Town of Clayton
Town Council Work Session Minutes
Monday, October 3, 2022 at 3:00 PM
Rotary Room

Council Present:	Staff Present:
Mayor Jody McLeod Mayor Pro Tem Jason Thompson Council Member Andria Archer Council Member Avery Everett Council Member Michael Sims Council Member Porter Casey **Council Absent:** None	Rich Cappola, Town Manager Heidi Holland, Town Clerk Jim Cauley, Town Attorney – CauleyPridgen Dolores Gill, Deputy Town Manager Lee Barbee, Fire Chief Robert McKie, Finance Director Jonathan Jacobs, Assistant Town Engineer Joshua Baird, Engineering Director Patrick Pierce, Economic Development Director Ben Howell, Planning Director Chad Meadows, CodeWright Planners

1 CALL TO ORDER

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

2 APPROVAL OF THE AGENDA

3 ITEMS FOR DISCUSSION

a) Consultant to Discuss Progress of the Unified Development Code (1.5 Hours)
Presenter: Ben Howell, Planning Director

Chad Meadows was presented and stated we are on schedule. This is the last phase of this process. There was a second public forum on September 29, 2022, had a meeting with the development community, all had good insight. Fourteen people attended and several elected officials. He stated this was a great positive experience.

Presentation Overview:

1. Project Goals and Status
2. Purpose for Annotated Outline
3. Document Basics
4. Chapter-by-Chapter Review
5. Next Steps

Project Goals:

1. Make the Code more user-friendly and predictable
2. Implement the 2045 Comprehensive Growth Plan
3. Raise the bar for development quality & design

4. Accommodate a wider range of housing options
5. Encourage employment-generating uses
6. Foster downtown development/redevelopment
7. Protect community character and property values

Shared was Project Status:

- Project Kickoff on 4.14.22
- Stakeholder Interviews Complete on 5.23.22
- UDC Committee Meeting 1 –Project Introduction on 5.23.22
- UDC Committee Meeting 2 –Diagnosis on 6.27.22
- UDC Committee Meeting 2A -Diagnosis on 7.20.22
- UDC Committee Meeting 3 –Annotated Outline on 9.12.22
- UDC Committee Meeting 3A –Annotated Outline on 9.26.22

Document Basics:

- Ch. 1 Administration
- Ch. 2 Applications
- Ch. 3 Districts
- Ch. 4 Land Uses
- Ch. 5 Nonconformities
- Ch. 6 Standards
- Ch. 7 Violations
- Ch. 8 Word Usage
- Ch. 9 Appendices

Shared were the next steps:

1. Review Annotated Outline
2. Forward Questions/Comments (if you like)
3. UDC Committee Review Meeting 9.26.22 (6p?)
4. Public Forum 2 9.29.22 (this is a great time to come by for detailed discussion)
5. Review of Annotated Outline with Town Council 10.3.22

Mr. Meadows asked how Council feels about possibly about asking Board of Adjustment to approve SUP instead of Council? Mr. Meadows feels this is the right body to approve SUPs. Council Member Archer asked what other towns are doing, Mr. Meadows stated he has seen it either way, whichever is comfortable. Council Member Casey stated he is more in favor of this now, but would like Council input in this decision. Council Member Sims asked how many SUP's came in last year, Ben Howell stated probably in the range of 8-10 and currently have another 6-8 this year making their way through the process, all with the exception of 3 are Townhomes. Mr. Howell stated the Findings of Fact would probably change and would be more similar to what other jurisdictions use.

Council Member Archer feels the members on the Board of Adjustment that we currently have would do a good job at vetting different uses. There was discussion on the different types of uses that are listed and how often those would come through.

Mr. Meadows stated when this gets adopted, if several rezoning's come through, they will be able to be adopted with one motion.

Council Member Casey asked about the time frame, Mr. Meadows stated he would like to have the document adopted no later than November of next year. He stated there needs to be a series of meetings to discuss and go through the changes. Mr. Howell will start talking to Council again next spring after a lot of the draft is completed.

Council Member Casey discussed the historic overlay district. Mr. Meadows stated it came up at a public forum about historical overlay. Mr. Howell discussed the changes on the different districts and overlays.

b) Main Street Striping and Crosswalks (20 Minutes)
Presenter: Joshua Baird, Engineering Director

Jonathan Jacobs stated NCDOT recent repaved from Hwy 70 to West Stallings. One of the things discussed with DOT was an implementation of a left lane intersection of O'Neil and Main Street, which was put in overnight w/out staff being unaware. There is discussion of installing a left turn lane at the intersection of Lombard and E. Main at Horne square. This would result in a loss of about 14 parking spaces to complete this.

Patrick Pierce stated he has talked to citizens in that area and they don't see an issue as of right now. He stated taking away the parking is not worth the left turn. Downtown business owners stated maybe this could be an improvement that could be completed at a later time. At this point, they don't think the cost is worth the benefit. Mayor McLeod stated he agrees. Mr. Jacobs stated there is no immediate safety issue. Mayor Pro Tem Thompson stated once you make that lane, with people turning left, it may back the traffic up with people trying to turn left. Council Member Casey stated he agrees, parking is a premium in that area. Mr. Jacobs stated the suggestion from NCDOT is for the Town to take over Main Street, he stated they are still evaluating what that looks like. Mayor Pro Tem Thompson stated to ask NCDOT for data before deciding to take this over. Mayor McLeod stated the corners of Fayetteville and O'Neil Street need to be repainted, people are parking in these spots again. Consensus of Council is not to move forward with installing this left lane.

c) Advisory Board Appointment Discussion (5 Minutes)
- Board of Adjustment

Presenter: Heidi Holland, Town Clerk

Ms. Holland stated there was a vacancy on the Board of Adjustment. Two applications were received and interviews were scheduled for both applicants. This morning, one applicant declined the interview leaving only one applicant to be interviewed. Ruth Anderson was interviewed and chosen for recommendation of appointment. This will be brought back to Council at their October 17, 2022 meeting for approval of recommendation.

d) Quarter 1 Goals Updates (5 Minutes)
Presenter: Rich Cappola, Town Manager

Mr. Cappola provided a highlight of goals reached in this timeframe. Quarterly goals by department, department should be able to see the wins.

Mr. Cappola stated staff was tasked with a goal of getting processes identified and reviewed. Ms. Gill stated discussed the process of staff uploading quarterly goals into SharePoint.

Secondly, staff is to create a consistent temple for SOP's and SOG's, and the third part is to develop a SharePoint site to house all these that others could see and visit. She stated staff has met with Data Analyst Josh Grubb to create a SharePoint site. All departments were asked to create a Goal tab. Goal 1 is to create one SOP. Goal 2 is to develop and utilize a SharePoint site. Ms. Gill shared the SOP template and discussed the different sections of this template. She stated every dept. now has a SharePoint site. She stated the Town has created a total of 61 SOPs.

She shared the data that Josh Grubb has created, this is a compellation of all departments and their goals reached. Shared was permit information, a budget table and consumption charges for utilities.

4 ADJOURNMENT

a) Adjournment

There was a motion made to adjourn at 5:14 p.m.

Motion to Adjourn

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

Duly adopted this the 17th day of October, 2022, while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland

Heidi L. Holland, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
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CLAYTON, N.C.