



**Town of Clayton
Clayton Planning Board Minutes
Monday, May 23, 2022 @ 6:00 PM
Town Council Chambers**

BOARD MEMBERS PRESENT:

STAFF PRESENT:

MEMBERS ABSENT:

1 CALL TO ORDER

Meeting called to order at 6:04 pm

- a) Begley, Williams, Dupree are absent

2 ADJUSTMENT OF THE AGENDA

3 APPROVAL OF MINUTES

- a) April 25, 2022- DRAFT Minutes

ACTION: Motion by Board member Powers to approve of the April 25, 2022 Planning Board Draft Minutes

Motion: Board Member Stephen Powers

Second: Board Member Ethan Bennett

Vote: Unanimous

4 CODIFY CLAYTON: UDC STEERING COMMITTEE MEETING

- a) Chad Meadows with the Codewright Planners presented the introduction of the Codify clayton project.

Mr. Meadows stated that the project's purpose is to update the town's unified development code and it will go into much more detail than the previous update from 160d. He also states that this project will include more profound changes to district provisions, design standards, and the basics of the Unified Development Code (UDC).

Mr. Meadows concluded that based on the RFQ there will be seven project objectives which include:

1. Implement the 2024 Comprehensive Growth Plan
2. Make the UDC more user friendly and predictable
3. Raise the bar for development quality and 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

Project team consists of the firm Codewright and the Timmons Group. Mr. Meadows responsibility with this project is the project manager and the key code drafter. John Blasco is the Timmons Group team leader, who is a landscape architect.

According to Mr. Meadows' predicted scope the adoption of the new UDC will be in September or October of 2023. Mr. Meadows describes the steps of the process for the project.

1. Project Initiation (April 2022)
 - As of the date of the meeting this task has been completed
2. Diagnosis (May & June 2022)
 - Identifies the project objectives, improvements, and topics of discussion on recommendations
3. Annotated Outline (July-September 2022)
 - Conclusion of the concept plan, it will set up the document organization and structure
4. Drafting (October 2022-May 2023)
 - The firms and the UDC Committee will provide the first draft of the UDC, and will likely be completing this in three modules
5. Testing (June & July 2023)
 - Five to six recently approved site plans under the current UDC and redo under the new UDC. Mr. Meadows states that with this step it will allow the town to have a comparison.
6. Adoption (August-October 2023)
 - Three public hearings with the UDC Committee and the Town Council.
7. Delivery (October 2023)

Mr. Meadows introduces the project webpage which is found on www.codifyclayton.com. Each month, the website will have a status report which details the progress of the project.

Mr. Meadows states the UDC Committee's purpose with the completion of the project, which is to provide initial reactions to staff and the consulting firms on draft material and code concepts. The second purpose stated was to keep people and networks informed about the progress and purpose of the project.

Meeting will occur at major milestones in the project, Mr. Meadows projected that there will be seven meetings, possibly more. Draft work products will be provided to the committee a couple of weeks in advance. The Town Council will also receive detailed information as the project progresses.

There have been ten stakeholder interviews completed, those interviews brought up some concerns. A feedback memorandum is in the works.

Mr. Meadows provided summary of the feedback to date of the meeting which included:

- Disconnect on application of standards between different Town departments
- Town needs more efficient review process with fewer surprises in terms of new/contradictory comments
- Pre-application conferences conducted with all Town departments
- Need to address conflicts between codes/policies/fire codes, etc.
- Move away from special use permits
- More flexibility in application of development standards on vacant lots and redevelopment in downtown
- Planned development/conditional zoning situation needs more attention and needs to be brought into closer conformance with best practice
- More clarity on what policy guidance is adopted
- Parking standards are outdated and too specific in some cases
- Parks, open space, and greenway standards is perceived as onerous in some cases
- Temporary use permit process and standards need review
- Landscaping standards need more flexibility and creativity

Board of Adjustment member Jim Perricone asked if there has been any feedback regarding specific zoning district that multi-family developments can go and would make sense rather than potential developers looking at areas that are not likely to be approved. Mr. Meadows answered and stated that “everything is on the table” whether it be a new zoning district for multi-family, new mixed-use districts that have a combination of residential and non-residential, or changes to the standards.

Mr. Meadows describes the purpose of the diagnosis report which is where the summary of the feedback will be located and the results of a policy guidance review, a detailed analysis of the current UDC, themes of improvement, and additional topics. Mr. Meadows predicts that this document will be give to the UDC Committee around June 13th, and the discussion will be held on June 27th. A day long public forum on the diagnosis will be held on June 28th, the public forum will consist of two presentations one being at 12:30pm and the second being at 6:00pm or 6:30pm. There will also open house session which will start at 11:30am. These will be recorded for anyone that cannot come.

Mr. Meadows asked the Committee if there are other project objectives, topics, or aspects that they would like to be addressed. Board of Adjustment member Jim Perricone asked if there was part of the process that will focus on where most of the problems will be with the UDC and how do they spend the appropriate amount of time on those issues.

The member’s second question was how to incorporate into the UDC the ability to respond to new unanticipated events. Mr. Meadows answered the first question by stating that the problems that cause discussion and concern, those issues will be handled as they present themselves. He answered the members second question by stating every potential outcome cannot be anticipated. However, it is important that development standards that are capable of pivoting, in terms of being flexible and using mechanisms to help deal with the problem when it comes along. Mr. Meadows stated that he usually assists for a couple of weeks or

months after a code is adopted, while the client is dealing with things that come up that were unexpected.

UDC Steering Committee member James Lipscomb stated Johnston County's transition districts and moving away from those transition districts. He stated that since this process is ahead of Johnston County as the County is going into a new code rewrite. Clayton is not just downtown there are many farms, rural lots that does not have water and sewer. Committee member Lipscomb stated that the ETJ needs to be remembered as the project continues. Working with the county through the process can be beneficial. Mr. Meadows responds by stating the need to find out more about what the county is doing is important, he also recognized that this is not a "one size fits all community". Mr. Meadows stated the document will be much better if all the areas are treated individually, and it will be talked about in more detail during the zoning district related material.

Committee member Lipscomb stated that the county and the town need to work together when it comes to the service within the ETJ because there can be some confusion on who is responsible. He also stated that having a working relationship between the county and town is important when enforcing nuisance laws.

UDC Steering Committee member Ethan Bennett stated that there has been discussion whether the town is getting in the way of the market. His concern is how does the town ensure that enough housing and commercial is provided to satisfy demand. Also how does the town encourage residents to participate in the local market. Mr. Meadows stated that there are population projections in the comprehensive plan, and he will investigate that when going forward with the project.

Board of Adjustment Chair Marty Bizzell stated that the inconsistencies of the Town's code are a problem, to able to identify them fix them will be beneficial. He also stated that having a transportation plan to refer to, although it is not complete incorporating it into the document can be important. Chair Bizzell asked if the old content from the old website will be transfer to the new website. Mr. Meadows stated that the diagnosis will go into detail about what current sections of the current UDC could or should be moved forwarded. Mr. Meadows also stated that the floodplain, the water supply watershed, etc. typically do not change because they are state law. He then stated some things that possibly will change, such as development standards, parking, landscaping, lighting, signage, design standards, etc.

UDC Committee Member James Moore asked if there will ideas for visionary change in the UDC. Mr. Meadows responded with the benefit of having a brand-new comprehensive growth plan because it is place to start in terms of how to bring new and better things to Clayton. However, the consulting team will bring new ideas to the Town.

Five-minute recess

b) Board of Adjustment Members Joining the UDC Steering Committee:

- Marty Bizzell - Board of Adjustment Chair

- Thomas Antoine - Board of Adjustment Vice Chair
- Jim Perricone - Board of Adjustment Member
- Rebecca Berry - Board of Adjustment Member

5 PUBLIC HEARINGS

a) 2022-54-RZ Meridian Center Rezoning

Presenter: Bruce Venable, Planner I

Board Member Ronald Williams and Board Member Kevin Lee are now present.

Board Member Lipscomb recused due to conflict of interest with HDR commercial is representing the client

Bruce Venable, Planner I present to the board with a rezoning from industrial light to office institutional.

The site is approximately 6.6 acres and is off 935 Shotwell Road.

The current building located there is empty with no occupants.

The surrounding areas include industrial heavy, across is some planned development, and to the south is industrial light.

The rezoning to office institutional is in line with the Town's Land Use Plan and the Town's Comprehensive Growth Plan.

The planning staff believes it consistent and compatible, while also preserving Clayton's character. It is appropriate with the land use policy due to most of the area to be future zoned for office institutional. It also meets the goal of Economic Development 1 as it will increase high paying jobs.

The planning staff recommends approval of the proposed rezoning request. Some considerations included any permitted use within office industrial to be constructed on site such as hospitals, medical offices, schools, etc.

The planning staff does find the rezoning consistent, reasonable, and fitting with the future land use growth plan and the current code.

The applicant endorses the report of the planning staff. He stated that the site has always been office institutional. The previous use was for the Winn-Dixie administrative offices. The floor is ground level, and it does not have a loading dock.

The applicant provides the board with images of the interior of the building.

Paul Flaherty with HDR Commercial is assisting with marketing the property, he stated that most industrial buildings ceiling height is between 16 to 30 feet this building the ceiling height is around 12 feet. He reiterated that the office industrial is the best use for the building.

No comments from the board

ACTION: Recommendation to Town Council for Approval or Denial

Motion: Board Member Bennett

Second: Board Member Williams

Vote: Unanimous

6 NEW BUSINESS

7 PLANNING DIRECTOR REPORT

a)

Fully staffed the first week of June with a new Land Development Specialist
Continuing to work on the UDC project

In the process to start work on the Downtown Master Plan update. Also, the Future I-42, NC
42 small area plan and are in negotiations with two different consultations on the project, and
to get into contract on one before the end of June

8 ADJOURN

a) Adjourn the Meeting

Motion: Board Member Powers
Second: Board Member Spence
Vote: Unanimous

7:25pm

Chair

ATTEST:

Clerk to the Board