

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

JULY 18, 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, JULY 18, 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 June 20, 2011, work session meeting, and the June 20, 2011, closed session meeting.
 - b. Final acceptance request for asphalt pavement at Mitchiner Hills Subdivision, Phase 1.
4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
 - a. Introduction of new Town of Clayton employee(s).
 - b. Presentation of Powhatan R.A.C.E. request.
 - c. Presentation by the Clayton Chamber of Commerce for the 2011 Harvest Festival.
5. **ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**
 - a. Continuation of public hearing for Ordinance Amendment OA 2011-25 to the UDC to add Scenic Highway Overlay Regulations – UDC Section 155.204 from the Monday, May 2, 2011, Council meeting.
 - b. Phase 2 of the streets bonds bid opening results [**Council action is requested**].
6. **ITEMS CONTINGENT FOR THE REGULAR MEETING**
 - a. Presentation of NCDOT agreement for Clayton Community Center Pedestrian Connector.
 - b. Presentation of proclamation – August 2011 as Firefighter Appreciation Month.
 - c. Presentation of initial warranty acceptances for asphalt pavement for the following:
 - Cassedale Subdivision
 - Harvest Mill Lane
 - RWAC: Phases 3B, 3C, 3D, 3E & Athletic Club Boulevard

7. **ITEMS FOR DISCUSSION**
 - a. Discuss citizen request to close the unopened portion of Hamby Street between 517 Starling Street and 605 Starling Street.
 - b. Discussion of request for additional permits in the Summerlyn Subdivision.
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 June 2011 meeting.
11. **ADJOURNMENT**

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 3a

Meeting Date: 7/18/11

TITLE: DRAFT MINUTES FROM THE JUNE 20, 2011, WORK SESSION MEETING AND THE JUNE 20, 2011, CLOSED SESSION MEETING.

DESCRIPTION: Minutes.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

7-18-11

Approval.

DRAFT minutes from
6/20/2011 work session
Meeting.

****DRAFT minutes from the
6/20/2011 closed session
Meeting will be hand-
Delivered.***

**MINUTES
CLAYTON TOWN COUNCIL
JUNE 20, 2011**

The second regular meeting of the Clayton Town Council for the month of June was held on Monday, June 20, 2011, at 7:30 PM at Town Hall, 111 East Second Street.

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

ALSO PRESENT: Steve Biggs, Town Manager; Brenton McConkey, Town Attorney; Sherry Scoggins, Town Clerk; Nancy Medlin, Deputy Town Manager; David DeYoung, Planning Director; Robert McKie, Finance Director; Lee Barbee, Fire Chief; Larry Bailey, Parks & Recreation Director; Byron Poelman, Utility Services Superintendent

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 7:31 PM and led the Pledge of Allegiance. Mayor McLeod gave the invocation.

ITEM 2. ADJUSTMENT OF THE AGENDA

Town Manager Steve Biggs requested the following adjustment of the agenda:

- Table Item 4b to the July meeting

It was the consensus of the Council to approve the agenda with the requested adjustment.

ITEM 3. ACTION AGENDA

Councilman Harding motioned to approve the action agenda as presented; Mayor Pro Tem Grannis seconded the motion. The motion carried unanimously with the following action agenda item being approved at 7:33 PM:

Item 3a. Draft minutes from the June 6, 2011, regular meeting.

ITEM 4. INTRODUCTIONS & SPECIAL PRESENTATIONS

Item 4a. Introduction of new Town of Clayton employee(s).

The following new Town of Clayton employees were introduced:

- Corey Vernon, Utility Maintenance Mechanics
- Scott Goeller, Utility Maintenance Mechanics

Item 4b. Presentation by the Clayton Chamber of Commerce for the 2011 Harvest Festival.

At the request of the presenter, this item was tabled.

ITEM 5. ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA

Item 5a. East Clayton Community Park bid opening results [Council action is requested].

Town Manager Steve Biggs stated at each Council members station was a certified bid tabulation and a recommendation of award letter. He stated in award of bid, he prefers to show a base amount and a five percent contingency that is not part of the base bid. He stated there was a miscommunication and he would clarify the amounts. He stated the numbers on the bid tabulation are correct. He stated the recommendation is to award the bid to DS Simmons. He added DS Simmons was the contractor for the Main Fire Station project. He stated there were a number of bid alternates and the following bid alternates are recommended:

- Bid alternate 2 - \$174,000 for construction of a bathroom and picnic pavilion
- Bid alternate 4 - \$16,000 for a sub-drain system for the baseball infield
- Bid alternate 5 - \$26,000 for sub-drain system for the regulation size soccer field
- Bid alternate 6 - \$8,500 for construction of a masonry knee wall at the baseball backstop; this cost was negotiated from the original bid of \$13,500 to \$8,500

Description	Amount
Base Bid	\$1,730,000.00
Bid Alternate 2	\$174,000.00
Bid Alternate 4	\$16,000.00
Bid Alternate 5	\$26,000.00
Bid Alternate 6	\$8,500.00
Bid Award Amount	\$1,954,500.00
5% Contingency	\$97,725.00
Total Project Authorization	<u>\$2,052,225.00</u>

Based upon question from Council, Town Manager Biggs stated the target figure was \$1.9 million for the base bid and add alternates. He added there is room for the additional \$54,500. He added none of the \$54,500 would come from fund balance. He stated the \$1.9 figure did not include contingency.

Based upon question by Council, Town Manager Biggs stated add alternate one may be pursued at a future date. He stated the Town will have a fully functional natural grass turf soccer field. He stated the additional picnic shelter would

occur when funding is available. He stated the add alternate for the warning track for the baseball field will not be retro-fitted. He stated the installation of the aluminum wire is a deduct.

Based upon question by Council, Town Manager Biggs stated there are bid specifications that each bidder has to meet. He stated the Town names the preferred and acceptable alternates and the bidder has the burden of meeting the Town specifications.

Based upon question by Council, Town Manager Biggs stated DS Simmons did the Main Fire Station project for the Town of Clayton.

Councilman Lawter added DS Simmons just completed the Hales Company building.

Town Manager Biggs stated when working with DS Simmons on the fire station project, steel was difficult to acquire. He stated for that project, inflation pushed the Town project down the list with the steel manufacturer. He stated DS Simmons sent representatives to the steel manufacturer to ensure the Town project did not get bumped again.

Mayor Pro Tem Grannis motioned to suspend the rules in order to take action. Councilman Harding seconded the motion. Motion carried unanimously.

Councilman Harding motioned to approve with the bid award with the five percent contingency for a total project authorization amount of \$2,052,225; Councilman Holder seconded the motion. Motion carried unanimously.

Based upon question by Council, Town Manager Biggs stated the expected groundbreaking is August 1st, contingent upon execution of the agreement, receipt of the performance bond and certificate of insurance. He stated the project duration is 360 days.

Item 5b. 2011 Town of Clayton / Johnston County Fire Contract [Council action is requested].

Town Manager Biggs stated in addition to providing service within the Town of Clayton, the fire department serves an area outside the town limits known as Claytex Fire District. He stated the Town contracts with Johnston County to provide fire services within the Claytex Fire District. He stated Johnston County collects a fire district tax and based on the current year the Town collection is 55% of the fire operating budget and Claytex Fire District collection is 45% of the fire operating budget. He stated the revisions to the prior contract are modest.

Councilman Harding motion to approve the agreement as presented; Councilman Holder seconded the motion. Motion carried unanimously.

Town Attorney Brenton McConkey clarified the motion to suspend the rules applies to multiple items on this evening's agenda.

Item 5c. Ordinance amendment to the FY 10-11 budget for the Clayton Law Enforcement Center (CLEC) [Council action is requested].

Finance Director Robert McKie provided an overview of the ordinance amendment to the FY 10-11 budget for the Clayton Law Enforcement Center (CLEC).

Councilman Harding motioned to approve the budget ordinance amendment as presented; Councilman Holder seconded the motion. Motion carried unanimously.

Item 5d. Proclamation – July 2011 as Parks and Recreation Month [Council action is requested].

Councilman Satterfield motioned to approve the proclamation as presented; Councilman Lawter seconded the motion. Motion carried unanimously.

Item 5e. Final acceptance request for asphalt pavement at Mitchiner Hills Subdivision, Phase 1.

It was the consensus of the Council to place this item on the consent agenda.

ITEM 6. ITEMS CONTINGENT FOR THE REGULAR MEETING

No Items Contingent for the Regular Meeting were presented.

ITEM 7. ITEMS FOR DISCUSSION

No items for discussion were presented.

ITEM 8. OLD BUSINESS

Item 8a. FY 2011-2012 Town Operating Budget [Council action is requested].

Town Manager Steve Biggs stated this was a productive budget process. He stated the Town received revised valuation numbers from the Johnston County Tax Office today. He stated presented at the budget work session was a raw number totaling 1.484 billion and the number received today totaled 1.493 billion dollars.

Mayor Pro Tem Grannis motioned to approve the FY 2011-2012 Town Operating Budget as presented; Councilman Harding seconded the motion. Motion carried unanimously.

ITEM 9. STAFF REPORTS

Item 9a. Town Manager

Town Manager Steve Biggs stated he will be on vacation the remainder of week beginning tomorrow.

Item 9b. Town Attorney

Town Attorney Brenton McConkey stated no additional report.

Item 9c. Town Clerk

Town Clerk Sherry Scoggins announced the following events:

- Filing for municipal office opens on Friday, July 1, 2011, at 12 noon. The seats candidates may file for are the mayor and two council members. Persons wishing to file may do so at the Johnston County Board of Elections located at 205 South Second Street in Smithfield. Filing for municipal office closes on Friday, July 15, 2011, at 12 noon.
- Town government offices will be closed on Monday, July 4th in observance of the Independence Day.
- Clayton July 4th Celebration will be held at Municipal Park on Monday, July 4 from 4 PM – 9 PM

Town Clerk Sherry Scoggins stated it is tradition for the elected officials to cut and serve free watermelon during the July 4th Celebration. She stated the watermelon cutting would begin at 4:30 PM and end at 6 PM. She questioned if the members would be able to attend to help.

Item 9d. Other Staff

Other staff did not have a report.

ITEM 10. OTHER BUSINESS

Item 10a. Informal Discussion & Public Comment.

No informal discussion and public comment were received by Council.

Item 10b. Council Comments.

No Council comments were presented.

Item 10c. Planning Board Highlights of the May 2011 meeting.

The Planning Board Highlights were distributed as information.

Item 10d. Closed session in accordance with NC GS 143-318.11 (a)(5).

Councilman Holder motioned to go into a closed session to discuss real estate acquisition; Councilman Lawter seconded the motion. Motion carried unanimously at 7:53 PM.

Councilman Lawter motioned to return to open session; Mayor Pro Tem Grannis seconded the motion. Motion carried unanimously at 8:22 PM.

ITEM 11. ADJOURNMENT

With there being no further business brought before the Council, Councilman Satterfield motioned to adjourn; Mayor Pro Tem Grannis seconded the motion. Motion carried unanimously at 8:22 PM.

Duly adopted by the Town Council this 18th day of July 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: 3b

Meeting Date: 7/18/11

TITLE: FINAL ACCEPTANCE REQUEST FOR ASPHALT PAVEMENT AT MITCHINER HILLS SUBDIVISION, PHASE 1.

DESCRIPTION: Attached.

At the June 20, 2011, work session, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
6-20-11	Presentation.	Memorandum.
7-18-11	Approval.	Memorandum.

TOWN OF CLAYTON OPERATIONS CENTER

"SERVICE"

ELECTRIC SERVICE
(919) 553-1530

VEHICLE MAINTENANCE
(919) 553-1530



"ENVIRONMENT"

PUBLIC WORKS
(919) 553-1530

WATER RECLAMATION
(919) 553-1535

MEMORANDUM

To: Sherry Scoggins, Town Clerk

From: Chris Rowland, Construction Inspector *CR*

Copy: Cliff Credle, PE, Credle Engineering
David DeYoung, Planning Director

Date: May 26, 2011

Re: Mitchiner Hills Subdivision, Phase 1

Please place a final acceptance request of the subject asphalt pavement on the next available agenda. Asphalt and base course conditions have been inspected and found to be satisfactory in accordance with Town specifications. Upon Council acceptance, the Town will assume all maintenance duties.

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

Agenda Item: 4a

Meeting Date: 7/18/11

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>
7-18-11	Introduction(s).	N/A.

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

Agenda Item: 4b

Meeting Date: 7/18/11

TITLE: PRESENTATION OF POWHATAN R.A.C.E. REQUEST.

DESCRIPTION: A parent representative of Powhatan Elementary respectfully requests the Council's consideration of a temporary street closure for the Powhatan R.A.C.E. slated for Saturday, October 8, 2011.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
7-18-11	Presentation.	N/A.

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

Agenda Item: 4c

Meeting Date: 6/20/11

TITLE: PRESENTATION BY THE CLAYTON CHAMBER OF COMMERCE FOR THE 2011 HARVEST FESTIVAL.

DESCRIPTION: The Clayton Chamber of Commerce is hosting the 2011 Clayton Harvest and Music Festival September 14 – 18, 2011.

The Clayton Chamber of Commerce respectfully requests the use of the Town Square from Friday, September 16 through Sunday, September 18.

The Clayton Chamber of Commerce respectfully requests the temporary closure of the following streets:

- Main Street between Smith and O’Neil Streets on Saturday, September 17 from 5 AM thru 6:30 PM
- Lombard Street between Main and Second Streets on Saturday, September 17
- Church Street between Main and Second Streets on Saturday, September 17
- Barbour Street between Main and Second Streets on Saturday, September 17
- Fayetteville Street between Main and Second Streets from 6:30 PM on Thursday, September 15, 2011, thru midnight on Sunday, September 18, 2011

RELATED GOAL: Create an Alive Downtown

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
6-20-11	Tabled.	Letter.
7-18-11	Presentation.	Letter.

CLAYTON NC CHAMBER of COMMERCE

301 East Main Street • P.O. Box 246 • Clayton, NC 27528 • 919-553-6352 • 919-553-1758 fax

May 24, 2011

LETTER OF REQUEST

Clayton Town Council
C/o Mr. Steve Biggs, Town Manager
Town of Clayton
P.O. Box 879
Clayton, NC 27528

Dear Town Manager and Council Members,

As you are aware, the Clayton Chamber of Commerce sponsors the Clayton Harvest and Music Festival annually in September. The 2011 event is scheduled for September 14 – 18, 2011.

This event draws thousands of visitors to downtown Clayton, and we expect this year to again bring record numbers to our town.

Town Square:

The Chamber staff respectfully requests the Council's permission to use the Town Square at the corner of Main and Fayetteville Street on Friday, September 16th to Sunday, September 18th. We are planning to have two (2) stages and food vendors at this location. The stage will be set up in the grassy area, while the food vendors will be located on the paved area. Friday we will have a youth focus, with a dance and activities with assistance from local churches, youth groups and school leadership groups. The Chairman for the Friday night activities is Butch Lawter.

On Saturday the festival will look very similar to last year with a few possible improvements/changes that are currently in the planning stages.

On Sunday, we will host a Gospel Sing. This event was held on Friday night last year and because of its success, we decided to move the event to Sunday to allow for a longer time frame and expanding participation. The Chairman for the Gospel Sing is Steve Matthews.

One major change on the Town Square is the addition of a 24 x 24 performance stage, giving us two stages to schedule entertainment. This will allow us to have no down time between performances. Both stages will be installed on Friday and removed Monday morning.

Street Closures:

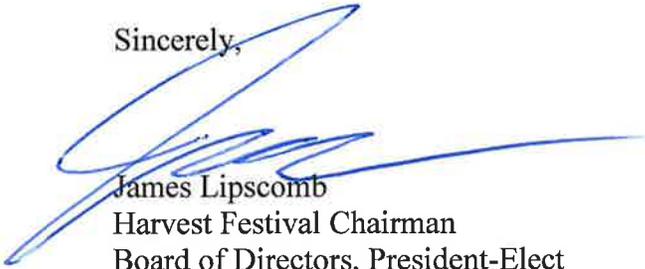
We would like to request the closing of Main Street on Saturday, September 17th, 2011 starting at 5:00 a.m. for the annual Vendor Fair. We will ensure that all vendors are cleared of Main Street no later than 6:30pm.

On Saturday, September 17th we also request the following side streets be closed between Main and Second Streets; Lombard Street, Church Street, and Barbour Street.

We further request that Fayetteville Street (from Main to Second Street) be closed Thursday, September 15, 2011 at 6:30 p.m. through Sunday, September 18, 2011 at midnight.

Thank you for your consideration of our request.

Sincerely,



James Lipscomb
Harvest Festival Chairman
Board of Directors, President-Elect

Sincerely,



James Godfrey
Executive Director
Clayton Chamber of Commerce

cc: Bruce Naegelen

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

Agenda Item: 5a

Meeting Date: 7/18/11

TITLE: CONTINUATION OF PUBLIC HEARING FOR TOWN OF CLAYTON ORDINANCE AMENDMENTS FOUND IN CHAPTER 155 FOR OA 2011-25 ORDINANCE AMENDMENT TO THE UDC TO ADD SCENIC HIGHWAY OVERLAY REGULATIONS – UDC SECTION 155.204.

DESCRIPTION: The Planning Board reviewed this item at its March meeting and OA 2011-25 was recommended 6 – 3 with Planning Board Members Jim Lee, Marty Bizzell, and Joseph Whitley dissenting.

At the May 2, 2011, public hearing, Council members voted in favor of tabling this item to the July 18, 2011, Council meeting and that two public workshops be held prior to the July 18, 2011, Council meeting.

The Planning Department hosted public workshops on the proposed scenic highway overlay text amendments on May 26, 2011, and June 9, 2011.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

4-18-11

Action:

Presentation &
Public Notice.

Info. Provided:

Staff Report (3), Marked up
Version of the proposed
ordinance (3), and clean
version of the proposed
ordinance (3).

5-02-11

Public Hearing.

Staff Report (3) and
Ordinances (3).

5-26-11

Public Workshop.

6-09-11

Public Workshop.

7-18-11

Public Hearing, con'd. Ordinance.

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

Agenda Item: 5b

Meeting Date: 7/18/11

**TITLE: PHASE 2 OF THE STREETS BONDS BID OPENING RESULTS
[COUNCIL ACTION IS REQUESTED].**

DESCRIPTION: The bid opening for Phase 2 of the streets bonds was Tuesday, July 12th. The bid tabulation will be available the evening of the Council meeting for discussion. Council action is requested.

RELATED GOAL: Beautify the Town of Clayton

ITEM SUMMARY:

Date:

Action:

Info. Provided:

7-18-11

Will be distributed at the 7/18 meeting.

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

Agenda Item: 6a

Meeting Date: 7/18/11

**TITLE: PRESENTATION OF NCDOT AGREEMENT FOR CLAYTON
COMMUNITY CENTER PEDESTRIAN CONNECTOR.**

DESCRIPTION: The agreement is for a locally administered project with federal funds. The project will consist of planning, final design, and right of way acquisition of a pedestrian connector from the intersection of Shotwell Road with Amelia Church Road and along Amelia Church Road as a paved pathway, transitioning to a five-foot sidewalk, crossing US 70 and ending at Clayton High School. The project length is approximately 1.1 miles.

The Town is slated to receive up to \$76,000 federal funds and the Town shall provide a local match of \$19,000. Costs exceeding the total estimated cost of \$95,000 are the responsibility of the Town. Activities eligible for funding reimbursement for this projects includes design, environmental documentation, and right of way acquisition.

If the Council approves the agreement, the Town shall complete the project by June 30, 2012.

RELATED GOAL: Expand Leisure Opportunities and Arts Community

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
7-18-11	Presentation.	Agreement.

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

Agenda Item: 6b

Meeting Date: 7/18/11

**TITLE: PRESENTATION OF PROCLAMATION – AUGUST 2011 AS
FIREFIGHTER APPRECIATION MONTH.**

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
7-18-11	Presentation.	Proclamation.

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

Agenda Item: 6c

Meeting Date: 7/18/11

TITLE: PRESENTATION OF INITIAL WARRANTY ACCEPTANCE FOR ASPHALT PAVEMENT FOR THE FOLLOWING:

- CASSEDALE SUBDIVISION
- HARVEST MILL LANE
- RWAC: PHASES 3B, 3C, 3D, 3E, & ATHLETIC CLUB BLVD

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
7-18-11	Presentation.	Memorandums (3),

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

Agenda Item: 7a

Meeting Date: 7/18/11

TITLE: DISCUSS CITIZEN REQUEST TO CLOSE THE UNOPENED PORTION OF HAMBY STREET BETWEEN 517 STARLING STREET AND 605 STARLING STREET.

DESCRIPTION: Mr. Michael Baker of 605 Starling Street submitted the attached letter requesting consideration of closing the unopened portion of Hamby Street between 517 and 605 Starling Street.

Mr. Baker submitted a similar request in January 2003. After proper notice, this item was considered by the Town Council at its April 28, 2003, Council meeting. At that time, Council was unable to approve the request as it was the means of ingress and egress for Mr. Hardee.

If it is the pleasure of the Council to proceed with this request, a resolution of request will be presented at the August 1, 2011, Council meeting. If the resolution of intent is adopted it would be incorporated into a legal notice for publication for four successive weeks; adjacent property owners and NCDOT would be notified by certified mail; and the property would be posted for public hearing.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
7-18-11	Discussion.	Letter, Checklist, Resolution of Intent, & Map.

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

Agenda Item: 7b

Meeting Date: 7/18/11

**TITLE: DISCUSSION OF REQUEST FOR ADDITIONAL PERMITS IN THE
SUMMERLYN SUBDIVISION.**

DESCRIPTION: Attached.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-21-05	Evidentiary Hearing.	SUB 04-08 – Approved.
6-06-05	Discussion.	WW Transmission project.
4-20-09	Discussion.	Buffer Design Modification.
5-04-09	Approval.	Buffer Design Modification.
12-06-10	Discussion.	MOU between Town and Sun Trust – Approved.
7-18-11	Discussion.	Memorandum, Letter from David Stallings of Granite Land and Timber, LLC, Summerlyn Subdivision Overview Memorandum.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 9c

Meeting Date: 7/18/11

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Clayton Library Board Mtg – Thursday, July 14, 2011 @ 4:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Filing for municipal office closes– Friday, July 15, 2011 @ 12 Noon at the Johnston County Board of Elections, 205 South Second Street, Smithfield
- Council Mtg – Monday, July 18, 2011 @ 7:30 PM
- Public Art Advisory Board Mtg – Tuesday, July 19, 2011 @ 6:30 PM in the Green Room at the Clayton Center
- Board of Adjustment Mtg – Wednesday, July 20, 2011 @ 6 PM
- Town Square Concert Series: Craig Woolard Band – Thursday, July 21, 2011 from 7 PM to 9 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
- Town Square Concert Series: Central Park Band – Thursday, August 18, 2011 from 7 PM to 9 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
- Clayton Harvest & Music Festival – September 14 – 18, 2011
- Town Square Concert Series: The Castaways – Thursday, September 15, 2011 from 7 PM to 9 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
- Elections – Tuesday, November 8, 2011
- 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:
7-18-11

Action:
N/A.

Info. Provided:
Calendar of Events.

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

Agenda Item: 10c

Meeting Date: 7/18/11

TITLE: HIGHLIGHTS OF THE JUNE 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>
7-18-11	None.	N/A.

**HIGHLIGHTS FROM THE PLANNING BOARD MEETING
MONDAY, JUNE 27, 2011
7:00 PM**

- A. **Members Present:** Sarah Brooks, George Coats, Marty Bizzell, Ronald Johnson, Jim Lee, Dana Pounds, Chairman Frank Price, David Teem, Joseph Whitley, Bob Ahlert, Derrick Thompson and Councilman Bob Satterfield.
- B. **Members Absent:** None
- C. **Staff Present:** Dave DeYoung Planning Director, Beth Franson Planner, Cindy Batten Administrative Support and John McCullen Town Engineer.
- D. **Adjustment to the Agenda:** None
- E. **Approval of May 23, 2011 meeting minutes.**
Sarah Brooks made a motion to approve the May 23, 2011 meeting minutes as written. David Teem seconded the motion. The motion carried unanimously.
- F. **Reports and Comments:**
David DeYoung informed the Board that the Town Council members receive their agenda packets electronically vs. paper copy. Looking for feedback from Board members on which way they prefer to receive their agenda packet.
- G. **Old Business:** None
- H. **New Business:**
 - A. **SP 2011-42 Riverwood Villas** – Site Plan approval for seven residential tri-plex buildings consisting of 21 two bedroom units. The site will be composed of 2.63 acres, and is situated in the town limits. The units will be located on Stansbury Lane in the Riverwood Athletic Club Subdivision. The proposed site is zoned B-1.

George Coats made a motion to approve SP 2011-42 with no conditions. Sarah Brooks seconded the motion. The motion carried unanimously.
 - B. **Amendment to the Unified Development Code (UDC)** - Residential District Dimensional Standards Revision – Section 155.203 Part 1 of the UDC defines standards for both conventional and open space subdivisions. These standards are currently delineated by zoning

district and subdivision, creating seven separate tables for dimensional standards. The Planning Department is proposing a UDC amendment to consolidate the tabular information into two tables. One for conventional subdivisions and one for open space subdivisions. In addition, the proposed amendment clarifies section text, adds maximum density allowances, and requires a minimum residential dwelling size based on a minimum floor to area ratio.

Jim Lee made a motion to table the Amendment to the Unified Development Code (UDC) until the July 25, 2011 meeting. A committee was formed of five (5) people to review and discuss. Derrick Thompson seconded the motion. The motion carried unanimously.

I. Adjourn:

Dana Pounds made a motion to adjourn. David Teem seconded the motion. The motion carried to adjourn at 7:48 p.m.

cb