale are exempt from the provisions of this section, unless deemed otherwise by the Stormwater Administrator. (#19)
2. Commercial, industrial, institutional, single-family attached, and multi-family residential, or local government development ~~and redevelopment~~ that cumulatively disturbs less than one-half acre and are not part of a larger common plan of development or sale are exempt from the provisions of this section. (#19)
3. Development ~~and redevelopment~~ that disturbs less than a stated area threshold are not exempt if such activities are part of a larger common plan of development or sale that exceeds the relevant threshold, even though multiple, separate, or distinct activities take place at different times on different schedules. (#19)
4. Activities subject to requirements of the Nuese River Basin Watershed Agriculture Rule, 15A NCAC 02B .0712 is exempt from the provisions of this ordinance. ~~Activities that are exempt from permit requirements of Section 404 of the federal Clean Water Act as specified in 40 CFR 232 (primarily, ongoing farming and forestry activities) are exempt from these provisions.~~ (#19)
5. In accordance with the requirements of 15A NCAC 02B .0711 and the Town's Phase II Permit NCS000559, new development undertaken by the Town solely as a public road project shall be deemed compliant with the purposed of this section if it meets the riparian buffer protection requirements of the Neuse River buffer rules. For these public road projects, the following shall be done to the maximum extent practicable:
 - a. Minimize BUA;
 - b. Divert runoff away from surface waters; and
 - c. Implement BMPs and SCMs.
6. Existing development or redevelopment is exempt from the provisions of this ordinance. ~~impervious surfaces established prior to November 1, 2008, as determined through aerial photography, permits, plans, etc. however, if the impervious area limits are reduced after November 1, 2008, and the previously impervious area is reestablished as pervious for a period of one year or more, the impervious area is no longer exempt.~~ (#19)



7. Commercial, industrial, institutional, multifamily residential or local government development that disturbs less than one half acre and expands existing structures on a parcel but does not result in a cumulative built-upon area for the parcel exceeding twenty-four (24) percent is exempt from the provisions of this ordinance. (#19)
8. Development of an individual single-family or duplex residential lot that is not part of a larger common plan of development or sale and does not result in greater than five (5) percent built-upon area on the lot is exempt from the provisions of this ordinance. (#19)
9. Development or expansion of development with a vested right per the standards of NCGS§ 160D-108 is exempt from the provisions of this ordinance. (#19)
- ~~6-10.~~ Development or expansion of development for which the permit application was submitted prior to adoption of this ordinance is optionally exempt from the provisions of this ordinance per the requirements of NCGS§ 143-755. (#19)

D. NO DEVELOPMENT ~~OR REDEVELOPMENT~~ OR EXPANSION UNTIL COMPLIANCE AND PERMIT (#19)

No development or expansion of development shall occur except in compliance with the provisions of this ordinance or unless exempted. No development or expansion of development for which a permit is required pursuant to this ordinance shall occur except in compliance with the provisions, conditions, and limitations of the permit. (#19)

- ~~1.-No development or redevelopment shall occur except in compliance with the provisions of this section or unless exempted:~~
- ~~2.-No development for which a permit is required pursuant to this section shall occur except in compliance with the provisions, conditions, and limitations of the permit:~~

E. MAP

1. The provisions of this chapter shall apply within the areas designated on the map titled "Stormwater Map of Town of Clayton, North Carolina" (the Stormwater Map), which is adopted simultaneously herewith. The Stormwater Map and all explanatory matter contained thereon accompanies and is hereby made a part of this Chapter.
2. The Stormwater Map shall be kept on file by the Stormwater Administrator and shall be updated to consider changes in the land area covered by this section and the geographic location of all engineered stormwater controls permitted under this section. In the event of a dispute, the applicability of this section to a particular area of land or SCM or BMP shall be determined by reference to the North Carolina Statutes, the North Carolina Administrative Code, and this Ordinance.

6.15.5 DESIGN MANUAL

A. REFERENCE TO DESIGN MANUAL

1. The Stormwater Administrator shall use the policy, criteria, and information, including technical specifications and standards, in the Design Manual as the basis for decisions about stormwater permits and about the design, implementation and performance of structural and non-structural stormwater SCMs.
2. The Design Manual includes a list of acceptable stormwater treatment practices, including specific design criteria for each stormwater practice. Stormwater treatment practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to meet the minimum water quality performance standards of Phase II and other applicable stormwater laws.



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Sub-section 6.15.6 Relationship to Other Laws, Regulations, and Private Agreements

B. RELATIONSHIP OF DESIGN MANUAL TO OTHER LAWS AND REGULATIONS

If the specifications or guidelines of the Design Manual are more restrictive or apply a higher standard than other laws or regulations, that fact shall not prevent application of the specifications or guidelines in the Design Manual.

C. CHANGES TO STANDARDS AND SPECIFICATIONS

If the standards, specifications, guidelines, policies, criteria, or other information in the Design Manual are amended subsequent to the submittal of an application for approval pursuant to this chapter but prior to approval, the new information shall control and shall be utilized in reviewing the application and in implementing this Section with regard to the application.

D. AMENDMENTS TO DESIGN MANUAL

The Design Manual may be updated and expanded from time to time, based on advancements in technology and engineering, changes to State Minimum Design Criteria, improved knowledge of local conditions, or local monitoring or maintenance experience. Prior to amending or updating the Design Manual, proposed changes shall be generally publicized and made available for review, and an opportunity for comment by interested persons shall be provided. (#19)

6.15.6 RELATIONSHIP TO OTHER LAWS, REGULATIONS, AND PRIVATE AGREEMENTS

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law. Where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human or environmental health, safety, and welfare shall control.

A. PRIVATE AGREEMENTS

This ordinance is not intended to revoke or repeal any easement, covenant, or other private agreement. However, where the regulations of this ordinance are more restrictive or impose higher standards or requirements than such an easement, covenant, or other private agreement, the requirements of this ordinance shall govern. Nothing in this ordinance shall modify or repeal any private covenant or deed restriction, but such covenant or restriction shall not legitimize any failure to comply with this ordinance. In no case shall the Town of Clayton be obligated to enforce the provisions of any easements, covenants, or agreements between private parties. (#19)

6.15.6.15.7 EFFECTIVE DATE AND TRANSITIONAL PROVISIONS

These standards shall take effect on ~~December 2, 2025~~ January 2, 2024.

A. FINAL APPROVALS, COMPLETE APPLICATIONS

1. All development and expansion of development projects for which complete and full applications were submitted to the Town of Clayton prior to the effective date of this ordinance may be exempted from complying with all provisions of this ordinance dealing with the control and/or management of stormwater by the choice of the developer.
2. A phased development plan shall be deemed complete prior to the effective date of this ordinance, and it shows:



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Sub-section 6.15.8 Review Procedures

- a. For the initial or first phase of development or expansion of development, the type and intensity of use for a specific parcel or parcels, including at a minimum, the boundaries of the project and a subdivision plan that have been approved.
- b. For any subsequent phase of development or expansion of development, sufficient detail so that implementation of the requirements of this ordinance to that phase of development would require a material change in that phase of the plan.

B. VIOLATIONS CONTINUE

1. Any violation of provisions existing on the effective date of this ordinance shall continue to be a violation under this ordinance and be subject to penalties and enforcement under this ordinance unless the use, development, construction, or other activity complies with the provisions of this ordinance. (#19)

6.15.76.15.8 REVIEW PROCEDURES

A. PERMITS

Stormwater Permits shall be reviewed and decided in accordance with Section 2.3.24, Stormwater Permit.

B. VARIANCE

Variance from the standards in this section shall be in accordance with Section 2.3.31, Variance.

C. APPEALS

Appeals of decisions of the Stormwater Administrator regarding these standards shall be in accordance with Section 2.3.4, Appeal.

6.15.86.15.9 STANDARDS

All development ~~and redevelopment~~ subject to these standards shall comply with the following: (#19)

A. RESTRICTION REQUIRED

Approval of the Stormwater Permit shall require enforceable restriction on property usage that runs with the land, such as a recorded deed restriction or protective covenants, to ensure that future development ~~and redevelopment~~ maintains the site consistent with the approved stormwater management plan. (#19)

B. . BUILT UPON STANDARDS

1. All lots or portions of lots in existence prior to date of ordinance adoption and established outside subdivisions after that date, additional built upon area (BUA) may be added to the property which would result in BUA coverage equal or less than allowed by the following table: (#19)



TABLE 6.15.9.B: BUILT UPON AREA STANDARDS

AREA	BUA (SQUARE FEET, DENSITY, OR DWELLING UNIT LIMITATION)	BUA OVERAGE REQUIREMENTS
<u>LOW DENSITY DEVELOPMENT IN WS-IV PA SINGLE-FAMILY DETACHED RESIDENTIAL</u>	<u>Single-family detached residential development may take place under the low-density development option using either of the following three alternatives:</u> <u>i. Up to one dwelling unit per one-half acre or one dwelling unit per 20,000 square foot lot excluding roadway right-of-way;</u> <u>ii. A maximum of 24 percent built-upon area;</u> <u>iii. Up to three dwelling units per acre or 36 percent built upon area when streets are configured without curb and gutter.</u>	<u>Stormwater control Type Y as described in Design Manual section E-1.</u>
<u>NON-RESIDENTIAL AND ALL OTHER FORMS OF RESIDENTIAL</u>	<u>Non-residential and all forms of residential development other than single-family detached may take place under the low-density development option using either of the following two alternatives:</u> <u>i. A maximum of 24 percent built-upon area;</u> <u>ii. Up to 36 percent built upon area provided streets are configured without curb and gutter.</u>	<u>Stormwater control Type Y as described in Design Manual section E-1.</u>
<u>HIGH DENSITY DEVELOPMENT IN WS-IV PA</u>	<u>All residential and non-residential development shall maintain a 24-to-70 percent built-upon area.</u>	<u>Stormwater control Type X as described in Design Manual (may include capturing first inch, total volume, nutrients, etc.) Acquire nutrient offset credits. (#19)</u>

2. Additional BUA and expansions of BUA beyond the above limitations must comply with the stormwater treatment and nutrient requirements of the above table. Only BUA on the lot, and that existing after, or proposed to be added after, the date of ordinance adoption is included in BUA calculations. (#19)



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3. For all lots, portions of lots, planned rights-of-way, and common areas established within subdivisions after the date of ordinance adoption, new built-upon area may be added to the property which would result in BUA coverages equal to or less than allowed by Table 6.15.9.B: Built Upon Areas Standards. (#19)
4. New BUA, beyond the above limitations, must comply with the stormwater treatment and nutrient requirements of the above table. BUA calculations include all proposed lots, portions of lots, planned rights-of-way, and common areas. (#19)
5. Prior to the conveyance or transfer of any lot the BUA on that lot shall be referenced on the final plat and shall be recorded with the county Register of Deeds as the BUA Limitation. The BUA Limitation shall be binding on all subsequent owners of the site and portions of the site. (#19)

B.C. NEUSE RIVER ESTUARY NUTRIENT MANAGEMENT REQUIREMENTS

1. Nitrogen ~~and phosphorus~~ loads contributed by the proposed new development shall not exceed 3.6 pounds per acre per year unit-area mass loading rates for nitrogen.
- ~~2. Redevelopment subject to these standards that would replace or expand existing structures or improvements and would result in a net increase in built-upon area shall have the option of either meeting the loading standards identified in this sub-section or meeting a loading rate that achieves a nutrient load corresponding to a 35 percent reduction for nitrogen as compared to the existing development. (#19)~~
2. The developer shall determine the need for engineered stormwater controls to meet these loading rate targets by using the latest NCDEQ-approved nutrient accounting tool.
3. The project area used for nutrient calculation and stormwater requirements includes the site area less any existing built-upon area. The project density used for determining stormwater requirements is the amount of built-upon area subject to this ordinance at project completion divided by the project area. (#19)
3. ~~—~~

C.D. NITROGEN ~~AND PHOSPHORUS~~ STANDARD IS SUPPLEMENTAL; ~~TOTAL SUSPENDED SOLIDS (TSS) REMOVAL~~

1. The nitrogen ~~and phosphorus~~ loading standards in this section ~~are~~ is supplemental to, not replacements for, stormwater standards otherwise required by federal, State, or local law, including without limitation any riparian buffer requirements applicable to the location of the development, including, without limitation, the riparian buffer protection requirements of 15A NCAC 2B.0714 and .0295. (#19)
- ~~2. All stormwater systems used to meet these requirements shall be designed to have a minimum of 85 percent average annual removal for TSS.~~

D.E. CONTROL AND TREATMENT OF RUNOFF VOLUME

- ~~1. Stormwater systems shall be designed to control and treat runoff volume generated from all surfaces by one-inch of rainfall; the treatment volume.~~
- ~~2. The treatment volume shall not exceed the maximum ponding depth and be drawn down pursuant to standards specific to each practice as provided in the Design Manual.~~
- ~~3. To minimize flooding and to ensure that the integrity and nutrient processing functions of receiving waters and associated riparian buffers are not compromised by evasive flows, stormwater flows from development or redevelopment shall not contribute to degradation of waters of the State. (#19)~~
1. All projects shall meet the stormwater system design requirements set forth in 15A NCAC 02H.1003. Projects shall use a project density threshold of greater than twenty-four (>24%) percent built-upon area, whereupon high-density stormwater design is required.



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All engineered stormwater controls will meet the standards set in the Design Manual and the State's Minimum Design Criteria, 15A NCAC 02H .1050 through .1062. (#19)

2. Where high-density stormwater design is required, stormwater systems shall meet the standards set forth in 15A NCAC 02H .1003(3) and be designed to control and treat the volume of runoff generated from all built-upon area by one inch of rainfall or equivalent runoff volume in one or more Primary SCMs. These projects may utilize offsite Primary SCMs dedicated to treating an area encompassing the project. (#19)
3. Where high-density stormwater design is not required, stormwater systems shall meet the low-density stormwater design standards set forth in 15A NCAC 02H .1003(2). (#19)
4. At a minimum, the development ~~and redevelopment~~ shall not result in a net increase in peak flow leaving the site from pre-development conditions for the 1-year, 24-hour storm; 2-year, 24-hour storm; 10-year, 24-hour storm; and 25-year 24-hour storm events.

F. METHODS TO MEET NUTRIENT CONTROL REQUIREMENTS

Projects subject to this ordinance shall meet nitrogen loading targets through a combination of the following methods:

1. Projects may reduce export of nitrogen through any combination of engineered stormwater controls treating runoff on the site, in an approved offsite regional engineered stormwater control, or through the acquisition of permanent nutrient offset credits. The developer shall calculate the nitrogen reduction provided by these controls using the approved accounting tool.
2. Proposed development undertaken by a local government solely as a public road expansion or public sidewalk project, or proposed development subject to the jurisdiction of the Surface Transportation Board, may meet nitrogen reduction needs for the project entirely through the use of permanent nutrient offset credits pursuant to the Nutrient Offset Credit Trading Rule, 15A NCAC 02B .0703. (#19)

E.G. PARTIAL OFFSET OF NUTRIENT CONTROL REQUIREMENTS

1. Development subject to these standards shall attain a maximum nitrogen loading rate on-site of six pounds per acre per year for single-family detached and duplex residential development, and ten pounds per acre per year for other development, including multi-family residential, commercial, and industrial. Sufficient permanent nutrient offset credits to meet project nutrient reduction needs not provided by engineered stormwater controls serving the project shall be acquired prior to approval of the development plan. The Stormwater Administrator shall issue an approval letter for the development that documents the needed nitrogen credits and where the development is located relative to the Middle Neuse River Basin Watershed Rules' geographic requirements. All permanent nutrient offset credits permitted by this ordinance shall meet the requirements of 15A NCAC 02B .0703. ~~Development shall also meet any requirements for engineered stormwater controls otherwise imposed by these standards. A developer subject to these standards may achieve the additional reductions in nitrogen and phosphorus loading by use of the following options: (#19)~~
 - a. Purchasing offset credits from an approved private seller with a project located in the same eight-digit Hydrologic Unit Code (8-digit HUC) as the proposed development (refer to the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR) for approved mitigation banks with applicable and eligible credits in Clayton).
 - b. Making offset payments to the NC Ecosystem Enhancement Program contingent upon acceptance of payments by that program.



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- c. Making offset payments to the Town of Clayton for equivalent nutrient credits at 80 percent of the rate calculated by the NC Ecosystem Enhancement Program for the Neuse-Falls Lake watershed.
 - d. A developer may propose to offset measures to the Town, including providing their own off-site offset.
 - e. [Through payment into the Riparian Buffer Restoration Fund established in N.C.G.S. 143-214.21. \(#19\)](#)
2. All offsite measures shall meet the requirements of 15A NCAC 02B .0273 (2) through (4) and 15A NCAC 02B. 0240.
3. Documentation and proof of purchase for offset credit options is required prior to construction plan approval.
- ~~3.4.~~ [Excess permanent nutrient offset credits acquired beyond what is required for the development may not be applied to any other development. \(#19\)](#)

F.H. STANDARDS FOR STORMWATER CONTROL MEASURES

1. EVALUATION ACCORDING TO CONTENTS OF DESIGN MANUAL

- a. All stormwater control measures, stormwater systems, and stormwater treatment practices (also referred to as Best Management Practices, or BMP/SCMs) required by these standards shall be evaluated by the Stormwater Administrator according to the policies, criteria for each stormwater practice, in the most updated version of the Design Manual.
- b. The Stormwater Administrator shall determine whether proposed BMP/SCMs will be adequate to meet the requirements of this section.

2. DETERMINATION OF ADEQUACY; PRESUMPTIONS AND ALTERNATIVES

- a. Stormwater treatment practices that are designed, constructed, and maintained in accordance with the criteria and specifications in the Design Manual and the approved accounting tool will be presumed to meet the minimum water quality and quantity performance standards of these standards.
- b. Whenever an applicant proposes to utilize a practice or practices not designed and constructed in accordance with the criteria and specifications in the Design Manual, the applicant shall have the burden of demonstrating that the practice(s) will satisfy the minimum water quality and quantity performance standards of these standards.
- c. The Stormwater Administrator may require the applicant to provide the documentation, calculations, and examples necessary for the Stormwater Administrator to determine whether such an affirmative showing is made.

3. SAFETY REQUIREMENTS

All SCM facilities subject to this Ordinance shall be designed with features to discourage access from unauthorized personnel to prevent injury and accidental loss of life.

4. ACCESS

All private stormwater control measures must be served by an access easement from an adjacent street or vehicular travelway for the purpose of maintenance. **AMENDED 12.16.24 (UDOTA 3-24)**

G.I. COMPLETION OF STORMWATER BMPS AND SCMS

1. The developer of any non-residential development will be expected to have installed, stabilized, and a received a passing inspection from the Town of the final stormwater BMP/SCMs supporting their development prior to issuance of a Certificate of Occupancy. **AMENDED 12.16.24 (UDOTA 3-24)**



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- c. An original inspection report shall be provided to the Stormwater Administrator beginning one year from the date of as-built certification and each year thereafter on or before the date of the as built certification.

B. OPERATION AND MAINTENANCE PLAN

1. There shall be an Operation and Maintenance Plan (O&M Plan) for every engineered stormwater control. The O&M Plan shall specify all operation and maintenance work necessary for the function of all engineered stormwater control components, including the stormwater conveyance system, perimeter of the device, inlet(s), pretreatment measures, main treatment area, outlet, vegetation, and discharge point. (#19)
2. The O&M Plan shall require the owner to maintain, repair and, if necessary, reconstruct the engineered stormwater controls, and shall state the terms, conditions, and schedule of maintenance for the engineered stormwater controls. The O&M Plan shall specify methods to be used to maintain or restore the engineered stormwater controls to design specifications in the event of failure. (#19)
3. The O&M Plan shall be signed by the owner and notarized. The owner shall keep maintenance records, and these shall be available upon request by the Stormwater Administrator. (#19)

B.C. OPERATION AND MAINTENANCE AGREEMENT

1. IN GENERAL

- a. Prior to the conveyance or transfer of any lot or building site to be served by a engineered stormwater control pursuant to this section, and prior to issuance of any permit for development or redevelopment requiring a engineered stormwater control pursuant to this section, the applicant or owner of the site shall execute an operation and maintenance agreement that shall be binding on all subsequent owners of the site, portions of the site, and lots or parcels served by the engineered stormwater control in a form acceptable to the Stormwater Administrator.
- b. Until the transference of all property, sites, or lots served by the engineered stormwater control, the original owner or applicant shall have primary responsibility for carrying out the provisions of the maintenance agreement.
- c. The operation and maintenance agreement shall require the owner or owners to maintain, repair and, if necessary, reconstruct the engineered stormwater control, and shall state the terms, conditions, and schedule of maintenance for the engineered stormwater control. In addition, it shall grant to the Town a right of entry in the event that the Stormwater Administrator has reason to believe it has become necessary to inspect, monitor, maintain, repair, or reconstruct the engineered stormwater control; however, in no case shall the right of entry, of itself, confer an obligation of the Town to assume responsibility for the engineered stormwater control.
- d. The operation and maintenance agreement must be approved by the Stormwater Administrator prior to plan approval, and it shall be referenced on the Final Plat and shall be recorded with the Johnston County Register of Deeds upon Final Plat approval.
- e. A copy of the recorded maintenance agreement shall be given to the Stormwater Administrator within 14 days following its recordation.
- f. For all engineered stormwater controls required pursuant to this section that are to be or are owned and maintained by an owners' association, the required operation and maintenance agreement shall include all of the following provisions:
 - i. A statement that the agreement shall grant the Town of Clayton a right of entry to inspect, monitor, repair, and reconstruct structural BMP/SCMs.



- ii. A statement that the Town of Clayton is authorized to recover from the property owner and/or association and its members, any and all costs the Town of Clayton expends to maintain or repair the structural BMP/SCMs or to correct any operational deficiencies. Failure to pay the Town of Clayton all of its expended costs, after 45 days' written notice, shall constitute a breach of the agreement. The Town of Clayton shall thereafter be entitled to bring an action against the property owner and/or association and its members to pay, or foreclose upon the lien hereby authorized by the agreement against the property, or both, in case of a deficiency. Interest, collection costs, and attorney fees shall be added to the recovery.
- iii. A statement that the agreement shall not obligate the Town of Clayton to maintain or repair any structural BMP/SCMs or encompassing easements, and the Town of Clayton shall not be liable to any person for the condition or operation of structural BMP/SCMs.
- iv. Acknowledgment that the association shall continuously operate and maintain the stormwater control and management facilities.
- v. A statement that this agreement shall not in any way diminish, limit, or restrict the right of the Town to enforce any of its ordinances as authorized by law.
- vi. A statement that the property owner and/or association and its members indemnifies and holds harmless the Town of Clayton for any costs and injuries arising from or related to the structural BMP/SCM, unless the Town of Clayton has agreed in writing to assume the maintenance responsibility for the BMP/SCM and has accepted dedication of any and all rights necessary to carry out that maintenance.

2. THIRD PARTY TRANSFER DOCUMENT FOR OWNERS' ASSOCIATIONS

A third-party document signed by the Town of Clayton, the developer, and the owners' association shall be required upon completion of the project and handoff of all structural BMP/SCM devices included in the recorded operations and maintenance agreement.

- a. A formal onsite inspection with all three parties present shall be required. If all devices are compliant and functioning as designed the agreement will be signed by all three parties and recorded.
- b. The attachment shall then be recorded as an addendum to the original recorded operations and management agreement.

3. SPECIAL REQUIREMENTS FOR HOMEOWNERS' AND OTHER ASSOCIATIONS (#19)

For all engineered stormwater controls required pursuant to this ordinance and that are to be or are owned and maintained by a homeowners' association, property owners' association, or similar entity, the required O&M Agreement shall include all of the following provisions:

- a. Acknowledgment that the association shall continuously operate and maintain the engineered stormwater controls according to the specifications laid out in the Operation and Maintenance Plan.
- b. Establishment of an escrow account, which can be spent solely for sediment removal, structural, biological or vegetative replacement, major repair, or reconstruction of the engineered stormwater controls. If engineered stormwater controls are not performing adequately or as intended or are not properly maintained, the name of local government, in its sole discretion, may remedy the situation, and in such instances the name of local government shall be fully reimbursed from the escrow account. Escrowed funds may be spent by the association for sediment removal, structural, biological or vegetative replacement, major repair, and reconstruction of the engineered stormwater controls, provided that the name of local government shall first consent to the expenditure.



Chapter 6 Standards

Section 6.15 Stormwater

Sub-section 6.15.10 Maintenance

- c. Both developer contribution and annual sinking funds shall fund the escrow account. Prior to plat recordation or issuance of construction permits, whichever shall first occur, the developer shall pay into the escrow account an amount equal to fifteen (15) per cent of the initial construction cost of the engineered stormwater controls. Two-thirds (2/3) of the total amount of sinking fund budget shall be deposited into the escrow account within the first five (5) years and the full amount shall be deposited within ten (10) years following initial construction of the engineered stormwater controls. Funds shall be deposited each year into the escrow account. A portion of the annual assessments of the association shall include an allocation into the escrow account. Any funds drawn down from the escrow account shall be replaced in accordance with the schedule of anticipated work used to create the sinking fund budget.
- d. The percentage of developer contribution and lengths of time to fund the escrow account may be varied by the name of local government depending on the design and materials of the engineered stormwater controls.
- e. Granting to the name of local government a right of entry to inspect, monitor, maintain, repair, and reconstruct engineered stormwater controls.
- f. Allowing the name of local government to recover from the association and its members any and all costs the name of local government expends to maintain or repair the engineered stormwater controls or to correct any operational deficiencies. Failure to pay the name of local government all of its expended costs, after forty-five days' written notice, shall constitute a breach of the agreement. In case of a deficiency, the name of local government shall thereafter be entitled to bring an action against the association and its members to pay or foreclose upon the lien hereby authorized by the agreement against the property, or both. Interest, collection costs, and attorney fees shall be added to the recovery.
- g. A statement that this agreement shall not obligate the name of local government to maintain or repair any engineered stormwater controls, and the name of local government shall not be liable to any person for the condition or operation of engineered stormwater controls.
- h. A statement that this agreement shall not in any way diminish, limit, or restrict the right of the name of local government to enforce any of its ordinances as authorized by law.
- i. A provision indemnifying and holding harmless the name of local government for any costs and injuries arising from or related to the engineered stormwater controls, unless the name of local government has agreed in writing to assume the maintenance responsibility for the engineered stormwater controls and has accepted dedication of any and all rights necessary to carry out that maintenance.

6.D. INSPECTION PROGRAM

1. Inspections and inspection programs by the town may be conducted or established on any reasonable basis, including but not limited to:
 - a. Routine inspections;
 - b. Random inspections;
 - c. Inspections based upon complaints or other notice of possible violations; and
 - d. Joint inspections with other agencies inspecting under environmental or safety laws.
2. Inspections may include, but are not limited to:
 - a. Reviewing maintenance and repair records;
 - b. Sampling discharges, surface water, groundwater, and material or water in BMPs and SCMs; and
 - c. Evaluating the condition of BMPs and SCMs.



Chapter 7 Violations

Section 7.11 Violation of Stream Buffer Controls

Sub-section 7.11.1 Willful Violation May Result in Criminal Penalty

4. CORRECTION AS PUBLIC HEALTH NUISANCE, COSTS AS LIEN

If the violation is deemed dangerous or prejudicial to the public health or public safety and is within the geographic limits prescribed by NCGS§ 160A-193, the Stormwater Administrator, with the written authorization of the Town Manager, may cause the violation to be corrected and the costs to be assessed as a lien against the property.

5. STOP WORK ORDER

The Stormwater Administrator may issue a stop work order to the responsible party(ies) violating this Ordinance. The stop work order shall remain in effect until the party(ies) has taken the remedial measures set forth in the notice of violation or has otherwise cured the violation or violations described therein. The stop work order may be withdrawn or modified to enable the person to take the necessary remedial measures to cure such violation or violations.

B. CIVIL PENALTIES

1. Violation of the stormwater provisions in this Ordinance may subject the violator to a civil penalty to be recovered in a civil action in the nature of a debt if the violator does not pay the penalty within 30 days after notice of the violation is issued by the Stormwater Administrator.
2. [The Stormwater Administrator may assess a civil penalty against any person who violates any provision of this ordinance or of a permit or other requirement pursuant to this ordinance. Civil penalties may be assessed up to the full amount of penalty authorized by NCGS§ 143-215.6A. \(#19\)](#)

C. CRIMINAL VIOLATIONS OF STORMWATER STANDARD

1. Any willful violation of the stormwater standards in this Ordinance may be enforced as a Class 3 misdemeanor as provided for by NCGS§ 14-4 and all other applicable law, subject to a maximum fine of \$500 or a maximum of 30 days imprisonment.
2. Accidental violation of the stormwater standards shall be subject to the standards applicable to a civil penalty.

7.11 VIOLATION OF STREAM BUFFER CONTROLS

7.11.1 WILLFUL VIOLATION MAY RESULT IN CRIMINAL PENALTY

Any willful violation of the stream buffer standards in this Ordinance may be enforced as a Class 3 misdemeanor as provided for by NCGS§ 14-4 and all other applicable law, subject to a maximum fine of \$500 or a maximum of 30 days imprisonment.

7.11.2 ACCIDENTAL VIOLATION MAY RESULT IN CIVIL PENALTY

Accidental violation of the stream buffer standards in this Ordinance shall be subject to the standards in [Section 7.6.1, Civil Penalties](#).

7.12 VIOLATION OF WATER SUPPLY WATERSHED CONTROLS

7.12.1 WILLFUL VIOLATION MAY RESULT IN CRIMINAL PENALTY

Any willful violation of the water supply watershed protection standards in this Ordinance may be enforced as a Class 3 misdemeanor as provided for by NCGS§ 14-4 and all other applicable law, subject to a maximum fine of \$500 or a maximum of 30 days imprisonment.

Chapter 8 Word Usage

Section 8.3 Terms Defined

Bona Fide Farm

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITIONS(S)
BONA FIDE FARM	Any tract or tracts of land used for farm purposes as defined in NCGS§ 160D-903, including the production and activities relating or incidental to the production of crops, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agriculture as defined in NCGS§106-581.1. In addition, the production of a nonfarm product that the Department of Agriculture and Consumer Services recognizes as a "Goodness Grows in North Carolina" product that is produced on a farm subject to a conservation agreement under NCGS§106-743.2 is a bona fide farm purpose. Any of the following shall constitute sufficient evidence that the property is being used for bona fide farm purposes: 1. A farm sales tax exemption certificate issued by the Department of Revenue; 2. A copy of the property tax listing showing that the property is eligible for participation in the present use value program pursuant to NCGS§105-277.3; 3. A copy of the farm owner's or operator's Schedule F from the owner's or operator's most recent federal income tax return; and 4. A forest management plan.
BORROW	For the purposes of Soil Erosion and Sedimentation, fill material that is required for on-site construction that is obtained from other locations.
BOTTLE SHOP (ON-PREMISE CONSUMPTION)	A commercial establishment engaged in the retail sale of beer, wine, or spirits in sealed containers offered for sale to an individual solely as a sealed container such as a bottle or can. Beverages may be sold for off-site or on-site consumption only in accordance with all applicable State laws and permits. Incidental sale of food or associated merchandise may also take place. Bottle shops that do not permit on-site consumption are considered a Retail, General use, general retail, high intensity. (#20)
BOW	An exterior building wall that is curved.
BOW SIGN	See "Sign, Bow."
BROADCASTING STUDIO	Uses including buildings, studios, and transmission facilities for the production and distribution of radio and television signals.
BUFFER	An area of natural or planted vegetation adjoining or surrounding a use and unoccupied in its entirety by any building, structure, paving or portion of such use, for the purposes of screening and softening the effects of the use. For the purposes of riparian buffers or watershed protection, a buffer is a vegetated area bordering a body of water such as a stream, pond, or lake.
BUFFER ZONE	For the purposes of Soil Erosion and Sedimentation, the strip of land adjacent to a lake or natural watercourse.



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Chapter 8 Word Usage

Section 8.3 Terms Defined Forestry

TABLE 8.3 TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERMS	DEFINITION(S)
FORESTRY	An activity related to planting, maintaining, or removing trees as part of a forestry management plan or bona fide farming activity.
FORESTRY MANAGEMENT PLAN	"See Plan, Forestry Management."
FORMAL DETERMINATION	See "Determination, Formal."
FRATERNAL CLUB OR LODGE	A building and related facilities owned and operated by a corporation, association, or group of individuals established for fraternal, social, educational, recreational, or cultural enrichment of its members and primarily not for profit, and whose members meet certain prescribed qualifications for membership and pay dues.
FREEBOARD	For the purposes of the Flood Protection Overlay District standards, the height added to the Base Flood Elevation to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, and the hydrological effect of urbanization of the watershed. The Base Flood Elevation plus the freeboard establishes the Regulatory Flood Protection Elevation.
FREIGHT TERMINAL	A use where trucks, trailers, and cargo are stored, where loading and unloading is carried on regularly, and where minor maintenance of these types of vehicles is performed. A commercial use engaged solely in short- or long-term storage is a warehouse use.
FRONT FAÇADE	See "Façade, Front."
FRONTAGE	The portion of a lot a strip or extent of land abutting and extending along a street.
FRONTAGE STREET	See "Street, Frontage."
FUEL OIL/BOTTLED GAS DISTRIBUTION	An establishment that stores and distributes fuel oil or bottled gases such as propane, oxygen, or liquid petroleum in bulk quantities for wholesale sale or distribution to retail outlets or end consumers at the point of use. A use engaged in sale of automobile fuel is a retail use.
FUNCTIONALLY DEPENDENT FACILITY	For the purposes of the Flood Protection Overlay District standards, a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.
<u>FUNCTIONAL FIRE PROTECTION (#21)</u>	<u>The condition of a property where full legal ingress/egress is provided (with a minimum width of 20-foot clearance) from existing public right-of-way to facilitate emergency vehicle access over a minimum first layer of asphalt to all locations of the property for which building structures with combustible materials are to be located, and provides water for fire suppression purposes in accordance with Town fire flow requirements from a water distribution system formally accepted by Town Council.</u>



Chapter 8 Word Usage

Section 8.3 Terms Defined

Itinerant Merchant Sales

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
ITINERANT MERCHANT SALES	An individual or business offering goods or services for sale at retail to members of the general public either in their homes , their place of business ⁷ ; or from a vehicle on a lot with an established use or a vacant lot, but not within a street right-of-way. (#22)

8.3.10 J

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
JUNKYARD	See "Salvage and Junkyard."
JURISDICTION	The official power to make legal decisions and judgments. The term can also be used to describe the geographic boundaries of a municipal corporation or the extent over which a particular agency has control.
JURISDICTIONAL STREAM	A stream or other waterbody that meets the definition of "waters of the United States" or "waters of the State," and is thus subject to the jurisdiction of the US Army Corps of Engineers or the NC Department of Environmental Quality.
JUST CAUSE	Legitimate cause; legal or lawful ground for action.

8.3.11 K

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
KENNEL	A facility where dogs, cats, or other domestic animals over six months of age are kept, raised, boarded, bred, or shown. This use is also referred to as animal boarding. The facility may be indoors, outdoors, or both.

8.3.12 L

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
LABORATORY	An institutional use type engaged in the analysis, testing, identification, or research of chemicals, compounds, tissue, animals, or equipment.
LAKE OR NATURAL WATERCOURSE	For the purposes of Soil Erosion and Sedimentation, any stream, river, brook, swamp, sound, bay, creek, run, branch, canal, waterway, estuary, and any reservoir, lake, or pond.
LAND TRUST	A legal agreement in which a property owner transfers the title to a property to a trustee. The property owner is typically the beneficiary and directs the trustee in all matters relating to the management of the property, as outlined in the trust agreement or deed.



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Chapter 8 Word Usage

Section 8.3 Terms Defined

Molding

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
MOLDING	An ornamentally shaped outline as an architectural feature, especially in a cornice.
MONOPOLE TOWER	A communication tower consisting of a single pole, constructed without guy wires and ground anchors.
MONUMENT	A permanent marker, typically inserted into the ground, showing the location of a lot line, lot corner, or other demarcation associated with a lot or right-of-way.
MULTI-BUILDING DEVELOPMENT	See "Unified Development."
MULTI-FAMILY DWELLING	See "Dwelling, Multi-Family."
MULTI-PART APPLICATION	See "Application, Multi-Part."
MULTI-PHASE DEVELOPMENT	A development consisting of two or more different phases where each phase is reviewed and constructed at different times.
MULTI-PHASE DEVELOPMENT PLAN	See "Plan, Multi-Phase Development."
MULTI-TENANT DEVELOPMENT	A single building or a single development with two or more different non-residential uses located within it on one or more lots that is planned, developed, and operated as a single entity.
MULTI-USE PATH AMENDED 4.15.24 (UDOTA 1-24)	A form of infrastructure that supports multiple recreation and transportation opportunities, such as walking, bicycling, inline skating, and people in wheelchairs. Paths are typically surfaced with asphalt or concrete and are located within public street rights-of-way. A sidepath is a multi-use path.
MURAL	A painting or other work of art executed directly on a wall.
MUSEUM	An institution, building, or place devoted to the procurement, care, study, display, exhibition, and storing of objects of lasting historical, scientific, artistic, or cultural interest or value. (#23)

8.3.14 N

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
NATIONAL FLOOD INSURANCE PROGRAM	A program operated by the Federal Emergency Management Agency that provides flood insurance for development within areas within a community that are susceptible to flooding and establishes a set of standards for development as a condition of participation in the program.
NATIVE TREE	See "Tree, Native."
NATIVE VEGETATION	Plants that are endemic or naturally occurring within a specified area.



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Chapter 8 Word Usage

Section 8.3 Terms Defined

Secondary Building or Structure

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
SECONDARY BUILDING OR STRUCTURE	A use or structure that is clearly incidental to and customarily found in connection with a principal building or use, is located on the same parcel and serves a principal building or use, and is subordinate in area, extent and purpose to the principal building or principal use served. See "Secondary Structure." (#24)
<u>SECONDARY STRUCTURE</u>	<u>A structure in which is conducted a secondary use(s) that is clearly incidental to and customarily found in connection with a principal building or use, is located on the same parcel or lot and serves a principal building or use, and is subordinate in area, extent and purpose to the principal building or principal use served. (#24)</u>
<u>SECONDARY USE</u>	<u>An incidental or subordinate use of a lot or parcel. (#24)</u>
SECONDARY CONSERVATION AREA	The portion of a conservation subdivision containing resources to be retained as conservation land or open space after development that is not as imperative to retain as the primary conservation land.
SECONDARY ENTRANCE	An entrance into a building located on a side or rear building façade.
SECURITY LIGHTING	Exterior illumination of a building, parking area, or other site feature for the purposes of security.
SEDIMENT	For the purposes of Soil Erosion and Sedimentation, solid particulate matter, both mineral and organic, that has been or is being transported by water, air, gravity, or ice from its site of origin.
SEDIMENTATION	For the purposes of Soil Erosion and Sedimentation, the process by which sediment resulting from accelerated erosion has been or is being transported off the site of the land-disturbing activity or into a lake or natural watercourse.
SEMI-OPAQUE	A building, structure, building material, vegetation, or other site feature partially obscures visibility from one location to another.
SEMI-PERVIOUS	A material that allows some, but not all, stormwater to flow through it.
SEPTIC TANK	An on-site sewage treatment or storage device.
SETBACK	A required distance from a lot line or development boundary for a principal or secondary building and some required site features, as determined in accordance with Section 3.6.8, Setbacks.
SEVERE PRUNING	The pruning, cutting, or otherwise damaging of the natural form of a tree or shrub, whether existing or planted, such that a significant or noticeable portion of the crown system is removed (e.g., 25 percent of the crown removed from a tree, or the continued cutting/trimming of trees previously pruned illegally, or pruning of trees that must grow naturally to meet the landscaping requirements), and/or if more than 1/3 of the overall circumference of a tree is exposed by pruning cuts.



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Chapter 8 Word Usage

Section 8.3 Terms Defined

Structural supportive Soil

TABLE 8.3: TERMS DEFINED

AMENDED 4.15.24 (UDOTA 1-24); 9.16.24 (UDOTA 2-24); 12.16.24 (UDOTA 3-24); 7.21.25 (UDOTA 1-25)

TERM	DEFINITION(S)
STRUCTURAL SUPPORTIVE SOIL	A planting medium soil that <u>is amended and cultivated to support healthy vegetation and ensure appropriate drainage in areas that</u> can be compacted to pavement design and installation requirements while permitting root growth . <u>Soil classified as "Structural Soil" shall qualify as a supportive soil. (#16)</u>
STRUCTURE	For the purposes of the Flood Protection Overlay District standards, a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.
SUBDIVIDER	A person, firm, or corporation having a proprietary interest in land and acting to subdivide that land under the applicable provisions of this Ordinance.
SUBDIVISION	As used in this Ordinance means all divisions of a tract or parcel of land into two or more lots, building sites or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets or the rearrangement of an existing lot or lots so as to front on another street or streets from that on which they originally fronted regardless of the number of lots so involved; but the following shall not be included within this definition provided, however, that any subdivision document or plat to be recorded pursuant to such exclusions shall have the notation of "No Approval Required" and the signature of the Subdivision Administrator before filing in the office of the Register of Deeds. A "Subdivision" shall not include the following: 1. The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the Town as shown in this Ordinance; 2. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved; 3. The public acquisition by purchase of strips of land for the widening or opening of streets; 4. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way or easement dedication is involved and where the resultant lots equal or exceed the standards set forth in this Ordinance; 5. The trading or exchanging of portions of previously platted and recorded properties that are contiguous and that necessitate the creation of parcels not conforming to the requirements of this Ordinance provided that a statement is placed on the plat to be recorded to the effect that such parcels are not created as individual building lots and are not approved as such and that no building permit shall be issued for construction on such parcels; or 6. The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the North Carolina General Statutes.



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PROCEDURES MANUAL

UNIFIED DEVELOPMENT ORDINANCE

DRAFT

Effective: December 2, 2025

ABOUT THE UDO PROCEDURES MANUAL

This Procedures Manual (PM) is intended to supplement the Town of Clayton's Unified Development Ordinance (UDO) by providing policy requirements. The information contained in this PM is approved at the administrative, Town staff, level and as such, can be modified and updated without direct Town Council approval. This allows for a quicker approach to adjust to feedback from the development community, business and property owners, and staff's ongoing improvement of administrative operations.

In the UDO Text Amendments (UDOTA 1-25), approved by the Town Council on July 21, 2025, several Sections and Chapters were removed from the UDO. These removed Sections and Chapters were placed into this PM. The text from removed Chapters and Sections was also updated to reflect current practice by Town Staff.

Sections and Chapters of the UDO that were removed by UDOTA 1-25 and included in this PM are the following:

- Frequently Asked Questions (FAQ)
- Section 4.7.2: Use Category Descriptions
- Chapter 9.1: Subdivision Plat Certifications and Declarations
- Chapter 9.2: Information Required with Applications

[Sections and Chapters of the UDO that were removed by UDOTA 2-25 and included in this PM are the following:](#)

[Section 2.4.8.G, Notice Content](#)

An addition to the UDO Procedures Manual is the Suggested Plant Materials List. This list includes both native and non-native plant species of trees, shrubs, groundcover and grass for planting in Clayton. The list also includes a list of invasive species as identified by the North Carolina Agricultural Extension, the North Carolina Forest Service, or the North Carolina Invasive Plant Council (<https://nc-ipc.weebly.com/nc-invasive-plants.html>).

NC Invasive Plant Species Resources:

- NC Agricultural Extension: <https://content.ces.ncsu.edu/invasive-plants-and-your-forests>
 - https://www.srs.fs.usda.gov/pubs/gtr/gtr_srs119.pdf
- NC Invasive Plant Council: <https://nc-ipc.weebly.com/piedmont-invasive-plants.html>
- NC Forest Services: <https://www.ncagr.gov/divisions/nc-forest-service/forest-health/invasive-plants>



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ABOUT THE UDO PROCEDURES MANUAL

2 FREQUENTLY ASKED QUESTIONS

The following is a list of frequently asked questions about the UDO and the development review process. In the event of conflict between an answer listed in this Frequently Asked Questions and Answers section and the adopted UDO text, the UDO text will control. Questions about the Answers provided below should be directed to the Town's Planning Department at (919) 553-5002 or email at planning@townofclaytonnc.org for more information.

Table 2: Frequently Asked Questions and Answers	
QUESTION	ANSWER
WHAT IS THE UNIFIED DEVELOPMENT ORDINANCE	The Unified Development Ordinance (or "UDO") is the set of laws used by the Town to ensure land is subdivided and used in ways that promote the health, safety, and welfare of all Town residents, visitors, and landowners. The UDO sets rules for how land can be used in the Town and how to change the application of these rules to allow different uses. The UDO also includes development rules for things like parking, landscaping, signage, fencing, and building architecture. The text of the UDO is available in the offices of the Town of Clayton Planning Department at 111 E Second Street. It is also available online from the Town's website at: https://www.townofclaytonnc.org/746/Unified-Development-Ordinance
WHAT IS THE OFFICIAL ZONING MAP?	The Official Zoning Map shows the zoning districts for each property as adopted by the Town of Clayton. Zoning districts control how land is used, as well as the size, width, and required setbacks for each lot. A property's zoning district designation may be changed by following the steps required in the UDO. Copies of the Official Zoning Map are available in the offices of the Town of Clayton Planning Department at 111 E Second Street. It is also available online from the Town's website at: https://www.townofclaytonnc.org/238/Maps-GIS
WHAT IS THE COMPREHENSIVE PLAN?	The Think Clayton: 2045 Comprehensive Growth Plan is the Town's plan for future growth. The Plan expresses a vision for how the Town can accommodate opportunities for new residents and businesses while retaining what the community loves about Clayton. This plan was adopted by the Town Council on November 15, 2021 and is the guiding direction that informs the regulations within the UDO. For more details on what is included in the Comprehensive Plan, please visit: www.townofclaytonnc.org/234/2045-Comprehensive-Growth-Plan



UDO PROCEDURES MANUAL

Table 2: Frequently Asked Questions and Answers

QUESTION	ANSWER
WHAT CAN I DO OR PLACE ON MY LAND?	Land may be developed in the Town of Clayton based on the zoning district designation for the land. Zoning districts include allowable uses as specified in Chapter 4 of the UDO. Bona fide farm and forestry uses are allowed everywhere in the Town.
WHAT PERMITS DO I NEED TO BUILD A HOUSE?	All single-family detached dwellings require prior approval of a Zoning Compliance Permit, and a Building Permit issued from the Town of Clayton. In cases where the home is on its own well or septic system, the dwelling also requires prior approval from Johnston County Environmental Health to ensure the lot has a potable water supply and a method for dealing with sewage. Dwellings located in a floodplain or flood prone area also require issuance of a Floodplain Permit. If significant amounts of grading or soil deposition is required before the house can be built, it may be necessary to obtain a Land Disturbance Permit before construction starts. During construction, the building must be inspected by Town Building Inspectors as required by State law, and a Certificate of Occupancy must be issued before the home may be occupied.
DO I NEED A PERMIT TO BUILD A DECK?	Building a porch or a deck on or near a single-family detached dwelling requires approval of a Building Permit. Zoning review will be done at the time of building permit submittal. Decks should never be built within any easements on a property, such as a drainage or public utility easement.
DO I NEED A PERMIT TO BUILD A FENCE?	A Zoning Compliance Permit is required to build a fence. Fences over six feet in height also require a Building Permit to show compliance with wind loading requirements required under State law. Section 6.3 of the UDO contains the rules for fences and walls.
DO I NEED A PERMIT FOR A SIGN?	All forms of signage require approval of a Sign Permit by the Town unless specifically exempt, as listed in UDO Section 6.13.3.



UDO PROCEDURES MANUAL

Table 2: Frequently Asked Questions and Answers

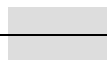
QUESTION	ANSWER
DO I NEED A PERMIT TO HAVE OPERATE A BUSINESS IN MY HOME?	Operating a home-based business (also called a “home occupation”) requires approval of a Zoning Compliance Permit issued by the Town. Home occupation is an allowed secondary use in the zoning districts designated in UDO Table 4.5.4. Owners should note that there are several uses that are prohibited as home occupations as listed in Section 4.4.3. While the Town does not issue a Business License, a business must register with the North Carolina Secretary of State: https://www.sosnc.gov/divisions/business_registration
HOW DO I CREATE AN ADDITIONAL LOT FOR A FAMILY MEMBER?	Lots may be created for family members on a limited basis using the process for a “family subdivision” per UDO Section 2.3.18.D.2. A subdivision of land creating lots for family members must be signed by Town personnel and recorded within 30 days of Town approval at the Johnston County Register of Deeds at 207 E. Johnston Street, Suite 209, Smithfield, NC, 27577. Failure to record a plat for a family subdivision will interfere with obtaining a Building Permit to build a structure on the lot.
WHAT IS THE PROCESS FOR REZONING MY LAND?	Rezoning land is a change to the Town’s Official Zoning Map and must be approved by the Town Council at a public hearing. This process takes into consideration the recommendation of Town staff and the Planning Board. A rezoning may either be Conventional or Conditional.
WHO MAKES DECISIONS ON APPLICATIONS?	Development applications are decided by the Planning Director, the Engineering Director, the Building Inspector, the Town Council, or the Board of Adjustment based on the type of application. The UDO includes Table 2.2.1 that identifies who decides which kinds of applications.
HOW CAN I APPEAL A DECISION?	Any decision by a Town staff member (like the Planning Director) may be appealed to the Board of Adjustment. Decisions from decision-making bodies like the Board of Adjustment may be appealed to the Superior Court for Johnston County. Appeals must be petitioned within certain time frames based on the decision type, refer to UDO Section 2.3.2.
WHO SHOULD I CALL ABOUT FLOODING?	Persons with questions about flooding should contact the Engineering Department at (919) 553-5002 or email at engineering@townofclaytonnc.org
WHO SHOULD I CALL ABOUT CODE VIOLATIONS OR OTHER NUISANCES?	Persons with questions about code violations or other nuisances should contact the Planning Department at (919) 553-5002 or email at planning@townofclaytonnc.org



UDO PROCEDURES MANUAL

Table 2: Frequently Asked Questions and Answers

QUESTION	ANSWER
HOW CAN I LEARN MORE?	To learn more, contact the Town's Planning Department at (919) 553-5002 or email at planning@townofclaytonnc.org or visit the Planning Department's website at: https://www.townofclaytonnc.org/217/Planning



ABOUT THE UDO PROCEDURES MANUAL

3 USE CATEGORY DESCRIPTIONS

The following tables set out the range of use categories, use characteristics, and example use types.

3.1 AGRICULTURAL USE CLASSIFICATION

Table 3.1, Agricultural Use Categories, sets out the use categories included in the agricultural use classification in UDO Table 4.2.5, Listing of Common Principal Uses. It also describes the characteristics and examples of the use types in each use category.

TABLE 3.1: AGRICULTURAL USE CATEGORIES	
USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Agricultural Processing	The Agricultural Processing Use Category is characterized by uses engaged in the storage, distribution, refinement, packaging, and transport of agricultural products and by-products.
	Example use types include grain and feed elevators, processing, caning, and dehydration plants, as well as storage facilities. Processing of animal products is an industrial use.
Agricultural Production	The Agricultural Production Use Category is characterized by general agricultural activities, including the cultivation and production of orchard, garden, or nursery crops on a small or large scale, the production of field grown crops, specialty crops, flowers, fruit, grapes, market gardening, nursery stock, nuts, ornamental plants, sod, vegetables, and similar horticultural uses. The use category also includes agronomy, aquaculture, biotechnical agriculture (including education parks for biotechnical agriculture or a demonstration farm), fisheries, honey production, and similar uses. Secondary uses may include offices, storage areas and repair facilities related to agriculture uses.
	Example use types include agronomy, aquaculture, biotechnical, crop farming, fisheries, apiculture, silviculture, plant nurseries, and similar uses.
Agricultural Support Services	The Agricultural Support Services Use Category is characterized by commercial establishments engaged in the sales, repair, rental, and storage of tools, equipment, supplies, and machinery in support of farms, farming, agriculture, or horticulture.
	Example use types include farm equipment sales, sales of farming supplies, establishments engaged in repair, refurbishment, servicing of farm equipment (whether on-site or in a centralized location), agricultural research facilities, and similar uses.
Livestock-Related	The Livestock-Related Use Category is characterized by the commercial and non-commercial propagation, rearing, exercising, feeding, milking, housing, controlling, handling, or general care of living animals and livestock.

UDO PROCEDURES MANUAL

TABLE 3.1: AGRICULTURAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
	Example use types include the raising and production of cattle (beef and dairy), pigs, mules, ducks, horses, goats, poultry, sheep, and similar livestock or domesticated animals. Breeding and rearing of animals typically thought of as household pets (e.g., dogs, cats, small rodents, etc.) is not animal husbandry.

3.2 COMMERCIAL USE CLASSIFICATION

Table 3.2, Commercial Use Categories, sets out the use categories included in the commercial use classification in UDO Table 4.2.5, Listing of Common Principal Uses. It also describes the characteristics and examples of the use types in each use category.

TABLE 3.2: COMMERCIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Animal Related	The Animal-Related Use Category is characterized by uses related to the provision of medical services and treatment to animals, including veterinary services, animal hospitals, and the boarding of animals related to the provision of these services.
	Examples use types include animal shelters, animal grooming, kennels (outdoor and indoor), animal hospitals, and veterinary clinics.
Eating & Drinking	The Eating and Drinking Use Category includes use types that prepare and sell food and beverages for immediate or direct on- or off-premise consumption. Secondary uses may include bars or cocktail lounges associated with the establishment, decks and patios for outdoor seating, drive-through facilities, facilities for live entertainment or dancing, customer and employee parking areas, and valet parking facilities.
	Example use types include restaurants (including brewpubs) with indoor and outdoor seating, caterers, restaurants, specialty eating establishments (ice cream parlors, bakery shops, dessert shops, juice, or coffee houses). Secondary uses may include bars or cocktail lounges associated with the establishment, decks and patios for outdoor seating, drive-through facilities, facilities for live entertainment or dancing, customer and employee parking areas, and valet parking facilities.
Equipment Related	The Equipment-Related Use Category is characterized by commercial establishments engaged in the rental and repair of large and small equipment, tools, tables, chairs, party supplies, plants, and similar features available for short term rental for consideration.
	Example use types include tool rental, and heavy and light equipment repair/refurbishment uses.



TABLE 3.2: COMMERCIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Event Venue	The Event Venue Use Category is characterized by establishments that provide gathering spaces and facilities available for conducting events, receptions, and similar shared experiences. Such facilities are rented hourly or by the day, and may include dining, catering, and activity areas. Secondary uses may include classrooms, accommodations, and equipment storage.
	Example use types include conference halls, conference centers, retreats, wedding venues, and similar spaces.
Financial Services	The Financial Services Use Category includes use types engaged in the provision of financial advice, savings, making of loans, and secure storage of currency or similar valuables.
	Example use types include banks, credit unions, investment offices, payday loan establishments, credit counselling, and pawn shops.
Lodging	The Lodging Use Category includes use types that provide lodging units or space for short-term stays for rent, lease, or interval occupancy. Secondary uses may include pools and other recreational facilities, limited storage, restaurants, bars, supporting commercial, meeting facilities, offices, and parking.
	Example use types include hotels, motels, bed and breakfast inns, extended stay facilities, campgrounds, and hunting lodges.
Office Related	The Office Use Category includes use types that provide for activities that are conducted in an office setting and generally focus on business, professional, or financial services. Secondary uses may include cafeterias, day care facilities, recreational or fitness facilities, parking, supporting commercial, or other amenities primarily for the use of employees in the business or building.
	Example use types include business and sales offices (such as tax preparers, and real estate agents), and professional services (such as lawyers, accountants, engineers, or architects). Offices that are part of and located with a principal use in another use category are considered secondary to the establishment's primary activity. Contractors and others who perform services off-site are included in the Offices Use Category if equipment and materials are not stored outside and no fabrication, services, or similar work is carried on at the site. Government offices and medical and dental clinics, medical or dental labs, and blood collection facilities are classified as Institutional uses.
Parking Related	The Parking-Related Use Category includes uses engaged in the provision of short-term, temporary off-site parking for automobile, trucks, motorcycles, battery powered vehicles, and similar vehicles intended for personal transport. Such uses may or may not permit the temporary storage of trailers and similar vehicle-related appurtenances.
	Example use types include parking lots and parking structures. Uses engaged in sales or rental are vehicle-related uses.



TABLE 3.2: COMMERCIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Personal Services	The Personal Service Use Category is characterized by use types related to the provision of services or product repair for consumers. Personal services use types meet frequent or recurrent service needs of a personal nature, including the repair of small personal items such as shoes, watches, jewelry, and clothing.
	Example use types include laundromats, laundry and dry-cleaning drop-off establishments, photographic studios, mailing or packaging services, photocopy and blueprint services, funeral homes, fitness centers, locksmiths, hair salons and barber/beauty shops, tanning and nail salons, tattoo parlors and body piercing establishments, massage therapy and day spas, dance or music instruction, and psychics or mediums.
Recreation Related	The Recreation-Related Use Category is characterized by use types that provide recreational, amusement, and entertainment opportunities that are privately-owned and commercial in nature. Uses may be either indoors, outdoors, or both.
	Example use types include recreational uses occurring outdoors (private golf driving ranges and privately-owned miniature golf facilities; go-cart racing, race-track, or dirt-track facilities; water parks, and amusement parks; and privately-owned active sports facilities), billiard halls, indoor commercial recreation uses, bowling alleys, movie theatres, dance and yoga studios, fitness centers, sports instructional schools, martial arts instruction, and similar uses.
Retail Sales	The Retail Sales Use Category includes use types involved in the sale, lease, or rent of new or used products primarily intended for the general public. Secondary uses may include offices, storage of goods, limited assembly, processing, or repackaging of goods for on-site sale, concessions, ATM machines, outdoor display/sales areas, and parking. Use types within this use category are categorized based on their intensity, scale, and function.
	Example use types include stores selling, leasing, or renting consumer, home, and business goods, whether new or used, including art and art supply stores, audio/video stores, bicycle sales, book stores, clothing stores, convenience stores, department stores, dry good sales, electronic equipment stores, fabric shops, furniture stores, florist shops, garden supply centers, gift shops, grocery stores, hardware stores, stores that sell household products, jewelry stores, office supply stores, pet and pet supply stores, and pharmacies. Secondary uses may include storage of products for sale, offices, concessions, seating areas, areas for testing of products prior to purchase, and provision of product-related service or repair.
Sexually-Oriented Business	An adult use as defined in Section 14-202.10(2) of the North Carolina General Statutes.



UDO PROCEDURES MANUAL

TABLE 3.2: COMMERCIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Storage Related	The Storage-Related Use Category includes uses engaged in the temporary short-term storage of goods, personal property, vehicles, and similar aspects in off-site areas. Storage of goods can take place in indoor and outdoor facilities.
	Example use types include self-storage facilities.
Vehicle Related	The Vehicle-Related Use Category includes use types involving the direct sale; rental; storage; and servicing of automobiles, trucks, boats, motorcycles, recreational vehicles, and other consumer motor vehicles intended to transport persons or goods over land or water or through the air, whether for recreation, commerce, or personal transport. Secondary uses may include offices, sales of parts, maintenance facilities, parking, outdoor display, and vehicle storage.
	Example use types include vehicle sales or rentals; automotive repair and servicing; automotive painting/bodywork; boat and marine sales or rental; aircraft parts, sales, and maintenance; transmission shops; automotive wrecker services; oil change, state vehicle inspection, and muffler shops; automotive parts sales and maintenance; car wash and auto detailing; and tire sales and mounting services.

3.3 INDUSTRIAL USES

Table 3.3, Industrial Use Categories, sets out the use categories included in the industrial use classification in UDO Table 4.2.5, Listing of Common Principal Uses. It also describes the characteristics and examples of the use types in each use category.

TABLE 3.3: INDUSTRIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Energy Related	The Energy-Related Use Category is characterized by establishment engaged in the industrial-scale production of energy (electricity).
	Example use types include solar energy conversion, wind energy conversion, geothermal, and gas energy conversion activities, as well as coal-fired plants, natural gas plants, and hydro-electric facilities.
Extractive Industry	The Extractive Industry Use Category includes use types involving the extraction, removal, or basic processing of minerals, liquids, gases, or other natural resources. Such uses also include quarrying, well operation, drilling, mining, or other procedures typically done at an extraction site. Secondary uses may include offices, limited wholesale sales, security or caretaker's quarters, outdoor storage, and maintenance facilities.



TABLE 3.3: INDUSTRIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
	Examples use types include quarries, borrow pits, mining, and sand and gravel operations.
Flex Space	The Flex Space Use Category includes uses engaged in the provision of covered floor area available for short-term or long-term rental for the conduct of light industrial, assembly, storage, office, and related functions.
	Example use types include industrial floor area that is available for rental and configuration as a wide variety of use types.
Industrial Services	The Industrial Services Use Category includes use types involving the repair or servicing of industrial, business, or consumer machinery equipment, products, or by-products. Firms that service consumer goods do so by mainly providing centralized services for separate retail outlets. Contractors and building maintenance services and similar use types perform services off-site. Few customers, especially the general public, come to the site. Secondary activities may include limited retail or wholesale sales, offices, parking, warehousing, and outdoor storage.
	Example use types include machine shops; tool repair; electric motor repair; repair of scientific or professional instruments; heavy equipment sales, rental, or storage; heavy equipment servicing and repair; building, heating, plumbing, or electrical contractors; fuel oil or bottled gas distributors; research and development facilities; laundry, dry-cleaning, and carpet cleaning plants; and general industrial service uses. Contractors and others who perform services off-site are included in the Office Use Category under Commercial Use Classification if equipment and materials are not stored outside and no fabrication, services, or similar work is carried on at the site.
Manufacturing	The Manufacturing Use Category includes use types involved in the manufacturing, processing, fabrication, packaging, or assembly of goods. Products may be finished or semi-finished and are generally made for the wholesale market, for transfer to other plants, or to order for firms or consumers. The use category also includes custom industries (establishments primarily engaged in the on-site production of goods by use of hand tools and small-scale equipment). Goods are generally not displayed or sold on site, but if so, such sales are a subordinate part of total sales. Relatively few customers come to the manufacturing site. Secondary uses may include retail or wholesale sales, offices, cafeterias, parking, employee recreational facilities, warehouses, storage yards, repair facilities, truck fleets, fueling facilities, security and caretaker's quarters.



TABLE 3.3: INDUSTRIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
	Manufacturing uses include, but are not limited to: manufacture or assembly of machinery, equipment, instruments, vehicles, appliances, communications equipment, computer or electronic equipment, precision items and other electrical items; the processing of food and related products; lumber mills, pulp and paper mills, the manufacture of other wood products; production or repair of small machines or electronic parts and equipment; and similar uses.
Utility-Related	The Utility-Related Use Category is characterized by activities associated with the provision of a utility or infrastructure-related service such as electricity distribution, potable water treatment, storage, or delivery, wastewater collection, storage, or treatment. Facilities are classified as major or minor depending upon their impacts or scale.
	Example use types include potable water treatment plants, utility equipment and storage yards, utility substations, water towers, pump stations, stormwater management facilities, telephone exchanges, and facilities serving transit.
Warehouse-Related	The Warehouse-Related Use Category includes use types involving the storage or movement of goods for themselves or other firms or businesses. Goods are generally delivered to other firms or the final consumer, except for some will-call pickups. There is little on-site sales activity with the customer present. Secondary uses include offices, truck fleet parking, outdoor storage, and maintenance areas.
	Example use types include separate storage warehouses (used for storage by retail stores such as furniture and appliance stores); distribution warehouses (used for distribution by trucking companies; cold storage plants; and outdoor storage (as a principal use). Self-storage is a commercial use type.
Waste-Related	The Waste-Related Use Category includes use types that receive solid or liquid wastes from others for disposal on the site or for transfer to another location, uses that collect sanitary wastes, or uses that manufacture or produce goods or energy from the composting of organic material or processing of scrap or waste material. This use category also includes use types that receive wastes from others. Secondary uses may include offices, outdoor storage, recycling of materials, and repackaging and trans-shipment of by-products.
	Example use types include recycling and salvage centers, convenience centers, transfer stations, land clearing and construction debris landfills, tire disposal or recycling, waste composting, incinerators, energy recovery plants, salvage yards and junkyards, and recycling drop-off centers.



UDO PROCEDURES MANUAL

TABLE 3.3: INDUSTRIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Wholesale Sales	The Wholesale Use Category includes use types involving the sale, lease, or rent of products primarily intended for industrial, institutional, or commercial businesses. The uses emphasize on-site sales or taking of orders and often include display areas. Businesses may or may not be open to the general public, but sales to the general public are limited. Products may be picked up on-site or delivered to the customer. Secondary uses may include offices, product repair, warehouses, minor fabrication services, outdoor storage, and repackaging of goods.
	Example use types include sale or rental of machinery, equipment, heavy trucks, building materials, special trade tools, welding supplies, machine parts, electrical supplies, janitorial supplies, restaurant equipment and store fixtures; mail order houses; and wholesalers of food, clothing, plants and landscaping materials, auto parts, and building hardware.

3.4 INSTITUTIONAL USES

Table 3.4, Institutional Use Categories, sets out the use categories included in the institutional use classification in UDO Table 4.2.5, Listing of Common Principal Uses. It also describes the characteristics and examples of the use types in each use category.

TABLE 3.4: INSTITUTIONAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Assembly	The Assembly Use Category is characterized by uses and facilities that bring people together for the purposes of learning or discussion, worship, recreation, or as part of a fraternal organization. Secondary uses may include entertainment or recreation facilities, day care, food preparation facilities, offices, parking, and similar features.
	Example use types include auditoriums, community centers, fraternal clubs, lodges, and religious institutions. Schools are included in the education related category.



TABLE 3.4: INSTITUTIONAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Cultural Facility	The Cultural Facility Use Category includes use types of a public, nonprofit, or charitable nature that provide cultural amenities and educational services. Services and facilities typically include meeting areas, display areas, recreational features, as well as indoor facilities used primarily for business or professional conferences, seminars, and training programs. Generally, such uses are open to or provide services to members of the general public. Secondary uses may include parking, training facilities, kitchens/cafeterias, recreation areas, offices, meeting rooms, storage, food sales or consumption.
	Example use types include museums, libraries, senior centers, youth clubs, and art galleries.
Day Care	The Day Care Use Category includes use types that provide care, protection, and supervision for children or adults on a regular basis away from their primary residence, and for less than 24 hours a day. Care can include education and development activities. Care can be provided during daytime or nighttime hours. Secondary uses include offices, food preparation, recreation areas, and parking.
	Example use types day care centers, nurseries, nursery schools, adult day care facilities. Home day care is considered a secondary use. Drop-in or short-term day care provided in connection with employment or at a shopping center, recreational facility, religious institution, hotel, or other principal uses are not included in the Day Care Use Category.
Education Related	The Educational Use Category is characterized by uses engaged in the provision of educational services to children and adults, whether through public or private learning institutions. Secondary uses include living quarters, food preparation facilities, recreational facilities, offices, gathering spaces, and related activities.
	Example use types include primary and secondary schools, colleges, vocational schools, and establishments engaged in providing training whether for profit or as a community service.
Governmental Related	The Government-Related Use Category includes facilities and establishments engaged in governance and the provision of governing-related services, public safety, and operations.
	Example use types include governmental offices, governmental maintenance facilities, post offices, law enforcement facilities, fire stations, and similar uses.
Health Care	The Health Care Use Category includes use types that provide medical or surgical care and treatment to patients as well as laboratory services. Secondary uses may include offices, laboratories, laundry facilities, teaching facilities, meeting areas, cafeterias, parking, maintenance facilities, housing for staff or trainees, and limited accommodations for family members.



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TABLE 3.4: INSTITUTIONAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
	Example use types include hospitals, outpatient medical facilities, urgent care providers, medical offices (doctors, dentists, radiologists, etc.), clinics, congregate care, memory care, drug and alcohol treatment facilities, psychiatric treatment facilities, and blood/tissue collection facilities.
Open Space	The Open Space Use Category includes use types that focus on open space areas largely devoted to vegetative landscaping or outdoor recreation and that tend to have few structures. Secondary uses may include club houses, recreational structures, statuary, fountains, maintenance facilities, concessions, parking, and columbaria and mausoleums (as secondary to cemeteries).
	Example use types include arboretums or botanical gardens, parks, community gardens, areas of undisturbed vegetation on land owned by the public or a conservation entity, and cemeteries.
Recreation Related	The Recreation Use Category includes active and passive recreation uses and facilities (whether indoor or outdoor) that are available for use by the general public or by the residents of a neighborhood or community.
	Example use types include athletic fields or courts, swim clubs, country clubs, golf courses, indoor recreation uses, and similar facilities.
Telecommunications	The Telecommunications Use Category is characterized by uses and facilities engaged in the provision of wireless telecommunication signals and information.
	Example use types include telecommunications antennae, signal processing equipment, antenna supporting structures, broadcasting studio and broadcasting towers.
Transportation	The Transportation Use Category includes use types that provide for the landing and takeoff of airplanes and helicopters, and passenger terminals for surface transportation. Secondary uses may include freight handling areas, concessions, offices, parking, maintenance, and fueling facilities.
	Example use types include airports, helicopter landing facilities, and passenger terminals for ground transportation (train, bus). Transit route facilities such as bus stops, bus shelters, and park-and-ride facilities are classified as Utilities.

3.5 RESIDENTIAL USES

Table 3.5, Residential Use Categories, sets out the use categories included in the residential use classification in UDO Table 4.2.5, Listing of Common Principal Uses. It also describes the characteristics and examples of the use types in each use category.



TABLE 3.5: RESIDENTIAL USE CATEGORIES

USE CATEGORY	CHARACTERISTICS
	EXAMPLES
Assisted Living	The Assisted Living Use Category is characterized by establishment providing residential occupancy to unrelated individuals in need of care, treatment, or assistance. Assistance may take the form of daily life care, specialized medical care, counselling, addiction, or fostering services.
	Example use types include congregate care, nursing homes, rehabilitation centers, and retirement communities.
Group Living	The Group Living Use Category includes use types that provide for the residential occupancy of a structure by a group of people who do not meet the definition of "household." The size of the group may be larger than the average size of a household. Tenancy is typically arranged on a monthly or longer basis. Generally, group living structures have a common eating and or congregating area for residents. The residents may receive care, training, or treatment. Secondary uses include recreational facilities, dining facilities, and parking of vehicles for occupants and staff.
	Example use types include dormitories, family care homes, group homes, rooming, boarding houses, and similar uses. Facilities for rehabilitation or the treatment of addiction are considered assisted living facilities.
Household Living	The Household Living Use Category includes use types that provide for the residential occupancy of a dwelling unit by a household. Tenancy is arranged on a month-to-month or longer basis. Secondary uses commonly associated with household living are recreational activities, raising of pets, hobbies, and parking of the occupants' vehicles. Home occupations are secondary uses that are subject to additional regulations.
	Example use types include detached residential dwellings like single-family detached dwellings or manufactured homes, attached residential structures like townhouses, multi-family uses, upper story dwellings, and similar uses.



ABOUT THE UDO PROCEDURES MANUAL

4 SUBDIVISION PLAT CERTIFICATIONS AND DECLARATIONS

This section includes the required language and format for subdivision plat certifications and declarations required under the UDO. The exact wording of these statements may change from time to time as conditions warrant and/or agency policies change. Failure to include a required certification or declaration may be the cause for declaring an application to be incomplete.

TABLE 4: REQUIRED CERTIFICATES AND NOTES

TYPE OF CERTIFICATE	EXEMPT PLAT	FINAL PLAT	PRELIMINARY PLAT	CONSTRUCTION DRAWINGS
Certificate of Survey Accuracy signed by surveyor	X	X	X	
Plat Certification by Surveyor	X	X		
Certificate of Ownership		X		
Certificate of Ownership and Dedication		X		
Certificate of Approval		X	X	X
Certificate of Exemption	X			
Review Officer's Certificate	X	X		
Certificate of Floodway Information		X	X	
Certificate for Water Supply and Sewage Disposal Systems		X		
Design and Installation of Utilities and Other Required Improvements		X		
Certificate of Public Utilities		X		



UDO PROCEDURES MANUAL

4.1 CERTIFICATE OF OWNERSHIP

To be used when no easements, rights-of-way or other properties are to be dedicated.

CERTIFICATE OF OWNERSHIP

I (We) hereby certify that I am (we are) the owner(s) of the property described hereon, which property is within the subdivision regulation jurisdiction of the Town of Clayton, and that I (we) freely adopt this plan of subdivision.

Owner, Printed Name(s)

Owner, Signature(s)

Date



UDO PROCEDURES MANUAL

4.2 CERTIFICATE OF OWNERSHIP AND DEDICATION

To be used when plat includes the dedication of easements, rights-of-way or any other property or property interest.

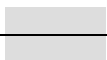
CERTIFICATE OF OWNERSHIP AND DEDICATION

I (We), _____, hereby certify that I am (we are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of the Town of Clayton, that I (We) hereby freely adopt this plan of subdivision and dedicate to all areas shown on this plat as roads, alleys, walks, parks, open space, and easements to the public or for private use as specifically indicated, and that I (we) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority or private entity. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Town of Clayton in the public interest.

Owner, Printed Name(s)

Owner, Signature(s)

Date



UDO PROCEDURES MANUAL

4.3 CERTIFICATES OF APPROVAL

CERTIFICATE OF APPROVAL WHERE STREETS OR UTILITIES ARE NOT PROVIDED BY THE TOWN

I hereby certify that this plat has been found to comply with the Unified Development Ordinance of Clayton, North Carolina, and that this plat has been approved for recording in the Office of the Johnston County Register of Deeds.

Planning Director

Date

CERTIFICATE OF APPROVAL WHERE STREETS OR UTILITIES ARE PROVIDED BY THE TOWN

I hereby certify that the Town of Clayton, NC has approved this plat for recording in the Office of the Johnston County Register of Deeds, and accepts the dedication of streets, easements, rights-of-way, and public lands shown thereon, but assumes no responsibility to open or maintain the same until, in the opinion of the Clayton Town Council, it is in the public interest to do so.

Town Manager

Date



UDO PROCEDURES MANUAL

4.4 CERTIFICATE OF EXEMPTION

Plats deemed to be exempt from the provisions of this ordinance shall contain the following statement.

The plat is exempt from the provisions of the Town of Clayton Unified Development Ordinance and may be recorded with the Office of the Johnston County Register of Deeds.

Planning Director

Date



UDO PROCEDURES MANUAL

4.5 REVIEW OF OFFICER'S CERTIFICATE

All plats to be recorded shall have the following certificate.

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

I, _____, Review Officer of Johnston County, certify that
the plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date



UDO PROCEDURES MANUAL

4.6 SURVEYOR CERTIFICATES

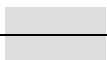
CERTIFICATE OF SURVEY AND ACCURACY

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision as calculated is 1:_____; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D., 20_____.

Seal or Stamp of Surveyor

Surveyor

Registration Number



PLAT CERTIFICATION BY SURVEYOR

I, _____, certify to one of the following:

- A. This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- B. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- C. Any one of the following:
 - 1. This survey is of an existing parcel or parcels of land and does not create a new road or change an existing road;
 - 2. This survey is of an existing building or other structure, or natural feature, such as a water course;
 - 3. This survey is a control survey;
- D. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision; or
- E. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Signed:

SEAL

Surveyor

Date



UDO PROCEDURES MANUAL

4.7 CERTIFICATE OF FLOODWAY INFORMATION

The property shown hereon is (is not) located in a FEMA designated flood zone.

FLOOD HAZARD PANEL NUMBER:

EFFECTIVE DATE:

Surveyor

Date

FOR DESIGN AND INSTALLATION OF UTILITIES AND OTHER REQUIRED IMPROVEMENTS

I hereby certify that all streets, utilities, and other required improvements have been installed in an acceptable manner and according to town specifications and standards in the Town's Engineering Specifications and Design Manual, or that a financial guarantee has been posted with the Town of Clayton to assure the completion of all required improvements in the case of default.

Engineering Director

Date



UDO PROCEDURES MANUAL

CERTIFICATE OF PUBLIC UTILITIES

All obligations and requirements for the utilities to serve _____ Subdivision, Section _____, lots _____, as set forth by the Town of Clayton Water Resources Department, have been met and are satisfactory for the purpose of recording the subdivision plat.

Engineering Director

Date

NOTES:

- A. No structures to be built inside any utility easement.
- B. Homeowner is required to connect to public water (and sewer, where available) before a Certificate of Occupancy is issued for the principal structure.



UDO PROCEDURES MANUAL

4.8 CERTIFICATES AND NOTES REGARDING NEW STREETS

One or more of the Certificates and related notes may be required depending on the status of the new streets within the development.

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS

I hereby certify that the Town of Clayton, NC has approved this plat for recording in the Office of the Johnston County Register of Deeds, and accepts the dedication of streets, easements, rights-of-way, and public lands shown thereon, but assumes no responsibility to open or maintain the same until, in the opinion of the Clayton Town Council, it is in the public interest to do so.

Town Manager

Date

DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS CERTIFICATE

PROPOSED SUBDIVISION ROAD CONSTRUCTION STANDARDS CERTIFICATION.

APPROVED:

NCDOT District Engineer

Date

NOTES:

- A. Only North Carolina Department of Transportation approved structures are to be constructed on public right-of-way.
- B. Site triangle takes precedent over any sign easement.
- C. Owner, developer, or contractor shall set the centerline of the existing roadway ditch back to a minimum of 12 feet from the existing/proposed edge of pavement along all road front lots.
- D. All drainage easements shall be dedicated as public and it shall be the responsibility of the property owners to maintain the drainage easements and any drainage structures therein, so as to maintain the integrity of the drainage system and insure positive drainage.



ROAD MAINTENANCE STATEMENT OF UNDERSTANDING

I, _____, developer/owner am responsible for the construction, maintenance and required road improvements of subdivision streets until:

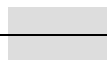
Approved/taken over by North Carolina Department of Transportation for public roads,
Or

Approved/taken over by homeowners association for private roads maintenance,
Or

Private road maintenance agreement is signed and recorded by owners of each lot.

Owner/Developer

Date



ABOUT THE UDO PROCEDURES MANUAL

5 INFORMATION REQUIRED WITH APPLICATIONS

5.1 APPLICATION MATERIALS

- A. Submission of all applications filed under this Ordinance shall contain the following information, as appropriate.
- B. An "X" in a cell in the table below indicates that the noted information is required on the particular type of plan or plat.
- C. A "•" symbol in a cell in the table below indicates that the noted information is not required on the particular type of plan or plat.
- D. Failure to include one or more required elements indicated with an "X" may result in the application being considered incomplete.
- E. Additional materials may be required in order to determine if an application is complete.
- F. The Planning Director may waive required items listed in the table below if they are determined to not be necessary to complete the review, in the sole discretion of the Planning Director.

TABLE 5.1: REQUIRED APPLICATION MATERIALS

"X" = Required
 "•" = Not Required

REQUIRED INFORMATION	CONCEPT PLAN (CZ) CONDITIONAL REZONING	CONCEPT PLAN (SUP) SPECIAL USE PERMIT	SITE PLAN	LIMITED SUBDIVISION	MAJOR SUBDIVISION	CONSTRUCTION DRAWINGS	FINAL PLAT
Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.	•	•	X	X	X	X	X
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.	•	•	X	•	•	X	X
Detailed descriptions of recreational facilities to be provided.	•	•	X	•	X	•	•
Legal documentation establishing owners' associations or other legal entities responsible for control over required common areas and private infrastructure.	•	•	X	•	•	•	X



UDO PROCEDURES MANUAL

TABLE 5.1: REQUIRED APPLICATION MATERIALS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION	CONCEPT PLAN (CZ) CONDITIONAL REZONING	CONCEPT PLAN (SUP) SPECIAL USE PERMIT	SITE PLAN	LIMITED SUBDIVISION	MAJOR SUBDIVISION	CONSTRUCTION DRAWINGS	FINAL PLAT
Bonds, letters of credit, or other performance guarantees.	•	•	X	•	•	•	X
A Transportation Impact Analysis or a Traffic Assessment performed and prepared by a qualified transportation or traffic engineer.	X	X	X	•	X	•	•
Time schedules for the completion of phases in staged development.	X	X	X	•	X	X	•
The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.	X	X	X	•	X	•	X
If any road is proposed to intersect with a state-maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulation.	•	•	•	•	•	X	X
Proposed deed restrictions or covenants to be imposed upon newly created lots.	X	X	X	X	X	•	X
Documentation of submission of an Erosion Control Plan, if disturbing more land area than the maximum permitted without such plan.	•	•	•	•	•	X	•
Documentation of approval of an Erosion Control Plan, if disturbing more land area than the maximum permitted without such plan.	•	•	•	•	•	X	•
Evidence of notification to U.S. Army Corps of Engineers of earth-disturbing activities in jurisdictional wetlands, if applicable.	•	•	X	X	X	X	•
Clarify that lots have not been recorded as part of a Limited Subdivision within the last 10 years.	•	•	•	X	•	•	•



UDO PROCEDURES MANUAL

5.2 REQUIRED INFORMATION AND SIZES FOR PLANS AND PLATS

- A. All plans and plats filed shall contain the required information per Table 4.3.
 - 1. An "X" in a cell in Table 4.2 below indicates that the noted information is required on the particular type of plan or plat.
 - 2. A "•" symbol in a cell in Table 4.2 below indicates that the noted information is not required on the particular type of plan or plat
- B. Failure to include one or more required elements may result in the application being considered incomplete.
- C. Additional materials may be required in order to determine if an application is complete.
- D. The Planning Director may waive required items listed in the table below if they are determined to not be necessary to complete the review, in the sole discretion of the Planning Director.
- E. Construction plans and site plans shall not exceed 24" x 36" unless authorized by the Planning Director.
- F. Plans and plats may be drawn on more than one sheet with appropriate match lines.
- G. Plats to be recorded shall be of a size and material as required by the Office of the Johnston County Register of Deeds.
- H. For plats to be recorded, preliminary plats, construction drawings and site plans, a scale of not less than 1" equal to 100' shall be used unless all lots are greater than 3 acres and then a scale of 1" = 200' may be used.
- I. For concept plans, drawing shall be at a scale of not less than 1" equal to 40 feet.

TABLE 5.2: TABLE OF REQUIRED PLAN/PLAT ELEMENTS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION	EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
TITLE BLOCK						
Name of development/project	X	X	X	X	X	X
Recorded reference (plat book/page number and/or deed book/page number)	X	X	•	•	X	X
Tax map number	•	•	X	X	X	X
Type of development application	X	X	X	X	X	X
Owner's name with address	X	X	X	X	X	X
Developer's name, address, and phone number (if different from owner's)	•	X	X	X	X	X
Building contractor's name, address, and phone number	•	•	•	X	•	X
Location (including township, county, state)	X	X	X	X	X	X
Street address	•	•	•	X	X	X
Date(s) of map preparation	X	X	X	X	X	X

UDO PROCEDURES MANUAL

TABLE 5.2: TABLE OF REQUIRED PLAN/PLAT ELEMENTS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION		EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
Scale of drawing in feet per inch (by text and bar graph)		X	X	X	X	X	X
Name, address, telephone # and registration number of preparer of map (licensed surveyor, engineer, or architect)		X	X	X	X	X	X
VICINITY INFORMATION							
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right-hand corner)		X	X	X	X	X	X
Zoning district(s) within the property and adjacent properties		X	X	X	X	X	X
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		X	X	X	X	X	X
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract		X	X	X	X	X	X
North arrow and orientation (north arrow should not be oriented towards bottom of map)		X	X	X	X	X	X
SITE FEATURES							
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		•	•	X	X	•	X
Boundaries of the tract to be subdivided or developed:	Distinctly and accurately represented and showing all distances	X	X	X	X	X	X
	Tied to nearest street intersection (within 300') or USGS (within 2,000')						
	Showing locations of intersecting boundary lines or adjoining properties						
Location and descriptions of all monuments, markers, and control corners		X	X	X	X	•	•
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines		X	X	X	X	•	•
Dimensions, location, and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to		•	•	X	X	X	X



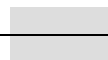
UDO PROCEDURES MANUAL

TABLE 5.2: TABLE OF REQUIRED PLAN/PLAT ELEMENTS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION	EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
the closest property lines; building setback lines. A dashed line should be shown on the plat outlining all known structures, ponds or lakes removed or filled						
Proposed principal and secondary use(s)	•	•	X	X	X	X
The name and location of any property or building on the National Register of Historic Places or locally designated historic property	•	•	X	X	X	X
Railroad lines and rights-of-way	X	X	X	X	X	X
Water courses, ponds, lakes, or streams	X	X	X	X	X	X
Marshes, swamps, and other wetlands	X	X	X	X	X	X
Location of public water supply watershed boundaries	X	X	X	X	X	X
Vegetative cover (from trees meeting the minimum planting requirements)	•	•	X	X	X	X
Areas to be dedicated or reserved for the public or a local jurisdiction	•	X	X	X	X	X
Areas designated as common area or open space under control of an Owners' Association	•	X	X	X	X	X
Proposed building locations for zero lot-line developments	•	•	X	X	X	X
Location of manufactured dwelling spaces and whether they are designated for single or double wide dwellings	•	•	X	X	X	X
Typical diagram of manufactured dwelling space	•	•	X	X	X	X
Location of designated open space set-asides including type of recreation areas and facilities	•	•	X	X	X	X
Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations	X	X	X	X	X	X
Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level	•	•	X	X	X	•
The general location of individual development areas, identified by land use(s) and/or development density or intensity	•	•	•	•	X	•



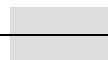
UDO PROCEDURES MANUAL

TABLE 5.2: TABLE OF REQUIRED PLAN/PLAT ELEMENTS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION		EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
The general configuration and relationship of the principal elements of the proposed development, including general building types		•	•	•	•	X	•
The general location, amount, and type (whether designated for active, passive, or gathering area) of open space set-aside		•	•	•	•	X	•
The location of environmentally sensitive lands, wildlife habitat, and resource protection lands		•	•	•	•	X	•
The general location of all other on-site public facilities serving the development, including but not limited to parks, schools, bus shelters, and facilities for fire protection, police protection, EMS, and solid waste management;		•	•	•	•	X	•
DIMENSIONAL ASPECTS							
Proposed lot lines and dimensions		X	X	X	X	X	X
Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size		X	X	X	X	•	X
Lots sequenced or numbered consecutively		X	X	X	X	•	X
Site calculations, including:	Acreage in total tract	X	X	X	X	•	X
	Total number of proposed lots	X	X	X	X	•	X
	Linear feet in roads	•	X	X	X	•	
	Area in newly dedicated rights-of-way	•	X	X	X	•	X
Identify, for the entire district and each development area, the acreage, types and mix of land uses, number of residential units (by use type), non-residential floor area (by use type), residential density, and non-residential intensity (floor area square footage)		•	•	•	•	X	•
The applicable dimensional standards, including consistency with the conditional zoning district dimensional requirements or any requested deviations		•	•	•	•	X	•
STREETS AND ROADS							
Addresses assigned by Johnston County for each lot		X	X	•	•	X	X



UDO PROCEDURES MANUAL

TABLE 5.2: TABLE OF REQUIRED PLAN/PLAT ELEMENTS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION		EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
Existing and proposed rights-of-way lines within and adjacent to property (shown with a cross-hatch pattern)		X	X	X	X	X	X
Existing and proposed rights-of-way within and adjacent to property showing	Total right-of-way width dimension	•	•	X	X	•	X
	Right-of-way width dimension from centerline of existing public roads	•	X	X	X	•	X
Existing and proposed roads showing	Pavement or curb lines	•	•	X	X	•	X
	Pavement width dimension (face-to-face)	•	•	X	X	•	X
	Cul-de-sac pavement radius	•	•	X	X	•	X
	Existing and proposed road names	X	X	X	X	•	X
	Road profiles	•	•	X	X	•	X
The on-site transportation circulation system, including the general location of all streets, existing or projected transit service, pedestrian, and vehicular circulation features, and how they will connect with existing and planned systems		•	•	•	•	X	•
UTILITIES							
Location, dimension, and type of all easements, existing and proposed		X	X	X	X	X	X
Type of wastewater disposal (public sewer, septic, etc.)		•	X	X	X	X	X
Type of potable water supply (public water system, private well, etc.)		•	X	X	X	X	X
Utility Layout Plan showing connections to existing systems, line sizes, materials, fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the	Sanitary sewer	•	•	X	X	X	X
	Water distribution	•	•	X	X	X	X
	Natural gas, electric, cable, fiber optic, etc.	•	•	X	X	X	X

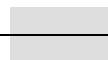
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"X" = Required

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REQUIRED INFORMATION		EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
following types of utilities:							
Electric power provider		•	•	X	X	X	X
Location of individual on-site septic system, if applicable		•	•	X	X	X	X
Location of off-site and multi-user septic systems, if applicable		•	•	X	X	X	X
The general location of on-site potable water and wastewater facilities, and how they will connect to existing systems		•	•	•	•	X	•
STORMWATER MANAGEMENT PLANS AND EROSION CONTROL							
Area to be disturbed with number of graded acres and percentage noted		•	X	X	X	X	X
Location of temporary erosion control devices		•	•	X	X	X	X
Maximum allowable built -upon area for each lot or tract (if applicable)		X	X	X	X	X	X
Total impervious surface area, including roads, roofs, patios, parking areas, sidewalks, and driveways		•	•	X	X	X	X
Permanent watershed protection controls/ Stormwater Best Management Practices including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas		•	X	X	X	X	X
Location and width of required riparian buffer areas		X	X	X	X	X	X
Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions, and hydraulic calculations		•	•	X	X	X	X
Engineering certification statement, when required by this Ordinance		•	X	X	X	X	X
Documentation of maintenance of diffuse flow to the buffer		•	•	X	X	X	X
The general location of on-site stormwater control measures, and how they will connect to existing public systems		•	•	•	•	X	•
OFF-STREET PARKING AND LOADING							



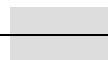
UDO PROCEDURES MANUAL

TABLE 5.2: TABLE OF REQUIRED PLAN/PLAT ELEMENTS

"X" = Required

"•" = Not Required

REQUIRED INFORMATION	EXEMPT PLATS	FINAL PLATS	PRELIMINARY PLATS	CONSTRUCTION DRAWINGS	CONCEPT PLANS	SITE PLANS
Location and dimensions of all parking areas, aisles, driveways, service areas, off-street loading facilities	•	•	X	X	X	X
Clearly indicate each parking space with angle and size including handicap spaces	•	•	X	X	X	X
Provide number of required and provided parking spaces	•	•	X	X	X	X
Pedestrian walkways and crosswalks within the site	•	•	X	X	X	X
LANDSCAPING						
Location of all planting yards and/or parking lot plantings	•	•	X	X	X	X
Location and screening of features required to be screened	•	•	X	X	X	X
Location, species, size, number, spacing, height of trees and shrubs in required planting areas (If existing vegetation is to be preserved, indicate approximate height and species mix)	•	•	X	X	X	X
Location and size of planting yard, walls, berms, and fences	•	•	X	X	X	X
Provisions for watering, soil stabilization, plant protection, and maintenance access	•	•	X	X	X	X
Location and description of barriers to protect any vegetation from damage both during and after construction	•	•	X	X	X	X
BUILDING LOCATION AND DESIGN						
Location of each principal building	•	•	X	X	X	X
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities	•	•	X	X	X	X
Front, side, and rear elevations of proposed commercial, mixed-use, and multi-family buildings	•	•	X	X	X	X



UDO PROCEDURES MANUAL

6 SUGGESTED PLANT MATERIALS LIST

6.1 LARGE VARIETY TREES

LARGE VARIETY TREES (MATURE HEIGHT: 35 FEET OR GREATER)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Native Evergreen					
Ilex opaca American Holly	40—60'	20—30'	S	S-SH	Tolerates a variety of conditions, male and female plants needed for fruit, pyramidal form
Juniperus virginiana Eastern Red Cedar	40—50'	15—25'	M	S-PS	Tolerates a variety of conditions, pyramidal form, male and female plants needed for fruit
Magnolia grandiflora Southern Magnolia	60—80'	30—40'	R	S-PS	Less shade tolerant with age, attracts wildlife, fragrant spring and summer flowers
Pinus taeda Loblolly Pine	90— 120'	30—40'	R	S	Tolerates flooding and drought, critical to Brown-headed Nuthatch
Quercus laurifolia or hemisphaerica Laurel Oak	60—80'	30—40'	R	S-SH	Shade tolerant, good for moist sites
Native Deciduous					
Acer barbatum or floridanum Southern Sugar Maple	50—60'	20—35'	M	S-PS	Heat tolerant, dislikes dry, compact soil
Acer rubrum Red Maple	60—90'	30—50'	R-M	S-SH	Tolerates a variety of conditions, including wet soil, fall color
Acer saccharum Sugar Maple	90— 120'	40—60'	S	S-PS	Extensive root system, fall color, shade tolerant
Betula nigra River Birch	60—80'	30—50'	R	S-PS	Lacy texture, tolerates a variety of conditions, including wet soil, tends to drop small limbs, cultivars available
Celtis laevigata Southern Hackberry or Sugarberry	70—80'	30—50'	R	S-PS	Tolerates a variety of conditions
Cladrastis kentukea Yellow-wood	40—50'	40—45'	M	S	Tolerates a variety of conditions, fragrant white blooms in alternate years
Diospyros virginiana American Persimmon	30—60'	20—25'	S-M	S-PS	Tolerates dry soil, good fall color, fruit attracts wildlife. Separate male and female plants.
Gymnocladus dioica Kentucky Coffee-tree	60—75'	40—50'		S	Tolerant of air pollution and drought, fall color



UDO PROCEDURES MANUAL

LARGE VARIETY TREES (MATURE HEIGHT: 35 FEET OR GREATER)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Liquidambar styraciflua Sweet Gum	80— 120'	40—60'	R	S	Fall color, best in natural areas due to fruit drop
Liquidambar styraciflua 'Rotundiloba' Fruitless Sweet Gum	60—70'	20—30'	R	S	Pyramidal in form, does not set much fruit, tolerates clay soil
Liriodendron tulipifera Tulip-Tree or Yellow Poplar	90— 120'	60—80'	R	S	Tolerates a variety of conditions, drops limbs, best in natural areas, host for N.C. State butterfly
Nyssa sylvatica Black Gum	50—80'	30—50'	M	S-PS	Fall color, pyramidal when young
Platanus occidentalis Sycamore	80— 120'	40—60'	R	S-PS	Showy bark, tolerates a variety of conditions but needs water, best in natural areas
Prunus serotina Wild Black Cherry	60—80'	30—50'	R	S-PS	Tolerates a variety of conditions, seeds heavily, best in natural areas
Quercus alba White Oak	80— 100'	40—60'	S-M	S-PS	Sensitive to construction damage, good fall color
Quercus bicolor Swamp White Oak	50—60'	50—60'	M-R	S	Needs acidic soil, drought resistant, intolerant of salt and air pollution
Quercus coccinea Scarlet Oak	50—80'	40—50'	R	S	Good fall color, tolerates dry, sandy soil
Quercus falcata Southern Red Oak	70—80'	30—40'	R	S-PS	Tolerates drought
Quercus imbricaria Shingle Oak	50—60'	50—60'	S-M	S	Tolerates a variety of conditions
Quercus lyrata Overcup Oak	35—45'	35—40'	M	S	Tolerates a variety of conditions
Quercus macrocarpa Bur Oak	60—80'	60—80'	S	S	Tolerant of city conditions
Quercus nigra Water Oak	70—90'	30—50'	R	S	May retain some leaves through the winter, tolerates a variety of conditions
Quercus palustris Pin Oak	60—80'	40—50'	R	S	Tolerates a variety of conditions, pyramidal form, good fall color
Quercus phellos Willow Oak	80— 100'	40—50'	R	S-PS	Tolerates a variety of conditions, golden fall color
Quercus rubra Red Oak	80—90'	30—50'	R-M	S-PS	Needs moist soils, good fall color
Quercus shumardii Shumard Oak	90— 100'	40—50'	R-M	S	Tolerates a variety of conditions
Quercus texana or nuttallii Nuttall Oak	60—80'	30—40'	R	S-PS	Tolerates poorly drained soils, drought tolerant
Taxodium distichum Bald-cypress	100— 120'	30—40'	R	S	Pyramidal when young, tolerates wet and dry soils, fall color, attractive trunk



LARGE VARIETY TREES (MATURE HEIGHT: 35 FEET OR GREATER)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Tilia americana Southern Basswood or American Linden	50—70'	30—45'	M	S-PS	Tolerates drought and clay soil, intolerant of air pollution, consider 'Redmond' cultivar
Non-Native Evergreen					
Cedrus deodara Deodar Cedar	40—70'	30—40'	M	S-PS	Tolerates drought and hot, dry summers, likes acidic soil
Cryptomeria japonica Japanese Cryptomeria	50—60'	25—30'	M	S-PS	Tolerates a variety of conditions, pyramidal shape, many cultivars available
Thuja 'Green Giant' Green Giant Arborvitae	40—50'	15—20'	R	S-PS	Tolerates a variety of conditions, may need some wind protection, bronzes in winter
Non-Native Deciduous					
Acer × freemanii Freeman Maple	Gen. 40—70'	Gen. 15— 40'	M	S-PS	A hybrid of red maple and silver maple, cultivars vary in size and characteristics
Cercidiphyllum japonicum Katsura Tree	40—60'	20—40'	M-R	S	Intolerant of hot, dry sites, fall color
Ginkgo biloba Ginkgo	50—80'	30—40'	S	S	Plant male trees to avoid messy, smelly fruit, tolerates a variety of conditions, bright yellow fall color
Metasequoia glyptostroboides Dawn Redwood	70— 100'	15—25'	R	S	Tolerates a variety of conditions, tolerates wet soils, attractive trunk
Platanus × acerifolia London Planetree	65—80'	75—100'	M	S-PS	Good street tree, light brown exfoliating bark
Quercus robur 'Fastigata' Upright English Oak	50—60'	10—20'	S	S	Tolerates drought and air pollution, narrow, upright form
Sophora japonica or Styphnolobium japonicum Japanese Scholartree or Japanese Pagodatree	50—70'	50'	M-R	S-PS	Resistant to air pollution and drought, but marginally heat hardy in Piedmont N.C.
Tilia cordata 'Greenspire' Greenspire Littleleaf Linden	30—40'	25—35'	S-M	S	Piedmont N.C. is at southern extreme of range, air pollution tolerant, cultivars available
Tilia tomentosa Silver Linden	40—70'	25—45'	R	S-PS	Tolerates drought and air pollution and a variety of soil conditions
Ulmus hybrida Hybrid Elm	75— 125'	60—120'	M-R	S-PS	Tolerates a variety of conditions; Dutch Elm disease resistant varieties available
Zelkova serrata Japanese Zelkova	50—80'	40—50'	M	S-PS	Good street tree; tolerates urban conditions well, cultivars available



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6.2 MEDIUM VARIETY TREES

MEDIUM VARIETY TREES (MATURE HEIGHT: 25 TO 35 FEET)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Native Evergreen					
Ilex × attenuata 'Fosteri' Foster's Holly	20—30'	10—20'	R	S-PS	Red fruits, male plants not needed for fruiting, best berry production in full sun
Magnolia virginiana Sweet Bay Magnolia	20—30'	10—15'	M	S-PS	Tolerates some shade, good for wet sites, cultivars provide evergreen and deciduous options
Pinus virginiana 'Wate's Golden' Wate's Golden Virginia Pine	15—30'	10—20'	S-M	S	Grows in poor soils, turns golden in winter, seeds eaten by birds, especially Brown-headed Nuthatch
Prunus caroliniana Carolina Laurel Cherry	20—40'	15—20'	M-R	S-PS	Tolerates a variety of conditions, colonizes
Native Deciduous					
Carpinus caroliniana American Hornbeam or Ironwood	20—30'	20—30'	S	S-PS	Does well in moist to wet soil, attractive trunk, interesting fruit
Cercis canadensis Eastern Redbud	20—30'	25—35'	M	S-PS	Tolerates a variety of conditions, many cultivars available, early spring purple/pink blooms
Cornus florida Flowering Dogwood	15—30'	15—20'	S-M	PS	Best in part shade, many cultivars available, flowers in spring, fall color and red fruit
Gleditsia triacanthos var. inermis Thornless Honeylocust	30—70'	30—40'	R	S	Range of soil types, drought tolerant;
Halesia tetraptera Common Silverbell	20—40'	20—35'	M	S-PS	Tolerates a variety of conditions, showy white blooms in spring, cultivars available
Ostrya virginiana Eastern Hop-hornbeam	20—30'	20—30'	S	S-PS	Tolerates a variety of conditions, interesting fruit
Oxydendrum arboreum Sourwood	20—30'	10—15'	S	S-PS	Tolerates a variety of conditions, white summer flowers, fall color, source of sourwood honey
Non-Native Evergreen					
Ilex × 'Nellie R. Stevens' Nellie Stevens Holly	30—40'	10—15'	R	S-PS	Red fruit, drought and heat tolerant, male and female plants (I. cornuta) needed for best fruiting, also used as a large shrub
Pinus thunbergii Japanese Black Pine	20'	20'	S-M	S	Select small tree cultivar from among dwarf cultivars, heat and drought tolerant
Non-Native Deciduous					

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MEDIUM VARIETY TREES (MATURE HEIGHT: 25 TO 35 FEET)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Acer buergerianum Trident Maple	25—35'	20—30'	M	S-PS	Tolerates a variety of conditions; good fall color
Acer campestre Hedge Maple	25—35'	25—35'	S	S	Tolerates drought and air pollution; shallow root system
Carpinus betulus 'Fastigata' Pyramidal European Hornbeam	30—40'	20—30'	S-M	S-PS	Pyramidal when young, tolerates a range of conditions
Koelreuteria paniculata Goldenrain Tree	20—40'	15—35'	M-R	S-PS	Tolerates drought and air pollution, yellow flowers in June
Magnolia × soulangiana or soulangeana Saucer Magnolia	15—25'	15—25'	M	S-PS	Late flowering cultivars avoid frost damage to blooms
Pistacia chinensis Chinese Pistachio	25—35'	20—30'	M-R	S	Drought tolerant, male and female plants needed for fruit, fall color
Prunus 'Kwanzan' Kwanzan Cherry	20—30'	15—25'	M	S-PS	Pink blooms in April, may be short-lived, good fall color, no fruit
Prunus 'Okame' Okame Cherry	15—30'	20—30'	M-R	S	Tolerates a variety of conditions, pink blooms in late winter lasting longer than most cherries
Prunus subhirtella 'Autumnalis' Fall Blooming Cherry	20—30'	15—25'	R	S-PS	Flowers best in full sun, flowers both in fall and late winter, may be short lived
Prunus subhirtella 'Pendula' Weeping Cherry	20—40'	15—30'	M	S	Tolerant of heat and clay soil; white to pinkish flowers in early spring; relatively long lived
Prunus × yedoensis Yoshino Cherry	30—40'	30—50'	R	S	Tolerates a variety of conditions, pale pink to white flowers in early spring, many cultivars available

6.3 SMALL VARIETY TREES

SMALL VARIETY TREES (MATURE HEIGHT: LESS THAN 25 FEET)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Native Evergreen					



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SMALL VARIETY TREES (MATURE HEIGHT: LESS THAN 25 FEET)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Ilex vomitoria Yaupon Holly	15—20'	10—20'	S-M	S-SH	Tolerates a variety of conditions, male and female plants needed for fruit, many cultivars available in many sizes
Magnolia grandiflora 'Little Gem' Little Gem Magnolia	15—20'	8—10'	R	S-PS	Dwarf cultivar of Magnolia grandiflora
Morella or Myrica cerifera Wax-myrtle	10—15'	8—10'	R	S-PS	Tolerates wet to dry soils, can colonize, many cultivars available, male and female plants needed for fruit, also can be used in shrub form
Native Deciduous					
Aesculus pavia Red Buckeye	10—20'	10—20'	M	S-PS	Especially attracts hummingbirds and pollinators, red flowers in spring, leaf scorch may develop in dry soils
Amelanchier × 'Autumn Brilliance' Autumn Brilliance Serviceberry	25—40'	20—30'	S	S-PS	Tolerates a variety of conditions, rust fungus can attack fruit, early spring white blooms, fall color, other cultivars available
Chionanthus virginicus Fringe-tree or Old Man's Beard	12—20'	12—20'	S-M	S-PS	Tolerates a variety of conditions, male and female plants needed for fruit, fragrant white flowers in spring
Crataegus viridis 'Winter King' Winter King Green Hawthorn	15—30'	10—20'	S	S-PS	Drought tolerant, has thorns, other native species available, white flowers in spring, fall color, interesting bark
Non-Native Evergreen					
Ilex cornuta 'Burfordii' Burford Holly	8—20'	5—10'	S-M	S-PS	Drought and heat tolerant, red fruit produced without pollinator, dwarf cultivar available
Non-Native Deciduous					
Acer palmatum Japanese Maple	15—25'	10—25'	S-M	S-PS	Avoid hot, dry and windy sites; many cultivars available
Chionanthus retusus Chinese Fringe-tree	15—25'	10—25'	M	S-PS	Tolerates a variety of conditions, showy white flowers in spring
Cornus kousa Kousa Dogwood	15—30'	15—30'	S	S-PS	Resistant to anthracnose, white flowers in May, fall color
Lagerstroemia indica cvs. Crape-myrtle	15—30'	6—15'	R	S	Summer blooms, attractive bark, overused, many cultivars (including dwarfs) available, do not top
Magnolia stellata Star Magnolia	10—15'	6—10'	S-M	S-PS	Blooms best in full sun, late winter white flowers
Malus hybrida Hybrid Crabapple	15—25'	10—20'	M	S	Plant only disease resistant cultivars, many cultivars available, showy spring flowers and fall fruit



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SMALL VARIETY TREES (MATURE HEIGHT: LESS THAN 25 FEET)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Prunus sargentii Sargent Cherry	20—40'	20—40'	R	S	One of the hardiest cherries; pink flowers; sensitive to air pollution; reddish bark
Prunus serrulata 'Snowgoose'	15—25'	15—20'	M	S-PS	White sprung flowers; reddish bark; may be short-lived
Snowgoose Japanese Cherry					
Syringa reticulata Japanese Tree Lilac	20—30'	15—20'	M	S	Tolerates a variety of conditions; creamy white flowers in mid-summer

6.4 EVERGREEN SHRUBS AND SCREENING PLANTS

EVERGREEN SHRUBS AND SCREENING PLANTS					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Native					
Ilex opaca American Holly	40—60'	20—30'	S	S-SH	Tolerates a variety of conditions, male and female plants needed for fruit, pyramidal form, cultivars available
Ilex × attenuata 'Fosteri' Foster's Holly	20—30'	10—20'	R	S-PS	Red fruits, male plants not needed for fruiting, best berry production in full sun
Juniperus virginiana Eastern Red Cedar	40—50'	15—25'	S	S-PS	Tolerates a variety of conditions, pyramidal form, male and female plants needed for fruit
Morella or Myrica cerifera Wax-myrtle	10—15'	8—10'	R	S-PS	Tolerates wet to dry soils, can colonize, many cultivars available, male and female plants needed for fruit, can reach small tree size
Prunus caroliniana Carolina Laurel Cherry	20—40'	15—20'	M-R	S-PS	Tolerates a variety of conditions, colonizes
Thuja occidentalis American Arborvitae	Var.	Var.	Gen. S	S	Many cultivars in countless shapes and sizes, some tolerate part shade, some reach small tree size
Non-Native					



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EVERGREEN SHRUBS AND SCREENING PLANTS					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Ilex cornuta 'Burfordii' Burford Holly	8—20'	5—10'	S-M	S-PS	Leaves have spines, drought and heat tolerant, red fruit without pollinator, dwarf cultivar available
Ilex × 'Nellie R. Stevens' Nellie Stevens Holly	30—40'	10—15'	R	S-PS	Red fruit, drought and heat tolerant, male cultivar (I. cornuta) needed for best fruiting, also used as a large shrub
Juniperus chinensis cvs. Chinese Juniper cultivars	5—7'	8—10'	M	S	Tolerates a variety of conditions, including drought and air pollution
Pinus thunbergii Japanese Black Pine	20'	20'	S-M	S	Select small tree cultivar from among dwarf cultivars, heat and drought tolerant

6.5 LANDSCAPING SHRUBS

LANDSCAPING SHRUBS (MATURE HEIGHT: 36 INCHES OR MORE)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Native Evergreen					
Agarista populifolia Florida Leucothoe or Agarista	8—12'	8—12'	R	PS	Tolerates a variety of conditions, but prefers moist soil
Ilex glabra Inkberry Holly	5—9'	5—10'	S-M	S-PS	Drought tolerant but prefers moist soil, many cultivars available, male and female plants needed for fruit
Ilex vomitoria Yaupon Holly	10—20'	8—12'	M-R	S-PS	Tolerates wet to dry soils, male and female plants needed for fruit, dwarf and other cultivars available
Illicium floridanum Florida Star-anise	5—8'	6—8'	M	PS-SH	Prefers moist, well-drained soil high in organic matter, many cultivars available, showy spring flowers
Illicium parviflorum Yellow Anise-tree	7—10'	8—10'	M	S-PS	Tolerates a variety of conditions, drought tolerant, can colonize, some cultivars available



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LANDSCAPING SHRUBS (MATURE HEIGHT: 36 INCHES OR MORE)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Morella or Myrica cerifera Wax-myrtle	10—15'	8—10'	R	S-PS	Tolerates wet to dry soils, can colonize, many cultivars available, male and female plants needed for fruit, can reach small tree size
Rhododendron catawbiense Catawba Rhododendron	6—12'	6—10'	M	PS	Showy flowers, needs excellent drainage and organic soil, many cultivars available
Thuja occidentalis 'Emerald' Emerald American Arborvitae	6—10'	3—6'	M	S-PS	Tolerates a range of soils and conditions; good screening plant
Native Deciduous					
Calycanthus floridus Sweet-shrub or Carolina Allspice	6—9'	6—12'	S-M	S-PS	Tolerates a range of conditions, drought tolerant, fragrant maroon flowers in early spring, fall color, cultivars available
Callicarpa americana American Beautyberry	3—4'	4—5'	R	S-PS	Prefers moist soil, showy purplish berries in fall
Ceanothus americanus New Jersey Tea	3—4'	3—5'	S-M	S-PS	Easy to grow in a wide range of conditions, drought tolerant, early summer flowers
Clethra alnifolia Sweet-pepperbush	4—8'	4—6'	S-M	S-PS	Needs moist soil, fragrant white summer flowers, may colonize, fall color
Fothergilla gardenii Witch-alder or Fothergilla	3—5'	3—4'	S	S-PS	Drought tolerant, fall color, may colonize, fragrant white spring flowers
Fothergilla major Large Witch-alder	6—10'	5—9'	S	PS	Drought tolerant, cultivars include 'Mt. Airy,' white spring flowers
Hamamelis virginiana Witch-hazel	15—30'	15—25'	S-M	S-PS	Multi-stemmed, yellow fall flowers and leaf color, tolerates heavy clay soil
Hydrangea arborescens Smooth Hydrangea	3—5'	3—5'	R	PS	Suffers in full sun and with drought, likes moist well-drained soil, attracts bees, prune in early spring, cultivars available, including 'Annabelle,' long bloom period
Hydrangea quercifolia Oakleaf Hydrangea	4—8'	3—8'	R	PS-S	Somewhat drought tolerant, attractive bark, needs mulch to keep roots cool, long bloom period in spring and summer, fall color, dwarf cultivars available
Ilex decidua Possum-haw	6—7'	6'	M	PS	Prefers moist, well-drained soil, male and female plants needed for fruit
Ilex verticillata Winterberry	6—15'	6—10'	S-M	S-PS	Tolerates a range of conditions, but prefers moist soil, male and female plants needed for fruit, dwarf cultivars available



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LANDSCAPING SHRUBS (MATURE HEIGHT: 36 INCHES OR MORE)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Itea virginica Sweetspire	3—6'	4—6'	M	S-PS	Tolerates wide range of moisture, excellent fall color, fragrant white spring flowers
Lindera benzoin Spicebush	6—12'	6—12'	S-M	S-PS	Prefers moist, well-drained soil, male and female plants needed for fruit, fall color, early spring yellowish flowers
Physocarpus opulifolius Eastern Ninebark	5—8'	6—10'	M-R	S-PS	Drought tolerant, tough and durable, white spring flowers, attractive bark, dwarf cultivars available
Rhododendron calendulaceum Flame Azalea	4—8'	8—10'	S	PS	Good for naturalistic landscape, needs some direct sun, orange/yellow flowers in late spring, needs well-drained organic soil
Rhododendron periclymenoides Pinxterbloom Azalea	3—6'	4—7'	S	S-PS	Drought tolerant, needs some sun, pink spring flowers, needs well-drained organic soil
Rhododendron viscosum Swamp Azalea	2—8'	3—8'	M	PS	Likes moist organic soil, but tolerates some drought, fragrant white flowers in early summer
Sambucus canadensis American Elderberry	5—12'	5—12'	R	S	Likes moist soil, may colonize, white summer flowers and dark fruit
Vaccinium arboreum Sparkleberry	10—20'	10—15'	M	S-SH	Tolerates drought, needs multiple genetic strains for fruit set, fall color
Vaccinium stamineum Deerberry	3—5'	3—5'	M	S-PS	Drought tolerant, needs acidic soil, needs multiple genetic strains for fruit set
Vaccinium virgatum or ashei Rabbiteve Blueberry	8—12'	6—10'	M	S-PS	Drought tolerant, needs acidic soil, needs multiple genetic strains for fruit set, fall color, grown for fruit production
Viburnum acerifolium Mapleleaf Viburnum	4—6'	4—6'	M	S-SH	Tolerates drought, may colonize, needs multiple genetic strains for fruit set, white spring flowers, fall color
Viburnum dentatum Arrow-wood Viburnum	6—10'	6—15'	M	S-PS	Tolerates drought but prefers moist soil, may colonize, needs multiple genetic strains for fruit set, white spring flowers, fall color, cultivars available
Viburnum nudum Possumhaw or Southern Wild Raisin	6—10'	6—10'	M	S-PS	Prefers moist to wet soil, needs multiple genetic strains for fruit set, white spring flowers, fall color, cultivars available
Viburnum prunifolium Blackhaw Viburnum	12—15'	8—12'	S-M	S-SH	Drought tolerant, needs multiple genetic strains for fruit set, white spring flowers, fall color



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LANDSCAPING SHRUBS (MATURE HEIGHT: 36 INCHES OR MORE)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Viburnum rafinesqueanum Downy Arrow-wood Viburnum	4—6'	4—6'	M	S-PS	Drought tolerant, needs multiple genetic strains for fruit set, white spring flowers, fall color
Viburnum rufidulum Southern Black Haw Viburnum	10—20'	10—15'	M	PS	Needs multiple genetic strains for fruit set, white spring flowers, fall color
Non-Native Evergreen					
Abelia × grandiflora Glossy Abelia	5—8'	5—8'	M-R	S-PS	Tolerates a variety of conditions, drought tolerant, summer flowers, many dwarf cultivars available
Aucuba japonica Aucuba	6—10'	4—6'	S	PS-S	Needs winter shade, drought tolerant, many cultivars available
Berberis julianae Wintergreen Barberry	4—8'	6—8'	S	S-PS	Tolerates a variety of conditions, drought tolerant, has spines, good barrier plant
Berberis verruculosa Warty Barberry	3—6'	3—4'	S	S-PS	Tolerant of drought and urban conditions, tolerates a variety of soils
Buxus microphylla Littleleaf Boxwood	2—8'	2—8'	S	S-PS	Many shapes and sizes, var. japonica is often used, generally densely branched, leaves may bronze in winter
Buxus sempervirens Common Boxwood	15—20'	10—15'	S	S-PS	Drought tolerant, protect from wind, many cultivars available
Camellia japonica Camellia	8—15'	5—10'	S-M	PS	Excess sun, cold or shade can reduce flowering, many cultivars available, blooms in early spring
Camellia sasanqua Sasanqua Camellia	6—10'	5—7'	M-R	S-PS	Drought tolerant, many cultivars available, blooms in the fall
Euonymus japonicus Japanese Euonymus	10—15'	5—6'	R	S-SH	Tolerates drought and variety of soil types, subject to scale insects
Ilex cornuta cvs. Chinese Holly (i.e., Dw. Burford Holly)	3—25'	4—10'	S-M	S-PS	Favorite cultivars include Dw. Burford and Carissa hollies, many others available, red fruit when present, leaves have spines, drought and heat tolerant, male and female plants needed for fruit
Ilex crenata cvs. Japanese Holly (i.e., Compacta Holly)	4—10'	3—5'	S-M	S-PS	Many cultivars available in varying shapes and sizes, black fruit when present, generally hardy, male and female plants needed for fruit
Juniperus chinensis cvs. Chinese Juniper	Var.	Var.	Var.	S	Many cultivars available in varying shapes and sizes, generally heat and drought tolerant, male and female plants needed for fruit
Loropetalum chinensis Loropetalum	6—10'	6—10'	R	S-PS	Tolerates a variety of conditions, drought tolerant, long spring bloom period, dwarf cultivars available

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LANDSCAPING SHRUBS (MATURE HEIGHT: 36 INCHES OR MORE)					
PLANT NAME/ COMMON NAME	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Osmanthus heterophyllus Tea Olive	8—10'	5—10'	S-M	S-PS	Drought and heat tolerant, a good plant for screening, many cultivars available, fragrant fall flowers
Osmanthus × fortunei Fortune's Osmanthus	15—20'	15—20'	M	S-SH	Drought tolerant, good for screening and barriers, fragrant fall flowers
Pinus mugo Mugo Pine	15—20'	25—30'	S	S-PS	Varies greatly in size; tolerates clay soil, cultivars available
Prunus laurocerasus Cherrylaurel	4—8'	5—8'	M	S-SH	Favorite cultivars are Zabel, Otto Luyken and Schip laurel, need well-drained soil, some disease problems and scale insects
Raphiolepis cvs. Indian Hawthorn	4—10'	4—10'	S	S-PS	Tolerates a variety of conditions, drought tolerant, many cultivars available
Rhododendron hybrida Evergreen Azalea	2—8'	2—10'	M	PS	Many hybrids and cultivars available, needs well drained soil
Sarcococca confusa Sweetbox Sarcococca	3—5'	3—5'	S-M	PS-SH	Drought tolerant, fragrant flowers in late winter
Viburnum awabuki 'Chindo' Chindo Viburnum	10—15'	6—8'	R	S-PS	Pyramidal form, drought tolerant
Viburnum rhytidophyllum Leatherleaf Viburnum	10—15'	10—15'	M	PS-SH	Protect from winter wind and sun
Non-Native Deciduous					
Chaenomeles speciosa or japonica Japanese Flowering Quince	5—8'	4—8'	R	S-PS	Varied flower colors, flowers best in full sun, tolerates a variety of conditions, many cultivars available, stems often have spines
Cotinus coggygria Smoketree or Smokebush	10—15'	8—12'	M-R	S	Tolerates a range of soil types, drought tolerant, showy summer flowers, many cultivars available
Forsythia × intermedia Border Forsythia	8—10'	10—12'	R	S-PS	Tolerates a variety of conditions, blooms in early spring, best in full sun, many cultivars to choose from
Hydrangea macrophylla Bigleaf Hydrangea	3—4'	4—6'	R	PSH	Moist well drained soil, wilts in drought, long bloom period, needs pruning after blooming
Hydrangea paniculata Panicle Hydrangea	6—20'	6—8'	R	S-PS	Drought tolerant, white flowers in summer, long bloom period, many cultivars available
Kerria japonica Japanese Kerria	3—6'	6—9'	M	PS-SH	Drought tolerant, early spring yellow flowers, interesting green stems, cultivars available
Spiraea cvs. Spirea (excl. Spiraea japonica)	Var.	Var.	Gen. R	S	Spring or summer flowering shrubs, many cultivars available, Spiraea japonica species is considered an invasive exotic in N.C.

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6.6 GROUNDCOVERS AND GRASS

GROUND COVER AND GRASSES						
PLANT NAME/ COMMON NAME	DECIDUOUS/ EVERGREEN	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Native						
Carex pensylvanica Pennsylvania Sedge or Oak Sedge	Semi-E	.5—1'	.5—1'	M	PS-SH	Plant in moist or dry soil, easy to grow and drought tolerant
Carex plantaginea Seersucker Sedge	E	.5—1'	.5—1'	M	PS	Needs moist soil
Chrysogonum virginianum Green-and-Gold	Semi-E	.5—1'	.75—1.5'	M	PS-SH	Needs good drainage, yellow spring blooms
Fragaria virginiana Wild Strawberry	D	.25— .75'	.75—1'	M-R	S-PS	Native, prefers full sun, fruit is small but flavorful
Heuchera americana or villosa American Alumroot	E	1—2'	1—2'	M	PS-SH	Attractive mottled foliage and small flowers on long wiry stems, prefers moist to average well-drained soil, many cultivars available
Juniperus horizontalis Creeping Juniper	E	1—2'	3-4	M-R	S	Tolerates a variety of conditions, drought tolerant, cultivars available, native to NE US
Mitchella repens Partridge-berry	E	.25'	1'+	S-M	PS-SH	White spring flowers, red fall fruit, prefers moist organic soil
Pachysandra procumbens Allegheny-spurge	E	.5—1'	1-2+'	M	PS-SH	Drought tolerant, very interesting winter leaf, early spring bloom
Phlox stolonifera Creeping Phlox	E	.5—1'	.75-1.5'	R	PS-SH	Prefers light shade and moist soil, spring blooms, many cultivars available
Phlox subulata Moss Phlox	E	.25—.5'	1-2+'	M	S	Good drainage important, drought tolerant, late winter through spring bloom period, many cultivars available
Non-Native						
Cephalotaxus harringtonia 'Prostrata' Prostrate Japanese Plum Yew	E	2—3'	2—5'	S	S-PS	Drought tolerant, can be used for a ground cover
Cotoneaster dammeri cvs. Bearberry Cotoneaster	E	1—2'	3—6'	S-R	S-PS	Needs good drainage, but tolerates poor soils and drought once established;



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GROUND COVER AND GRASSES						
PLANT NAME/ COMMON NAME	DECIDUOUS/ EVERGREEN	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
						white flowers in spring and small red fruit
Cotoneaster salicifolius cv. Willowleaf Cotoneaster	Semi-E	1-1.5'	5—6'	M	S-PS	Drought tolerant, tolerates a variety of conditions; foliage turns purplish red in winter, white flowers in spring and small red fruit
Hemerocallis spp. Daylily	D	.75—3'	2—3'	R	S-PS	Tolerates a variety of conditions, summer heat and humidity tolerant, needs dividing, summer blooms, many cultivars available including repeat bloomers
Hypericum calycinum Aaronsbeard	Semi-E	1—1.5'	1.5—2'	M-R	S-PS	Tolerates a variety of conditions, blooms best in full sun
Juniperus conferta Shore Juniper	E	.75—1.5'	6—8'	R	S	Tolerates a variety of conditions, drought tolerant, many cultivars available
Juniperus procumbens Japanese Garden Juniper	E	1—1.5'	10—12'	S	S	Tolerates a variety of conditions, doesn't like wet soils, very hardy, 'Nana' is a popular dwarf cultivar
Liriope muscari Lily-Turf or Liriope	Semi-E	1—1.5'	.75—1'	R	S-PS	Tolerates a variety of conditions, summer flowers, stays green through the winter but needs cutting back in early spring, cultivars available
Microbiota decussata Russian Arborvitae	E	.5—1.5'	3'-8'	M	S-PS	More shade tolerant than some other junipers, foliage turns bronze-purple in fall and winter
Ophiopogon japonicus Mondo	Semi-E	.75—1.3'	1'	R	PS-SH	Tolerates a variety of conditions, cultivars available, colonizes
Pachysandra terminalis Japanese Pachysandra	E	.5—1'	1—1.5'	R	PS-SH	Tolerates a variety of conditions but needs well-drained soil, cultivars available



GROUND COVER AND GRASSES						
PLANT NAME/ COMMON NAME	DECIDUOUS/ EVERGREEN	HEIGHT	SPREAD	GROWTH RATE S = SLOW; M = MODERATE; R = RAPID	LIGHT NEEDS S = SUN; SH = SHADE; PS = PARTIAL SUN	COMMENTS
Rubus pentalobus or calycinum Creeping Raspberry	E	.5—1'	3—6'	M	S-PS	Tolerates variety of conditions, leaves turn burgundy in fall and winter
Sarcococca hookeriana var. humilis Dwarf Sweetbox	E	1-1.5'	2—4'	S-M	PS-SH	Drought tolerant, good for shady areas, fragrant winter flowers
Ornamental Grasses - Native						
Andropogon gerardii Big Bluestem or Turkeyfoot	E	4—6'	2—3'		S	Tolerates a wide variety of conditions, drought tolerant, needs sun
Andropogon virginicus Broomsedge	E	3—4'	2—3'		S	Drought tolerant
Muhlenbergia capillaris Pink Muhlygrass or Hairgrass	E	2—3'	2—3'		S-PS	Tolerates a wide variety of conditions, showy pink flowers in summer through fall, cultivars available
Panicum virgatum Switchgrass	E	3—6'	2—3'		S-PS	Tolerates a wide variety of conditions, wet to dry, good fall color, many cultivars available
Schizachyrium scoparium Little Bluestem	E	2—3'	1—2'		S	Tolerates a wide variety of conditions, drought tolerant, cultivars available
Sorghastrum nutans Yellow Indiangrass	E	3—5'	1—2'		S	Tolerates a wide variety of conditions, good fall color
Ornamental Grasses – Non-Native						
Calamagrostis × acutiflora 'Karl Foerster' Feather Reed Grass	E	3—5'	1.2—2.5'		S	Fall color, good for medium to wet soils
Pennisetum alopecuroides Fountain Grass	E	2.5—5'	2.5—5'		S-PS	Tolerates a wide variety of conditions, good fall color, many cultivars available
Pennisetum orientale 'Karley f' Oriental Fountain Grass	E	2—3'	2—3'		S-PS	Drought tolerant, deep pink plumes last from early summer to fall



6.7 STREET TREES

Species identified in Table 6.7 Preferred Street Tree Species, are preferred to be utilized to meet the Street Tree standards. Different species may be proposed and reviewed by staff:

TABLE 6.7: PREFERRED STREET TREE SPECIES	
CANOPY TREES (BY COMMON NAME)	UNDERSTORY TREES (BY COMMON NAME)
Bald Cypress	Carolina Silverbell
European Hornbeam	Chinese Pistache
Hedge Maple	Common Witchhazel
Japanese Zelkova	Crape Myrtle
Lacebark Elm	Dogwood
London Planetree	Eastern Redbud
Hardy Rubber Tree	Fringetree
Thornless Honey Locust	Green Hawthorne
Kentucky Coffee Tree	Serviceberry

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6.8 INVASIVE SPECIES

INVASIVE SPECIES			
PLANT NAME	COMMON NAME	PLANT NAME	COMMON NAME
Invasive Trees			
Ailanthus altissima	Tree of Heaven	Paulownia tomentosa	Princess Tree
Albizia julibrissin	Silktree/Mimosa	Schinus terebinthifolius	Brazilian Peppertree
Pyrus calleryana	Callery / Bradford Pear	Cinnamomum camphora	Camphortree
Triadica sebifera	Chinese Tallowtree	Melia azedarach	Chinaberrytree
Firmiana simplex	Chinese Parasoltree	Frangula alnus	Glossy Buckthorn
Broussonetia papyrifera	Paper Mulberry	Triadica sebifera	Tallowtree, Popcorn tree
Vernicia fordii	Tungoil Tree		
Invasive Shrubs			
Eleagnus umbellata	Autumn Olive	Lespedeza bicolor L. thunbergii	Bicolor / Shrubby Thunberg's Lespedeza
Berberis (Mahonia) bealei	Leatherleaf Mahonia	Berberis thunbergii	Japanese Barberry
Multiflora Rose	Rosa multiflora	Buddleja davidii	Butterfly bush
Elaeagnus angustifolia	Russian Olive	Elaeagnus pungens	Thorny Olive
Euonymus alata	Burning Bush	Ligustrum sinense L. vulgare L. obtusifolium L. ovalifolium L. amurense L. japonicum	Chinese Privet European Privet Border Privet California Privet Amur Privet Japanese Privet
Lonicera fragrantissima	Fragrant Honeysuckle	Lonicera maackii	Bush Honeysuckle)
Nandina domestica	Heavenly Bamboo	Poncirus trifoliata	Trifoliolate Orange / Hardy Orange
Tamarix ramosissima	Salt Cedar		



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INVASIVE SPECIES			
PLANT NAME	COMMON NAME	PLANT NAME	COMMON NAME
Invasive Vines			
<i>Ampelopsis brevipedunculata</i>	Porcelainberry	<i>Pueraria Montana</i> var. <i>lobata</i>	Kudzu
<i>Celastrus orbiculatus</i>	Oriental Bittersweet	<i>Wisteria sinensis</i> / <i>Wisteria floribunda</i>	Chinese/Japanese Wisteria
<i>Hedera helix</i>	English Ivy	<i>Akebia quinata</i>	Chocolate Vine
<i>Ipomoea quamoclit</i>	Cypressvine Morningglory	<i>Ampelopsis brevipedunculata</i>	Porcelain Berry
<i>Lonicera japonica</i>	Japanese Honeysuckle	<i>Cayratia japonica</i>	Bushkiller
<i>Clematis terniflora</i>	Sweet Autumn Virgin's Bower	<i>Euonymus fortunei</i> var. <i>radicans</i>	Winter Creeper
<i>Persicaria perfoliata</i>	Mile-A-Minute Vine	<i>Tribulus terrestris</i>	Puncturevine
Invasive Herbs and Grasses (Herbaceous Plants)			
<i>Alliaria petiolate</i>	Garlic Mustard	<i>Lespedeza cuneata</i>	Sericea Lespedeza
<i>Microstegium vimineum</i>	Japanese Stiltgrass	<i>Miscanthus sinensis</i>	Chinese Silvergrass
<i>Arthraxon hispidus</i>	(Small Carpetgrass)	<i>Reynoutria japonica</i>	Japanese Knotweed
<i>Arundo donax</i>	(Giant Reed)	<i>Cyperus entrerianus</i>	Deep-rooted Sedge)
<i>Ficaria verna</i>	Fig Buttercup	<i>Glechoma hederacea</i>	Ground Ivy
<i>Heracleum mantegazzianum</i>	Giant Hogweed	<i>Imperata cylindrica</i>	Cogongrass
<i>Iris pseudacorus</i>	Yellowflag Iris	<i>Lespedeza cuneata</i>	Chinese Lespedeza
<i>Lygodium microphyllum</i>	Old World Climbing Fern	<i>Lythrum salicaria</i>	Purple Loosestrife
<i>Microstegium vimineum</i>	Japanese Stilt Grass	<i>Miscanthus sinensis</i>	Chinese Silvergrass
<i>Oplismenus hirtellus</i> ssp. <i>undulatifolius</i>	Wavyleaf Basketgrass	<i>Perilla frutescens</i>	Beefsteak Plant



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INVASIVE SPECIES			
PLANT NAME	COMMON NAME	PLANT NAME	COMMON NAME
<i>Phalaris arundinacea</i>	Reed Canarygrass	<i>Phragmites australis</i>	Common Reed
<i>Phyllostachys aurea</i>	Golden Bamboo)	<i>Reynoutria japonica</i>	Japanese Knotweed
<i>Solanum viarum</i>	Tropical Soda Apple	<i>Sorghum halepense</i>	Johnson Grass
<i>Stellaria media</i>	Common Chickweed	<i>Youngia japonica</i>	Asiatic Hawsbeard
Invasive Aquatic Plants			
<i>Alternanthera philoxeroides</i>	Alligatorweed	<i>Egeria densa</i>	Brazilian Waterweed
<i>Hydrilla verticillata</i>	Hydrilla	<i>Ludwigia hexapetala</i>	Creeping Water Primrose
<i>Myriophyllum aquaticum</i>	Parrot feather	<i>Nymphoides cristata</i>	Crested Floating Heart
<i>Salvinia molesta</i>	Giant Salvinia		

Resources:

- North Carolina Forest Service, accessed May 9, 2025: <https://www.ncagr.gov/divisions/nc-forest-service/forest-health/invasive-plants>
- North Carolina Invasive Plant Council, accessed May 9, 2025: <https://nc-ipc.weebly.com/piedmont-invasive-plants.html>
- United States Department of Agriculture, accessed May 9, 2025: https://www.srs.fs.usda.gov/pubs/gtr/gtr_srs119.pdf



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7 PUBLIC NOTICE

Public notification for public hearings, public meetings, and evidentiary hearings shall be done in accordance with North Carolina General Statutes and the following procedures noted in this section.

7.1 MAILED NOTICE

A. For the purposes of a mailed notice for a public hearing, public meeting, and evidentiary hearing, the following shall apply:

1. The Town shall prepare the mailed notice.
2. Mailed notice shall be provided to the last known address (as listed in County tax records) for each of the following:
 - a. Property owners within 300 feet of the subject property;
 - b. The applicant, if different from the property owner of the subject property;
 - c. Property owners of properties adjacent to the land that is the subject of the application, but also located across a street, railroad, or other transportation corridor; and
 - d. Any others who are entitled to receive mailed notice in accordance with NCGS§160D-602.
3. Notice shall be deemed mailed by its deposit in the United States first class mail, properly addressed, postage paid. The content and form of the notice shall comply with Section
Error! Reference source not found. Error! Reference source not found.
4. The Town may, on a case-by-case basis, and in the sole discretion of the Town, provide additional mailed notice above and beyond the minimum statutory requirements. The Town is under no obligation to provide any additional notice beyond that specified by the General Statutes, and failure of the Town to provide mailed notice beyond that required by State law shall not impair the notice provided or invalidate the proceedings.
5. A copy of the mailed notice, the list of landowners receiving notice, and a certification of mailing by the Town staff member responsible shall be maintained in the offices of the Planning Department for public inspection during normal business hours.
6. Mailed notice shall not be required when a rezoning includes more than 50 lots or tracts owned by at least 50 different landowners, provided the Town publishes a map (occupying at least ½ of a newspaper page) showing the boundaries of the affected area in a newspaper of general circulation once a week for two successive calendar weeks between 10 days and 25 days before the public hearing. Affected landowners residing outside the newspaper circulation area shall be notified via first class mail pursuant to this Section.
7. Mailed notice content shall include:
 - a. Identify the project number, date, time, and location of the meeting;
 - b. Be mailed to property owners within 300 feet of the subject property;
 - c. Describe the land involved by parcel identification number (PIN), Johnston County Tax ID, street address, or by its relationship to a fronting street and the nearest cross street (if applicable);
 - d. Describe the nature and scope of the proposed development or action; and
 - e. Identify the means to contact a Town official for further information.
8. For the purposes of noticing a public meeting:



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- a. The Town shall not require public notice of individual applications to adjacent landowners but may choose, on a case-by-case basis, and in the sole discretion of the Town, to provide public notice of a public meeting to adjacent landowners in accordance with Town policy.
- b. The Town shall be under no legal requirement to provide public notice of a public meeting to adjacent landowners, and failure to do so shall not invalidate the proceedings.

7.2 POSTED NOTICE

1. For public hearings, public meetings, and evidentiary hearings, a subject property shall have posted notice per the following:
 - a. A sign (or signs) shall be placed on the subject property in a conspicuous location so as to be clearly visible to the traveled portion(s) of the respective street(s).
 - b. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way.
 - c. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required but the local government shall post sufficient notices to provide reasonable notice to interested persons.
2. Posted notice content shall include:
 - a. Identify the project number, date, time, and location of the meeting; and
 - b. Identify the means to contact a Town official.

7.3 PUBLISHED NOTICE

1. Number of times for published notice shall be per the following:
 - a. For rezonings, at least one time per week for two successive weeks in a newspaper that has general circulation in the Town, per NCGS §160D-602(a).
 - b. For annexations, at least one time at least 10 days prior to the date of the public hearing in a newspaper that has general circulation in the Town, per NCGS §160A-31(c).
2. Published notice content shall include:
 - a. Identify the project number, date, time, and location of the meeting; and
 - b. Identify the means to contact a Town official.
 - c. 1. Describe the land involved by parcel identification number (PIN), Johnston County Tax ID, street address, or by its relationship to a fronting street and the nearest cross street (if applicable);
 - d. Describe the nature and scope of the proposed development or action; and
 - e. Identify the means to contact a Town official for further information.



Consistency Statements Sheet

The Planning Board may choose from one of the four suggested motions below.

Staff Recommends the Option in Red Bold Text

Motion 1: Recommend Approval – Consistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend approval of the Unified Development Ordinance Text Amendments, UDOTA 2-25, based on consistency with the adopted 2045 Comprehensive Growth Plan, in that:

- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.**
- Policy LU 1.1 Manages future growth and encourages quality development through the implementation of the Comprehensive Plan, the Unified Development Ordinance (UDO), and other plans and regulations adopted by the Town Council.**
- Strategy LU 1.1.3 Reviews and updates the Unified Development Ordinance within 1-2 years to ensure consistency with the Goals, Policies and Strategies of the Comprehensive Growth Plan.**

This action is reasonable and in the public interest, in that:

- The 2045 Comprehensive Growth Plan encourages an up-to-date Unified Development Ordinance.**
- The request is compatible with providing a relevant and community-reflective land use regulatory framework.**

Motion 2: Recommend Approval – Inconsistent with the 2045 Comprehensive Growth Plan⁴

I make a motion to recommend approval of the Unified Development Ordinance Text Amendments, UDOTA 2-25. While the request is inconsistent with the adopted 2045 Comprehensive Growth Plan, in that:

- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.
- Policy LU 1.1 Manages future growth and encourages quality development through the implementation of the Comprehensive Plan, the Unified Development Ordinance (UDO), and other plans and regulations adopted by the Town Council.
- Strategy LU 1.1.3 Reviews and updates the Unified Development Ordinance within 1-2 years to ensure consistency with the Goals, Policies and Strategies of the Comprehensive Growth Plan.

This action is reasonable and in the public interest, in that:

- The 2045 Comprehensive Growth Plan encourages an up-to-date Unified Development Ordinance.
- The request is compatible with providing a relevant and community-reflective land use regulatory framework.

Motion 3: Recommend Denial – Consistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend denial the Unified Development Ordinance Text Amendments, UDOTA 2-25, while the request is consistent with the adopted 2045 Comprehensive Growth Plan, in that:

- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.
- Policy LU 1.1 Manages future growth and encourages quality development through the implementation of the Comprehensive Plan, the Unified Development Ordinance (UDO), and other plans and regulations adopted by the Town Council.
- Strategy LU 1.1.3 Reviews and updates the Unified Development Ordinance within 1-2 years to ensure consistency with the Goals, Policies and Strategies of the Comprehensive Growth Plan.

This action is reasonable and in the public interest, in that:

- The 2045 Comprehensive Growth Plan does not encourage an up-to-date Unified Development Ordinance.
- The request is incompatible with providing a relevant and community-reflective land use regulatory framework.

Motion 4: Recommend Denial – Inconsistent with the 2045 Comprehensive Growth Plan

I make a motion to recommend denial of the Unified Development Ordinance Text Amendments, UDOTA 2-25, based on inconsistency with the adopted 2045 Comprehensive Growth Plan, in that:

- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.
- Policy LU 1.1 Manages future growth and encourages quality development through the implementation of the Comprehensive Plan, the Unified Development Ordinance (UDO), and other plans and regulations adopted by the Town Council.

- Strategy LU 1.1.3 Reviews and updates the Unified Development Ordinance within 1-2 years to ensure consistency with the Goals, Policies and Strategies of the Comprehensive Growth Plan.

This action is reasonable and in the public interest, in that:

- The 2045 Comprehensive Growth Plan does not encourage an up-to-date Unified Development Ordinance.
- The request is incompatible with providing a relevant and community-reflective land use regulatory framework.

Planning Board Meeting Dates for 2026

Meeting Date
January 26, 2026
February 23, 2026
March 23, 2026
April 27, 2026
May 26, 2026 *
June 22, 2026
July 27, 2026
August 24, 2026
September 28, 2026
October 26, 2026
November 17, 2026 *
December 15, 2026 *