



Town of Clayton
Town Council Work Session Minutes
Monday, July 15, 2024 at 3:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Council Member Andria Archer
Mayor Pro Tem Michael Sims
Council Member Porter Casey
Council Member Gretchen Williams
Council Member Ruth Anderson

Staff Present:

Rich Cappola, Town Manager
Michael Franchi, Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Conrad Olmedo, Planning Director
David Ranes, Fire Chief
Michelle Snyder, Executive Asst. to Town Manager
Scott Barnard, Parks & Rec Director
Ann Game, Revenue & Utility Customer Service Director

Council Absent:

None

1 CALL TO ORDER

- a) Mayor Pro Tem Sims called the meeting to order at 3:03 p.m.

2 ADJUSTMENT OF THE AGENDA

- a)

Approve or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Porter Casey
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

4 ITEMS FOR DISCUSSION

- a) 3:00 - 3:15 p.m.
Employee Recognitions/Introductions

- Todd Riddick, Assistant Parks and Recreation Director
Presenter: Scott Barnard, Parks and Rec. Director

- Emily Dennison, Program Support Specialist

Presenter: Dolores Gill, Deputy Town Manager

- Whitney Morrisette, Planner 1
- Audrey Duchesne, Senior Planner
- Lindsay Whitson, Community and Economic Development Director, Central Pines Regional Council
- Haley Hogg, Planning Director, Mid-Carolina Regional Council

Presenter: Conrad Olmedo, Planning Director

Scott Barnard introduced new Assistant Parks and Rec. Director Todd Riddick. Mr. Riddick brings year of experience with youth and senior programming and camps. He most recently worked for the Town of Garner. He thanked everyone for the opportunity.

Conrad Olmedo introduced several new planning staff members: Emma Howrilla, Haley Hogg, Planning Director with Mid-Regional Council; Lindsay Whitson, Community and Economic Development Director with Central Pines Regional Council; Whitney Morrisette, Planner 1; and Audrey Duchesne, Senior Planner. Staff provided a quick introduction of themselves. Council stated they are excited to have everyone on board.

Dolores Gill introduced Emily Dennison, Program Support Specialist. She previously worked in the Cultural Arts box office. She will be supporting administration.

b) 3:15 - 3:30 p.m.

Updated Customer Care Policy

Presenter: Ann Game, Revenue & Utility Customer Service Director

Ann Game discussed the update to the Customer Care Policy. She stated they looked at other municipalities when reviewing this. The last revision was in 2017. This policy would be located on the website and copies would be provided to customers; this would also be available in Spanish. In the old policy, it provided the ability to allow customer's two payment extensions a year, the new policy is asking for four.

Council Member Casey asked if they would still be subject to late fees, Ms. Game stated yes. She stated when a bill is late the customer receives an email first. Then also receive a phone call the night before a cut off. The next day customers are given a chance to make a payment before a cut off.

She mentioned the department is currently undergoing a bill redesign, as the bill format has remained unchanged for the past 20 years. An RFP went out today for the new design and the hope is to have a new design by January 1, 2025. They continue to do outreach to customers, and they receive a bill stuffer every quarter. This includes water quality, rate increase information, water conservation, and information on Parks and Rec. and the library.

There has been an internal lateral move, Ann Kramer is now a billing specialist and would begin her new role Monday. This would leave an opening for a customer service position; she stated she has received good applications. She stated to keep improving customer enhancement, she meets every two weeks with her staff.

Adoption of Resolution #2024-59

RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Ruth Anderson
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

- c) 3:30 - 3:45 p.m.
Fire Service Supplemental Agreement Discussion
Presenter: David Ranes, Fire Chief

Chief Ranes presented on this item. He discussed the process of going before the county and presenting data before being able to build a new fire station. The Town would need the approval of the county before building a new station.

He discussed the Single Response District panel which is a panel of 6 or 7 chiefs. He shared with Council he is interested in serving on his board.

He stated he was contacted by the Safety Director of Novo Nordisk to discuss partnership for confined space rescue. The industry is required to have a rescue team whether it be self-funded or contracted. If they have a rescue team, the Fire Department would be dispatched to them. He stated they are working with Novo to develop this team. They are proposing a 12-month partnership with a retainer of \$25,000. The Town would provide training for them. Mr. Cappola stated they are looking for a consensus from Council to move forward with this partnership. He stated he would have the Town Attorney draft an agreement and bring this before Council.

It was consensus of Council to move forward with the next step of this process.

5 BREAK

- a) 3:45 - 3:50 p.m.

6 ITEMS FOR DISCUSSION

- a) 3:50 - 4:50 p.m.
Density Update
Presenter: Conrad Olmedo, Planning Director and Chad Meadows, Principal and Founder CodeWright Planners

Mr. Cappola stated since approval of the UDO, density has been a hot topic as part of growth. Mr. Meadows stated the second round of the UDO amendments have been compiled. He stated they have reviewed approximately 100 comments. The next round of amendments would go before the Planning Board in August.

He stated applicants are seeking densities well beyond district guidelines. He stated there is a system to allow for higher densities but more guidance on how that could happen is needed. Future land use classifications and their density range were shared in the presentation. One deviation from the presentation is the high density residential, proposed is now 10.8.

Condition zoning districts were incorporated, each district incorporates one of three different flavors. Type 1: Limited Use – applicant may only reduce the range of allowable uses; Type 2: Limit Standards – applicant may only increase development or dimensional standards; and Type 3: Unlimited – applicant may seek deviations from standards.

He discussed applicants wanting more parking than allowed. Shared were questions that need more clarity. Question 1: are the current density guidelines for conditional zoning sufficient or should they be increased? Question 2: should the Town allow applicants to exceed the density guidelines as part of Type 3 conditional rezoning? Question 3: if the Town does permit an applicant to exceed the density guidelines, what should be sought in return?

The proposed solution is, permit Type 3, conditional zoning applications to exceed the density guidelines provided; the applicant proposes conditions to directly address UDO Purpose and Intent and Adopted Policy Guidance.

Discussed were three options an applicant could do to have increased density. Attainable housing, if the applicant is seeking a density that is 200% or more of the allowable maximum density, they would be required to provide at least 10% of the total number of dwelling units as deed-restricted workforce housing. If they seek 300%, which is 36 units an acre with at least 10% of the units being deed-restricted workforce housing and configure the site with green stormwater infrastructure to maintain a post construction runoff of less than or equal to preconstruction runoff. If they seek 400%, which is 48 units an acre with at least 10% of the units being deed-restricted workforce housing and configure the site with green stormwater infrastructure to maintain a post construction runoff of less than or equal to preconstruction runoff and provide a cash proffer to the Town for use in developing water, sewer, streets, or sidewalks within 3 miles of the site.

Council Member Anderson asked if he would provide more than the three examples presented.

It was suggested to structure the options to be as broad as possible but not have loose options. Council Member Casey asked if this could be done with medium low density, Mr. Meadows stated the three options are open to any conditional use as drafted. Mr. Ormedo stated this is a way of providing the developers with options.

Mr. Meadows stated the ask today is they need to know what Council wants, what it's worth, and how are we going to administer it. He stated he would like to assemble a proposal to bring back to a future work session.

- b) 4:50 - 5:00 p.m.
Council Discussion

7 ADJOURNMENT

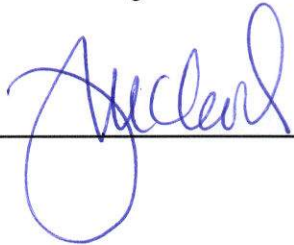
- a) Adjourn

With nothing further, the meeting was adjourned at 5:04 p.m.

Motion To Adjourn

RESULT:	CARRIED 5-0
MOVER:	Ruth Anderson
SECONDER:	Michael Sims
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

Duly adopted by the Town Council this 5th day of August 2024 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Heidi L. Holland, CMC, NCCMC
Town Clerk

