



**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

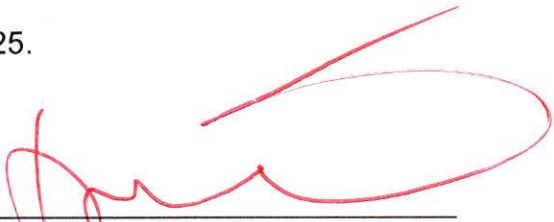
- a) Adjournment of the Planning Board
Presenter: Jodie Dupree, Chair

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
Heidi L. Holland, MMC, NCCMC
Town Clerk

