The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, June 20, 2016 @ 6:30 PM
Council Chambers

COUNCIL PRESENT:
Mayor McLeod
Mayor Pro Tem Grannis
Council Member Satterfield
Council Member Lawter
Council Member Holder
Council Member Thompson

Nancy Medlin, Interim Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Planning Director
Jay McLeod, Planner
Kaitlin Russo, Downtown Dev. Coord.
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer
Dale Medlin, Electrical Services
John McCullen, Town Engineer
Tim Simpson, Public Works Director
Lee Barbee, Fire Chief
Christie Starnes, Library Director

COUNCIL ABSENT:

1 CALL TO ORDER

Pledge of Allegiance and Invocation

a)

The Mayor called the meeting to order at 6:33 p.m.

2 ADJUSTMENT OF THE AGENDA

a) Closed Session

A Closed Session will be held under NCGS 143-318.11(a)(3) to consult with attorney to preserve attorney-client privilege.

3 CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

a) Draft Minutes - Closed Sessions - May 16, 2016 & June 6, 2016

b) Budget Amendment - Sam's Branch Phase II Capital Project

ACTION: Approval of Consent Agenda As Presented

Motion: Council Member Holder

Second: Council Member Thompson
Vote: Unanimous

4 ADMINISTRATIVE ITEMS

a) Warranty & Public Easements Acceptance - Bristol Subdivision - Phase I

ACTION: Placed on July 18, 2016 Consent Agenda

b) Warranty Acceptance - Final Asphalt Pavement - Cobblestone Phase 11-A

ACTION: Placed on July 18, 2016 Consent Agenda

c) Warranty Acceptance - Final Asphalt Pavement- Cobblestone, Phase 11B

ACTION: Placed on July 18, 2016 Consent Agenda

d) Warranty & Public Easements Acceptance - East Village Office Building

ACTION: Placed on July 18, 2016 Consent Agenda

e) Warranty & Public Easements Acceptance - RWAC 6D-1 (Alpine Valley)

ACTION: Placed on July 18, 2016 Consent Agenda

f) Warranty & Public Easements Acceptance - Glen Laurel East, Phase 3

ACTION: Placed on July 18, 2016 Consent Agenda

g) Warranty & Public Easements Acceptance - Summerlyn Subdivision, The Meadows Phases 6 & 7

ACTION: Place on July 18, 2016 Consent Agenda

h) 2nd Supplemental Agreement: Sam's Branch Greenway

ACTION: Placed on July 18, 2016 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Recognition of Advanced Firefighter Certification to Chief Lee Barbee
Presenter: Stacy Beard, Public Information Officer

Stacy Beard provided information regarding the recognition of the NC Advanced Firefighter Certification. This award is the highest award presented to North Carolina firefighters. Just over 1% of all firefighters in North Carolina receive this honor. Qualifications to receive this certification include education, training and experience. Chief Barbee has over 2100 educational hours clocked and 41 years of experience. Mayor McLeod presented this certification to Chief Barbee on behalf of the entire council. The Mayor offered his sincere congratulations and thanks to Chief Barbee for his dedication to the Fire Department and the Town of Clayton.

6 PUBLIC HEARINGS

7 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) Rezoning #2016-55-RZ - Umstead Subdivision
Presenter: Jay McLeod, Planning Department

Mr. McLeod presented this information regarding this request to rezone two parcels located at the end of Gregory Drive,off of Amelia Church Road, south of the Wynston Subdivision. Request is to rezone from Residential-Estate (R-E)to Residential-10 (R-10). The total acreage is 19.8 and is currently vacant wood lands. The land is currently in the ETJ and would need to annex in order to receive water and sewer services necessary to develop at the requested 10,000 SF lot density. The request is compatible with the Surrounding Land Uses and consistent with the 2040 Comprehensive Plan. The applicant held the required neighborhood meeting.

The Planning Board and Staff recommended approval of the requested rezoning.

ACTION: Set Public Hearing for July 18, 2016

b) Major Subdivision #2016-54-SD - Umstead Subdivision
Presenter: Jay McLeod, Planning Department

Mr. McLeod presented information regarding this item. Applicant is requesting approval to develop a total of 19.82 acres located adjacent to Amelia Church Road. Request is for a conventional residential subdivision of 41 single family residential lots with a minimum of 8,000 square foot per lot. Access to the development would utilize two existing street stub-outs; Gregory Drive and Dayflower Drive. Improvements would include curb and gutter streets with sidewalk, storm drainage and public water and sewer services provided by the Town. This piece of land is currently in the ETJ and would need to annex to receive necessary water and sewer services to develop as requested. The request is consistent with the 2040 Comprehensive Plan and Unified Development Code. It is also compatible with Surrounding Land Uses. The applicant has addressed the Findings of Fact. Staff is recommending approval with conditions as listed in staff report.

Mayor Pro Tem Grannis stated he read through the documentation and noted some citizen concerns regarding drainage. He stated he would like to have the applicant be prepared to address these issues at the Public Hearing.

ACTION: Set Public Hearing for July 18, 2016

c) Special Use Permit # 2016-75-SUP - Archer Lodge Verizon Tower
Presenter: Jay McLeod, Planning Department

Mr. McLeod presented information regarding request for special use permit to install a new 155' (with a 9' lightning rod) monopole telecommunications tower on site, which is located off of Covered Bridge Road. Total acreage for this site is .1 acres of a total of 98.44 acres of land. Per the Unified Development code any new telecommunications facility shall obtain a special use permit.

The Planning Board has recommended approval of this special use permit. Staff is recommending approval with conditions as listed in staff report.

ACTION: Set Public Hearing for July 18, 2016

d) Rezoning #2016-100-RZ - 231 East Second Street
Presenter: David DeYoung, Planning Director

Mr. DeYoung presented information regarding request to rezone this property. The applicant and owner of this property is the Town of Clayton. Property is currently zoned O-1 and request is to rezone to B-1. Mr. DeYoung further stated the requested zoning would allow for re-adaptive use of the property and the requested rezoning is more compatible with the current and future land use. Request is consistent with the 2040 Comprehensive Plan as well as the Surrounding Land Use.

Both the Planning Board and Planning Staff recommend approval.

ACTION: Set Public Hearing for August 1, 2016

8 ITEMS CONTINGENT FOR THE REGULAR MEETING

9 ITEMS FOR DISCUSSION

a) Tree Removal/Future Streetscaping of Main Street
Presenter: David DeYoung, Planning Director

Mr. DeYoung provided history on this item. He stated there are several trees that have uprooted along Main Street. He stated that over time the trees have grown and are causing issues for business owners as well maintenance issues. Several tress are marked for removal due to issues with those trees getting in way of the power lines, growing up against businesses as well as underground rooting causing the sidewalk to crack and causing infrastructure issues. Additionally several of the trees would disrupt facade improvements. There was a lengthy discussion regarding possible future plans for possible curb extensions and numerous other ideas to help open up the area. Several samples of various streetscapes were shared. Mr. DeYoung also stated this is a long term vision and expensive venture and staff is seeking direction of how to proceed. Mr. DeYoung also shared the possibility of pop up streetscape improvements, this would allow citizens to "test" the feel and appearance. Staff thinks would be a good option to see what may or may not work.

Council stated they appreciated the full explanation and hoped that citizens fears regarding the cutting down of trees would be alleviated.

10 OLD BUSINESS

11 ITEMS REQUIRING ACTION

(In order for any action to be taken during a Work Session, a motion must be made and seconded to suspend the rule that will allow action to be taken.)

a) **Motion to Suspend Rule in Order to Take Action at Work Session**

ACTION: **Motion to Suspend Rule To Take Action**

Motion: **Council Member Thompson**
Second: **Council Member Holder**
Vote: **Unanimous**

b) **NCDOT Proposed Highway 70 Safety Project**
Presenter: **Jiles Harrell?**
Any additional material to be provided? (resolution)

An ooportunity was provided to citizens to share their comments regarding this project.

Mr. Charles Treadway stated he had concerns regarding traffic accommodations and traffic lights. He also shared concerns regarding the school zone and the possibility of reducing the speed limited in this area or perhaps having overhead crossing provided for students.

Council Member stated he would like to see a traffic light installed at Fayetteville Street. There was discussion regarding this issue and Mayor Pro Tem Grannis asked if Mr DeYoung had an idea regarding cost of this. Mr. DeYoung stated the cost would probably be somewhere in the area of $100,000 and this light would function solely to clear school traffic at non peak times. Council Member Thompson stated he stated he agreed with the NCDOT proposal as originally presented and that additional stop lights would only back up traffic. Discussion continued regarding pedestrian crossing. It was stated we are not encouraging anyone to cross a four land highway and that NCDOT will not provide funding for this. Council Member Lawter stated he felt crosswalks needed to be looked at another time.

ACTION: **Adoption of Resolution #2016-25**

Motion: **Mayor Pro Tem Grannis**
Second: **Council Member Lawter**
Vote: **Unanimous**

c) **Additional information was provided regarding year end close out budget amendments to include General Fund, Salary Reserve Allocation, Water & Sewer Fund, and the Electric Fund. There is no net change to fund balance with adjustments.**

ACTION: **Adoption of Ordinance #2016-06-02**
Adoption of Ordinance #2016-06-03
Adoption of Ordinance #2016-06-04
Adoption of Ordinance #2016-06-05

Motion: Mayor Pro Tem Grannis
Second: Council Member Thompson
Vote: Unanimous

d) Adoption of Proposed FY '16-'17 Budget & FY '16-'17 Fees & Charges
Presenter: Nancy Medlin, Interim Town Manager

Ms. Medlin stated the only changes to the budget as originally presented was the removal of the credit card fee charge for utility payments and a few minor clean up regarding a double budget relating to a mowing contract. There was discussion regarding moving $75,000 from the recreation allocation to Council contingency and that $25,000 funding toward mammogram equipment at hospital as a one time contribution. Ordinance to be amended to include this information

ACTION: Adoption of Ordinance #2016-06-06 (with amendments as noted)
Adoption of Ordinance #2016-06-07

Motion: Council Member Satterfield
Second: Council Member Grannis
Vote: Unanimous

e) 2016 Electric System Revenue Bonds
Presenter: Nancy Medlin, Interim Town Manager

Ms. Medlin stated this resolution is necessary for the Finance Director to make application to the Local Government Commission for approval of second electric substation.

ACTION: Adoption of Resolution #2016-26

Motion: Council Member Satterfield
Second: Council Member Lawter
Vote: Unanimous

12 STAFF REPORTS

a) Town Manager

Ms. Medlin requested feedback regarding General Obligation Bond referendum regarding recreation. Discussion included information regarding time frame to get on ballot. The deadline to notify Board of Election would be August 1, 2016. Discussion continued regarding time needed to ensure that citizens are properly informed. Council agreed there is no need to rush and this item should be held off until 2017.

b) Town Attorney

c) Town Clerk

d) Other Staff

Mr. DeYoung stated the RFP regarding 231 East Second Street would be placed on the website tomorrow. Mr. DeYoung stated this will be an upset bid process with performance guarantees and hopes to be bring back creative uses for this property.

13 OTHER BUSINESS

a) Informal Discussion & Public Comment

Ms. Terry Black shared concerns regarding the trees and feels a compromise is needed and wanted to make sure everyone was seeing the big picture. Ms. Black was assured that no matter what decisions are made that the town will always be pretty and attractive.

Mr. Bob Mayers is a downtown business owner and was concerned about the trimming process and felt that was a better option than tree removal.

Mr. Charles Treadway stated he had concerns regarding trees being taken down. He stated with the removal of trees some people would see an increase in their electric bill due to increased sunlight. He questioned if there would be any compensation offered to business owners and renters to off set an utility charge increase.

Ms. Jordan McDaniel stated she lives by the Post Office and has concerns regarding water collecting and sitting there for days. She stated she understood the concerns of the trees and concrete issues, however, feels the trees add something to the town.

Mr. Charles Treadway also stated he had concerns regarding truck traffic and fire hydrants and bump outs. He further stated he had concerns regarding delivery trucks needing extra room.

b) Council Comments

14 CLOSED SESSION

a)

Council went into Closed Session under NCGS 143.318.11(a)(3) at 7:45 p.m.

ACTION: Go into Closed Session

Motion: Council Member Holder
Second: Council Member Satterfield
Vote: Unanimous

15 ADJOURNMENT

a)

With there being nothing further the meeting was adjourned.

Motion: Council Member Satterfield

Second: Mayor Pro Tem Grannis
Vote: Unanimous

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk