



Town of Clayton
Town Council Retreat
Tuesday, February 25, 2020 @ 8:00 AM
Clayton Police Department

*** ALL SCHEDULED TIMES ARE APPROXIMATIONS**

1. CALL TO ORDER

2. SUBJECTS/TOPICS

- a. 8:00 - 8:30 a.m.
Breakfast/Coffee Will Be Available for Council
- b. 8:30 a.m.
Welcome Back / Overview of the Day
Presenters: Mayor McLeod & Adam Lindsay
- c. 8:30 - 9:45 a.m.
Access Ordinance
Presenters: Samantha Wullenwaber, Rich Cappola & Lee Barbee
[Cover Sheet - Access Ordinance Amendment](#)
[Final Strikethrough Copy - 2019-243-OA - Access Sidewalk](#)
[Clean Copy - 2019-243-OA - Access Sidewalk](#)
[North Carolina Fire Code](#)
[Table- Access Benchmarks](#)
- d. 9:45 - 10:45 a.m.
Wastewater Allocation Policy
Presenter: Rich Cappola
- e. 10:45 - 11:00 a.m.
BREAK
- f. 11:00 a.m. - 12:30 p.m.
Technical Review Committee
Presenters: Samantha Wullenwaber, Engineering Department, Fire Department & Public Services
[Cover Sheet - Technical Review Committee](#)
[Table- 2019 TOC Subdivision Reviews](#)
[Tables - TRC Review Benchmarks](#)
- g. 12:30 - 1:15 p.m.
Lunch
- h. 1:15 - 2:00 p.m.
BUDGET Assumptions
Presenters: Adam Lindsay & Nancy Medlin
- i. 2:00 - 2:30 p.m.
BUDGET - Process & Calendar

Presenters: Adam Lindsay & Nancy Medlin

j. 2:30 - 2:45 p.m.

BREAK

k. *Items From This Point Forward Will Be If Time Permits*

l. 2:45 - 3:00 p.m.

Commuter Rail

Presenter: Adam Lindsay

m. 3:00 - 3:30 p.m.

Water & Sewer Update

Presenter: Rich Cappola

n. 3:30 - 3:45 p.m.

Load Management

Presenter: Nancy Medlin

o. 3:45 - 4:15 p.m.

Senior Center Concerns/Questions

Presenter: Michael Grannis

p. 4:15 - 4:30 p.m.

Wrap Up

3. ADJOURNMENT



2020 Town Council Retreat Agenda Cover Sheet February 24 & 25, 2020

Meeting Date

Day #2 - February 25, 2020

Item Title

Access Ordinance Amendment

Presenter

Samantha Wullenwaber, Planning Director

Rich Cappola, Public Services Director

Lee Barbee, Fire Chief

Summary/Description

Staff will present a summary of the proposed ordinance amendment along with benchmarking data collected of how nearby jurisdictions handle access point requirements. Staff will also discuss the proposed sidewalk component of the ordinance amendment and answer questions of the Council.

Additional Documents to be Included in Agenda Packet

Strikethrough Copy – Ordinance Amendment

Clean Copy- Ordinance Amendment

Table- Benchmark of Access Requirements

ARTICLE 4: GENERAL DEVELOPMENT STANDARDS

CONTENTS:

§ 155.400	ACCESS	1
§ 155.401	OFF-STREET PARKING AND LOADING	Error! Bookmark not defined. 6
PART 1.	PARKING STANDARDS.....	Error! Bookmark not defined. 7
PART 2.	QUEUING STANDARDS	Error! Bookmark not defined. 18
PART 3.	LOADING STANDARDS	Error! Bookmark not defined. 19
§ 155.402	LANDSCAPING, SCREENING AND BUFFERING	Error! Bookmark not defined. 20
PART 1.	SITE INTERIOR LANDSCAPE REQUIREMENTS.....	Error! Bookmark not defined. 21
PART 2.	PERIMETER BUFFERS	Error! Bookmark not defined. 22
PART 3.	STREET YARD TREES.....	Error! Bookmark not defined. 29
PART 4.	SCREENING	Error! Bookmark not defined. 29
PART 5.	GENERAL LANDSCAPING, SCREENING AND BUFFERING PROVISIONS	Error! Bookmark not defined. 32
§ 155.403	SIGNS	Error! Bookmark not defined. 36
§ 155.404	OUTDOOR LIGHTING	Error! Bookmark not defined. 75
§155.405	DESIGN STANDARDS- NON-RESIDENTIAL & MULTI-FAMILY.....	67

§ 155.400 ACCESS

(A) PURPOSE AND INTENT

It is the intent of this Section to establish procedures and design standards for driveways and access points to promote efficiency and safety of the connecting street system, support operations of the surrounding pedestrian and bicycle network, ensure safe roadway access to all parcels and lots, and promote a vibrant and attractive streetscape character. These procedures and standards are intended to preserve and enhance the character of the community, and protect the health, safety and general welfare of Clayton's residents.

(B) ACCESS

For the purposes of this section, access means the point or points of ingress and egress from a development or parcel to the existing right-of-way network.

(C) **ACCESS REQUIRED**

- (1) Except as provided in paragraph(c)(2) below, no principal building, structure, or use may be erected or established on any lot which does not abut at least 30 feet on a street that is publicly-dedicated and maintained by the Town or the North Carolina Department Of Transportation.
- (2) The Planning Director may authorize, in specific situations, alternative driveway access when:
 - (a) The effect of such application would be to deprive the parcel of reasonable access; or
 - (b) The size, configuration, or lack of frontage makes alternatives infeasible.
 - (c) At a minimum, entrances and exits, except those associated with a single-family residential use, shall be subject to the dimensional standards provided in Table 4-1 below.

TABLE 4-1 –DIMENSIONAL STANDARDS OF ACCESS WAYS

Min. Entrance/Exit Width	Feet ⁽¹⁾
One-Way	15
Two-Way without median	25 (35 maximum)
Two-way with median	40 ⁽²⁾
Right Turn Radius ⁽³⁾	
Minimum	25
Maximum	30
Notes:	
1.	All entrances and exits are subject to approval by the Town of Clayton and/or NCDOT. Widths exceeding these standards may be approved by the Planning Director or Town Engineer, depending on the use.
2.	Width excludes median. 20 foot unobstructed pavement required on both sides of median, excluding landscape islands.
3.	Measured on side of driveway exposed to entry or exit by right turning vehicles.

(D) **COMPLIANCE WITH LOCAL AND STATE REQUIREMENTS**

- (3) Prior to beginning any construction, permits necessary to connect to the right-of-way network of the town or state shall be secured. Driveway connections to individual residences are generally excluded from this requirement, but may be necessary if a safety concern is identified.
- (4) Failure to secure necessary permits prior to construction may result in the removal of the driveways and/or denial of access at that location.

- (5) A Certificate of Occupancy shall not be issued until the access requirements of this chapter have been met.

(E) **ACCESS TO RESIDENTIAL SUBDIVISIONS**

- (1) When a residential subdivision borders on or contains a major thoroughfare, direct driveway access from lots within the subdivision onto the thoroughfare shall not be permitted.
- (2) In order to accommodate emergency and service vehicles, the following standards shall apply:
- (a) Any residential subdivision of greater than 30 lots shall include at least two separate and constructed access points. ~~The second access may consist of an existing or future street connection to an adjacent development.~~
- ~~(b) Any residential subdivision of greater than 75 lots shall include at least two access points. The second access may consist of a street connection to an existing adjacent development.~~
- ~~(c) No more than 75 certificates of occupancy may be issued within the subdivision until the required secondary access has been constructed or bonded for construction.~~
- (b) Residential subdivisions of 250 or more lots shall provide at least three separate and constructed access points. ~~Where three or more access points are required, the Town Council may waive the requirement for immediate construction of more than two access points, provided that subdivision phasing and design illustrates the additional required connections. A Variance may be sought in accordance with section § 155.716 in situations where unique topographical features such as slope or other unique circumstances limit the potential for the third access point.~~
- (c) Street stub-outs to adjacent undeveloped properties shall be provided as deemed appropriate. Stub-outs to adjacent undeveloped properties shall not count towards the minimum number of required access points. All stub-outs shall be constructed to the property line.
- (d) Street connections shall be made to existing stub-outs on adjacent developed properties. These street connections may count towards the minimum number of required access points.
- (e) All required access points outlined in this section shall be constructed prior to plat recordation of the phase in which the access points are located.

~~(3) A waiver (see § 155.706(1)(7)) of these standards may be allowed by the Town Council during approval of the preliminary subdivision plat only where limited frontage, natural features (slope, topography), or similar circumstances preclude the required connections and there is no substantial impact noted regarding emergency service delivery.~~

(F) MULTI-FAMILY RESIDENTIAL DEVELOPMENTS

(a) Multi-Family projects having more than 100 dwelling units shall provide at least two separate and constructed access points. Required access points shall be constructed prior to issuance of the first Certificate of Occupancy for the phase in which they are located.

(F)(G) RESIDENTIAL DRIVEWAY STANDARDS

Residential driveway access to and from streets shall be constructed in accordance with Town standards as outlined below:

(1) Design

The standard residential driveway access for the Town shall be a "ramp" type driveway section. Ramp-type driveways shall be constructed in accordance with Town standards and specifications as outlined in the Town's *Engineering Design Manual*.

(2) Width

The width of a residential driveway shall be no less than ten feet and no more than 24 feet. When two residential driveways coincide along a property line, the maximum width of both driveways combined shall not exceed 24 feet.

(3) Number

The number of driveway access points servicing a residential lot should be limited to one. In no instance shall there be more than two residential driveway access points servicing the lot.

(4) Setbacks

- (a) Residential driveways shall be spaced at least 20 feet from any other driveway on the same lot.
- (b) Driveways shall be no closer than three and one-half feet to any lot line, except where two residential driveways coincide along the same lot line.
- (c) The minimum corner clearance from the curb line or edge of pavement of intersecting streets shall be at least 20 feet from the point of tangency of the radius curvature, or 20 feet from the intersection of right-of-way lines, whichever is greater.

- (d) The radius of the driveway shall not encroach on the minimum corner clearance.

~~(G)~~(H) **NON-RESIDENTIAL DRIVEWAY STANDARDS**

(1) **Design**

Non-residential driveway access to and from streets shall be constructed in accordance with the standards and specifications provided in the manual, *Policy on Street and Driveway Access to North Carolina Highways*, as adopted and amended by NCDOT.

(2) **Number**

- (a) For any development, the number of driveway access points may be restricted where it is necessary for purposes of decreasing traffic congestion or hazards. These restrictions may include required common access points.
- (b) Approval of driveway access between a lot and the right-of-way at an interval less than those specified by the *Policy on Street and Driveway Access to North Carolina Highways* manual, as adopted and amended by NCDOT, may be granted only by review and recommendation of the Town Engineer and NCDOT.

(3) **Outparcels**

Outparcels shall take access from within the development, where possible.

~~(H)~~(I) **CROSS ACCESS CONNECTIONS**

- (1) Internal driveway connections to adjacent existing or future development shall be provided for residential and commercial development, and clearly identified. All driveway connections shall be constructed and stubbed to the property line, and future development of adjacent property shall complete a connection to any existing stub.
- (2) Access easements may be required to ensure outparcels or adjacent developments have adequate access if ownership patterns change.

~~(3) —The Planning Board or Town Council may waive the requirement for a driveway connection required above in those cases where unusual topography or site conditions would render such a connection or easement of no benefit to adjoining properties.~~

~~(H)~~(J) **SHARED ACCESS**

A shared access easement may be required between adjacent lots fronting on ~~a thoroughfare~~ in order to minimize the total number of access points along those streets and to facilitate traffic flow between lots.

~~(H)~~(K) **CLOSURE OR RELOCATION OF EXISTING ACCESS POINTS**

- (1) The Planning Board or Town Council, in conjunction with NCDOT, shall have the authority to require the closure or relocation of existing access points where multiple access points to the site are available.
- (2) The Planning Board or Town Council may approve the closure of driveway access in those cases where adjoining parcels are subsequently developed with a residential use.

~~(K)~~(L) **VISIBILITY AT INTERSECTIONS**

- (1) On a corner lot, nothing shall be erected, placed, planted, or allowed to grow in such a manner as to materially impede vision between a height of 30 inches and ten feet in a triangular area formed by a diagonal line between two points on the right-of-way lines, 20 feet from where they intersect.
- (2) Adequate sight distance should be provided at all driveway access points and shall be in accordance with the standards provided in the manual, *Policy on Street and Driveway Access to North Carolina Highways*, as adopted and amended by the NCDOT.

~~(L)~~(M) **THOROUGHFARE OVERLAY DISTRICT**

In addition to the standards set forth in this Section, driveways to be constructed within a Thoroughfare Overlay District are subject to the additional standards set forth in § 155.204(A).

(N) SIDEWALKS

- (1) All sidewalks associated with a residential subdivision shall be required as outlined in Article 6 of this chapter.
- (2) All residential and non-residential development projects not associated with a residential subdivision shall be required to install sidewalks and curb-and-gutter along all property lines with road frontage. If there is no existing sidewalk within 300' of the proposed development project, a fee-in-lieu of sidewalk may be accepted.
- (3) If fee-in-lieu of sidewalk is made, an Engineer's estimate for fee-in-lieu shall be provided to the Town's Engineering department for review. Fee-in-lieu shall be paid for sidewalks prior to issuance of building permits.

(4) Sidewalks shall be installed prior to issuance of a Certificate of Occupancy for the development.

(Ord. 2005-11-02, passed 11-21-05; Am. Ord. 2013-09-03, passed 9-3-13)

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(N) **SIDEWALKS**

- (1) All sidewalks associated with a residential subdivision shall be required as outlined in Article 6 of this chapter.
 - (2) All residential and non-residential development projects not associated with a residential subdivision shall be required to install sidewalks and curb-and-gutter along all property lines with road frontage. If there is no existing sidewalk within 300' of the proposed development project, a fee-in-lieu of sidewalk may be accepted.
 - (3) If fee-in-lieu of sidewalk is made, an Engineer's estimate for fee-in-lieu shall be provided to the Town's Engineering department for review. Fee-in-lieu shall be paid for sidewalks prior to issuance of building permits.
- (4) Sidewalks shall be installed prior to issuance of a Certificate of Occupancy for the development. (Ord. 2005-11-02, passed 11-21-05; Am. Ord. 2013-09-03, passed 9-3-13)

North Carolina Fire Code

Section 5

503.1.2 Additional access.

The *fire code official* is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.2.1 Dimensions.

Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for *approved* security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

Exception: Fire apparatus access roads constructed and maintained in accordance with North Carolina DOT Minimum Construction Standards for Subdivision Roads, when approved by the fire code official.

503.2.2 Authority.

The *fire code official* shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

503.2.3 Surface.

Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

503.2.4 Turning radius.

The required turning radius of a fire apparatus access road shall be determined by the *fire code official*.

503.2.5 Dead ends.

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

503.4 Obstruction of fire apparatus access roads.

Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times.

503.4.1. Traffic calming devices.

Traffic calming devices shall be prohibited unless *approved* by the *fire code official*.

Appendix D

SECTION D106 MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS

D106.1 Projects having more than 100 dwelling units.

Multiple-family residential projects having more than 100 *dwelling units* shall be equipped throughout with two separate and *approved* fire apparatus access roads.

Exception: Projects having up to 200 *dwelling units* may have a single *approved* fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with *approved automatic sprinkler systems* installed in accordance with Section 903.3.1.1 or 903.3.1.2.

D106.2 Projects having more than 200 dwelling units.

Multiple-family residential projects having more than 200 *dwelling units* shall be provided with two separate and *approved* fire apparatus access roads regardless of whether they are equipped with an *approved automatic sprinkler system*.

D106.3 Remoteness.

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

SECTION D107 ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

D107.1 One- or two-family dwelling residential developments.

Developments of one- or two-family dwellings where the number of *dwelling units* exceeds 30 shall be provided with two separate and *approved* fire apparatus access roads.

Exceptions:

1. Where there are more than 30 *dwelling units* on a single public or private fire apparatus access road and all *dwelling units* are equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the *International Fire Code*, access from two directions shall not be required.
2. The number of *dwelling units* on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the *fire code official*.

D107.2 Remoteness.

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

Access Requirements - Benchmarks				
Jurisdiction	1 Access Point	2 Access Points	3 Access Points	Notes
Wake Forest	< 100 lots	101 – 200 lots	201 – 300 lots	Requires 1 access every 100 lots
Holly Springs	< 100 lots	< 150 lots	450 + lots	
Garner	< 75 lots	75 + lots	250 + lots	Allows stub-outs to count towards 3 rd access point
Apex	< 50 SF lots < 100 MF units < 50 mixed SF & MF	51 – 299 SF lots >100 MF units >50 mixed SF & MF	300 + lots/units	Access must meet separation distance of 500 feet
Fuquay Varina	< 61 lots: 1 access 61-121 lots: + 1 stub-out	121 - 200 lots 201-350 lots: + 1 stub out 351 - 500 lots: 2 stub outs	> 500 lots	>500 lots requires a public street stub



2020 Town Council Retreat Agenda Cover Sheet February 24 & 25, 2020

Meeting Date

Day #2 - February 25, 2020

Item Title

Technical Review Committee

Presenter

Samantha Wullenwaber, Planning Director

Summary/Description

Staff will present information pertaining to the Town's Technical Review Committee process. This will include an overview of which Town departments are involved in TRC, what the process is typically like, timelines, flow charts, and checklists used to guide review.

Additional Documents to be Included in Agenda Packet

Table - 2019 Subdivision Review Timelines

Table- Benchmarks with Submittal Averages

Table- Benchmarks of Subdivision Review Timelines

Table- Benchmarks of Major Site Plan Review Timelines

Table- Benchmarks of Planned Development Review Timelines

Town of Clayton TRC Subdivision Review

2019 Subdivisions							
Project	Lots	Submittal	TRC	Revision Date	Revisions	Hearing	Notes
Durham Street	21	March	April	July	5	November	Incomplete submittal delayed project review 1 month
Buckhorn Branch	323	March	March	April	5	Jan. 2020	App. delay 5 months
The Quad	21	July	July	August	4	N/A	On hold by applicant
Amelia Pointe	21	June	June	July	3	August	
Meadow View	188	December	Dec.	January	3	March 2020	Did not address all comments
Steeplechase	660	January	Jan.	January	1	March 2020	Addressed all comments on 1 st round
					AVG: 3.5		

Technical Review Committee Application Review - Benchmarks

Submittal Averages	
Jurisdiction	Average monthly TRC Submittals
Clayton	7
Apex	6
Holly Springs	9
Wake Forest	6
Fuquay Varina	5

Subdivision Review Timeline			
Jurisdiction	Submittal to Final Decision	Avg. # of Revisions	Notes
Clayton	120 days	4	
Apex	90 days*	4	30 extra days per revision; averages 120+ total days
Holly Springs	160 days*	6	8-9 months on average
Wake Forest	180 days*	4	Varies by size of development, quality of plan, etc.
Fuquay Varina	150 days	4	Each review takes 5 additional weeks
	AVG: 140 days		

Major Site Plan Review / Threshold Timeline					
Jurisdiction	Threshold	Submittal to Final Decision	Avg. # of Revisions	Final Review	Notes
Clayton	>2500 SF	90 days	4	Planning Board	
Apex	>100,000 SF	120 days	4	Council	
Holly Springs	>20,000 SF	160 days	6	Council	
Wake Forest	No SF threshold	150 days	4	Staff*	Goes to Board only if >100 units OR TIA is required
Fuquay Varina	No SF threshold	150 days	4	Staff*	Staff review unless PDD master plan
		AVG: 134 Days			

Planned Development Review Timeline				
Jurisdiction	Submittal to Final Decision	Avg. # of Revisions	Final Review	Notes
Clayton	120 days	4	Council	
Apex	120 days	4	Council	
Holly Springs	160 days	6	Council	
Wake Forest	180 days	4	Council	
Fuquay Varina	160 days	4	Council	
	AVG: 140 Days			

Rezoning Timeline			
Jurisdiction	Submittal to Final Decision	Final Review	Notes
Clayton	45 days	Council	
Apex	90 days	Council	
Holly Springs	150 days*	Council	*Requires special studies at time of Rezoning (TIA, etc.)
Wake Forest	90 days	Council	
Fuquay Varina	60 days	Council	
	AVG: 87 Days		