



**Town of Clayton  
Town Council Work Session Minutes  
Monday, August 1, 2022, at 3:00 PM  
Wooten Room**

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| <p><b>Council Present:</b><br/>Mayor Jody McLeod,<br/>Council Member Jason Thompson,<br/>Council Member Andria Archer,<br/>Council Member Avery Everett,<br/>Council Member Michael Sims, and<br/>Council Member Porter Casey</p> <p><b>Council Absent:</b><br/>None</p> | <p><b>Staff Present:</b><br/>Heidi Holland, Deputy Town Clerk, Sherry Scoggins,<br/>Interim Town Clerk, Dolores Gill, Deputy Town<br/>Manager, Rich Cappola, Interim Town Manager, Jim<br/>Cauley, Town Attorney - CauleyPridgen, Ben Howell,<br/>Planning Director, Joshua Baird, Town Engineer,<br/>Jonathan Jacobs, Assistant Town Engineer, Robert<br/>McKie, Finance Director, Aaron Prichard, Planner II,<br/>Lee Barbee, Fire Chief, Bruce Venable, Planner I, and<br/>Kenya Walls, Human Resources Director</p> |
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**1 CALL TO ORDER**

- a) Call to Order

Mayor Pro Tem Thompson called the work session meeting of the Clayton Town Council to order at 3:05 pm.

- b) Approval of the Agenda

No adjustment of the agenda; consensus to proceed with the agenda as presented.

**2 ITEMS FOR DISCUSSION**

- a) Unified Development Code Update Discussion and Next Steps

*Presenter:* Ben Howell, Planning Director and Chad Meadows, Founder and Principal at CodeWright Planners, LLC

Planning Director Ben Howell provided an overview of the Codify Clayton process:

- Launch of the project - April 2022
- Steering Committee discussion and review - ongoing
- Testing phase - summer 2023 (June and July)
- Final delivery - October 2023

He added information is available at [www.codifyclayton.com](http://www.codifyclayton.com).

Chad Meadows, founder and principal of CodeWright Planners, is the Town's consultant for the Codify Clayton project. Mr. Meadows stated the "Codify Clayton Diagnosis Report" is a roadmap through the re-write.

Mr. Meadows referred to the "7 Key Themes for UDC Improvement" as recommendations or concepts to promote discussion; handout incorporated into the minutes.

Mr. Meadows stated the "Codify Clayton Diagnosis Report" is being revised. He added the next step is the annotated outline. He stated this is a living document because the land use laws are ever-changing.

Mr. Meadows referred to the "Questions for Town Council" document; handout incorporated into the minutes.

#### Question 1 - Density and Housing Options

Mr. Meadows stated this would be in an area served by infrastructure or schools.

Council questioned who is coming to Clayton and what do they want (demographics).

Mr. Meadows stated a market analysis would take a year and a half to complete. He added incomes have not kept pace with housing prices.

Mr. Meadows stated municipalities are not permitted to have standards; however, municipalities can have guidelines.

Mayor McLeod arrived at 4:06 pm.

#### Question 2 - Standards in Infill/Redevelopment Contexts

Mr. Meadows stated undeveloped lots in downtown Clayton are costing the Town in revenue.

Interim Town Manager Cappola stated the downtown Clayton infrastructure is older. He added this will be an item for the Capital Improvement Projects (CIP) discussion.

Mr. Meadows questioned how flexible is the Town with other Town amenities and infrastructure in downtown Clayton.

Interim Town Manager Cappola stated the Town is working on parking standards for downtown Clayton.

Mr. Meadows stated most downtowns do not require parking standards and he cited Greenville SC as an example.

#### Questions 3 - Standards in Suburban / Rural Contexts

Mr. Meadows stated if it can receive sewer, it can be urbanized.

Interim Town Manager Cappola stated sewer is part of the master plan.

Based on discussion about extra-territorial jurisdiction (ETJ), Mayor McLeod stated the State Legislature is looking at doing away with ETJ.

Due to time, Planning Director Howell requested each Council member complete the review of "Questions for Town Council" and remit questions and/or concerns to him by Friday, August 5.

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| <b>RESULT:</b> |
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- b) Closed session to discuss personnel in accordance with NC GS 143-318.11(a)(6)  
*Presenter:* Kenya Walls, Human Resources Director

**ACTION:**

**MOVER:** Council Members Sims moved to go into Closed Session at 5:00 pm.

**SECONDER:** Council Member Casey.

**VOTE:** Unanimous

**ACTION:**

**MOVER:** Mayor Pro Tem Thompson moved to return to Open Session at 5:25 pm.

**SECONDER:** Council Member Casey

**VOTE:** Unanimous

**3 ADJOURNMENT**

- a) Adjournment

**ACTION:**

**MOVER:** Council Member Archer moved to adjourn at 5:25 pm.

**SECONDER:** Council Member Sims

**VOTE:** Unanimous

Duly adopted this 15<sup>th</sup> day of August 2022 while in regular session.

ATTEST:

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Jody L. McLeod,  
Mayor

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Sherry L. Scoggins, MMC  
Interim Town Clerk