

Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Steve Biggs
TOWN MANAGER



Bob Satterfield
Alex Harding
R.S. "Butch" Lawter, Jr.
Art Holder
COUNCIL MEMBERS

Michael Grannis
MAYOR PRO TEM

TOWN COUNCIL MEETING

FEBRUARY 21, 2011

AGENDA

MAYOR AND TOWN COUNCIL

**MAYOR JODY L. MCLEOD
MAYOR PRO TEM MICHAEL GRANNIS
COUNCILMAN BOB SATTERFIELD**

**COUNCILMAN ALEX HARDING
COUNCILMAN R.S. "BUTCH" LAWTER, JR.
COUNCILMAN ART HOLDER**

TOWN STAFF

**STEVE BIGGS, TOWN MANAGER
SHERRY L. SCOGGINS, TOWN CLERK
BRUCE THOMPSON II, TOWN ATTORNEY**

AGENDA
THE WORK SESSION MEETING OF THE CLAYTON TOWN COUNCIL

MONDAY, FEBRUARY 21, 2011
7:30 PM

THE CLAYTON CENTER
COUNCIL CHAMBERS

1. **CALL TO ORDER**
Pledge of Allegiance
Invocation – Mayor Jody L. McLeod
2. **ADJUSTMENT OF THE AGENDA**
3. **ACTION AGENDA**
 - a. Draft minutes from the February 7, 2011, regular meeting and January 31, 2011, special joint meeting between the Town Council and Public Art Advisory Board.
4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
 - a. Introduction of new Town of Clayton employee(s).
5. **ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**
 - a. Presentation of planned development district, PDD-R 2010-46, located on the east side of North O’Neil Street adjacent to Sam’s Branch in the town limits.
 - b. Presentation of interim report on the scenic highway overlay district.
 - c. Presentation of resolution for 2011 state legislative agenda.
 - d. Presentation of resolution directing the clerk to investigate annexation petition 2011-02-01.
 - e. Presentation of resolution directing the clerk to investigate annexation petition 2011-02-02.
 - f. Presentation of proclamation for Arbor Day.
 - g. Presentation of warranty acceptance for Cobblestone Subdivision, Phase 7C-1 (12 lots).
6. **ITEMS CONTINGENT FOR THE REGULAR MEETING**
7. **ITEMS FOR DISCUSSION**
8. **OLD BUSINESS**

9. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
 - Calendar of Events
- d. Other Staff

10. OTHER BUSINESS

- a. Informal Discussion & Public Comment.
- b. Council Comments.
- c. Planning Board Highlights of the January 2011 meeting.

11. ADJOURNMENT

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3a

Meeting Date: 2/21/11

TITLE: DRAFT MINUTES FROM THE FEBRUARY 7, 2011, REGULAR MEETING AND JANUARY 31, 2011, SPECIAL JOINT MEETING BETWEEN THE TOWN COUNCIL AND PUBLIC ART ADVISORY BOARD.

DESCRIPTION: Minutes.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

2-21-11

Approval.

DRAFT minutes from
2/7/2011 and 1/31/2011.

**MINUTES
CLAYTON TOWN COUNCIL
FEBRUARY 7, 2011**

The first regular meeting of the Clayton Town Council for the month of February was held on Monday, February 7, 2011, at 7:30 PM at Town Hall, 111 East Second Street.

PRESENT: Mayor Jody L. McLeod, Mayor Pro Tem Michael Grannis, Councilman Alex Harding, Councilman R. S. "Butch" Lawter Jr., and Councilman Art Holder.

ABSENT: Councilman Bob Satterfield

ALSO PRESENT: Steve Biggs, Town Manager; Brenton McConkey, Town Attorney; Sherry Scoggins, Town Clerk; Nancy Medlin, Deputy Town Manager; Tim Simpson, Public Works & Utilities Director; David DeYoung, Planning Director

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 7:30 PM and led everyone in the Pledge of Allegiance. Mayor McLeod gave the invocation.

ITEM 2. ADJUSTMENT OF THE AGENDA

As there was no adjustment to the agenda, it was the consensus of the Council to proceed with the agenda as presented.

ITEM 3. ACTION AGENDA

Councilman Harding motioned to approve the action agenda as presented; Councilman Lawter seconded the motion. The motion carried unanimously at 7:32 PM with the following action agenda items being approved:

- Item 3a. Draft minutes from the January 18, 2011, regular meeting.
- Item 3b. Two final acceptances for asphalt work at Moss Creek Subdivision Phases 1 & 2 and Glen Laurel East Phase 1.

ITEM 4. INTRODUCTIONS AND SPECIAL PRESENTATIONS

No introductions and special presentations were made.

ITEM 5. PUBLIC HEARINGS

No public hearings were held.

ITEM 6. OLD BUSINESS

Item 6a. Proposal regarding a rental property registration program as adopted in the 2010-2011 retreat and work plan.

Town Manager Biggs stated this item is from the Council's work plan as adopted from the Council Retreat. He stated this item will have a stakeholder and public involvement component that will consume time. He stated this item relates to the perception the Town has code related and nuisance related problems for residential properties. He stated it is more cumbersome when responding to concerns at rental properties. He clarified this is not an inspection program and the Town has an existing minimum housing code for when substandard conditions are identified. He stated this is a registration process allowing the Town to collect information so that the Town may follow up with landlords in a more timely fashion. He stated the information being collected includes: landlord name, management company name, physical address for both, mailing address for both, and a third alternate contact. He stated the program is similar to the City of Raleigh program. He stated the City of Raleigh cited examples of use by police officers on complaints as well as utility connection questions. He stated this is for Council discussion and direction. He stated the goal is to implement this fiscal year.

Based upon question by Council, Town Manager Biggs stated in addition to Raleigh, other municipalities with this program are Wilson and Garner.

Based upon question by Council, Town Manager Biggs stated the push back received in Raleigh with the implementation of this ordinance was the fees. He stated there is a degree of administrative work that will be incurred. He stated the City of Raleigh uses a one-page single sided form. He stated anytime there is transfer of ownership will result in amending the information.

Based upon question by Council, Town Manager Biggs stated there will be administrative responsibilities of owners and property managers.

Based upon question by Council, Town Manager Biggs stated the Town does not have an existing survey of rental properties. He added there is not a database that sorts rental properties from owner occupied properties. He stated some rental properties are owned in a corporate name. He added the Town may not have readily available information on the management company handling the property owned by the corporation. He stated there is not at this time an adequate source of info for this program

Based upon question by Council, Town Manager Biggs stated when a police officer arrives at a scene the officer does not have readily available access to the Johnston County GIS. He stated the officer may have access through the internet to the Johnston County GIS; however, if the owner is a corporate entity,

then the officer must go to the NC Secretary of State site. He added the Town is looking for readily available contact information.

Based upon question by Council, Town Manager Biggs stated the value is when serving a warrant and the front door is damaged, the Town is enabled to contact the property to secure the location. He stated this is intended to be a partnership and to preserve property values. He added the Town receives complaints on the number of people residing at a location. He stated if the Town receives a complaint of more than four non-related persons at a location, then the Town may contact the landlord for verification of the individuals renting the location.

Town Manager Biggs stated the fee structure for the proposed rental property registration program is if the site is an apartment complex, then the owner would pay \$30 for the first unit and \$10 for each additional unit. He added the fee structure for the proposed rental property for the residential properties the owner would pay \$30 for each property.

Mayor McLeod stated the purpose of the registration program is to increase landlord responsibility and increase safety in the neighborhoods. He stated the established neighborhoods are experiencing an increase in rental properties. He added the point in having the rental registration is enforcement of the nuisance ordinances.

Councilman Lawter stated in researching property owners it can be as quick as 15 minutes or as much as two hours. He questioned the benefit to the property owner aside from safety and how the Town will explain this benefit.

Town Manager Biggs stated the benefit to the property owner is when the Town finds through Town activities, such as a meter reader seeing damage at the property, the landlord can be made aware of this. He stated the Town does have persons who seek to squat properties. He stated if there is a registration of tenants at a given property, then someone opening a utility account must produce a lease. He stated this will enable the Town to verify the lease with the registered property owner. He added this information would be available on an internal GIS.

Councilman Holder stated the benefit is the Town is helping the landlord by protecting the property. He added the other component is educating the landlord of the responsibility of property upkeep.

Councilman Harding stated he wants to be clear as to where the money is going.

Town Manager Biggs stated there is a distinction between what the registration fee is for and the value the database brings to the Town. He stated there will be

costs associated with the upkeep of the database. He added there will be an annual mailing to registered properties to update registrations.

Councilman Harding stated he would like additional discussion on the fee for someone owning a complex with multiple units.

Town Manager Biggs stated the Town will use the database for events at locations. He stated if there is a 100 unit complex, each unit will be a record. He added in that record the data fill will be the same for owner and if there is a police call to a particular unit, the data will be amended to reflect the police response.

Councilman Holder questioned if there is anyway to cross reference utilities and who is paying for the services at each unit.

Town Manager Biggs stated ultimately.

Councilman Lawter stated it can be used for confirming in-town or out-of-town residency for parks and recreation registration.

Mayor Pro Tem Grannis stated he understand the reasoning for the apartment complex fee of \$30 for the first and \$10 for the remaining. He stated if there is an individual that owns 10 different properties, he questioned what would be the difference for charging \$30 for the first and \$10 for the subsequent nine.

Town Manager Biggs stated in administering the project on a multi-year basis, persons owning multiple sites would receive a mailing for each site.

ITEM 7. NEW BUSINESS

Item 7a. Proclamation proclaiming February as American Heart Month.

Mayor Pro Tem Grannis motioned to approve the proclamation as presented; Councilman Harding seconded the motion. Motion carried 4-0.

ITEM 8. STAFF REPORTS

Item 8a. Town Manager

Town Manager Steve Biggs stated this is an overview of the redesign elements for the East Clayton Community Park. He stated this project was bid out last spring and the bids exceeded the estimated cost of the project. He displayed an overview of the original graphic and he provided an overview of changes to the proposed design:



- Soccer field originally slated to be a natural field with an add alternate for an artificial turf field; will retain in the revised bid for natural grass and the alternate with turf
- Water line that feeds both the irrigation and fire suppression system coming in from Glen Laurel Road will be reduced from an 8” line to a 6” line
- Chain link back stop to using nylon netting on the baseball field; will have a value deduct for fencing. Base bid will be vinyl coated and the alternate is regular chain link fencing.
- Significant amount of asphalt deleted; entrance will be asphalt and top lot will be asphalt and the loop road will be deleted and the interior parking lot surfaces will be stone surfaces. The loop will be completed in phase II with asphalt.
- Two restrooms facilities originally specked and will reduce to one restroom facility
- Removed from contract all site furnishings; meaning trash receptacles and park benches; will be done separately
- Removed from the contract the gate
- Removed from the contract the sign package
- Removed from the contract lighting; will bring back a proposal of the soccer and baseball field

He clarified the Town installs the parking lot lighting separate from the playing fields.

Based upon question by Council, Town Manager Biggs stated the Town has had gates at other park sites in the past. He added the Town does not use the gates and at most locations the gates have been removed because of maintenance problems.

Based upon question by Council, Town Manager Biggs stated there is one bathroom facility and over the longer term the second facility will be added. He stated each of the buildings is about \$220,000.

Based upon question by Council, Town Manager Biggs stated the trail will be an asphalt surface in the area of the developed park. He stated in the natural vegetative area the trail will be alternative material such as mulch or pea gravel. He stated there will not be an asphalt trail in the natural area.

Based upon question by Council, Town Manager Biggs stated the bathrooms will incorporate a number of different fixtures. He stated this park will be less intense than Clayton Community Park. He stated at Clayton Community Park may have a game on each of the three fields.

Town Manager Biggs added the Town will utilize sprigging on all of the areas throughout the park rather than sod.

Based upon question by Council, Town Manager Biggs stated there is no reclaimed water going to Glen Laurel Subdivision at this time.

Town Manager Biggs stated the volley ball court would be deleted from East Clayton Community Park and re-considered at Clayton Community Park by adding a third volley ball court.

Town Manager Biggs stated the Town hears that citizens do not have a play area and he sees the front two un-programmed lots will be used.

Town Manager Biggs stated the baseball field fence will be reduced from eight feet to six feet and the soccer field fence reduced from six feet to five feet.

Town Manager Biggs stated a bid alternate for corrugated storm drainage pipe instead of concrete storm drainage pipe.

Based upon question by Council, Town Manager Biggs stated the engineer has not been requested to do a cost savings estimate. He stated \$2 million is set aside for this project.

Based upon question by Council, Town Manager Biggs stated the YMCA owns the property on Powhatan Road. He added the primary tenant is the Johnston United Soccer Association (JUSA).

Mayor Pro Tem Grannis requested to include space for special needs children for any future parks and recreation facilities.

Item 8b. Town Attorney

Town Attorney Brenton McConkey stated no report.

Item 8c. Town Clerk

Town Clerk Sherry Scoggins stated Friday, February 25, 2011, Southside Christian School middle school students will tour the Clayton Center for the purpose of learning local government.

Item 8d. Other Staff

Other staff did not have a report.

ITEM 9. OTHER BUSINESS

Item 9a. Informal Discussion & Public Comment.

No informal discussion and public comment were presented.

Item 9b. Council Comments.

No Council comments were made.

Item 10. ADJOURNMENT

Councilman Holder motioned to adjourn; Councilman Harding seconded the motion. Motion carried 4-0 at 8:25 PM.

Duly adopted by the Town Council this ____ day of February 2011, while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**MINUTES
CLAYTON TOWN COUNCIL
JANUARY 31, 2011**

By invitation of the Public Art Advisory Board, the Clayton Town Council and the Public Art Advisory Board met for a special joint meeting on Monday, January 31, 2011, at 12 noon at 442½ East Main Street (Waltham Group Building).

COUNCIL MEMBERS PRESENT: Mayor Jody L. McLeod, Mayor Pro Tem Michael Grannis, Councilman Bob Satterfield (departed at 4:03 PM), and Councilman Art Holder (departed at 4:03 PM).

COUNCIL MEMBERS ABSENT: Councilman R. S. "Butch" Lawter Jr. and Councilman Alex Harding

PUBLIC ART ADVISORY BOARD MEMBERS PRESENT: Chair Suzette Rodriquez, Ramona Cash, Lara Perry, Dorothy Demboski (arrived at 1:30 PM), and Jason Hardy

STAFF PRESENT: Steve Biggs, Town Manager; Sherry Scoggins, Town Clerk; Heidi Stump, Executive Director of the Clayton Center

CALL TO ORDER

Executive Director of the Clayton Center Heidi Stump called the meeting to order at 12:10 PM.

INTRODUCTIONS

All members present introduced themselves.

HISTORY OF PUBLIC ART INITIATIVE IN CLAYTON

Executive Director of the Clayton Center Heidi Stump stated public art conversations began in 2005. She stated the Council adopted a resolution in 2008 for a Public Art Advisory Board; hereafter PAAB. She stated the first step with the PAAB was a retreat in April 2008 with Janet Kagan serving as the facilitator. She stated from the retreat a five year plan with goals was adopted.

CURRENT STATUS OF PUBLIC ART PROGRAMMING AND PROJECTS

Ms. Kagan stated her request is to have this as a dialogue and she added questions are welcome.

Ms. Kagan requested to review the by-laws. She stated the following may need clarification:

- **Appointments to include persons who are knowledgeable about art**
- **Terms being a fiscal year instead of a calendar year**
- **Qualifications of members to include professional qualifications**
- **Determine conflicts of interest at the onset of the project**

Based upon question by Council for clarification of appointments, Ms. Kagan stated there is a difference between art and design. She added the by-laws do not address the governance of projects.

ROLES, RESPONSIBILITIES, AND EXPECTATIONS

Ms. Kagan stated the expectations of the PAAB are set by the Council. She added the PAAB adopted policies for accession and de-accession of art. She stated the relationship between the PAAB and Council is a two-way street. She stated the PAAB is thought of as creative and this group should be included in early meetings of projects.

Councilman Satterfield stated the possibility to solicit projects and bring to Council.

Mayor McLeod stated the recommendations for connections among citizens and commercial industry. He stated the funding does not have to come from the Town Hall pocket book.

Council and PAAB discussed potential public artist colony space within Town.

Mayor Pro Tem Grannis stated his expectation is the PAAB would do the leg work and canvas the local artists and then bring several ideas to Council.

Ms. Kagan suggested bringing this to the Town Manager so that a qualitative analysis can be done.

Mayor Pro Tem Grannis stated he sees research being done at the committee level.

Town Manager Biggs stated he sees the local artists taking the initiative.

Ms. Perry stated she sees the PAAB providing a forum for the artists to discuss opportunities amongst themselves.

Meeting recessed at 1:28 PM; meeting resumed at 1:35 PM.

IDENTIFICATION OF AMBITIONS FOR PUBLIC SPACE

Ms. Janet Kagan provided an overview on the differences of public and private space. She posed the question of what makes a community vibrant and the members responded:

- Interactive
- Unique
- Civic pride
- Place people want to see and visit
- Point of interest
- Enjoy
- Lingering
- Surprises
- Families
- Large scaled
- Unexpected
- Congregation

Ms. Kagan suggested the Council enable the PAAB to provide ideas. She added the Council would decide on the funding of the ideas.

There was discussion about funding.

TRIGGERS FOR PUBLIC ART AND PLACE-MAKING

Ms. Kagan requested the members review the handout, “Investigating the Public Art Commissioning System, The Challenges of Making Art in Public” by Shelly Willis.

Ms. Kagan stated the article addresses embracing an idea. She added artists want an opportunity to express ideas. She stated each project is unique and it is important to include key staff in the beginning as there is no template for a public art project.

IMPLICATIONS AND COMMITMENTS TO SUSTAIN A PUBLIC ART PROGRAM

Ms. Kagan provided the following options as means to support public art:

- Percentage ordinance: Write an ordinance to get best project possible and options to pool capital managed through the municipality.
- Municipal Set Asides: General allocation to a specific account
- Mandate artist involvement in every capital project: The artist would be selected when the design team is selected.

Based upon discussion of how capital projects are financed for the Town, Ms. Kagan stated HUD, NEA, and DOT are combining resources for art. She added the Federal DOT projects authorize one percent of project cost for art. She added the federal parks and recreation service will provide in-kind service. She added the NCDOT incorporated a public art guideline last month.

Meeting recessed at 3:30; meeting resumed at 3:35 PM.

CONCLUSIONS AND NEXT STEPS

Ms. Kagan stated there are four steps that need to happen next:

- Explore a sustainable allocation for art in projects that are being considered in the next fiscal year. Recommended contacting the federal parks and recreation service office in Atlanta for the park project that is presently underway. The following questions were posed:
 - What is coming up next year and evaluate?
 - What are the big or small civic projects?
 - What are we celebrating when the civic project is opened?
- Recommended not focusing on the literal percent ordinance. She suggested giving thought for sustainability in this community to have artists involved. A percentage for projects whether perceptual or design and place at a site with most impact. Build it up and increase it each fiscal year.
- Public education component:
 - Recommended allocating \$15,000 in fiscal year 2011-2012 to find best artist who is within driving distance. The artist would be in residence one day a week for a year or two days a week for six months. Allow the artist to conceive project that engages the community and is interactive.
- The PAAB meets again in mid-February. Recommended the PAAB to present recommendation on how to proceed at the March or April Council meeting. Questions posed:
 - How will this engage the community?
 - What are expectations of the community?
 - How to educate about the art?
 - How does art create interaction and engage the community?

Based upon question, Ms. Kagan stated it takes a skilled project manager that appreciates art to bring in an artist at the beginning of a project.

Councilman Satterfield and Councilman Holder departed at 4:03 PM.

Mayor Pro Tem Grannis stated the Council believes the arts are important to the community. He added the revitalization of the Clayton Center was the onset of downtown revitalization.

Ms. Kagan stated the PAAB report to the Council in March or April. She suggested adopting a resolution or policy effective July 1 that aggregates funds form projects that are at a certain dollar threshold.

Ms. Kagan recommended the PAAB change the number of times reporting to the Council from once a year to twice a year.

The following documents are herewith attached as part of the permanent record:

- Agenda
- Investigating the Public Art Commissioning System, The Challenges of Making Art in Public, by Shelly Willis
- Resolution Establishing a Public Art Advisory Board, 2008-010

- Public Art Advisory Board By-Laws
- Five Year Plan
- Town of Clayton: Gift of Art Review Policy
- Town of Clayton: Gift of Art Disclosure Form
- Town of Clayton: Policy for Deaccessioning of Works of Art
- Town of Clayton: Deaccessioning Worksheet

ADJOURNMENT

With there being no further business the meeting was adjourned at 4:19 PM.

Duly adopted by the Town Council this ____ day of February 2011, while in regular session.

ATTEST:

Jody L. McLeod,
Mayor

Sherry L. Scoggins, MMC,
Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 4a

Meeting Date: 2/21/11

TITLE: INTRODUCTION OF NEW TOWN OF CLAYTON EMPLOYEE (S).

DESCRIPTION: Introduction(s).

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Introduction(s).	N/A.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5a

Meeting Date: 2/21/11

TITLE: PRESENTATION OF PLANNED DEVELOPMENT DISTRICT, PDD-R 2010-46, LOCATED ON THE EAST SIDE OF NORTH O'NEIL STREET ADJACENT TO SAM'S BRANCH IN THE TOWN LIMITS.

DESCRIPTION: Johnston Land Group LLC submitted planned development district request PDD-R 2010-46. The site is 74.64 acres and is presently zoned RE watershed protection overlay area. A neighborhood meeting was conducted on January 11, 2011.

The Planning Board reviewed this item on January 24, 2011, and voted unanimously to recommend approval of PDD-R 2010-46 with the nine conditions listed in the staff report; herewith attached.

This item is slated for evidentiary hearing on Monday, March 7, 2011, at 7:30 PM.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation & Public Notice.	Application, Neighborhood Meeting email, Staff Report, Map, and Site Plan.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5b

Meeting Date: 2/21/11

TITLE: PRESENTATION OF INTERIM REPORT ON THE SCENIC HIGHWAY OVERLAY DISTRICT.

DESCRIPTION: Interim report regarding the draft development regulations which will affect properties adjacent to, or having immediate access to scenic US Highway 70 West. The Scenic Highway Overlay (SHO) boundaries follow the thoroughfare within Town limits and extra territorial jurisdiction (ETJ) for ½ mile centered on highway interchanges and 2,000 feet from the centerline of the right-of-way for the remainder of the thoroughfare.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY: The Scenic Highway Overlay (SHO) is established for the purpose of protecting the visual qualities of the scenic US Highway 70 corridor by maintaining the corridor in as natural a state as is feasible and retaining its historic rural character while providing opportunities for growth and development, and encouraging urban development at highway interchanges. The property within the SHO offers a desirable, predominantly low density, rural lifestyle. A primary goal is to promote and enhance the quality of life experience by protecting the unique rural character and social fabric while enhancing appeal for new residential and business investment.

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	DRAFT Overlay District Standards Ordinance.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5c

Meeting Date: 2/21/11

TITLE: PRESENTATION OF RESOLUTION FOR 2011 STATE LEGISLATIVE AGENDA.

DESCRIPTION: The 2011 is the long session for the State Legislators.
Requests for local acts are due by:

- March 9, 2011 – Senate
- March 30, 2011 - House

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	Resolution.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5d

Meeting Date: 2/21/11

TITLE: PRESENTATION OF RESOLUTION DIRECTING THE CLERK TO INVESTIGATE ANNEXATION PETITION 2011-02-01.

DESCRIPTION: Mr. Rickie L. Johnson submitted a citizen initiated annexation petition for property located 1414 Old US 70 HWY, parcel number 05G01012, for one acre that is contiguous to the town limits.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	Resolution & Map.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5e

Meeting Date: 2/21/11

TITLE: PRESENTATION OF RESOLUTION DIRECTING THE CLERK TO INVESTIGATE ANNEXATION PETITION 2011-02-02.

DESCRIPTION: The Town of Clayton acquired 79.335 acres on Covered Bridge Road and adjacent to the Neuse River formerly owned by the Massey family.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

2-21-11

Presentation.

Resolution & Map.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5f

Meeting Date: 2/21/11

TITLE: PRESENTATION OF PROCLAMATION FOR ARBOR DAY.

DESCRIPTION: Each state of the US may designate its own Arbor Day. In North Carolina, Arbor Day is recognized the first Friday following March 15.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	Proclamation.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5g

Meeting Date: 2/21/11

**TITLE: PRESENTATION OF WARRANTY ACCEPTANCE FOR
COBBLESTONE SUBDIVISION, PHASE 7C-11(12 LOTS).**

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	Memorandum.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 9c

Meeting Date: 2/21/11

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Council Mtg – Monday, February 21, 2011 @ 7:30 PM
- The Palladian Series: Tommy Emmanuel – Saturday, February 26, 2011 @ 8 PM
- ~~Planning Board Mtg – Monday, February 28, 2011 - Cancelled~~
- Council Mtg – Monday, March 7, 2011 @ 7:30 PM
- Library Book Sale – Saturday, March 12, 2011 @ 8 AM – 12 noon at the Hocutt-Ellington Library, 100 South Church Street
- Clayton Farmers Community Market Kick Off – Saturday, March 12, 2011, 5 PM – 9 PM @ the Clayton Center
- Colin Hay – Sunday, March 13, 2011 @ 8 PM
- Sunshine Week – March 13 – 19, 2011
- Public Art Advisory Board Mtg – Tuesday, March 15, 2011 @ 11:30 AM in the Green Room at the Clayton Center
- Board of Adjustment Mtg – Wednesday, March 16, 2011 @ 6 PM
- Council Mtg – Monday, March 21, 2011 @ 7:30 PM
- Planning Board Mtg – Monday, March 28, 2011 @ 7 PM
- Clayton Farm and Community Market: Season Opens – Saturday, April 2, 2011, 9 AM – 2 PM, at the Clayton Town Square
- Council Mtg – Monday, April 4, 2011 @ 7:30 PM
- Downtown Development Association Mtg – Monday, April 11, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, April 18, 2011 @ 7:30 PM
- Public Art Advisory Board Mtg – Tuesday, April 19, 2011 @ 11:30 AM in the Green Room at the Clayton Center
- Board of Adjustment Mtg – April 20, 2011 @ 6 PM
- Good Friday Holiday – Friday, April 22, 2011
- Planning Board Mtg – Monday, April 25, 2011 @ 7 PM
- Clayton Library Board Mtg – Thursday, April 28, 2011 @ 2:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Council Mtg – Monday, May 2, 2011 @ 7:30 PM
- NCLM Town Hall Day – Wednesday, May 4, 2011
- Clayton Road Race – Saturday, May 14, 2011 @ 9 AM
- Council Mtg – Monday, May 16, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, May 18, 2011 @ 6 PM
- Planning Board Mtg – Monday, May 23, 2011 @ 7 PM
- Council Mtg: FY 11-12 Budget Work Session – **TUESDAY**, May 24, 2011, @ 6 PM, at Fire Station #1, 325 West Horne Street
- Memorial Day Holiday – Monday, May 30, 2011
- Council Mtg – Monday, June 6, 2011 @ 7:30 PM Downtown Development Association Mtg – Monday, June 13, 2011 @ 7:30 PM in Room GS 223
- Board of Adjustment Mtg – Wednesday, June 15, 2011 @ 6 PM
- Council Mtg – Monday, June 20, 2011

- Planning Board Mtg – Monday, June 27, 2011 @ 7 PM
- Independence Day Holiday – Monday, July 4, 2011
- Clayton Library Board Mtg – Thursday, July 14, 2011 @ 4:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Council Mtg – Monday, July 18, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, July 20, 2011 @ 6 PM
- Planning Board Mtg – Monday, July 25, 2011 @ 7 PM
- Council Mtg – Monday, August 1, 2011 @ 7:30 PM
- Downtown Development Association Mtg – Monday, August 8, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, August 15, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, August 17, 2011 @ 6 PM
- Planning Board Mtg – Monday, August 22, 2011 @ 7 PM
- 2011 ElectriCities Annual Conference – August 25 – 27, 2011; Grove Park Inn Asheville
- Labor Day Holiday – Monday, September 5, 2011
- Council Mtg – **TUESDAY**, September 6, 2011 @ 7:30 PM
- Council Mtg – Monday, September 19, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, September 21, 2011 @ 6 PM
- Planning Board Mtg – Monday, September 26, 2011 @ 7 PM
- Council Mtg – Monday, October 3, 2011 @ 7:30 PM
- Clayton Library Board Mtg – Thursday, October 6, 2011 @ 2:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Downtown Development Association Mtg – Monday, October 10, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, October 17, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, October 19, 2011 @ 6 PM
- 2011 North Carolina League of Municipalities (NCLM) Annual Conference – October 23 -25, 2011; Raleigh
- Planning Board Mtg – Monday, October 24, 2011 @ 7 PM
- Clayton Farm and Community Market: Season Closes – Saturday, October 29, 2011, 9 AM – 2 PM, at the Clayton Town Square
- Council Mtg – Monday November 7, 2011 @ 7:30 PM
- Veteran’s Day Holiday – Friday, November 11, 2011
- Downtown Development Association Mtg – Monday, November 14, 2011 @ 7:30 PM, site TBA
- Board of Adjustment Mtg – Wednesday, November 16, 2011 @ 6 PM
- Council Mtg – Monday, November 21, 2011 @ 7:30 PM
- Thanksgiving Day Holiday – Thursday, November 24, 2011 & Friday, November 25, 2011
- Planning Board Mtg – Monday, November 28, 2011 @ 7 PM
- Council Mtg – Monday December 5, 2011 @ 7:30 PM
- Downtown Development Association Mtg – Monday, December 12, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, December 19, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, December 21, 2011 @ 6 PM
- Christmas Holiday – Monday, December 26, 2011 & Tuesday, December 27, 2011
- Planning Board Mtg – **WEDNESDAY**, December 28, 2011 @ 7 PM

Date:
02-21-11

Action:
Information.

Info. Provided:
Calendar of Events.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 10c

Meeting Date: 2/21/11

TITLE: HIGHLIGHTS OF THE JANUARY 2011 PLANNING BOARD MEETING.

DESCRIPTION: Attached as information; does not require Council action.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	None.	N/A.

**HIGHLIGHTS FROM THE PLANNING BOARD MEETING
MONDAY, JANUARY 24, 2011
7:00 PM**

A. Members Present: Sarah Brooks, George Coats, Marty Bizzell, Ronald Johnson, Jim Lee, Chairman Frank Price, David Teem, Bob Ahlert and Councilman Bob Satterfield.

B. Members Absent: Dana Pounds, Joseph Whitley and Derrick Thompson.

C. Staff Present: David DeYoung Planning Director, Beth Franson Planner, Dede Bumgarner Zoning Administration Officer and Cindy Batten Administrative Support.

D. Adjustment to the Agenda:

- Election of new officers

George Coats made a motion to elect Frank Price as Chairman and David Teem Vice-Chairman. Sarah Brooks seconded the motion. Motion carried unanimously.

David DeYoung Planning Director informed the Board that Item #A under Old Business has been requested by the applicant again to be tabled for 30 days until the February meeting.

E. Approval of December 28, 2010 meeting minutes.

David Teem made a motion to approve the December 28, 2010 meeting minutes as written. Sarah Brooks seconded the motion. Motion carried unanimously.

F. Reports and Comments:

- Swearing in of reappointed members Ronald Johnson, Derrick Thompson, Jim Lee and Joseph Whitley Sr.

Cindy Batten swore in reappointed members Ronald Johnson and Jim Lee.

- Introduction of Planning Director David DeYoung

G. Old Business:

A. **SP 2010-35 MOJACK, LLC – Site Plan** approval for a 480 square foot building for commercial use as auto sales. The proposed site is

SP 2010-35 was tabled for 30 days until February's meeting.

H. New Business

- A. **PDD-R 2010-46 Ashcroft Subdivision – Master Plan** for a 74.64 acre tract for residential development comprised of 104 lots for single family residences and 46 townhomes. The site is located on the east side of N. O'Neil Street adjacent to Sam's Branch in the town limits.

The Board voted unanimously to recommend approval of PDD-R 2010-46 to the Council with two (2) added conditions.

I. Adjourn:

Ronald Johnson made a motion to adjourn. David Teem seconded the motion. Motion carried to adjourn at 7:35 pm.

cb