



Town of Clayton
Planning Board Minutes
Monday, September 23, 2024 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Board Members Present:

James Moore, Board Chair
Ronald Williams
Kevin Lee
James Lipscomb
Derrick Applewhite
Jodie Dupree
Mike Surasky
Anita Bland

Staff Present:

Audrey Duchesne, Senior Planner
Conrad Olmedo, Planning Director
Whitney Murphy, Planner I
Heidi Holland, Town Clerk

Board Members Absent:

Daniel Gleason

1 CALL TO ORDER

- a) Board Chair Moore called the meeting to order at 6:00 p.m. Mr. Olmedo provided the roll call.

2 ADJUSTMENT OF THE AGENDA

- a) No adjustments.

3 APPROVAL OF MINUTES

- a) August 26, 2024 Planning Board Meeting Minutes

RESULT:	CARRIED 8-0
MOVER:	James Lipscomb
SECONDER:	Derrick Applewhite
YES:	James Moore, Ronald Williams, Kevin Lee, James Lipscomb, Derrick Applewhite, Jodie Dupree, Mike Surasky, and Anita Bland
NO:	None
ABSENT:	Daniel Gleason

4 PUBLIC MEETING

- a) 2024-92 - RZ Triangle Coffee Shop
Presenter: Audrey Duchesne, Senior Planner

Motion Made by Board Member Lipscomb to Adopt with Motion 1 in the Consistency Statement

RESULT:	CARRIED 8-0
MOVER:	James Lipscomb
SECONDER:	Anita Bland
YES:	James Moore, Ronald Williams, Kevin Lee, James Lipscomb, Derrick Applewhite, Jodie Dupree, Mike Surasky, and Anita Bland
NO:	None
ABSENT:	Daniel Gleason

- b) Ms. Duchesne presented this item. She stated this is a conventional rezoning. The property is currently an office building located on 102 E. Second Street on .13 acres and is a single-family dwelling unit and is currently used as a residential use. The current zoning is OIF, and the applicant is requesting to rezone to DTNC which is Downtown Core. She stated if this request is approved by Town Council, all permitted uses under the Downtown Core district would be permitted on the site.

Staff recommends approval of the proposed rezoning request under Motion 1 in the provided consistency statement (Approval – consistent with the 2045 Comprehensive Growth Plan).

Board Member Surasky asked if there are any parking requirements with this, Ms. Duchesne stated no. Board Member Lipscomb asked if the applicant knows if they outgrow the space, this would no longer be residential; it would have to stay commercial. Mr. Olmedo stated the use would no longer be allowed to be a single-family detached dwelling. If the property was changed to commercial use, then the occupancy type would change according to the building code. Any changes to the structure would require conformance to the building code. He stated if it was to be converted back to a house, it would have to be rezoned.

The applicant Ms. Romero stated she is aware of the change on the rezoning, and they have spoken to the property owner as well about this.

5 NEW BUSINESS

- a) Mr. Olmedo stated Planner Bruce Venable has accepted a position as a planner with the Town of Apex. The position for Planner II posted has just closed and he would be moving forward with interviews next week. He introduced Whitney Murphy, Planner I, to the Board. He also mentioned new

Deputy Town Manager Courtney Tanner would be overseeing their department.

6 INFORMAL DISCUSSION AND PUBLIC COMMENT

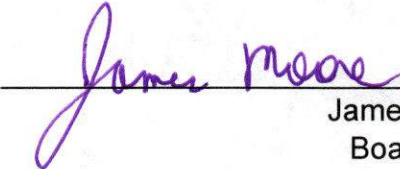
7 ADJOURN

- a) With nothing further, the meeting was adjourned at 6:18 p.m.

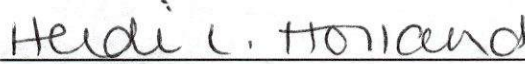
Adjourn

RESULT:	CARRIED 8-0
MOVER:	Jodie Dupree
SECONDER:	Ronald Williams
YES:	James Moore, Ronald Williams, Kevin Lee, James Lipscomb, Derrick Applewhite, Jodie Dupree, Mike Surasky, and Anita Bland
NO:	None
ABSENT:	Daniel Gleason

Duly adopted this 28th day of October 2024.


James Moore
Board Chair

ATTEST:


Heidi L. Holland, CMC, NCCMC
Town Clerk and Clerk to the Board

