



The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, March 21, 2016 @ 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:

Town Manager, Steve Biggs
Deputy Town Manager, Nancy Medlin
Town Attorney, Merrick Parrott
Planning Director, David DeYoung
Electric System Director, Dale Medlin
Public Works Director, Tim Simpson
Planner, Jay McLeod
Public Information Officer, Stacy Beard
Public Information Assistant, John Hamlin
Deputy Town Clerk, Christy Anastasi

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:33 p.m. The Mayor led everyone in the Pledge as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

No adjustments to the agenda.

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) Draft Minutes - March 7, 2016
- b) Budget Amendments
- Fund 300 - Vinson Road
 - Fund 612
 - General Fund & Special Revenue - PED Connector

ACTION: Approval of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Hazard Mitigation Plan Adoption and Resolution

Presented By: Kevin Madsen, Emergency Management Coordinator

Mr. Madsen provided additional information regarding the Hazard Mitigation Plan and stated this plan is part of the Domestic Preparedness Region that will help increase Emergency Management efforts. Adoption of a Resolution, which would include Clayton as part of the Cape Fear Regional Hazard Mitigation Plan, was requested. Johnston County Emergency Services has collaborated between four other counties to include; Moore, Lee, Harnett and Chatham. A five county regional project would allow for additional state funding. The last update for the mitigation plan was May 6, 2011 and the next due date for the plan is May 6, 2016. Being a participant in the Cape Fear Regional Hazard Mitigation Plan means the possible availability of FEMA funds.

ACTION: Placed on April 4, 2016 Consent Agenda

b) Gregory Poole Plaque Presentation

Presented By: Paul Calton, Territory Sales Manager

Mr. Calton provided background regarding a recent article. The article was featured in "Governmental Solutions" magazine. This article highlighted the partnership efforts between local business and local government. Mr. Calton presented a framed copy of the featured article to Mayor McLeod. Article will be hung in Town Hall.

c) Introduction of New Employees

Presented By: Dale Medlin, Electrical Systems Director & David DeYoung, Planning Director

Mr. DeYoung introduced three new employees in the Planning Department; Laura Gray, Administrative Support Specialist, Katilin Russo Downtown Development Coordinator, and Paralee Smith, Development Services Coordinator.

Mr. Dale Medlin introduced Wesley Harris, Electric Lineman in the Electric Department.

d) Mondo Roots Cultural Arts & Music Festival Presentation - June 4, 2016

Presented By: Dave Brown - Mondo Roots Representative

Mr. Brown of Earthplow Productions, and in conjunction with Clayton Visual Arts, provided information on the Mondo Roots Cultural Arts & Music Festival. He stated it is the hope this will be a "true cultural arts & music festival" for Clayton. Mr. Brown shared a short video that highlighted three of the bands that are scheduled to perform. He stated many types of music would be provided as well as a variety of artistry. Some of the art stations planned include spray paint art and chainsaw art. Additionally, Mr. Brown state he is working Johnston-UNC Healthcare and the Archway Foundation as sponsors of this event. Mayor McLeod stated he is excited that Clayton will be home to

this new and exciting diverse blend of art and music coming together in one large festival.

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

- a) **Mondo Roots Request for Street Closure**
Presented By: David DeYoung, Planning Director

Mr. DeYoung, requested street closures for the Mondo Roots Festival, which is scheduled to be held on June 4, 2016. Mr. DeYoung stated the following streets are to be closed: Main Street between O'Neil Street & Church Street along with Fayetteville Street, between Second Street & First Street during the hours of 8:00 a.m. - 10:00 p.m.

ACTION: Placed on April 4, 2016 Consent Agenda

- b) **2016 DDA Concert Series - Resolution to Amend Concert Dates**
Presented By: David DeYoung, Planning Director

Mr. DeYoung, requested an amendment to Resolution #2016-05. This amendment is requested as two of the Downtown Development (DDA) Concert series dates have changed. Saturday - June 18, 2016 was changed to Thursday - June 16, 2016 & Thursday - August 18, 2016 changed to Saturday - August 20, 2016. An amended Resolution is necessary to advise NCDOT of date changes to temporary road closures.

ACTION: Placed on April 4, 2016 Consent Agenda

- c) **Request for Suspension of Rule**

At this time David DeYoung, Planning Director, requested that action be taken on two previous items. He stated that action was necessary due to time constraints and notification to NCDOT regarding temporary street closures.

ACTION: Suspend Rule in Order to Take Action at Work Session

Motion: Council Member Satterfield
Second: Mayor Pro Tem Grannis
Vote: Unanimous

ACTION: Approval of Mondo Root Street Closure (Item 6a)

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

ACTION: Approval of DDA 2016 Concert Series Date Changes (Item 6b)

Motion: Mayor Pro Tem Grannis
Second: Council Member Satterfield
Vote: Unanimous

- d) **Clayton Road Race Presentation & Request for Street Closure - May 14, 2016**
Presented By: Matt Lorion, Program Supervisor

Matt Lorion, Program Director stated this year would be the 33rd annual Road Race. The race is part of the Eastern Carolina Corporate Series and Clayton will be the last location for a race in this series. The course was changed last year when it became certified. A sanctioned and certified course now allows Clayton to be part of the Eastern Carolina Series and this type of race traditionally attracts additional runners. Neighborhoods that will be affected by the race are being notified. The race will be held on Saturday, May 14, 2016 from 8:00 a.m. - 11:00 a.m. Mr. Lorion stated the event will start and end at The Clayton Center. Resolution would need adoption to notify NCDOT of a temporary road closure.

ACTION: Approval of Resolution# 2016-10

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

- e) **Master Site Plan: 2015-82-SP Novo Nordisk Bright Sky & Special Use Permit: 2016-20-SUP Novo Nordisk Bright Sky Building Height**
Presented By: David DeYoung, Planner Director

Mr. DeYoung, Planning Director stated he would present both the Novo Nordisk Major Site Plan (SP) 2015-82-SP and Novo Nordisk Special Use Permit (SUP) 2016-20-SUP together. He provided information regarding the reason for the Major Site Plan being brought to Council. He stated the Major Site Plan is acting as the Master Site Plan. Normal procedure would dictate that whenever an individual building, surrounding infrastructure, landscaping or parking project was presented, it would be brought to the Planning Board for approval. Staff is requesting that rather than each item having to go to the Planning Board that Planning Staff be granted authority for approval of these items.

The Special Use Permit was requested to allow a maximum building height of 90' for the buildings that will be part of the new production facility. While the tallest building is requested to be 90', the majority of all other buildings will be 60'. The facility will be located on Powhatan Road and is 180 acres. The property is currently surrounded by agricultural or vacant properties. The required neighborhood meeting was held on February 9, 2016 with no major concerns raised. Information was provided regarding the construction phase. A construction and employee entrance will be located off of Powhatan Road and a new NCDOT road will be constructed off of Gordon Road over the RR tracks. Signage is being worked out with NCDOT to ensure that ample signage is provided to direct folks to the correct road entrance. Novo Nordisk is considering a batch plant on site which will help to limit the amount of trucks entering and exiting the property. Several canteens will be on site so that construction workers will not have the need leave during the day. Novo Nordisk is doing everything possible to minimize impact to wetlands. They are also working very closely with the Fire Department to ensure that all safety

factors are taken into consideration regarding the increased building height.

Plan is consistent with the 2040 Comprehensive Plan. Planning Board recommend approval at the February 22, 2016 meeting. Staff also recommended approval with conditions as listed in Staff Report.

- f) Special Use Permit: 2016-20-SUP Novo Nordisk Bright Sky Building Height
Presented By: Jay McLeod, Planner

ACTION: Set Public Hearing for April 4, 2016

- g) Rezoning: 2015-84-RZ - Clayton Northside Substation
Presented By: David DeYoung, Planning Director

Mr. DeYoung stated this 79.1 acre property is owned by The Town of Clayton. Currently this property is zoned Residential Estate (R-E) and requested to rezone to Public Facilities (PF). This property is located at 1200 N O'Neil Street, but is physically located east of the approved Ashcroft subdivision, west of the Sam's Branch greenway, south of the Neuse River. A portion of this property is being used as a shooting range for the police department and a lift station is also located on the property.

Proposed rezoning is compatible with Surrounding Land Uses and 2040 Comprehensive Plan. The Findings of Fact have been addressed. The Planning Board recommended approval at the February 22, 2016 meeting. Staff has also recommended approval of rezoning.

ACTION: Set Public Hearing for April 4, 2016

- h) Rezoning: 2016-13-RZ - 3900 Powhatan Road
Presented By: David DeYoung, Planning Director

Mr. DeYoung, stated requested rezoning will correct a clerical error made at the time the parcel was brought into the ETJ. This property is located at 3900 Powhatan Road and is currently zoned Highway Business (B3) & Residential-Estate (R-E). Requested to be zoned Industrial- Light (I-1). The required neighborhood meeting was held on February 3, 2016. The request is consistent with the Surrounding Land Use and 2040 Comprehensive Plan. Staff recommended approval of the rezoning.

ACTION: Set Public Hearing for April 4, 2016

- i) Rezoning: 2016-24-RZ - Cameron Way
Presented By: Jay McLeod, Planner

Mr. McLeod, stated requested rezoning is for property located east of Shotwell Road, along Cameron Way, Enterprise Drive, and Mechanical Drive. Requested zoning is from Business-Special Use (B-3-SUD) to Highway Business (B-3). Neighborhood meeting was held, with no one other than staff in attendance. The proposed zoning change is compatible with Surrounding Land Use and 2040 Comprehensive Plan.. Planning Board recommended approval at the

February 22, 2016 meeting. Staff recommended approval of the rezoning.

ACTION: Set Public Hearing for April 4, 2016

- j) Text Amendments - Unified Development Code
Presented By: Jay McLeod, Planner

Mr. McLeod, requested amendments to the text of the Unified Development Code (UDC). These amendments seek to either update the Code based on recent state legislative changes, correct typos, text, or references, relocate text to more appropriate sections, and/or otherwise make minor changes to the Code to clarify language, intent or definitions. It addresses a few small use regulations. Landscaping for dumpster enclosures by clarifying plant material. The Planning Department originally had a provision to change the major subdivision process from quasi-judicial to legislative however, this request will be changed at a later date. Mayor McLeod stated he would like more clarification on landscaping for dumpster enclosures. There was a brief discussion regarding dumpster enclosures and materials to be used.

ACTION: Set Public Hearing for April 4, 2016

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

- a) Report on Calendar Year 2016 Street Improvements
Presented By: Tim Simpson, Public Works/Utilities Director

Mr. Simpson stated a bid for the calendar year 2016 street project was held on March 15, 2016. The four streets included in this project are 1)Fayetteville Street from Second Street to Whitaker Street, 2)Horne Street from Robertson Street to Charles Street, 3)Barbour Street from Main Street to Second Street, 4)Church Street from Main Street to Front Street. Mr. Simpson stated the bid amount for all work activities include grading, paving, sidewalks, streets, water and sewer. The bid amount was \$1,569,462.00. A letter of recommendation will be provided at the April 4, 2016 meeting. Councilmember Lawter asked who the lowest bidder was Mr. Simpson stated it was T.A. Loving Company.

8 ITEMS FOR DISCUSSION

9 OLD BUSINESS

10 STAFF REPORTS

- a) Town Manager

Mr. Biggs stated there are support issues with removal of the window frames. Many of the windows that have been removed are missing supporting lintels. The Town is working with a Structural Engineer to get a design for replacement of the lintels. The Town is negotiating a cost with the contractor. A full report will be provided when final pricing for repairs is available.

Mr. Biggs provided an update regarding the recently discussed re-financing. Currently awaiting additional information regarding financial results. A Public Hearing will be held on April 4, 2016 with regard to this matter.

- b) Town Attorney
- c) Town Clerk
- d) Other Staff

11 OTHER BUSINESS

- a) Informal Discussion & Public Comment
- b) Council Comments

Council Member Lawter requested an update from Mr. Smith with regard to the paving at Riverwood. Mr. Smith stated this work would occur within the next 30 +/- days. Mr. Smith also stated he is working with Mr. Biggs on Lions Gate roads.

Council Member Lawter stated there was a Special Needs Dance held last Saturday at the Recreation Center and it was a great event.

Council Member Lawter stated it was nice to see young people that have grown up in Clayton, gone off to school and return to Clayton to live and work in their hometown.

12 ADJOURNMENT

- a) With there being nothing further the meeting was adjourned at 7:25 p.m.

Motion: Council Member Satterfield
Second: Mayor Pro Tem Grannis
Vote: Unanimous

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk