



Town of Clayton
Town Council Work Session Minutes
Monday, December 2, 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 Ruth Anderson
Council Member Gretchen Williams

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Courtney Tanner, Deputy Town Manager
Robert McKie, Finance Director
Conrad Olmedo, Planning Director
Chris Gallant, Project Manager
Donald Perry, Engineering Director

Council Absent:

None

1 CALL TO ORDER

- a) Mayor McLeod called the meeting to order at 3:08 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) No adjustments were made.

Approve or Adjust the Agenda

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

3 STAFF INTRODUCTIONS AND RECOGNITIONS

- a) 3:00 - 3:10 p.m.
- Donald Perry, Engineering Director
- Presenter:* Courtney Tanner, Deputy Town Manager

Ms. Tanner introduced Donald Perry, the Town's new Engineering Director. He comes with experience in Durham and Rocky Mount and has a master's in civil engineering. Council welcomed him.

4 ITEMS FOR DISCUSSION

- a) 3:10 - 3:45 pm.
Comprehensive Transportation Plan
Presenters: Conrad Olmedo, Planning Director and Shivang Shelat, WSP Consultant

Mr. Olmedo introduced Mr. Shelat would be presented on this item. Mr. Shelat stated last week he provided Council with a document that would allow them to add comments; the deadline for comments would be next week. He stated adoption for this plan is scheduled for early next year.

Mr. Shelat stated once comments are received, a finalized draft would be presented. He stated we are at the end of the study schedule, which started in Aug. 2023. He discussed how this plan would tie into the other plans the Town has adopted.

Discussed were recommendations in Chapter 4 – Bicycle and Pedestrian Facilities. Regarding Multi-Use Paths, there are about 60 projects with nearly 100 miles, regarding Greenways there are about 34 projects and nearly 60 miles. Between the Greenway, sidewalks and multi-use paths, the connectivity should increase a lot. Shared were pedestrian crossings.

Chapter 5 – Transit, the analysis suggested there are many points along three corridors that have higher transit. Johnston County Area Transit System (JCATS) tested a microtransit service called QuickRide in the Smithfield and Selma area, funded by the County. Users can schedule rides in advance via an app or phone call, and vehicles are equipped with wheelchair lifts. JCATS operates the service, while CTS provides the technology. Future service continuation would depend on local funding renewal. If successful, JCATS has plans to expand QuickRide to Clayton and acquire additional transit vehicles for the expanded area. CAMPO has recently completed a study for rapid bus extension that would come through US 70 Bus. Transit-based recommendations for Clayton are to prepare US 70 Bus. for the upcoming Rapid Bus service to ensure its successful implementation. This includes densifying the corridor and improving bicycle and pedestrian access through and across US 70.

Chapter 6 - Roadway. There are about 13 miles of new roadway. Shared was a map showing collector streets, a table of impacts of the recommendations, and roadway recommendations. NCDOT has planned to upgrade US 70 Bus to 'reduced conflict intersections' (U-6113) in the near future and a 6-lane road at 55-mph in the long term. One of the biggest special recommendations was to look at 70 again. The vision of the Town and DOT currently does not match. This is a starting point for a more detailed study.

Council Member Casey asked how do we take this information to DOT and lobby against the 6-lane proposal? Mr. Shelat stated he would need to go to the Division Office. There was further discussion on this.

O'Neil Street was planned to be widened to 3-lanes (2 lanes with center two-way left turn lane) from Front Street to future Northern Connector. This was recommended to alleviate the traffic generated based on left-turn movements. The portion of N. O'Neil Street, south of Hinton Street, is located in Downtown Clayton Historic District which will not only create a significant challenge to its widening, but also impact the character of Downtown which is against one of the key goals of the plan. The recommendation is to conduct a study to understand the impacts of converting Fayetteville Street to one-way northbound, and O'Neil Street one-way southbound between Hinton and Blanche Streets.

3 intersections and 1 roadway segment were selected to understand traffic patterns and provide short and long-term recommendations. Amelia Church Road and Shotwell Road, Front and Church Street, Champion Street and Boling / Amos Street, and Fayetteville from US 70 Business to Main Street. The most contested locations for roadway improvements are: Guy Road, Glen Laurel Road, Amelia Church Road, Main Street, and Gordon Road/Wilson's Mills Road.

There was discussion on parking. Within 100 acres of Downtown, there are approximately 1,470 potential public and customer parking spaces. This includes 200 spots on Main Street, 120 spots on E. Second, and approximately 1,150 off-street parking spots; some designated as public and some as customer only. This means that there are approximately 14-15 parking spaces per acre in Downtown, which is more than sufficient for its current needs.

Currently, there are not any additional requirements for pedestrian connectivity in the UDO beyond providing sidewalks on local streets. A key goal is to increase connectivity. Recommendations include incentivizing pedestrian path connection between cul-de-sacs and closest public roadway when there is only one subdivision lot between the cul-de-sac and an adjacent roadway, incentivizing pedestrian path connection between opposite cul[1]de-sacs between the same or adjacent subdivisions wherever possible, and mandating a pedestrian connectivity coefficient which can result in smaller pedestrian blocks and more inter-subdivision connectivity.

Chapter 7 – Prioritization was based on goals and object. For each performance measure, it was rated yes or no. Yes gets one point with no getting zero points. US 70 Bus came up as a roadway prioritization.

He stated this plan would go before the Planning Board January 27, 2025 for their recommendations.

5 BREAK

- a) 3:45 - 3:50 pm.

6 ITEMS FOR DISCUSSION

- a) 3:50 - 4:10 pm.

UDOTA 3-24 (Unified Development Ordinance Text Amendments)

Presenters: Conrad Olmedo, Planning Director and Chad Meadows, CodeWrightPlanners

Mr. Olmedo stated this was brought to the Planning Board at their November meeting and they recommended this to Council. In the summary table, this represents the public comments received last fall, over 100 were received. This round includes 65 changes organized into 11 groups. Shared were the recommendations.

1. Resource Conservation Area

- Applicant-requested amendment
- Seeks conversion of existing RCA to development area, subject to mitigation
- Mitigation: 3 sf of new RCA for every existing 1 sf of RCA converted to development land
- Converted RCA must remain undisturbed, and is not credited towards open space set-aside
- Converted RCA must be noted on plat
- Clarifies existing RCA may be credited towards open space set-aside requirements

2. Open Space Set Aside

- Established uniformity among open space set-aside requirements by zoning district (LI, MXD, NCM, OFI, RHD, RLL, RLD, RMD, RMF, & RUR districts)
- Clarified converted RCA is not credited towards open space (p. 565)
- Removed open space reduction as sustainable development incentive (p. 562)
- Clarified how to measure active recreation land (p. 566)
- Moved trails, boardwalks, benches, and picnicking from passive to active recreation features + credited active recreation to passive recreation requirements (p. 564, 566)

3. Tree Protection

- 1. Removes tree canopy retention/re-establishment requirements
- 2. Relocated the delay following clear cutting provisions (§ 6.18.4) to the Tree Clearing Certificate procedure (p. 145-146)

- 3. Relocated Credit Towards Landscaping (§6.18.7) to Planting Flexibility (p. 530)
- 4. Relocated Tree Protection During Construction (§6.18.7) to Planting Flexibility (p. 532-534)
- 5. Abolishes Remedies for Removal (p. 675)
- 6. Clarified street tree placement rules (p. 528, 554)
- 7. Clarified tree height measurement (p. 527)
- 8. Clarified prohibited invasive species lists (p. 525-526)
- 9. Clarified planter rules apply only when planter used to meet landscaping requirements (p. 532)
- 10. Tree topping on public property relocated to landscaping violations (p. 561)

4a. Use Standards (Principle)

- Review and update of manufacturing uses – (light, heavy)
 - Distinctions between outdoor processing, storage, and tanks
- New 'medium' manufacturing use standards (p. 318-319)
- Telecommunications towers – any tower over 80' in height (even concealed) is treated as a major tower (p. 337-341)

4b. Use Standards (Secondary)

- Reduced setbacks to 10' on side and rear lot lines (p. 360)
- Exempted some uses from Zoning Compliance Permit (ham radio, bus shelter, flagpole, play equip.) (p. 362-263)
- Changed Home Occupation Level 2 from an SUP in residential districts to allowance in CZR district (p. 363)

4c. Use Standards (Temporary)

- Temporary Office Distinctions (p. 383, 387)
 - Real estate office/Model sales homes
 - Construction trailer offices
- Clarified temporary wireless facilities allowed in all zoning districts + duration increased to 6 months with 4 renewals (p. 389)

5. Refuse/Recycling Containers

Requires:

- Central location
- Not allowed between building and street
- Setback 50' from residential zoning
- Screened
- Adequate size
- Concrete pad/apron
- Self-closing gates
- Match building if within 2'

6. Right-of-way-Related

- Curb & gutter required on private streets in accordance with Town policy (p. 514)
- May use rolled/valley curbing on residential streets at Engineering Director's discretion (p. 515)
- Driveway access on major roadways limited unless authorized by NCDOT (p. 420)
- Alternative access (driveways) reduces max. number of lots served from 5 to 4 (p. 426)

7. Parking Related

- Clarification of measurement (p. 584)
- Permit driveway parking for townhouse development with rear-loaded driveways (otherwise limited if more than 6 units in townhouse development) (p. 577)

8. Signage

- Updated nonconforming signs for consistency with SL2024-45 (p. 406-407)
- Reduced overhead clearance from 9 feet down to 8 feet above sidewalk (p. 613)
- Clarify sidewalk signs permitted in public street ROW (p. 612)
- Internal illumination requires a building permit (otherwise may not be required, depending on how lit) (p. 614)

9. Various Standards

- Lot Size in RMF
 - Increased for duplex, triplex, quadplex (p. 223)
- Clarification of 'cessation' versus 'abandonment' in nonconformities (p. 402)
- Stormwater (p. 654)
 - Must provide access easement to SCM from adjacent street/travelway
 - Passing inspection required prior to issuance of CO
- New definitions
 - Development entry point (p. 728)
 - Master plan (p. 769)
- Plat Certificates – Distinction about public utilities provided by Town or not (p. 811)

10. Procedures

- Text Amendments (p. 138)
 - Allow anyone to submit
 - If submitted by Town resident/landowner, then processed on twice-yearly cycle
- Zoning Compliance Permit (p. 156)

- Required upon change in utility customer within an existing building
- Transportation Impact Analysis (p. 77)
 - Not required as part of conventional zoning
- Application considered abandoned if six months passes between Town correspondence and applicant response (p. 162)

11. Agricultural Exemptions

- 1. Clarifies what is and is not exempted from the UDO
- Defines Bona Fide Farm Purposes and required documentation

Recommendations from the Planning Board included:

- Refuse Containers
 - Definition and Placement
- Temporary Construction Offices
 - Timing for removal
- Citizen-Initiated Text Amendments
 - Property Owner in Town/ETJ
 - Process Type
- Easements to Storm Control Measures (SCMs)
- Traffic Impact Analysis
 - Expiration
- UDOTA Effective Dates
- Curb and Gutter for private streets
- Resource Conservation Areas (RCA)
 - Not being counted for Open Space Set Aside
- Bona Fide Farm

The next steps are for this item to go to the December 16, 2024 council meeting for recommended adoption.

7 BREAK

- a) 4:10 - 4:15 p.m.

8 ITEMS FOR DISCUSSION

- a) 4:15 - 4:50 p.m.

LAPP Project BL-0125 Main Street Pedestrian Improvement Conceptual Design

Presenters: Chris Gallant, Engineering Project Manager; Bryan Vickery and Kevin Dean, Kimley Horn & Associates

Mr. Gallant stated this was mentioned at the October 2024 retreat. The Town has received LAPP funding for the project for pedestrian improvements for Pedestrian improvements between Robertson Street and Smith Street to include ADA accommodations, striped crosswalks, and curb bump-outs for shortened pedestrian crossings.

Capacity analyses were performed at select intersections along corridors to identify potential improvements to pair with pedestrian upgrades. Those intersections included: O'Neil Street, Fayetteville Street, Church Street, Lombard Street, and Smith Street.

Discussed in detail and shared were conceptions of each intersection.

A formal capacity analysis memo will be submitted for NCDOT review with ultimate recommendations. Revisions/additions may come through that review and design plans would be prepared for final improvements.

Mr. Gallant asked Council to send any thoughts to him by December 15, 2024.

- b) 4:50 - 5:00 p.m.
Advisory Board Recommendations
Presenter: Heidi Holland, Town Clerk

Ms. Holland stated with several advisory board members' terms expiring in December, applications were received to fill any upcoming vacancies. Interviews were conducted for all boards, except for the Fire Advisory Board, whose interviews are scheduled for December 12, 2024. The recommended candidates to fill these vacancies were presented to the Council, which reached a consensus to proceed with the proposed names. This item will be brought to the December 16, 2024, Council meeting for final approval of the recommendations.

9 ADJOURNMENT

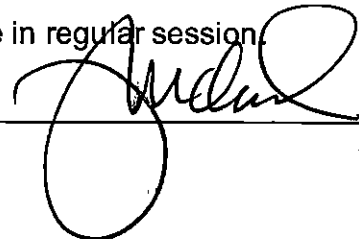
- a) Adjourn

With nothing further, the meeting was adjourned at 5:08 p.m.

Motion To Adjourn

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

Duly adopted this 16th day of December 2024, while in regular session.



Jody L. McLeod
Mayor

ATTEST:

Sam Johnson-Phillips
Sam Johnson-Phillips
Deputy Town Clerk

