The Town of Clayton
Town Council Work Session Meeting Minutes
Monday, December 19, 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

STAFF PRESENT:
Adam Lindsay, Town Manager
Nancy Medlin, Deputy Town Manager
David DeYoung, Planning Director
Jay McLeod, Senior Planner
Stacy Beard, Public Information Officer
John Hamlin, Asst. Public Information Officer

COUNCIL ABSENT:

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 6:31 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

a) It was requested to adjust the agenda and add Item 4d with reference to two recommendations to serve on the Parks & Recreation Advisory Board. Also requested to be added under Special Presentation was Clayton Morning Rotary Club.

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 - December 5, 2016 Regular Session

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

a) Warranty Acceptance - Public Water, Sewer, Drainage, All Pertinent Easements & Asphalt Pavement
- Stone Ridge Subdivision Phases 3 & 4
- Lionsgate, Phases 1A & 1B

ACTION: Placed on January 3, 2017 Consent Agenda

b) Proclamation Request - Student Art Month - January 2017

ACTION: Placed on January 3, 2017 Consent Agenda

c) Triangle J Council of Governments - 2017 Town of Clayton Re- Appointments
Delegate: Council Member Lawter
Alternate: Council Member Thompson

ACTION: Placed on January 3, 2017 Consent Agenda

d) Recommendation of Appointment to Parks & Recreation Advisory Board

It is the recommendation of Larry Bailey and Council Member Lawter that Emily Beddingfield and Richard Champion be appointed to the Parks & Recreation Advisory Board, with term expirations of December 31, 2019.

ACTION: Placed on January 3, 2017 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Clayton Morning Rotary
Presenters: Jim Perricone & Melissa Oliver

Members of the Clayton Rotary Club offered their thanks to the town for the support of the 2016 Christmas Parade. This was the first year that the Rotary coordinated the parade which historically was coordinated by the Chamber of Commerce. Mr. Perricone and Ms. Oliver offered special thanks to the Chamber staff as well as town employees; David DeYoung, Kaitlin Russo, Stacy Beard and Kenny Lunger. They stated feedback of the event was welcome and appreciated.

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) Major Subdivision - Warrick Tract - 2016-163-SD
Presenter: Planning Department

Mr. McLeod presented information regarding request for subdivision known as the The Warrick Tract which is located at 1804 Old US Highway 70 West, west of Shotwell Road. Property is 25.3 acres with 26 single family homes. Mr. McLeod stated a variance was recently granted by the BOA regarding lot sizes. This variance was granted on November 16, 2016 and allowed the properties to have a minimum lot size of 25,000 square feet. These lots will be served by public water and private septic systems. The applicant requested waivers from curb and gutter; providing sidewalks and connectivity to adjacent parcels. Staff recommendations regarding waivers are that sidewalk shall be provided along one side of the streets within the development; sidewalk shall be provided along Fieldstone Drive in order to connect with the future greenway and/or pedestrian facilities along US Old Highway 70 and a stub out road connection shall be provided to the parcel to the north in a location acceptable to the Planning Department. No cul-de-sac shall occur on this road segment and a sign shall be posted at the property line stating that this road stub-out will connect to the neighboring property at such time it develops. There was discussion regarding applicant's possible concern of issues with stream and connectivity. Mr. McLeod stated the County did not feel this would be an issue and that applicant would need to present definitive evidence of this issue. There was lengthy discussion regarding council concern about stub-out and connectivity and necessity of same. Mr. DeYoung shared additional information about future development and safety issues with reference to emergency response times. He stated that the Planning Department stands behind the fact that connectivity is extremely important. Mr. Lindsay stated he supported staff in this decision and stated it is important to think about the future with regard to development.

The applicant, Mr. James Lipscomb, was present and stated that the owner of the property, Ms. Creasy did not want a stub out and stated she would provide a notarized statement.

ACTION: Set Public Hearing for January 3, 2017

b) Amendment to Unified Development Code - Sign Code Amendment - 2016-102-0A
Presenter: Planning Department

Mr. McLeod provided information regarding proposed amendments to the Sign Code Ordinance. These proposed changes would revise regulation of signs, appearance, character, cleanliness, community scenic, overcrowding and uniformity as well correct major and minor issues. Mr. McLeod provided a presentation and showed photos of different types of signs to include multi-tenant buildings etc. Mr. McLeod shared information regarding the promotion of coordinated signage and proposed simplified language which would do away with master sign plan and provide for a more simplified site specific signage, while allowing an alternative sign plan for exceptional projects. Also addressed were added definitions to the code, increased sign permit exemptions, consolidation of common criteria and prohibition of commercial signs on the ground as well as adding objective criteria for ranking side quality to include material and sign type. Both staff and the Planning Board recommend approval.

Mayor Pro Tem Grannis offered his thanks and appreciation to Mr. McLeod for the great work on this project.

ACTION: Set Public Hearing for January 3, 2017

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

9 OLD BUSINESS

10 STAFF REPORTS

a) Town Manager

b) Town Attorney

c) Town Clerk

d) Other Staff

11 OTHER BUSINESS

a) Informal Discussion & Public Comment

b) Council Comments

Mayor Pro Tem Grannis stated he was aware the pond may no longer be on the Creech Tract. Mr. DeYoung stated that recent hurricane caused the damn to be knocked down, this was a natural occurrence and there was no violation. Developer is deciding what direction to head regarding the pond.

Council Member Holder wished everyone a Merry Christmas and a Happy New Year.

12 ADJOURNMENT

a) With there being nothing further the meeting was adjourned at 7:19 p.m.

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

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk