



The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, November 21, 2016 @ 6:30 PM
Council Chambers

COUNCIL PRESENT:

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

COUNCIL ABSENT:

Mayor McLeod

STAFF PRESENT:

Town Manager, Adam Lindsay
Deputy Town Manager, Nancy Medlin
Town Attorney, Katherine Ross
Deputy Town Clerk, Christy Anastasi
Planning Director, David DeYoung
Senior Planner, Jay McLeod
Public Information Officer, Stacy Beard
Asst. Public Information Officer, John Hamlin

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor Pro Tem Grannis called the meeting to order at 6:33p.m. Mayor Pro Tem Grannis led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) Katherine Ross, Town Attorney adjusted the agenda and stated there would be no Closed Session.

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
- October 17, 2016 - Regular Meeting
 - November 7, 2016 - Regular Meeting
- b) Certificate of Sufficiency - Voluntary Annexation #2016-225-ANX - Umstead Property

ACTION: Approval of Consent Agenda As Presented

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

4 ADMINISTRATIVE ITEMS

- a) **Warranty Acceptances:**
- Public Water, Sewer and all Pertinent Easements - Lionsgate 7A & Ravens Ridge 8A
 - Final Lift Asphalt - Lionsgate Phase 4A
 - Final Acceptance - Financial Drive

ACTION: Placed on December 5, 2016 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) **Advanced Firefighter Certifications**
Presenter: Stacy Beard, Public Information Officer
- James Harold Hill
 - Steve Randel Benson

Ms. Beard provided information regarding this award, it is the highest award presented to North Carolina Firefighters. Receiving this highly prestigious award for the Clayton Fire Department is an honor. Ms. Beard provided detailed information regarding criteria to receive this award which include many service hours. James Hill and Steve Benson both received this honor. Ms. Beard stated Firefighter Benson was unable to attend the Council meeting. Mayor Pro Tem Grannis presented award plaque to Firefighter Hill. On behalf of the town council and citizens of Clayton, he offered his sincere appreciation to Firefighter Hill.

- b) **Volunteer Board Appointment Recommendations**
Presenters: Christy Anastasi, Deputy Town Clerk & David DeYoung, Planning Director

Christy Anastasi, Deputy Town Clerk provided information on volunteer board appointment recommendations. Town Council were provided with a listing and applications of those being recommended for appointment to various volunteer Town of Clayton Advisory Boards. David DeYoung, Planning Director stated that several current members have been contacted and we have not heard back from these members.

ACTION: Placed on December 5, 2016 Consent Agenda

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

- a) **Annexation - #2016-255-ANX - Umstead Property**
Presenter: Planning Department

Mr. David DeYoung, Planning Director provided information regarding the voluntary annexation of parcel known as the Umstead property. This parcel is contiguous with a total of 18.590 +/- acres. The property is located between Cox Woods and Wynston Subdivisions. The existing zoning district is Residential (R-10). Mr. DeYoung stated the site is approved for 42 single family units. This annexation is needed in order to receive Town utilities.

ACTION: Set Public Hearing for December 5, 2016

- b) Special Use Permit #2016-188-SUP - Johnston County Charter Academy
Presenter: Jay McLeod, Senior Planner

Mr. Jay McLeod, Senior Planner provided information regarding the applicants, Charter Development Company LLC (subsidiary of National Heritage Academies), request for a Special Use Permit. Johnston Charter Academy has requested this SUP so they may provide a Kindergarten-8th grade Public Charter School. The location of the proposed school is SE corner of Financial Dr. & Towne Centre Blvd., east of the Wal-Mart facility. Current existing use is vacant and is undeveloped. A total of 153 parking spaces are approved as well as ample amount of queuing will be provided for cars and student drop off, because Charter schools do not use buses. Councilmember Satterfield requested to see more elevation views. Mr. McLeod stated revised elevations are still being worked on and they will provide once received. Mr. McLeod stated the traffic impact has been approved by NCDOT. The Planning Board and staff are recommending approval with conditions as listed in the staff report.

ACTION: Set Public Hearing for December 5, 2016

- c) #2016-217-OA Article 700 Admin Process Code Revision
Presenter: David DeYoung, Planning Director

Mr. David DeYoung, Planning Director provided information regarding proposed language update regarding Article 700 of the Code of Ordinances. Proposed updates would include the following; removal of the redundancy with Article 32 regarding Board of Adjustment which will be consolidated and relocated, Technical Review Committee section to be added, Tree Clearing Certificate to Table 7-1. Exempt Administrative Appeals (§155.717), Zoning Permits (§155.709), and Sign Permits (§155.713) from pre-application conferences. These revisions relocate text to more appropriate chapters and update board procedures.

ACTION: Set Public Hearing for December 5, 2016

- d) Code of Ordinance Update - Chapter 99 -Streets and Sidewalks
Presenter: David DeYoung, Planning Director

Mr. David DeYoung, Planning Director provided information regarding an update to the Code of Ordinance Chapter 99 Streets and Sidewalks of the Code of Ordinances. Under the General Provisions adding 99.004 Park and Greenway Rules. Mr. DeYoung stated the update will include the three following rules: (A) The Town has the right to post and enforce park and greenway rules and regulations, as amended from time to time, to ensure the health, safety, and welfare of park and greenway users. (B) It shall be unlawful to violate the hours of operation, rules, and prohibited activities posted at each park and greenway. (C) Motorized vehicles used by persons with disabilities or for the purpose of maintenance and public safety shall be permitted within parks and greenways.

ACTION: Place on December 5, 2016 Consent Agenda

- e) Amendments to Downtown Development Association By-Laws
Presenter: David DeYoung, Planning Director

Mr. David DeYoung, Planning Director provided information on proposed amendments to the Downtown Development Association (DDA) By-Laws. Mr. DeYoung stated the last update was in June of 2010. Mr. DeYoung stated there are a few minor changes to include, removal of outdated information, clarification to membership, terms and appointment dates.

ACTION: Place on December 5, 2016 Consent Agenda

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

9 OLD BUSINESS

10 STAFF REPORTS

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

11 OTHER BUSINESS

- a) Informal Discussion & Public Comment

James Lipscomb came before Town Council requesting golf cart usage on public streets. The citizens of East Village would like Council to consider street approved golf carts to be driven from East Village to Downtown. Mr Lindsay stated that staff would not be in favor due to public safety. There was discussion and concern regarding safety concerns and state regulations. Council asked staff to provide additional information from other municipalities and their regulations regarding golf carts.

- b) Council Comments

12 ADJOURNMENT

- a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:01 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Thompson
Second: Council Member Holder

Vote: Unanimous

**Jody McLeod
Mayor**

ATTEST:

**Kimberly A. Moffett, CMC, NCCMC
Town Clerk**