



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

**Board Members Present:**

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

**Staff Present:**

Conrad Olmedo, Planning Director  
Heidi Holland, Town Clerk  
Chad Meadows, CodeWright Consultant

**Board Members Absent:**

Jeffrey Spence

**1 CALL TO ORDER**

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

Board Chair Dupree called the meeting to order at 6:00 p.m. Mr. Olmedo provided the roll call and Ms. Holland administered the oaths to the new and reappointed members.

**2 ADJUSTMENT OF THE AGENDA**

- a) No adjustments to the agenda.

**3 APPROVAL OF MINUTES**

- a) Review of the December 17, 2024 Planning Board Meeting Minutes  
*Presenter:* Conrad Olmedo, Planning Director

**Adoption of the Minutes**

|                  |                    |
|------------------|--------------------|
| <b>RESULT:</b>   | <b>CARRIED 9-0</b> |
| <b>MOVER:</b>    | Derrick Applewhite |
| <b>SECONDER:</b> | Ronald Williams    |

|             |                                                                                                                                           |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>YES:</b> | Ronald Williams, Derrick Applewhite, Jodie Dupree, Daniel Gleason, Mike Surasky, Anita Bland, Jason Carter, Deborah Hooker, and Mark Hall |
| <b>NO:</b>  | None                                                                                                                                      |

#### 4 PUBLIC MEETINGS

- a) No scheduled public meetings at this time.

#### 5 NEW BUSINESS

- a) Training Session for the Town of Clayton Planning Board  
*Presenter:* Chad Meadows, CodeWright Planners

Mr. Meadows was present to present a training session to the members. He stated this board is charged with the responsibility to initiate, oversee, and maintain the comprehensive plan. He shared that 160D is an important chapter that the board should get familiar with. Shared were seven duties of the board as stated in NCGS 160D-301.

Discussed were the different types of items may come to the board and what role they have in preparing these items for Council, as stated in NCGS 160D-604.

Discussed was the UDO that was adopted in November 2023 and last amended December 2024. There are 5 sections relevant to the board, 1.8.4 Planning Board, 2.3.6 Conditional Rezoning, 2.3.8 Conventional Rezoning, 2.3.24 Street Renaming/Closure, and 2.3.26 Text Amendment.

1.8.4 Planning Board. He stated this is a board that makes recommendations not decisions. This board conducts public meetings, not hearing. There was discussion on conflicts of interest.

2.3.6 Conditional Rezoning. A conditional rezoning is when a change is made to the zoning map and the applicant is making their application subject to conditions they are offering. There are 3 types of conditional rezonings: limited use, limited standard and unlimited. Limited use is using only one use; limited standard is volunteering more standards that are regulated, going farther than the UDO requires; and unlimited allows the applicant to negotiate their request usually because they are seeking a reduction (the applicant must prove their request). A concept plan must be provided with the unlimited use type. This use requires the board to provide a recommendation to Council with written statement of consistency and reasonableness within 30 days.

2.3.8. Conventional Rezoning. This is also a change to the zoning map, but this may not be conditioned, no conditions or concept plans are allowed. This rezoning must consider the full range of allowable uses. This use requires the

board to provide a recommendation to Council with written statement of consistency and reasonableness within 30 days. These rezonings are not seen too often.

2.3.24 Street Renaming/Closure. This is used to abandon or rename a public Town owned street. This requires a written recommendation to Council.

2.3.26 Text Amendments. These can be initiated by the Town or a property owner, however, applicant-initiated amendments are only processed two times a year. This use requires the board to provide a recommendation to Council with written statement of consistency and reasonableness. The decision must be based on 7 review criteria and must get consent from all affected owners.

Discussed was the public meeting process. The board conducts public meetings, not public hearings, however the board follows the legislative public hearing procedure when conducting public meetings. These meetings do not require prior public notice to adjacent landowners and they are subject to general open meeting public notice requirements.

Shared was the difference between site plans and concept plans and allowable factors for consideration. Discussed were the conditions of approval which are applied only to conditional rezonings.

Mr. Meadows encouraged members to study the difference between site plans and concept plans and the difference between legislative and evidentiary process.

## **6 INFORMAL DISCUSSION AND PUBLIC COMMENT**

- a) Mr. Olmedo shared with the board that chair and vice-chair would be voted on at the March meeting and he stated the Comprehensive Transportation Plan would be coming their way at a future meeting.

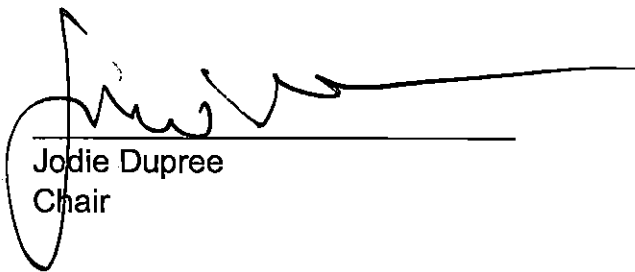
## **7 ADJOURN**

- a) With nothing further, the meeting was adjourned at 7:58 p.m.

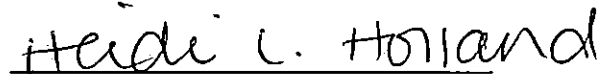
### **Motion To Adjourn**

|                  |                                                                                                                                           |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 9-0</b>                                                                                                                        |
| <b>MOVER:</b>    | Derrick Applewhite                                                                                                                        |
| <b>SECONDER:</b> | Daniel Gleason                                                                                                                            |
| <b>YES:</b>      | Daniel Gleason, Mike Surasky, Anita Bland, Ronald Williams, Jason Carter, Deborah Hooker, Derrick Applewhite, Mark Hall, and Jodie Dupree |
| <b>NO:</b>       | None                                                                                                                                      |

Duly adopted this 24th day of March, 2025.

  
Jodie Dupree  
Chair

ATTEST:

  
Heidi L. Holland, CMC, NCCMC  
Town Clerk

