Town of Clayton
Planning Board Minutes
March 22, 2021 @ 6:00 p.m.
Council Chambers

BOARD MEMBERS PRESENT:
Travis Avery
Brian Tiede
Marty Bizzell
Stephen Powers
Lisa Begley
Andria Merritt
George "Bucky" Coats
James Lipscomb

STAFF PRESENT:
JD Solomon, Town Manager
Jeff Caines, Senior Planner
Ben Paynter, Planner
Chrissy Freeman, Clerk to the Board
Kelly Chase, Town Attorney
Michael Grannis, Town Council

MEMBERS ABSENT:

1 CALL TO ORDER

a)

Planning Board Chair Andria Merritt called the meeting to order at 6:00 p.m. All members were present.

2 ADJUSTMENT OF THE AGENDA

3 APPROVAL OF MINUTES

a) Draft Minutes
- February 22, 2021

ACTION: Adoption of February 22, 2021 Minutes

Motion: Board Member Powers
Second: Board Member Lipscomb
Vote: Unanimous

4 PUBLIC HEARINGS

a) 2020-173-RZ The Lofts at Wild District Rezoning
Tag #: 05031012
Location: 110 W. Front Street

ACTION: Continue to the April 26, 2021 Planning Board Meeting

Motion: Board Member Coats

Second: Board Member Avery
Vote: Unanimous

5 NEW BUSINESS

a) Planning Director Update
Presenter: JD Solomon, Town Manager

Town Manager JD Solomon presented updates to the Planning Department. The Town will be looking to hire a new Planning Director and could take up to six to eight weeks. A consulting firm will be coming in to review the comp plan, 160D.

James Lipscomb requested when the new Planning Director comes in, he would to like to have more comprehensive training. Mr. Solomon stated yes we need to do training and he has previously talked to Samantha Wullenwaber about training. Board Member Bizzell asked about 160D, if you already have a project in, do you have a choice of which way to go. There is about a 6 month time frame or longer depending on the transition.

ACTION: None - Informational Only

b) Comp Plan Update
Presenter: JD Solomon, Town Manager

Town Manager JD Solomon stated the Comp Plan update will be slowing it down a little, manage as a scope and do some workshops. This Comp Plan is important to be done right.

ACTION: None - Informational Only

c) Board of Adjustment Selection Update
Presenter: Jeff Caines, Senior Planner

Senior Planner Jeff Caines went over the Board of Adjustment process. The interviews were held last week and went well. A brief overview is the BOA will consist of a five member panel, three from town limits, and two from ETJ. We will have one alternate. The BOA will hear the Quasi-Judicial hearings, Variance, Administrative Appeals and Conditional Zoning. The BOA meetings will be heard the last Wednesday of each month. There will be some projects that the Planning Board will hear that the applicant has chosen to stay on the old 160D code.

ACTION: None - Informational Only

d) Master Plan Integration
Presenter: JD Solomon, Town Manager

Town Manager JD Solomon discussed the Comprehensive Plan and Bike/Ped Plan.

ACTION: None - Informational Only

e) Upcoming Projects
Presenter: Jeff Caines, Senior Planner

Senior Planner Jeff Caines discussed upcoming projects including Country Lane which will be a Conditional Zoning to be reviewed by Planning Board for recommendation to Town Council.

ACTION: None - Informational Only

6 INFORMAL DISCUSSION AND PUBLIC COMMENT

7 ADJOURN

Andria Merritt, Chair

ATTEST:

Chrissy Freeman, Clerk to the Board