



Town of Clayton
Town Council Work Session Minutes
Monday, October 2, 2023 at 2:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:

Mayor Pro Tem Jason Thompson
Council Member Andria Archer
Council Member Avery Everett
Council Member Michael Sims
Council Member Porter Casey

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Heidi Holland, Town Clerk
Robert McKie, Finance Director
Greg Tart, Police Chief
Sam Johnson-Phillips, Deputy Town Clerk
Michelle Snyder, Executive Assistant to Town Manager
Shaun Mizell, Procurement Manager
Jonathan Jacobs, Interim Planning Director and Assistant Engineering Director

Council Absent:

Mayor Jody McLeod

1 CALL TO ORDER

- a) Mayor Pro Tem Thompson called the meeting to order at 2:01 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) Mr. Cappola adjusted the agenda as follows:

ADD EMPLOYEE RECOGNITIONS

Approve or Adjust the Agenda

RESULT:	CARRIED
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Jason Thompson, Andria Archer, Avery Everett, Michael Sims, and Porter Casey
NO:	None

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

4 ITEMS FOR DISCUSSION

- a) Employee Introductions (2:00 - 2:15)
- Belinda Gill, Accounting Technician II

Presenter: Robert McKie, Finance Director

- Elizabeth Vang, HR Analyst
- Anthony Brown-Davis, HR Tech

Presenter: Kenya Walls, HR Director

- Leslye Granger, Customer Service

Presenter: Ann Game, Revenue & Utility Customer Service Director

Robert McKie introduced Belinda Gill, accounting technician. Ms. Gill comes to us with over 18 years of experience. She is currently working on her associate degree. Ann Game introduced Leslye Granger, she is the new part-time afternoon customer service specialist. She has previously worked at Duke Energy. James Blalock recognized two employees who have received their Wastewater Apprentice's certifications. Michael Ratley passed his Spray Irrigation Certification Exam and Ilona Williams passed her Collection 1 Certification Exam. Kenya Walls introduced Anthony Brown-Davis, new HR Tech.

b) *Advisory Board By-Laws Update Discussion (2:15 - 2:20)*

Presenter: Heidi Holland, Town Clerk

Ms. Holland stated the Clerk's office has been working on revising all advisory board by-laws for more consistency among all the boards. She shared the major changes of the by-laws and stated this would be brought back at the November retreat for more discussion.

c) *MWBE Program Update (2:20 - 2:35)*

Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager

Shaun Mizell presented on the MWBE outreach program. Shared was a presentation which was included in the agenda. He stated he is part of the Professional development; he oversees that committee. Shared were what should be included in this program and what has currently been done for this process. Shared was a timeline. He stated in March 2024 he plans on presenting this to the Executive Team and Council. He stated he would begin quarterly HUB reporting. Other surrounding cities that have this program: City of Raleigh, Town of Cary, Durham, Wake Forest, and Apex. We would be the first in Johnston County to implement this program.

Mayor Pro Tem Thompson clarified that this program allows us to reach out to potentially minority marginalized groups with outreach to make them aware of our projects and come to the table. When this happens, they have the obligation to be competitive with their work. They still must check all the boxes to be able to do that work. Mr. Mizell stated he would like to work with the Chamber to get this out there.

d) *Comprehensive Transportation Plan Input (2:35 - 3:05)*

Presenter: Jonathan Jacobs, PE, CFM - Interim Planning Director/Assistant Engineering Director

Mr. Jacobs provided an update on the transportation Plan. He stated a stakeholder committee meeting was held on September 5, 2023. Shared was what was presented at this meeting. He stated the transportation plan is a long-range plan reaching out 25-30 years. He stated the Comprehensive Transportation Plan is not just cars, it

includes bike and pedestrian elements, public transportation and rail and highway systems.

Shared was the Comprehensive Transportation Plan procedure. He stated the pedestrian plan from last year, the bike plan, and the Park and Recreation plans all of those feed into this document. Shared was a timeline. This document should be finished by this time next year. He stated this time next year will look at adoption.

Shared was study schedule. He stated "Clayton on the Move" is the title of the plan. Community engagement will hold 9-10 stakeholder meetings within the next year. He stated they are preparing to kick off the first outreach at the Harvest Festival. One of the things staff is doing more of is pop-up events, to go where people will already be. Claytoncp.com was created to hold all this information.

Shared were the roles and responsibilities of the steering committee. A poll exercise was held, and 10 goals were created. Shared were these goals. This will be a living document and will be updated over time.

He stated the future growth in Clayton would increase 3 times within the next 30 years. This was based on demographic research. Data sources used determined 61% of means of travel is driving. 33% of the purpose of travel is social. This data was collected in the Fall of 2022 from the census. Shared were traffic pattern stats, it showed that most trips in Clayton are less than 6 miles. Trip distance, 1% drive 64 miles a day.

Shared was work travel information. 13,700 workers travel from outside of Clayton. Shared and discussed were the adopted plans and ongoing plans, Parks and Recreation plan, UDO, Downtown master plan, Gateway 42 Small Area, Johnston County CTP, CAMPO SEAS, and Rapid Bus Extension Study.

Mr. Jacobs asked Council and Executive Team to do a mapping exercise, he had everyone mark the places that are most important, and they feel need improvement and change. He had the steering committee complete this exercise, shared were these results. He stated he would take the map and compile it and incorporate this into the steering committee results. He would share the results with Council.

Another exercise with the steering committee was they were asked what area they would like to invest the most money in. Shared was an interactive demonstration including prioritizing improvements and mapping transportation needs. The Steering Committee was asked in one word to describe the town, which was downtown.

Mr. Jacobs shared information on a survey that should launch at the end of October. Council Member Sims stated he would like to see staff engaging with as many people at the Harvest Festival as possible. Mr. Jacobs stated about 30 people showed up for the first steering committee meeting. He is trying to incorporate all department heads that are involved in this plan. Mayor Pro Tem Thompson stated we need to make the public know that we hear them, and we are working on this.

- e) Break (3:05 - 3:15)
- f) UDO Exploration (3:15 - 5:00)

Presenter: Jonathan K. Jacobs, PE, CFM - Interim Planning Director/Assistant Engineering Director

Mr. Jacobs stated Council received topics for discussion regarding the UDO draft. The Planning Board recommended approval of this draft. He anticipates this draft to be on council agenda for October 16th. He stated the goal today is to talk about any hot topics or comments received. In the staff report, it would show a list of Planning Board recommended changes. This draft would go into effect January 2, 2024.

Council Member Archer discussed the five projects that Timmons took, she asked Mr. Jacobs if knew about these. He stated he did and the intent of that exercise is for Timmons to review those projects under the new UDO lens. There was further discussion on these projects. There was discussion on the new UDO not counting a garage space as a parking space. He stated there was a lot of concern on this from the development community, but the planning board agreed with this. Mayor Pro Tem Thompson stated at the end of the day we need to be more proactive. There was further discussion on parking and making the roads wider. There was discussion on different neighborhoods and their street widths.

Council Member Casey discussed making it where HOA can enforce that you must keep your garage clean. He asked could this be made a condition? Mr. Jacobs stated if this is made a condition, our code enforcement officer would have to enforce this.

There was discussion on allowing wastewater treatments on site for commercial property in the ETJ. Council Member Archer asked Mr. Jacobs, when talking to Chad Meadows with Code Wright, what were the major things former Planning Director Ben Howell and Mr. Meadows changed and did they represent the whole steering committee's thoughts. Mr. Jacobs stated he didn't mind reaching out to Mr. Meadows about this.

Council Member Archer asked once this code is launched and something doesn't work, what is the process? Mr. Jacobs stated in the next 12-24 months, they are expecting a text amendment every other month. This would have to go through the Planning Board and through the public hearing process. Attorney Cauley stated he thinks having a quarterly process is being proactive.

Council Member Casey shared concerns of by-right. He stated he would like staff to take a hard look at eliminating this, especially in the historic core areas. Mr. Jacobs spoke more about this. Council Member Archer shared her concerns of Clayton's historic charm and a developer being able to tear down older homes for townhomes.

There was detailed discussion on the downtown districts. Council Member Casey shared his thoughts on having balconies in multi-family homes mandatory, as an outdoor component. There was discussion on mailing and rezoning postings, and it being reduced to just adjacent properties, or to have the area extended. Mr. Jacobs stated in the new UDO, 300 ft. is the neighborhood meeting requirements. There was detailed discussion on overflow parking and parallel parking for neighborhoods.

Council Member Casey discussed mini storage units. He stated he knows they are needed in the community but would rather see a restaurant or shopping opportunity. There was further discussion on this and consensus of the Council to pull storage

units from the draft. There was discussion on used car lots; it was consensus of the Council to take out car sales as well. Mr. Jacobs stated in table 4.2.5, it lists all the common principal uses. He encouraged Council to look through this table.

There was discussion on vape shops and flea markets. It was consensus of Council to remove flea markets from the draft.

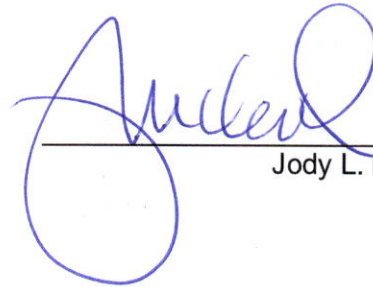
Mr. Jacobs asked Council to send him any feedback or comments to him before the October 16th council meeting.

5 ADJOURNMENT

- a) With nothing further, the meeting was adjourned at 5:06 p.m.

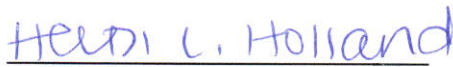
RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER	Avery Everett
YES:	Jason Thompson, Andria Archer, Avery Everett, Michael Sims, and Porter Casey
NO:	None

Duly adopted this the 16th day of October 2023, while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Heidi L. Holland, CMC, NCCMC
Town Clerk

