The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, February 15, 2016 @ 6:30 PM
Council Chambers

COUNCIL PRESENT:	Mayor McLeod Mayor Pro Tem Grannis Council Member Lawter Council Member Thompson Council Member Holder	**STAFF PRESENT:**	Steve Biggs, Town Manager Nancy Medlin, D/Town Manager Katherine Ross, Town Attorney Kimberly Moffett, Town Clerk Jay McLeod, Planning Ann Game, Customer Service Director Dale Medlin, Electric Systems Director Stacy Beard, Public Information Officer John Hamlin, A/Public Information Officer
COUNCIL ABSENT:	Council Member Satterfield		

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

a) There was a need to suspend rules as action was requested on Item 7b.

ACTION: Suspend Rules to Take Action

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

3 CONSENT AGENDA

a) Draft Minutes - January 4, 2016 & February 1, 2016. February 1, 2016 Closed Session.

b) Certificate of Sufficiency - ANX 2016-4-ANX - Clayton Northside Substation

c) Resolution Authorizing Closure of Main Street for 2016 DDA Concert Series

ACTION: Approval of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

a) Warranty and Easement Acceptance - Riverwood Haven Off-Site (Senior Living Facility)

ACTION: Placed on March 7, 2016 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Clayton High School Wrestling Team

Ms. Beard introduced members of the Clayton High School Wrestling Team. All members were presented with a Certificate of Appreciation. Ms. Beard provided background about the team, which had not won a Championship Title in a decade. She further went on to share that for the past two years they have been the Conference Champions and have not lost a conference match in the last two years! There was a large group of support in attendance. The Mayor, Council Members and Town Manager all offered their sincere congratulations as well as their thanks for representing Clayton so well.

b) Introduction of new Town of Clayton Employees

Mr. Medlin introduced two of the newest Electrical Department employees. John Beasley and Rodney Bush are serving as Line Technicians. Both stated they were happy to be part of the town.

Mr. Poelman introduced Adam Powell, who is the newest employee with the Sewer Department. He has been with the Town since January and stated he was very happy to be here. Mayor and Council welcomed all to the Town.

c) Zaxby's Polar Plunge for Special Olympics of North Carolina

Two representatives from Zaxby's were present and shared information regarding this annual event, which is held as fundraiser for the North Carolina Special Olympics. They urged support and attendance of this event which will be held on Saturday, March 5, 2016 at Zaxby's starting at 11:00 a.m. "Freezin for a Reason" is in its 4th year. This is the only event of its kind held in Johnston County. Goal is to raise over $8,000 and a challenge was made to Clayton Law Enforcement, Fire Department and Council Members. The Mayor offered his thanks to Zaxby's for all their support to the community.

6 PUBLIC HEARINGS

7 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) Customer Service - Modification to Hours of Operation

Ms. Games presented information regarding the hours for the Customer Service Department. Currently the Customer Service Department window remains open until 6:00 p.m. on Wednesdays. Ms. Game provided information regarding hours and customer usage. Figures show very few customers take advantage of this extended hour of service. Based on history and customer usage, it is being requested that this additional time be discontinued and the hours of Customer Service be Monday- Friday 8:00 to 5:00 p.m.

ACTION: Placed on March 7, 2016 Consent Agenda

b) **Downtown Development Advisory Board Recommendations for Appointment**

Mr. McLeod provided names/recommendations for appointment to current vacancies on the Downtown Development Association Advisory Board. Those under consideration are: Betsy Grannis (Term Expiration 12/31/2018) , Kim Lawter (Term Expiration 12/31/2017), Temple Phipps (Term Expiration 12/31/2017), Linda Edwards (Term Expiration 12/31/2018) and Heidi Peach (Term Expiration 12/31/2018).

Mayor Pro Tem Grannis recused himself during vote for Betsy Grannis
Council Member Lawter rescued himself during vote for Kim Lawter

<u>ACTION:</u> Approval of Appointment of Betsy Grannis

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

<u>ACTION:</u> Approval of Appointment of Kim Lawter

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

<u>ACTION:</u> Approval of Appointment of Temple Phipps

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

<u>ACTION:</u> Approval of Appointment Linda Edwards

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

<u>ACTION:</u> Approval of Appointment of Heidi Peach

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

c) **Mitchiner Property Lease-Purchase Agreement**

Mr. Biggs provided information regarding this item. This property is located east of Lombard Street and north of Main Street. This is the first of several leases the Town will attempt to obtain and put properties into productive use, to include potential parking opportunities which is crucial to the downtown area. No action was requested. Additional information will be provided to Council when item is ready for final action.

d) Annexation Petition 2016-4-ANX - Clayton Northside 230KV Substation - 7.56 acres

Mr. McLeod presented this item. This property is 7.56 acres and was recently purchased by the Town. All properties purchased by the town will be annexed. This property will be used as the site of the Clayton Northside Substation

ACTION: Set Public Hearing for March 7, 2016

e) 2015-79-RZ - Carolina Park LLC - Rezoning

Mr. McLeod presented this item. Applicant is request rezoning at 12965 US 70 Highway. Current zoning is B-3 SUD and request is for B-3. Applicant requests rezoning to help in recruitment of new tenants.

Mr. McLeod stated that the applicant had addressed the Approval Criteria and held the required Neighborhood Meeting.

Both staff and Planning Board recommend approval of the rezoning.

There was discussion regarding clarification of request and reasons for such request. Mr. McLeod stated the SUD can be a hindrance when recruiting new tenants, as it requires them to go through the Special Use Permit process, which can be time consuming. Discussion continued regarding other areas they may be experiencing the same issue. Mr. McLeod stated there were a few and some were already in the application process to remove the SUD.

ACTION: Set Public Hearing for March 7, 2016

f) 15-60-01-SD - Saint John's Woods Phase 3 - Major Subdivision

Mr. McLeod presented this item which is Phase III of an existing subdivision. Saint John's Wood is located on Knight's Bridge Drive, which is off Ranch Road south the US 70 Bypass.

The proposed development is on 14.58 acres with proposed construction of 16 lots of which 15 are single family residential units. These properties will mimic Phase II of Saint John's Wood.

Developer will pay fee-in-lieu for recreation fees. Requesting waiver of maximum cul-de-sac length to allow 1900' long cul-de-sac, waiver from requirement for street connectivity, waiver from curb and gutter and wavier from sidewalks.

It was noted that developer is requesting waiver regard street connectivity as a provision of stub out at end of neighborhood is being reserved which would provide future connectivity if adjacent parcel intensifies in use.

Applicant has addressed the Findings of Fact. The proposal is consistent with the Comprehensive Plan and UDC.

Both Staff and Planning Board recommend approval with conditions and waivers as listed in Staff Report.

Mayor Pro Tem Grannis requested confirmation in writing from the Fire Department with regard to approval of requested waiver and length of cul-de-sac.

ACTION: **Set Public Hearing for March 7, 2016**

8 ITEMS CONTINGENT FOR THE REGULAR MEETING

9 ITEMS FOR DISCUSSION

10 OLD BUSINESS

11 STAFF REPORTS

a) Town Manager

b) Town Attorney

c) Town Clerk

d) Other Staff

12 OTHER BUSINESS

a) Informal Discussion & Public Comment

James Lipscomb addressed the Council and stated he was present representing several business on Main Street, t include Wine on Main, Deep River Brewery and a proposed new Martini Bar. He requested Town Council appoint a Task Force to research the ABC rules and how they are administered. Concern is that Clayton may be more restrictive than neighboring municipalities.

There was discussion regarding restrictions currently in place that include the inability to purchase and consume a malt beverage on premise in businesses such as Wine on Main. There is concern about this being prohibitive to current and prospective new businesses.

Mr. Lipscomb requested that this task force include representation from one of the Main Street businesses currently being affected. He also requested that this task force report back with specific information and that this item be included on the upcoming ballot. Mayor McLeod stated he would like task force to include Town Attorney, Planning Department representative, Law Enforcement representative, Mayor Pro Tem Grannis as well as a representative citizen.

b) Council Comments

13 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 7:20 p.m.

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