Town of Clayton
Town Council Work Session Minutes
Monday, August 5, 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

Council Absent:
None

Staff Present:
Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Conrad Olmedo, Planning Director
David Ranes, Fire Chief
Ann Game, Revenue & Utility Customer Service Director
Travis Jessup, WRO Superintendent
Barry Alston, Inspections Director
Tracy Stubblefield, Assistant Finance Director
Steven Langston, Clayton Center Director

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 3:10 p.m.

2 ADJUSTMENT OF THE AGENDA

a) **Approve or Adjust the Agenda**

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

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

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

- Ann Kramer, Utility Billing Specialist
- Sheri Smith, Utility Billing Specialist

- Nina Brown-Lane, Customer Service Specialist

Presenter: Ann Game, Revenue & Utility Customer Service Director

- Stacey Turner, Deputy Fire Chief
- Chris Carter, Battalion Chief
- Michael Tatum, Fire Marshal

Presenter: David Ranes, Fire Chief

- Jonathan Whaley, Utility Maintenance Mechanic

Presenter: Travis Jessup, WRO Superintendent

- Desire Coira, Building Code Inspector 1

Presenter: Barry Alston, Inspections Director

- Katie Mullins, Staff Accountant

Presenter: Tracy Stubblefield, Asst. Finance Director

Ms. Game introduced Nina Brown-Lane, Customer Service Specialist and recognized the lateral moves for Ann Kramer and Sheri Smith. Chief Ranes recognized promotions for Stacey Turner to Deputy Fire Chief and Chris Carter to Battalion Chief. He introduced Michael Tatum as our new Fire Marshal. Mr. Jessup introduced Utility Maintenance Mechanic Jonathan Whaley, Mr. Alston introduced Building Code Inspector 1 Desire Coira, and Ms. Stubblefield introduced Staff Accountant Katie Mullins. Mr. Alston stated Ms. Coira was the first hire that came from the Town's Job Fair.

4 ITEMS FOR DISCUSSION

a) 3:15 - 3:45 p.m.
Cultural Arts Foundation Update
Presenters: Steven Langston, Cultural Arts Director and Lyn Austin, President of Clayton Cultural Arts Foundation

Lyn Austin shared the history of the Cultural Arts Foundation which has an active 501c3 status with the Secretary of State. Shared were the Board of Directors, Lyn Austin, Bobby Parker, Mike Marvel, Allen Tew, and Boo Carver. She stated the By-laws were amended in May 2012.

Shared were the FY24 Chart of Expenses and Facility Support

- Audio Upgrade Project: $17,480.33
- Control System Equipment: $2,914.86
- Equipment Upgrades: $3,859.54
- Facility Cosmetic / Comfort Upgrades: $7,351.55
- Organization Sponsorships: $2,121.50
- Software Support: $1,782.00

- Bar Support: $16,353.21
- Bar Staff: $3,189.50
- Clayton PD Security: $3,106.25
- EventStaff: $438.00
- EventSupport: $480.00
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Ms. Austin stated what a great job Steven Langston has done with the department. Council Member Anderson asked if there were procedures on how the money is allocated? Ms. Austin stated it varies from year to year.

Mr. Langston spoke about the possibility of a 10-year Gala event in March 2025. The details are yet to be finalized, and efforts will be made to explore potential collaboration and support between the Town and the foundation.

There was discussion on the foundation applying for grants, corporate sponsorships, and in-kind trades. It was stated Caterpillar has expressed interest in a partnership. Ms. Gill asked Council if they were comfortable with moving forward with the Gala, they agreed. Next steps would be to target a date and start planning.

b) 3:45 - 4:45 p.m.
Comprehensive Transportation Plan Update
Presenters: Conrad Olmedo, Planning Director and Shivang Shelat, WSP

Mr. Olmedo stated this plan is moving along. The goal today is for Council to provide input and have discussion.

Shivang Shelat, with WSP, provided key updates. The third draft of recommendations has been prepared and the second round of public engagement has been completed to include 4 pop-up events and 1 public meeting. Next steps would be Council discussion on public comments and finalizing the recommendations.

Shared were key discussion points.

- R1-US 70 Business
- R85 –One-way pair
- R22 –Industrial Connector
- R57 R58 – West Gateway

He stated widening the roads is not solving traffic issues. He stated US 70 Business does not need widening; the analysis shows it needs traffic light control. The recommendation is to remove the widening option and convert that to operational improvements.

There was discussion on the proper way to portray this to the public.

It was statedit was suggested that O'Neil Street was to be widened to Front Street; Mr. Shelat stated this is an area that should not be widened. It was stated to keep the historic feel in this area, to introduce a one-way pair between these two streets. He discussed adding a bike land and more parking spaces in this area.

Discussed was West Gateway. The recommendation is to create an additional connection between Guy Road and US 70 Business. R57 would create an additional connection between US 70 Business and Old US 70. This would come into effect only when NCSU decides to sell or redevelop.

There was discussion on parking. In the 100 acres of downtown, there are about 1500 parking spaces which is 15 spots per acre. This is a lot of parking but is not perceived this way. The employment in downtown is 1,320; in 2050 it is estimated to be 2,900. This could result in the parking demand possibly doubling between now and 2050. There are steps to achieve more parking in the future. There was discussion on unpaved spaces that could be used for parking.

Shared was collector street information. Three scenarios were shared.

- Scenario 1
  - No parcels are developed
  - Routing opportunities are plenty
- Scenario 2
  - One parcel is developed, and collector street laid out
  - The cone of routing narrows towards that parcel
- Scenario 3
  - Two parcels are developed, and collector streets laid out
  - The middle parcel having a few routing options.

Local street guidelines were shared from the current UDO. Currently there are not any limits on the number of percentages of individual cul-de-sacs. It is recommended to stipulate a maximum number or percentage of these.

Council Member Casey asked what the timeframe on this is. Mr. Shelat stated this would go before the Planning Board in January.

Discussed were bicycle/pedestrian paths. There are 160 miles of multi-use paths, 110 miles of sidewalks, and 17 miles of sharrows. It was stated there are 75 miles of additional greenway network available.

Shared was discussion on transit.

- Short Term Recommendation (1-2 years)
  - Coordinate with JCATS to integrate / prioritize service within Clayton ETJ

- Mid Term Recommendation (2-5 years)
    - Study and implement Microtransit
    - Integrate with Wake Transit
- Long Term Recommendation (5+ years)
    - Study and implement fixed / flexible route transit along 3 key axes of the Town
    - Pilot / Integrate with Rapid Bus

Discussed was public engagement. There was a series of pop-up events as well as public meetings. 135 residents participated. There was a survey that ran from June to mid-July; 226 residents participated, which was lower than the first public survey. This survey was to share recommendations.

Top priorities from residents for transportation improvements included improvements on roadways, improvements on pedestrian infrastructure, invest in public transit, and improve bicycle infrastructure.

Next steps are:
- Final Recommendations
- Stakeholder meeting in September
- Draft Report now through October
- Adoption of Plan in December-January timeframe

c) 4:45 - 5:00 p.m.
ETJ Discussion
Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo and Haley Hogg, Consultant, discussed the possibility of expanding the ETJ, noting the last expansion was in 2007. Mr. Olmedo stated the Town is over 30,000 people which allows us up to a 3-mile capacity; currently our ETJ is at 2-miles.

Ms. Hogg discussed the different phases. Phase 1 would be to identify where to expand and Phase 2 would be the request to expand. She stated they are working on an in-depth analysis would go before the Board of Commissioners. Per statute, expanding the ETJ would first require the adoption of an ordinance, which would then need to be presented to the Board of Commissioners for approval. She plans to have a draft ready next month, which will be brought back to the Council for discussion. Following that, there will be public engagement before it is launched on the webpage.

She stated they would be meeting with the County to talk to County officials and with neighboring jurisdictions. From there, the hope is to have a public hearing in the fall. She stated every property owner would be notified by mail. She stated there would be more information in the months to come.

There was discussion on the timing of this topic.

Ms. Hogg stated the next steps would be to draft a map showing the areas of the proposed 3-mile radius and go from there. Mr. Olmedo stated he has reached out to the Planning Department for Wilsons Mills and Archer Lodge and conversations have taken place.

5 ADJOURNMENT

a) Adjourn

With nothing further, the meeting was adjourned at 5:16 p.m.

Motion To Adjourn

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

Duly adopted this 19th day of August 2024, while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Sam Johnson-Phillips
Deputy Town Clerk

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CLAYTON, N.C.