

# **CLAYTON COUNCIL MEETING – 101**

Clayton citizens are welcomed and encouraged to attend town council meetings. Attending a council meeting allows you to be informed about the issues before the Clayton Town Council.

This issue of “Clayton Council Meeting – 101” will provide an overview of a citizen initiated annexation petition, also known as a voluntary annexation petition.

A citizen initiated annexation is when the owner or owners of real property request the Town Council add their property to the Town. Citizens may request annexation for one or more of the following reasons:

- ⇒ Utility service
- ⇒ Police and/or fire protection
- ⇒ Street maintenance
- ⇒ Zoning considerations
- ⇒ ABC license

The process for a citizen initiated annexation begins when an annexation petition is submitted to the Town Clerk. For an annexation petition to be considered complete, it must bear the names, addresses, and signatures of all owners of the real property with a metes and bounds description and map of the real property attached to the annexation petition.

When a citizen initiated annexation petition is received and is considered complete, the following steps usually occur over a period of four council meetings:

- ⇒ **First Council meeting:**
  - ⇒ The annexation petition is presented to the Council at the work session. If it is the consensus of the Council, a resolution directing the clerk to investigate the sufficiency of the petition will be placed on the regular session agenda for action.
- ⇒ **Second Council meeting:**
  - ⇒ At the regular session meeting, the Council adopts the resolution directing the clerk to investigate sufficiency of the petition.
- ⇒ **Third Council meeting:**
  - ⇒ If the clerk finds that all real property owners have signed the petition, a certificate of sufficiency and a resolution fixing the date of public hearing on question of annexation is presented to the Council at the work session. If the Council approves the resolution, the petition will be placed on the regular agenda for a public hearing.
  - ⇒ The notice of public hearing is published.
- ⇒ **Fourth Council meeting:**
  - ⇒ At the regular session, the Mayor announces the public hearing on the question of annexation and the Council will receive input from citizens on

**the matter of annexation. After the Mayor closes the public hearing, the Council determines that the petition is in proper order, that all procedures have been followed, and that all requirements are met. The Council will adopt the ordinance annexing the area.**

**The annexation ordinance can be adopted with an effective immediate date or a date not to exceed six months from adoption.**

**Within thirty days after of the effective date of the annexation ordinance, the Mayor causes a map of the annexed area and a copy of the ordinance to be filed in the offices of the Secretary of State, Johnston County Register of Deeds and the Johnston County Board of Elections.**

**The Council agenda may be viewed online at [www.townofclaytonnc.org](http://www.townofclaytonnc.org) the Friday before a scheduled meeting. If you do not have access to the Internet, please call 919.553.5002 and request a copy of the agenda.**

**If you have questions or suggestions for the next “Clayton Council Meeting – 101” article, please contact the Town Clerk.**

**We look forward to seeing you at Town Council meetings.**