



The Town of Clayton
Town Council Work Session Meeting Minutes
Monday, June 19, 2017 @ 6:30 PM
Council Chambers

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Grannis
Council Member Satterfield
Council Member Lawter
Council Member Holder
Council Member Thompson

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Kimberly Moffett, Town Clerk
Katherine Ross, Town Attorney
Tim Simpson, Public Works Director
Ann Game, Customer Service Director
Lee Barbee, Fire Chief
David DeYoung, Planning Director
Jay McLeod, Senior Planner
Rich Cappola, Town Engineer
Blair Myhand, Police Chief
Robert McKie, Finance Director
Stacy Beard, Public Information Officer

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:33 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) Mr. Lindsay requested that Items 7c, "Zoning Overlay Map", and Item 7d "Downtown Overlay District" be pulled from the agenda. Both items will be placed on a future agenda.

Also under Introduction Item 5a, David Creech, Inspector was unable to attend the meeting.

3 CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

- a) Warranty Acceptances:
- Bristol @ Cobblestone, Phase 2
 - Pine Hollow Commons Commercial Subdivision (FINAL)
- b) Johnston County and Town of Clayton - Claytex Fire Services Agreement
- c) North Carolina Clean Water Grant Acceptance Resolutions

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Thompson

Second: Council Member Holder

Vote: Unanimous

4 ADMINISTRATIVE ITEMS

- a) Warranty Acceptance
- Spring Branch Medical Park Phase 2, Smith Packet AL Facility (Final)

ACTION: Placed on July 17, 2017 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Introduction of New Town of Clayton Employees:
Presenters: Rich Cappola, Town Engineer, Blair Myhand, Police Chief & David DeYoung, Planning & Development Director
- Meredith Mumford, Administrative Support Specialist
 - Brittany Parks, Administrative Support Specialist

Chief Myhand was present and introduced Meredith who serves as the front office Administrative Support Specialist. Chief Myhand stated Meredith is doing a great job and the Police Department is happy to have her on board. Meredith stated she was excited to join the town staff.

David DeYoung introduced Brittany Parks, who serves at the Administrative Support Specialist in the Planning Department. Brittany is a long time Clayton resident and is excited to be with the town.

The council welcomed both employees.

- b) Finance Officers Association Award of Financial Reporting Certificate of Achievement
Presenter: Mayor McLeod

Mayor McLeod presented this prestigious award to Robert McKie. This award acknowledges outstanding financial practices, management and reporting. This is the 16th year the Town has received this award and the 8th time it has been presented to Mr. McKie. Previously this award was presented to Ms. Nancy Medlin a total of 8 times. Council offered their thanks and appreciation to staff for the outstanding work and dedication that goes into receiving this award.

6 PUBLIC HEARINGS

7 ITEMS SCHEDULED FOR THE REGULAR MEETING

- a) 2017-37-PDD - Walton Farm @ RWAC
Presenter: Planning Department

Mr. DeYoung stated he would present information both items 7a and 7b together. He stated a Public Hearing was set for July 17, 2017.

The property is located at 3131 Covered Bridge Road, north of the intersection of Covered Bridge and Loop Roads. Request is to rezone 51.63 acres from Residential Estate (R--E) and Residential-8 (R-8) to Planned Development Residential (PD-R).

Applicant is requesting preliminary subdivision approval for 190 single-family residential lots and 120 multi-family apartment units. Originally this project was going to be submitted as a mixed use district, however, the commercial portion has been removed.

Mr. DeYoung stated the proposed development is consistent with the Comprehensive Plan and is compatible with Surrounding Land Uses. There will be a total of three access points within the subdivision. Interior sidewalks will be provided throughout the development and a greenway will be provided along the collector street, which will connect to the Riverwood greenway system as well as connect to a greenway located west of the project entrance and along Covered Bridge Road. This connection will allow residents pedestrian access to future town parks.

A Traffic Impact Analysis was prepared and concluded that 2,660 total weekday trips would be generated with approximately 206 trips during the morning peak hour and 274 during evening peak hour. Recommended roadway improvements included providing site access via a full movement intersection with one ingress and one egress lane; providing stop control for site driveway and providing an exclusive northbound left-turn lane on Covered Bridge Road with 150' of storage and taper. Additional feedback from NCDOT was included in staff report.

Mr. DeYoung stated the applicant had addressed approval criteria as outlined in the UDC, Section 155.706 as well as having addressed the Findings of Fact.

Mr. DeYoung stated the applicant would be present at the Public Hearing and would be addressing concerns that were raised at the Planning Board meeting regarding pond currently located on the property.

Staff requested that Public Hearing be set for July 17, 2017.

Mayor Pro Tem Grannis had several questions regarding staff report conditions.

There was a question regarding Condition #5 and where in the process this would occur. Mr. DeYoung stated it would take place at the beginning of the process.

There was questions regarding Condition #10 from the Staff report. Mr. DeYoung stated that in order to continue the flow we do not want any man

made landscaping to impede the flow and stated the applicant would provide additional information regarding the pond being either a storm water pond or naturally fed pond.

There was question regarding Condition #13. Mr. DeYoung stated the code requires the number of certificates to be 75.

There was a question regarding Condition #14. Mr. DeYoung stated the code requires the number of certificates to be 250.

Mayor Pro Tem Grannis stated there was a letter included from Mr. Batten and asked if he were a licensed professional. Mr. DeYoung stated he did not know.

Mayor Pro Tem Grannis stated he did not have the Traffic Study in the agenda packet and Mr. DeYoung stated it would be provided. Mayor Pro Tem Grannis stated he would have several questions.

Mayor McLeod suggested putting those questions in writing and providing them to whomever needed them.

Mayor Pro Tem Grannis stated the NCDOT report was not included in the agenda and Mr. DeYoung stated it would be included in next agenda.

Attorney Ross requested that any questions prepared by Mayor Pro Tem Grannis be provided in writing so they could be shared. *These questions were provided, are attached to these minutes as "Attachment A" and hereby made part of the record.*

ACTION: Set Public Hearing for July 17, 2017

- b) 2017-38-SD - Walton Farm @ RWAC
Presenter: Planning Department

ACTION: Set Public Hearing for July 17, 2017

8 ITEMS CONTINGENT FOR THE REGULAR MEETING

9 ITEMS FOR DISCUSSION

- a) Mayor McLeod stated that Johnston County School Board Member Theresa Grant was present this evening. He thanked her for her attendance. He suggested the town would like to have more communication with the school board. Ms. Grant stated she was happy to be at the meeting and suggested that perhaps a council member be appointed to attend school board meetings.

10 ITEMS REQUIRING ACTION

(In order for any action to be taken during a Work Session, a motion must be made and seconded to suspend the rule to allow action to be taken.)

- a) Motion to Suspend Rule in Order to Take Action at Work Session

ACTION: Motion to Suspend Rule

Motion: Council Member Thompson

Second: Mayor Pro Tem Grannis

Vote: Unanimous

b) Budget Amendments - Year-End Closeout

Presenter: Robert McKie, Finance Director

- General Fund
- Water & Sewer Fund
- Electric Fund

Mr. McKie provided information regarding the year end close-out. These amendments conform to statutory compliance to ensure there are no over expenditures.

ACTION: Adoption of Ordinances #'s 2017-06-02, 2017-06-03 & 2017-06-04

Motion: Mayor Pro Tem Grannis

Second: Council Member Holder

Vote: Unanimous

c) Budget Amendment - Allocate Salary Reserve to Operational Divisions

Presenter: Robert McKie, Finance Director

Mr. McKie provided information regarding this salary line item and merit program.

ACTION: Adoption of Ordinance #2017-06-05

Motion: Mayor Pro tem Grannis

Second: Council Member Thompson

Vote: Unanimous

d) Capital Project Budget Ordinances

Presenter: Robert McKie, Finance Director

- ECIA Lift Station
- Rollingwood Gravity Sewer Extension

Mr. McKie stated both of the above projects were previously approved by council

ACTION: Adoption of Ordinance #'s 2017-06-06 & 2017-06-07

Motion: Council Member Holder

Second: Mayor Pro Tem Grannis

Vote: Unanimous

e) Kiosk Horne Square

Presenter: David DeYoung, Planning Director

Mr. DeYoung provided an update and history regarding the kiosk at Horne Square. He stated approximately two years ago the need for a kiosk with directory was discussed and taken to the previous manager. At that time the manager advised to keep the cost under \$10,000 and to use a local vendor if possible. One side of the kiosk will have a map and the other side will be used for downtown event notifications. Mr. DeYoung shared an updated rendering of the kiosk. This updated version was provided by local artist Clark Hipolito.

Mr. DeYoung stated he was seeking approval from council to move forward. Funding is currently available in the budget for completion this year. The plan is to have the kiosk in place by July 1, 2017.

There was brief discussion regarding the type of lettering to be used as well as life expectancy. Mr. DeYoung stated it is believed the life expectancy would be 5-6 years, however, additional options that would provide a longer life expectancy are also being looked at.

Mayor McLeod stated he really liked the design and hoped that one of the sides could be utilized to market or promote downtown businesses for a 60 day period.

ACTION: Approval Kiosk Horne Square

Motion: Council Member Satterfield

Second: Council Member Lawter

Vote: Unanimous

11 OLD BUSINESS

12 STAFF REPORTS

a) Town Manager

Mr. Lindsay stated the solid waste transformation was going extremely well. He offered his thanks to staff for their assistance as well as offering his thanks to All Star and their staff. The official date of start of service is July 1, 2017. There has been much positive feedback from the community.

b) Town Attorney

c) Town Clerk

The Town Clerk reminded there would only be one council meeting held in July. The July 17, 2017 meeting will serve as both a regular and work session. The Town Clerk reminded the time frame for candidacy filing opens on July 7 at 12:00 noon and ends on July 21 at noon.

d) Other Staff

Planning Department:

Mr. DeYoung provided information regarding tree removal along Main Street. He stated this item was presented last year and staff continues to work through the implementation. He stated there were owners that are interested in removing trees from in front of their buildings.

Council Member Satterfield stated he had some concerns and wanted to ensure the fee that was charged for removal was nominal. He stated the business owners did not ask for the trees to be placed outside their location. Council Member Thompson was in agreement.

Mr. DeYoung provided additional details regarding the process, which includes the removal of the full concrete panel, the tree and the tree root.

There was brief discussion regarding any other foliage being considered such as planters, boxes and urns. Mr. DeYoung stated a streetscape budget had been approved to help beautify downtown and details would come back before council at a later date with plans to include sidewalk, curbing and benches.

Mayor Pro Tem Grannis confirmed that trees would not be replaced in exactly the same area. Mr. DeYoung stated that was true and addressed the fact that trees are growing in various directions seeking water.

Mayor Pro Tem Grannis stated he was not in favor of charging business owners to remove trees, however, he stated he would remain open minded.

Council Member Holder asked for the number of trees located downtown. Mr. DeYoung stated there were approximately 120 (+) trees with 44 of those being marked as appropriate for removal. He stated that Revival, Elmore Furniture and the Paper Company are a few of those requesting removal of trees.

Council Member Holder shared his concerns about the inability to park near a tree and feels we should remove all of them with no replacements.

Mayor McLeod stated at the time the trees were put in there were no issues with business owners and felt it would fair to do a cost share. He also stated that he agreed with the parking issue and sidewalks being impeded.

Mr. Lindsay provided additional information from previous transcripts and stated it was previously agreed that a piece meal approach was appropriate and also that removal of all trees would jeopardize the Tree City USA status. He further stated there was no budgeted amount for tree removal or replacement.

13 OTHER BUSINESS

a) Informal Discussion & Public Comment

Stacy Beard provided an update on the Cultural Arts Grants which promote and support local art to include Clayton Youth Theater, Clayton Piano Festival

and Clayton Visual Arts. She reminded the watermelon cutting would take place at 5:00 p.m. at the July 4th celebration.

Mr. Reid Smith, 114 West Main Street, addressed the council regarding parking and trees along Main Street. He stated it was his belief that a good amount of investment was taking place and hoped council would take this into consideration when making decisions about tree removal and costs.

Ms. Virginia Hinton, 236 East Front Street, addressed the council and shared her concerns regarding road rage along Central to Church Streets. She stated one gentleman goes air born when he crosses the railroad crossing. She suggested the most cost effective fix to this problem would be a three way stop. She also shared her concerns regarding the fact there are no double lines on Front Street. She also had concerns about several homes that don't maintain their grass on a regular basis and weeds have now grown out into the road. It was noted that Chief Myhand was present and taking notes.

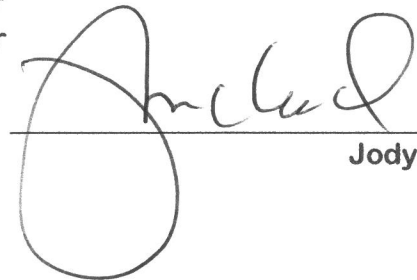
b) Council Comments

14 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 7:31 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Holder
Second: Council Member Lawter
Vote: Unanimous



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk





**Town of Clayton
Planning Department**

111 E. Second Street, Clayton, NC 27520

P.O. Box 879, Clayton, NC 27528

Phone: 919-553-5002

Fax: 919-553-1720

July 5, 2017

Councilman Grannis
Town of Clayton
111 East Second Street
Clayton, NC 27520

RE: QUESTIONS FOR THE APPLICANTS OF THE WALTON FARMS SUBDIVISION

Mr. Grannis,

In response to your questions submitted to me on June 19th, I offer the following response to each question in bold, below:

1. THE TRAFFIC IMPACT ANALYSIS WAS PREPARED BY RAMEY KEMP & ASSOCIATES BUT WE ONLY RECEIVED PAGES 36 THROUGH 40. I WOULD LIKE TO SEE THE FULL TIA THEY PREPARED.

The full TIA is attached to this response letter as requested.

2. IN THE RAMEY KEMP & ASSOCIATES TIA THERE WAS MENTION MADE OF SEGMENTS FROM THE NCDOT TIA, BUT THE NCDOT TIA WAS NOT IN MY AGENDA PACKET. I WOULD LIKE A COPY.

The NCDOT review is attached to this response letter as requested.

3. DID A MEMBER OF RAMEY KEMP & ASSOCIATES VISIT THE TRAFFIC SIGHTS MENTIONED IN THEIR TIA, AND IF SO FOR HOW LONG A PERIOD WAS THE INDIVIDUAL (S) ON SIGHT AT EACH LOCATION? IF NOT, HOW WERE THESE DETERMINATIONS ARRIVED AT?

The Traffic Engineer for the applicant will be prepared to answer these questions at the Public Hearing on July 17, 2017.

4. EVEN IF THESE SIGHTS WERE VISITED, WERE THESE DECISIONS MADE BY A HUMAN OR BY A COMPUTER PROGRAM WITH INFORMATION THAT WAS PROVIDED TO THE COMPUTER?

The Traffic Engineer for the applicant will be prepared to answer this question at the Public Hearing on July 17, 2017.

5. IF I UNDERSTAND THE RECOMMENDED "IMPROVEMENTS BY DEVELOPER" PARAGRAPH THE ONLY THING THE DEVELOPER WILL IMPROVE, ACCORDING TO THE DEVELOPER TIA, WILL BE AT COVERED BRIDGE ROAD AND THE SITE DRIVEWAY. THERE WILL BE NO IMPROVEMENTS AT LOOP ROAD AND COVERED BRIDGE ROAD, COVERED BRIDGE ROAD AND O'NEIL STREET AND COVERED BRIDGE ROAD AND PRITCHARD ROAD MADE BY EITHER THE DEVELOPER OR NCDOT. IS THIS CORRECT?

As stated in the NCDOT comments letter dated May 12, 2017, the developer will be responsible for the following:

- **A 25 foot right-of-way dedication from the existing right-of-way and a 25 foot right-of-way reservation beyond the 25 foot dedication.**
 - **A three lane section with a two-way turn lane from Loop Road to the project entrance including appropriate lane shifts and tapers.**
 - **A southbound right turn lane with a minimum 150 feet of storage and appropriate tapers into the project entrance.**
6. WHAT CONSIDERATION, IF ANY, HAS BEEN GIVEN TO THE PROPERTY OWNER IMMEDIATELY SOUTH OF THIS DEVELOPMENT ON THE WEST SIDE OF COVERED BRIDGE ROAD, AND VIRTUALLY DIRECTLY ACROSS FROM THE LOOP ROAD INTERSECTION, TO GET INTO AND OUT OF HIS/HER DRIVEWAY, ESPECIALLY DURING PEAK HOURS OF THE DAY? IF NONE WHY NOT?

No requirements were placed on the developer to review the driveway location to the south of this development. The main entrance to the Walton Farm Development is approximately 650 feet from the aforementioned driveway. In addition, it appears that the property owner to the southwest (stated as south above) has two options to access his property which include a driveway adjacent to the house and one centered on the overall farm property approximately 600 feet southwest of Loop Road.

7. PLEASE SHARE WHAT THE MODIFIED OR ADDED CONDITIONS ARE (NOTES FROM PAGE 102 OF THE AGENDA PACKET) WHICH IS THE "TOWN OF CLAYTON PLANNING BOARD WRITTEN RECOMMENDATION PRELIMINARY SUBDIVISION PLAT.

The Conditions of Approval presented to the Planning Board are the same as the Conditions of Approval in the Council's Agenda Packet.

8. UNDER CONDITIONS ITEM 5 SAYS "STREET A SHALL BE COMPLETED AS PART OF PHASE 1 AND PRIOR TO ISSUANCE OF THE FIRST PLAT". WHERE IN THE DEVELOPMENT PROCESS DOES THIS OCCUR?

The "Phase 1 and prior to the issuance of the first plat" will occur prior to the issuance of the first residential building permit for the development.

9. UNDER CONDITIONS ITEM 10 IT STATES "UP TO 300 FEET OF LANDSCAPE BUFFER SHALL BE RELOCATED TO ALLOW FOR ADEQUATE STORMWATER FLOW FROM THE SPRING FED LAKE ON THE ADJACENT PROPERTY TO THE WEST". I WANT A DETAILED EXPLANATION OF WHERE THE STORM WATER RETENTION POND WILL BE LOCATED. IT SOUNDS AS THOUGH IT WILL BE WHERE THE SPRING FED POND ORIGINATES ON THE PROPERTY, IS THIS CORRECT? IF SO HOW WILL IT BE POSSIBLE TO NOT POLLUTE THIS POND?

Condition 10 was added by staff to make sure that the spring fed pond on the development site would continue to feed the pond on the adjacent property. A buffer with a fence or berm may impede water flow. The applicant's development team will be prepared to answer questions regarding storm water retention at the public hearing on July 17, 2017.

10. IF THIS IS NOT THE CASE, EXACTLY WHERE WILL THE STORMWATER RETENTION POND (S) BE LOCATED?

The applicant's development team will be prepared to answer questions regarding storm water retention at the public hearing on July 17, 2017.

11. THERE IS A LETTER IN THE AGENDA PACKET (PAGE 94 OF 162) FROM WAYNE BATTEN OF WAYNE BATTEN AGRONOMIC SERVICES. IS THIS GENTLEMAN A PROFESSIONAL IN THE AGRONOMIC SERVICES FIELD?

All testifying professionals will be required to state their credentials at the public hearing on July 17, 2017.

12. HAS ANY MEMBER OF THE DEVELOPMENT TEAM REACHED OUT TO THE JOHNSTON COUNTY SCHOOL BOARD ADVISING THEM OF THIS DEVELOPMENT POSSIBLY BEING APPROVED? IF NOT WHY?

Johnston County School District is notified of all residential development proposals submitted to the Town. They are a member of our Technical Advisory Group (which comments on all development) and asked to attend our TRC meetings to provide comments on residential development. To date, the Town has not received any comments from Johnston County School District regarding the subject development. There is no requirement for applicants to reach out to the School District outside of our normal review process.

13. HAS ANY MEMBER OF THE DEVELOPMENT CONSIDERED THE IMPACT OF RIVERWOOD ELEMENTARY SCHOOL AND RIVERWOOD MIDDLE SCHOOL? IF NOT WHY?

Riverwood Athletic Club donated the land for the two schools mentioned above to Johnston County School District to support their development. Walton Farms is an extension to that development. Since children who live in other communities outside of the Town of Clayton attend the schools in Riverwood, it will be up to the School Board to adjust attendance

boundaries to address capacity concerns. As stated above, the Town has not received any comments from Johnston County School District regarding the subject development.

Should you have any questions regarding the above response or need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. DeYoung', with a stylized, looping flourish at the end.

David L. DeYoung, AICP
Planning and Development Director

cc: Kimberly Moffett, Town Clerk
Adam Lindsay, Town Manager
Town Council
Katherine Ross, Parker Poe
Reid Smith, 127 Homes