

Jody L. McLeod  
**MAYOR**

Bruce Thompson  
**TOWN ATTORNEY**

Steve Biggs  
**TOWN MANAGER**



Bob Satterfield  
R.S. "Butch" Lawter, Jr.  
Art Holder  
Jason Thompson  
**COUNCIL MEMBERS**

Michael Grannis  
**MAYOR PRO TEM**

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## **TOWN COUNCIL MEETING**

**MARCH 03, 2014**

### **AGENDA**

#### **MAYOR AND TOWN COUNCIL**

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

**COUNCILMAN ART HOLDER  
COUNCILMAN R.S. "BUTCH" LAWTER, JR.  
COUNCILMAN JASON THOMPSON**

#### **TOWN STAFF**

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

**AGENDA**  
**THE REGULAR MEETING OF THE CLAYTON TOWN COUNCIL**

**MONDAY, MARCH 03, 2014**  
**6:30 PM**

**THE CLAYTON CENTER**  
**COUNCIL CHAMBERS**

**1. CALL TO ORDER**

Pledge of Allegiance & Invocation – Mayor Jody L. McLeod

**2. ADJUSTMENT OF THE AGENDA**

**3. 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 from the February 17, 2014, Council meeting.
- b. The following [community] special events:
  - Zaxby's Movie Night Series; Saturday, May 3, 2014 & Saturday, September 13, 2014
  - MillStock Music & Arts Faire; Saturday, June 7, 2014
- c. Resolution endorsing the negotiation of definitive agreements for the sale of certain generating assets owned by North Carolina Eastern Municipal power Agency to Duke Energy Progress, Inc. and for Power supply.
- d. Arbor Day Proclamation.
- e. Warranty acceptance for Glen Laurel East, Phase 2B for one year warranty period for utilities.

**4. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

- a. Presentation of disc golf proposal.

**5. PUBLIC HEARINGS**

- a. Public hearing to consider the amendments to the Clayton Town Code of Ordinances Unified Development Coder for the following sections:
  - Section 155.710 Conditional Use Permit Review
  - Section 155.202 (J) (4) Land Use Regulations

**6. OLD BUSINESS**

- a. Restoration of position within the inspections department.
- b. Amending the fees for inspections department.

7. NEW BUSINESS
8. STAFF REPORTS
  - a. Town Manager
  - b. Town Attorney
  - c. Town Clerk
    - Calendar of Events
  - d. Other Staff
9. OTHER BUSINESS
  - a. Informal Discussion & Public Comment.
  - b. Council Comments.
10. ADJOURNMENT

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***Reminder.*** March 17, 2014, Council Portrait at 6:00 PM, Council Chambers

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

**Agenda Item: 3a**

**Meeting Date: 3/03/14**

**TITLE: DRAFT MINUTES FROM THE FEBRUARY 17, 2014, WORK SESSION.**

**DESCRIPTION: Attached.**

**RELATED GOAL: Legislative**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
03-03-14	Approval.	DRAFT 2/17/2014 Minutes.

**MINUTES  
CLAYTON TOWN COUNCIL  
FEBRUARY 17, 2014**

The second regular meeting of the Clayton Town Council for the month of February was held on Monday, February 17, 2014, at 6:30 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 Art Holder, and Councilman Jason Thompson.

**ALSO PRESENT:** Steve Biggs, Town Manager; Katherine Ross, Town Attorney; Sherry Scoggins, Town Clerk; Nancy Medlin, Deputy Town Manager; Lee Barbee, Fire Chief; David DeYoung, Planning Director; Tim Simpson, Public Works & Utilities Director; Dale Medlin, Electric System Director; Ann Game, Customer Service Director; James Warren, Wastewater Treatment Plant Supervisor; Stacy Beard, Public Information Officer; Tommy Roy, Information Services Technician

**ITEM 1. CALL TO ORDER**

Mayor Jody McLeod called the meeting to order at 6:33 PM. Mayor McLeod gave the invocation.

**ITEM 2. ADJUSTMENT OF THE AGENDA**

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

**ITEM 3. ACTION AGENDA**

Councilman Holder motioned to approve the action agenda as presented; Councilman Thompson seconded the motion. The motion carried unanimously with the following action agenda items approved at 6:35 PM:

- Item 3a. Draft minutes from the February 3, 2014, regular meeting and draft minutes from the February 3, 2014, closed session.
- Item 3b. Public notice of public hearing slated for Monday, March 3, 2014, at 6:30 PM so the Clayton Town Council may consider text amendments to Chapter 155 of the Unified Development Code within the Town Code of Ordinances [related to Item 5c].

**ITEM 4. INTRODUCTIONS & SPECIAL PRESENTATIONS**

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

The following Town of Clayton employee was introduced:

- Bill Simpson, Lab Technician for the Wastewater Treatment Plant.

Item 4b. Presentation of a summary of the annual report for Community and Senior Services of Johnston County.

Executive Director Neal Davis of the Community and Senior Services of Johnston County provided a summary of the annual report for Community and Senior Services of Johnston County. He stated with him is Rebecca Freeman, Community Services Director. He distributed the attached three documents as information; herewith attached and incorporated into the record.

Mr. Davis provided the following overview:

- 501(c)(3) non-profit
- Rebranding and name change of the organization
- Operate the transportation program, known as JCATS
- Housing
- Senior Services Programs
- 25% of funding is used for Clayton
- Rehabilitation of a former school site for a senior center in the Town of Selma
- Town of Benson and NCSU collaborating on vision plan for the former middle school complex in downtown Benson

Community Services Director Rebecca Freeman provided an overview of what is planned for a senior center for the Town of Clayton. She read a letter into the record; herewith attached and incorporated.

Councilman Butch Lawter questioned if a representative of Community and Senior Services, hereafter CSS, has met with Parks and Recreation Director Larry Bailey about the availability of the Community Center as well as the Clayton Center.

Mr. Davis stated Mr. Bailey and Ms. Freeman are collaborating and the CSS is very appreciative of what the Town has done to date.

Ms. Freeman stated CSS does have some small site programming at the Community Center.

Councilman Lawter questioned who the local board members are for transportation.

Mr. Davis stated the members of the governing board for the Clayton area are Bill Wenzel and George Smith.

Councilman Lawter questioned the priority for the transportation needs.

Mr. Davis stated a five-year transportation plan was developed. He stated park and ride service is being studied and a scheduled service. He added funding has been cut in this area.

Councilman Art Holder stated four years ago the Town of Clayton made a decision to not fund the non-profit agencies as it placed the Council in a position of picking and choosing services. He stated he would support efforts for a grant.

Mr. Davis stated the money CSS receives from state and federal sources have designated purposes.

Ms. Freeman stated it is not logical to her for the Town to have a policy to not support non-profits.

Mayor Pro Tem Michael Grannis questioned the size of the current Clayton facility.

Ms. Freeman stated the square footage is 3,200 square feet +/- and the requirement is 4,000 square feet for funding to receive senior center funding. She stated the Clayton facility is grandfathered.

Mayor Pro Tem Grannis questioned if the current Clayton facility could be expanded.

Ms. Freeman stated there is no additional land to expand the current facility. She added the location is not appealing to all who wish to use the senior center.

Mayor Pro Tem Grannis questioned in her experience what an adequate square footage is for Clayton.

Ms. Freeman stated for Clayton at least 10,000 square feet.

Mayor Pro Tem Grannis questioned if research has been done in Clayton and outside of the Community Center.

Ms. Freeman stated not at this time.

Mayor McLeod stated he is concerned about some of the issues raised in the letter read into the record by Ms. Freeman. He stated he will send a letter. He stated even though it may be perceived as not the right concept to have a blanket policy on non-profits, until being an elected official charged with the responsibility of tax-payer dollars and doing what is fair for everyone – it is a different perspective. He stated Clayton does recognize our seniors as they

have paved the way and they have gotten the Town to where it is today. He stated at the same time, as an elected official we have the due diligence on the how, when and where to invest the money. He added there are a lot of non-profits and every one of them is worthy because of the services they provide. He stated at the same time, you cannot do for one what you cannot do for the others. He stated it comes down to a question of prioritization. He stated Ms. Freeman is a strong advocate for what she believes in.

Ms. Freeman stated she respects the complexities of the issue.

Councilman Holder stated it would be interesting to find out what is available and see if a grant is an option.

Mayor McLeod stated this could be discussed at the upcoming retreat.

Item 4c. Update on the proposed universal playground at East Clayton Community Park on Glen Laurel Road.

Mayor Pro Tem Michael Grannis stated he is excited about this because he has been involved in this for awhile. He recognized Ms. Yvonne Futterer. He stated Ms. Futterer is a long-time resident of Clayton who has participated on other Town Committees such as the Clayton Dog Park. He stated in the July timeframe, Ms. Futterer was asked to participate in the focus group to develop the universal playground. He stated his thanks to both Mr. and Mrs. Futterer for their time.

Ms. Yvonne Futterer stated she grew up in Archer Lodge and she is a graduate of Clayton High School. She stated she is pleased Clayton is a nice place to live. She stated several years ago she volunteered to serve on the East Clayton Community Dog Park. She stated she then heard of the focus group for the universal playground. Ms. Futterer stated the two requests of this presentation are:

- Formal endorsement of a public-private partnership to build a universal playground; and
- Funding support to engage a qualified designer to complete the program design and cost analysis for the new playground

She provided the following PowerPoint presentation; herewith attached and incorporated into the record.

Councilman Jason Thompson thanked the group for putting this together. He stated this has been a dream for so long and it is taking a step closer to reality.

Councilman Bob Satterfield questioned the amount of funding in this year's budget.

Town Manager Steve Biggs stated there are not designated funds in this year's budget. He stated the timing of the presentation is ideal as the Town is gearing up for the next fiscal year budget and looking at the process.

Councilman Satterfield stated the Council retreat is also a good time for it. He stated he is 100% behind this because he was educated on what a universal playground offers. He stated his concern is committing dollars.

Councilman Butch Lawter thanked Ms. Futterer for her energy and time to the focus group. He stated there was a lot of education shared at the focus group meetings.

Ms. Futterer introduced Erin and Samantha Lane who are in attendance this evening and are future participants for the universal playground.

Mayor McLeod stated for anyone who may not be in favor of this needs to be educated on what it is about. He stated he had the opportunity over the summer to visit a universal park in Wilmington. He stated the equipment and the covering on the ground is amazing because engineers came up with those designs to make it usable for everyone.

Ms. Futterer stated she would be in favor of a citizen's night to share what a universal playground is.

Councilman Holder questioned the cost for the design.

Ms. Futterer and Parks and Recreation Director Larry Bailey stated estimates have not yet been attained.

Mayor Pro Tem Grannis motioned to suspend the rules in order to take action. Councilman Thompson and Councilman Holder simultaneously seconded the motion. Motion carried unanimously at 7:27 PM.

Mayor Pro Tem Grannis motioned to formally endorse the use of public and private partnership to build a universal playground at East Clayton Community Park and further, to provide funding to engage a qualified designer to complete the program design and cost analysis for such park. Councilman Holder seconded the motion. Motion carried unanimously at 7:27 PM.

Item 4d. Presentation of the Clayton Police Department Annual Report.

Police Chief Wayne Bridges provided a PowerPoint presentation overview of the Annual Police Report; herewith attached and incorporated into the record.

Mayor Jody McLeod requested clarification on what are "calls for service."

Chief Bridges stated calls for service are anything an officer engages in, such as getting out on the radio which generates a number for that interaction. He stated it could be an officer coming to Town Hall in the late evening to ensure the doors are secured.

Mayor Pro Tem Michael Grannis questioned for the violent crimes category, did all of those have an arrest and/or conviction.

Chief Bridges stated no.

Mayor Pro Tem Grannis questioned the reason for the increase in traffic collisions.

Chief Bridges stated he does not know.

Mayor Pro Tem Grannis stated when the calls for service are broken down it equates to 70 a day. He stated in this perspective it does not sound unrealistic. He stated the department does a great job.

Councilman Jason Thompson stated he thinks the department as a whole does a fantastic job. He stated customer service is taken seriously. He stated during the weather event, all officers were in uniform ready to serve and he sees the team work. He also complimented the K-9 program.

Item 4e. Presentations for the following special events:

- Zaxby's Movie Night Series
- MillStock Music & Art Faire
- National Night Out Against Crime [table to March meeting]

Downtown Development Coordinator Bruce Naegelen provided a PowerPoint presentation of the Zaxby's Movie Night Series and MillStock Music & Art Faire; herewith attached.

Downtown Development Coordinator Naegelen provided the following overview of the Zaxby's Movie Night Series request:

- Events slated for May 3, 2014 (rain date 5/17/2014) and September 13, 2014 (rain date 9/27/2014)
- May come back if an October date is possible
- Event time 6:00 PM to 10:00 PM
- Event location is Town Square
- Anticipate 500 to 800 people per event
- Request of Council is the use of the Town Square from 6:00 PM to 10:00 PM and temporary closure of parking lot from noon to 10:00 PM.

Mayor Pro Tem Grannis questioned the reduction from four to two events.

Downtown Development Coordinator Naegelen stated the reduction is due to expense as Zaxby's pays for the large screen.

Mayor Pro Tem Grannis questioned the selection of the dates.

Downtown Development Coordinator Naegelen stated the spring and fall dates were selected because of the daylight savings time.

Mayor McLeod stated this is a good topic for retreat.

Downtown Development Coordinator Naegelen provided the following overview of the MillStock Music & Art Faire Event:

- Event slated for Saturday, June 7, 2014, from 10:00 AM to 5:00 PM located at Horne Square and South Lombard Street
- Event sponsored by the Clayton Visual Arts Group
- Farmer's Market would re-locate to North Lombard Street
- Anticipate 1,500 people for the event
- Request of the Council is:
  - Use of Horne Square and parking lot from 7:00 AM to 5:00 PM
  - Temporary closure of Horne Square parking lot from midnight to 5:00 PM
  - Temporary closure of South Lombard Street (between Main Street and Second Street) from 7:00 AM to 5:00 PM
  - Temporary closure of North Lombard Street for Clayton Farmers Market from midnight to 5:00 PM

Mayor McLeod questioned if it is the most productive or most efficient to have Lombard Street closed when to the left of Horne Square is the street beside HomeTowne Realty and keep the events in one area. He questioned what is the role of FlipSide in this event?

Downtown Development Coordinator Naegelen stated FlipSide owns the name and they continue to have activities under the MillStock name.

Councilman Lawter stated he had not considered the idea of the street between Horne Square and HomeTowne Realty.

Mayor McLeod stated this is a topic for discussion at the retreat as a goal to promote Clayton as an arts community and going forward this needs to be discussed as it has the potential to be as large as the Harvest Festival.

It was the consensus of the Town Council to place these requests on the March 3, 2014, consent agenda.

Item 4f. Presentation by Hazen and Sawyer regarding Town of Clayton Plant for Nutrient (Nitrogen) Management.

Mr. Alan Stone of Hazen and Sawyer provided a PowerPoint presentation, herewith attached and incorporated into the record.

Mayor Pro Tem Michael Grannis questioned the percentage used for population increase.

Town Manager Steve Biggs stated the figures used were the same as those used for the financial models.

Mayor Pro Tem Grannis stated if the timeframe of the population growth is from 2008 to current he would be suspect.

Town Manager Biggs stated what is seen now is the absorption of existing inventory and very little additions of new residences.

Councilman Bob Satterfield questioned if the Town is relieved of some of its nitrogen with Pine Hollow.

Town Manager Biggs stated that is a very small amount. He stated the Pine Hollow project was realistic because there was a substantial grant. He added the Pine Hollow project is seasonal.

Councilman Satterfield questioned if it would be in the Town's best interest to pursue another grant to reduce nitrogen at other golf courses and recreational facilities because it decreases a hardship on the Town.

Town Manager Biggs stated in reviewing the existing infrastructure routes the Town is within a short distance of Clayton Community Park, Clayton Middle School and Clayton High School with many athletic fields. He stated this would be an opportunity to maximize use of re-use facilities. He stated it is unknown if the State Agriculture Farm would be a candidate for the re-use project.

Councilman Holder questioned if the study could be doubled.

Town Manager Biggs stated when looking at dedication and capital the Town does not want over aggressive growth rates to adjust user rates and to dedicate capital. He stated he sees the three percent growth rate as fair in the time context being reviewed.

Based on question by Council, Mr. Stone stated the estimated cost for optimization improvements is a little over \$300,000.00.

## **ITEM 5. ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**

- Item 5a. Presentation of amendments to the Clayton Town Code of Ordinances Unified Development Code for the following sections:
- Section 155.710 Conditional Use Review
  - Section 155.202 (J) (4) Land Use Regulations

Planning Director David DeYoung provided a PowerPoint presentation, herewith attached and incorporated into the record.

This item is slated for public hearing at the March 3, 2014, Council meeting.

- Item 5b. Presentation of resolution endorsing the negotiation of definitive agreements for the sale of certain generating assets owned by North Carolina Eastern Municipal Power Agency to Duke Energy Progress, Inc. and for power supply.

It was the consensus of the Council to place this item on the March 3, 2014, consent agenda.

- Item 5c. Presentation of Arbor Day Proclamation.

It was the consensus of the Council to place this item on the March 3, 2014, consent agenda.

- Item 5d. Presentation of warranty acceptance for Glen Laurel East, Phase 2B for one year warranty period for utilities.

It was the consensus of the Council to place this item on the March 3, 2014, consent agenda.

#### **ITEM 6. ITEMS CONTINGENT FOR THE REGULAR MEETING**

No items contingent for the regular meeting were presented to the Council.

#### **ITEM 7. ITEMS FOR DISCUSSION**

No items for discussion were presented to the Council.

#### **ITEM 8. OLD BUSINESS**

No old business was presented to the Council.

#### **ITEM 9. STAFF REPORTS**

- Item 9a. Town Manager
- Discussion of the following items:
    - Restoration of position within the inspections department;

- Amending the fees for building inspections.

Town Manager Steve Biggs stated a mid-year assessment for certain revenues and work load was performed. He stated it included evaluation of new construction in terms of both inspection activities and building permits. He stated the Town has exceeded its estimated revenues for building permits. He stated in 2010 the Town received \$269,000 in building permit revenues. He stated that figure was reduced from a peak in 2006 of over \$800,000. He stated the fiscal year completed June 30, 2013, the Town revenues were over \$500,000. He stated this year the revenue estimate was \$400,000 and at mid-year the Town was at \$475,000 in revenue. He stated the Town has exceeded its estimated revenue for building permits this fiscal year. He added when revenues are realized, there is more activity and more demand for service.

Town Manager Biggs stated the request is for Council authorization to advertise for a building inspector position.

Town Manager Biggs stated when the recession impacted Town revenues the Town reduced the number of inspectors by one position. He clarified that the request is to advertise to fill a position reduced by the recession and to bring back to the Council a budget detailing the cost of restoring the position.

Based upon question by Council, Town Manager Biggs stated the reduction was in 2008.

Councilman Satterfield stated he would like to see the detailed amount of permits, such as type of permit.

Town Manager Biggs stated what the Town is experiencing in growth today is a balance of residential and commercial growth. He confirmed the Town is inspecting Grifols.

Councilman Satterfield clarified he would like to see the information for 2008 to present.

It was the consensus of the Council for the Town Manager to proceed with the advertisement of the building inspector position and for the Town Manager to present a budget and analysis for the position.

Town Manager Biggs added he will present an evaluation on where the Town of Clayton stands in terms of its inspection fees in comparison to relative jurisdictions.

Item 9b. Town Attorney

Town Attorney Katherine Ross stated no report.

Item 9c. Town Clerk

Town Clerk Sherry Scoggins stated no additional.

Item 9d. Other Staff

Other staff did not have a report for Council.

**ITEM 10 OTHER BUSINESS**

Item 10a. Informal Discussion & Public Comment.

Dr. Benjamin Karner, associate pastor of The Church at Clayton Crossings, stated recently the Town Council made a change to the electronic sign ordinance. He stated he was asked to represent the church's interest and he referred to Town Code of Ordinances, Chapter 155, Section 403 of the sign ordinance in which an electronic sign is permitted to change once every 20 minutes. He stated the previous code permitted electronic signs to change once every five seconds.

Dr. Karner stated when the electronic sign was initially installed a lot of time was expended contacting neighbors, attending board meetings. He stated a copy of the notices sent to the neighbors was retained. He stated the bare minimum to notify the public by a legal notice in the paper was done. He stated it was hoped the Town would have contacted those businesses with electronic signs as there are only three signs. He stated the church spent over \$23,000 and that does not include all the time spent in upgrading an eyesore on HWY Business 70 to a state of the art electronic sign. He stated the church did as was requested to be in compliance when it was installed.

Dr. Karner stated the ordinance changed the marketing strategy for how the church informs the community of events. He stated this change means the services offered are no longer being noticed on the electronic sign; such as voting times, food distribution, preschool opening, and free indoor playground. He stated the church likes to open its door for community use.

Dr. Karner stated he would welcome a conversation with the Town Council and the Town Planner on what necessitated the change to the electronic sign ordinance. He stated they would have appreciated being considered. He stated it is recognized that Clayton is a growing community. He stated he urges the Council to do more to communicate with the community. He stated The Church at Clayton Crossings requests the Council grant an exception to the new electronic sign ordinance and allow operation under the previous ordinance.

Mayor McLeod stated he has spoken with the pastor of The Church at Clayton Crossings by telephone a couple of times on this issue. He stated the Town could do a better job in getting out information and that is why the Town has hired a Public Information Officer. He stated this is not the first time the Council has received a request for more information on what is occurring in the Town. He stated the Town of Clayton did its due diligence on how it is advertised. He stated there is a lot that goes on in the church and the church has a responsibility to be informed on what is happening. He stated everyone has to do due diligence on knowing what is going on in the Town. He stated the Town recognizes the electronic sign belongs to the church and the Town is not regulating what the church notices on its sign. He stated in the overall scheme of things, the Town is requesting the frequency of the message to be reduced. He stated he has not heard statistical information that shows people are getting the message and the frequency of the message. He stated the other electronic sign owners have come into compliance.

Dr. Karner stated that a sign that changes every five seconds provides more information than one that changes every 20 minutes.

Mayor McLeod stated he cannot tell what the message is on the electronic sign located at Southern Village.

Dr. Karner stated this change makes the message board static.

Councilman Satterfield questioned if Dr. Karner saw the article in the newspaper when it was published.

Dr. Karner stated no.

Councilman Satterfield stated someone at the church did because he was contacted about the sign.

Town Manager Steve Biggs stated a citizen committee discussed the sign ordinance.

Planning Director David DeYoung stated Mr. Jim Lee of the Walthom Group was one of the sign committee members. He stated Mr. Lee owns two of the electronic signs. He stated the discussion for the refresh on the electronic signage went from being four times a day to once every 20 minutes. He added the effectiveness of the message, safety on reading while driving, lighting and other factors were evaluated. He stated other municipalities were reviewed as well.

Mayor McLeod stated the Town Council will take the request under advisement. He stated there is a retreat in March and this will be discussed.

Dr. Karner stated the church is requesting an exception.

Mayor McLeod stated a response will be given. He stated he appreciated the delivery of the request by Dr. Karner. He added the Town Council looks forward to working with The Church at Clayton Crossroads.

Item 10b. Council Comments.

Councilman Satterfield stated he does not pat people on the back for doing their job. He added that the Street Department personnel did a phenomenal job during the winter event.

Mayor Pro Tem Grannis stated he would take it a step further and not only the department on the road. He stated it is the entire team of the Town. He stated the Facebook and YouTube have positive comments and he did not see any negative comments.

#### **ITEM 11. ADJOURNMENT**

With there being no further business brought before the Council, Councilman Thompson motioned to adjourn. Councilman Lawter seconded the motion. Motion carried unanimously at 8:36 PM.

Duly adopted by the Clayton Town Council this \_\_\_\_ day of March 2014, 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: 03/03/14**

- TITLE: THE FOLLOWING SPECIAL EVENTS:**
- **ZAXBY’S MOVIE NIGHT SERIES**
    - Saturday, May 3, 2014, at Town Square
    - Saturday, September 13, 2014, at Town Square
  - **MILLSTOCK MUSIC & ART FAIRE**
    - Saturday, June 7, 2014, at Horne Square

**DESCRIPTION:** The following community events require Council consideration for temporary street closure requests and /or use of Town property.

At its February 17, 2014, Council meeting, it was the consensus of the Council to place these requests on the consent agenda.

**RELATED GOAL:** Think Downtown & Administrative

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Presentation.	Memorandum (3).
03-03-14	Approval.	Memorandum (2).



Town of Clayton  
 Planning Department  
 111 E. Second Street, Clayton, NC 27520  
 P.O. Box 879, Clayton, NC 27528  
 Phone: 919-553-5002  
 Fax: 919-553-1720

**SPECIAL EVENT ACTION ITEM REPORT**

**Planning Staff Contact: Bruce Naegelen: 919-280-1278**

**EVENT INFORMATION:**

**Event Name:** Zaxby's Movie Night File#: 2014-2  
**Event Date(s):** 5-3 (rain 5/17) 9/13 (rain 9/27) 10/4 (possible date)      **Event Time(s):** 6:00 pm to 10:00 pm  
**Event Location:** Town Square 110 W. Main Street  
**Event Coordinator:** Bruce Naegelen      **Contact Number:** 919-280-1278  
**Contact Email:** bnaegelen@townofclaytonnc.org  
**Attendees (Per Day):** 500-800

**TOWN SERVICES REQUESTED:**

Department / Division	Requested Services	Date/Time	Primary Contact	Contact Phone #
Town Council	Use of Town Square & Parking Lot	5/3/2014 (or rain 5/17) 9/13/2014 (or rain 9/27) 10/4/2014 Time: 12:00 pm to 10:00 pm	Bruce	280-1278
Operations	4 each trash and recycle carts	Place: Friday before date. Remove: Monday after date.	Steve Blasko	553-1530

**STAFF USE: Permit will be issued upon approval of Town Council**

APPROVED:

DENIED:

DATE: 2-6-2014



Town of Clayton  
Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-1545  
Fax: 919-553-1720

## SPECIAL EVENTS COMMITTEE REPORT

**Application Number:** 2014-02  
**Event Name:** **Zaxby's Movie Night**  
**Event Date(s):** **5/3/14** (5/17 rain date); **9/13/14** (9/27 rain date); **10/4/14** (possible)  
**Time:** **6:00 pm – 10:00 pm**  
**Location:** 110 W Main Street (Town Square)

**Downtown/Town Limits/ETJ:** Town Limits

**Applicant:** Clayton Downtown Development Association, Inc.  
PO Box 879, Clayton, NC 27528

**Contact:** Bruce Naegelen, [znaegelen@townofclaytonnc.org](mailto:znaegelen@townofclaytonnc.org)  
(919) 553-5002 (office) (919) 280-1278 (cell)

**Committee Meeting:** February 6, 2014

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**EVENT LOCATION:** Town Square, 110 W Main Street

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**EVENT DESCRIPTION:**

- Movie projected on an inflatable screen, food and beverage vendors, children's activities including face-painting and bouncy house.

Estimated Attendees per day: 500-800 people

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**SERVICES REQUESTED:**

- Use of Town Square & Parking Lot
- Closure of Town Square parking lot from Noon to 10:00 pm
- Trash & recycled carts – 4 each

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**CHECKLIST:**

1. Vendors - yes
2. Tents – 10 x 10's
3. Security & Fire Protection – volunteers and 911
4. Crowd Control – volunteers
5. Health & Sanitation – handicapped portable toilet will be provided
6. Medical – first aid kit / 911
7. Traffic Control – volunteers will assist pedestrian crossings
8. Temporary Lighting/Electrical Service – n/a
9. Communications – organizers name and cell phone are on this report

10. Clean-up & Waste Disposal – volunteers will pick up trash from the event area and deposit in provided roll out carts
  11. Noise Control – n/a
  12. Owners Consent – will have upon Committee Approval
  13. Insurance – n/a
  14. Temporary Signage – will need permits for any signage (Main Street banner)
  15. Permits – any additional permits will be filed with Planning Department
- 

**COMMITTEE CONDITIONS:**

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**COMMITTEE ACTIONS**

- Committee recommends: **APPROVAL**
  - Staff will schedule Town Council Presentation: 2/17/2014
  - Special Event Permit will be issued upon **Town Council Approval**
- 

**TOWN COUNCIL CONSIDERATIONS**

- Close Town Square Parking Lot Noon to 10:00 pm
  
  - **COUNCIL ACTION:**
- 

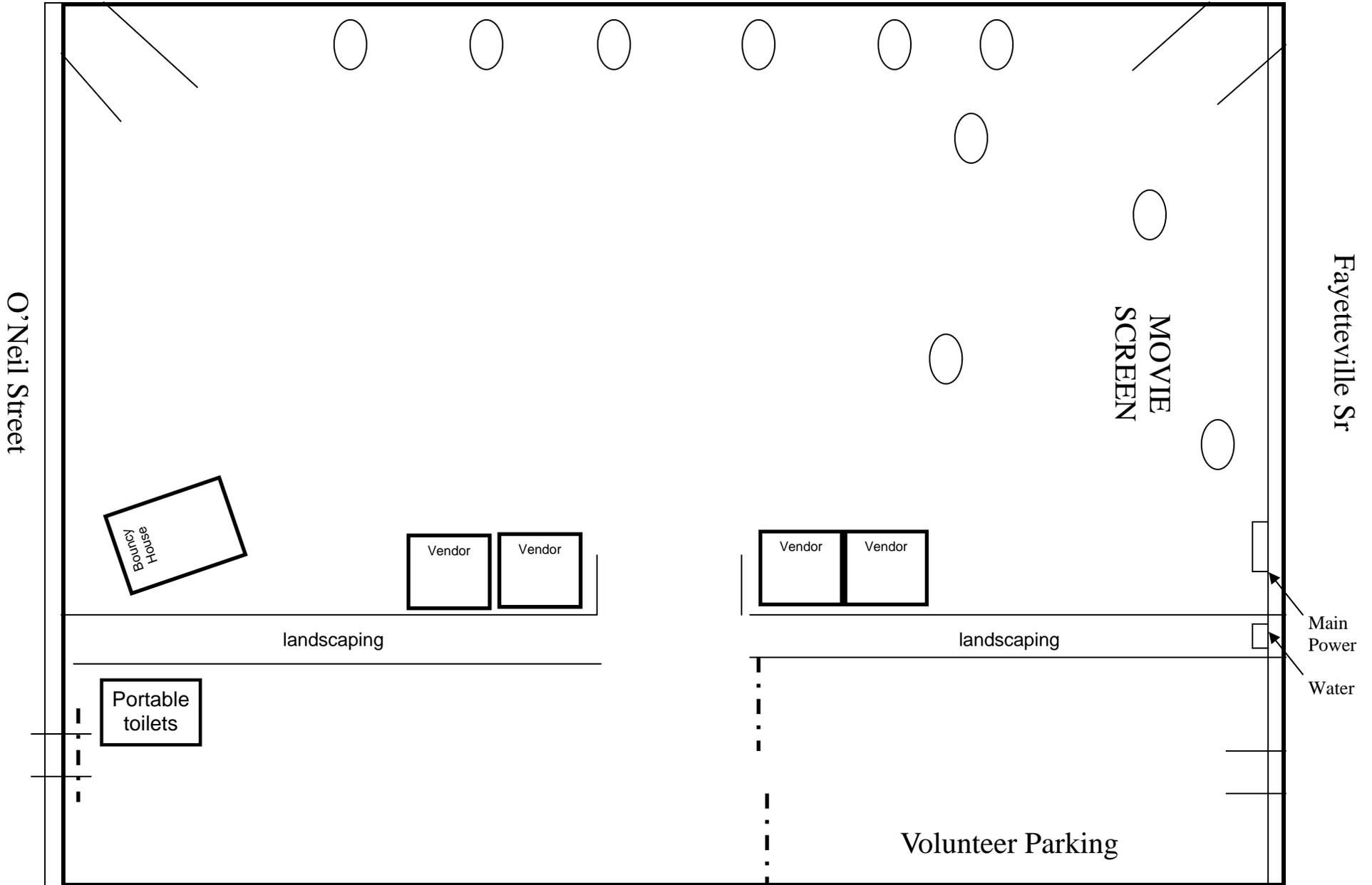
**DOCUMENTATION RECEIVED:**

- Special Event Application
  - Site plan
- 

**POST EVENT REVIEW:  
(October 30, 2014)**

-

West Main Street



East Second Street



Town of Clayton  
 Planning Department  
 111 E. Second Street, Clayton, NC 27520  
 P.O. Box 879, Clayton, NC 27528  
 Phone: 919-553-5002  
 Fax: 919-553-1720

**SPECIAL EVENT ACTION ITEM REPORT**

**Planning Staff Contact: Bruce Naegelen: 919-280-1278**

**EVENT INFORMATION:**

**Event Name:** Millstock File#: 2014-70

**Event Date(s):** June 7<sup>th</sup>, 2014      **Event Time(s):** 10:00 am to 4:00 pm

**Event Location:** Horne Square 248 E. Main Street

**Event Coordinator:** John McFadden      **Contact Number:** 919-359-3649

**Contact Email:** [jewelerjohn@hotmail.com](mailto:jewelerjohn@hotmail.com)

**Attendees (Per Day):** 1500

**TOWN SERVICES REQUESTED:**

Department / Division	Requested Services	Date/Time	Primary Contact	Contact Phone #
Town Council	Use of Horne Square	6-7-2014 7a-5 p	Bruce	280-1278
Town Council	Closure of Horne Square Parking Lot	6-7-2014 mid-5p	Bruce	280-1278
Town Council	Closure of S. Lombard St. between Main & Second St. (DOT approval req)	6-7-2014 7a-5p	Bruce	280-1278
Operations	Barriers & Cones for Street and Parking Lot closures	Place: 6-6-2014 Remove: 6-9-2014	Steve Blasko	553-1530
Police Dept.	Place cones at both entrances of Horne Square parking lot at midnight	Place: 6-7-2014 at Midnight	Capt. Herring	553-4611
Police Dept.	Place barricades at N Lombard & Main	Place: 6-7-2014 at midnight	Capt. Herring	553-4611
Operations	Roll-out Trash & Recycling Carts (7)	Place: 6-6-2014 Remove: 6-9-2014	Steve Blasko	553-1530

**STAFF USE:** Committee recommended approval conditional on approval by Town Council & NC DOT-2-6-2014

APPROVED:

DENIED:

DATE: 2-6-2014



Town of Clayton  
Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-1545  
Fax: 919-553-1720

## SPECIAL EVENTS COMMITTEE REPORT

**Application Number:** 2014-70  
**Event Name:** 2014 Millstock Music & Art Faire  
**Event Date(s):** June 7, 2014  
**Time:** 10:00 am – 4:00 pm  
**Location:** Horne Square & S. Lombard St (between Main & Second)

**Downtown/Town Limits/ETJ:** Town Limits

**Applicant:** Clayton Visual Arts, Inc.  
PO Box 698. Clayton, NC 27528

**Contact:** John McFadden, [jewelerjohn@hotmail.com](mailto:jewelerjohn@hotmail.com)  
(919) 359-3649

**Committee Meeting:** February 6, 2014

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**EVENT LOCATION:** Horne Square, 348 E Main Street & S. Lombard Street (between Main & Second) and Clayton Farmers Market will move to N. Lombard Street

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**EVENT DESCRIPTION:** 10:00 am – 4:00 pm. Up to 60 arts-related vendors will set up on Horne Square and in the parking lot. 7 music and dance performances will take place on Horne Square. Additional vendors will be set up on either side of S. Lombard Street to provide connection to Millstock activities at The Flipside.

Estimated Attendees per day: 1,500 people

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### SERVICES REQUESTED:

- Use of Horne Square and parking lot from 7:00 am – 5:00 pm
- Closure of Horne Square parking lot from 12:00 am – 5:00 pm
- Closure of S. Lombard Street (between Main & Second) from 7:00 am – 5:00 pm
  - This requires a NCDOT Event Application
- Closure of N. Lombard Street for Clayton Farmers Market from 12:00 am – 5:00 pm
- Barriers and cones to close street and parking lot
- Roll out trash and recycling carts – 7 each

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### COMMITTEE DISCUSSION:

1. Vendors - yes
2. Tents – 10 x 10's
3. Security & Fire Protection – n/a

4. Crowd Control – volunteers
  5. Health & Sanitation – portable toilets
  6. Medical – first aid kit / notify EMS of event
  7. Traffic Control – Yes
  8. Temporary Lighting/Electrical Service – n/a
  9. Communications – organizers name and cell phone are on this report
  10. Clean-up & Waste Disposal – volunteers will pick up trash from the event area and deposit in provided roll out carts
  11. Noise Control – n/a
  12. Owners Consent – will have upon Committee Approval
  13. Insurance
  14. Temporary Signage – will need permits for any signage (Main Street banner)
  15. Permits – any additional permits will be filed with Planning Department
- 

#### **COMMITTEE CONDITIONS:**

- Public Works
    - Place trash/recycled carts at Horne Square on Friday June 6
      - Applicant will locate on site as needed
    - Place cones for parking lot and barricades for road closures near needed locations on Friday, June 6
      - Applicant will place barricades at road closure at 7:00 am and remove by 5:00 pm
  - Police Department
    - Will close parking lot with cones after midnight on June 7
- 

#### **COMMITTEE ACTIONS**

- Committee recommends: **APPROVAL**
  - Staff will schedule and present to Town Council: **February 17, 2014 Work Session**
    - NCDOT Special Event Application will be submitted upon Council Approval
  - Special Event Permit will be issued upon Town Council Approval & receipt of NC DOT Approval
- 

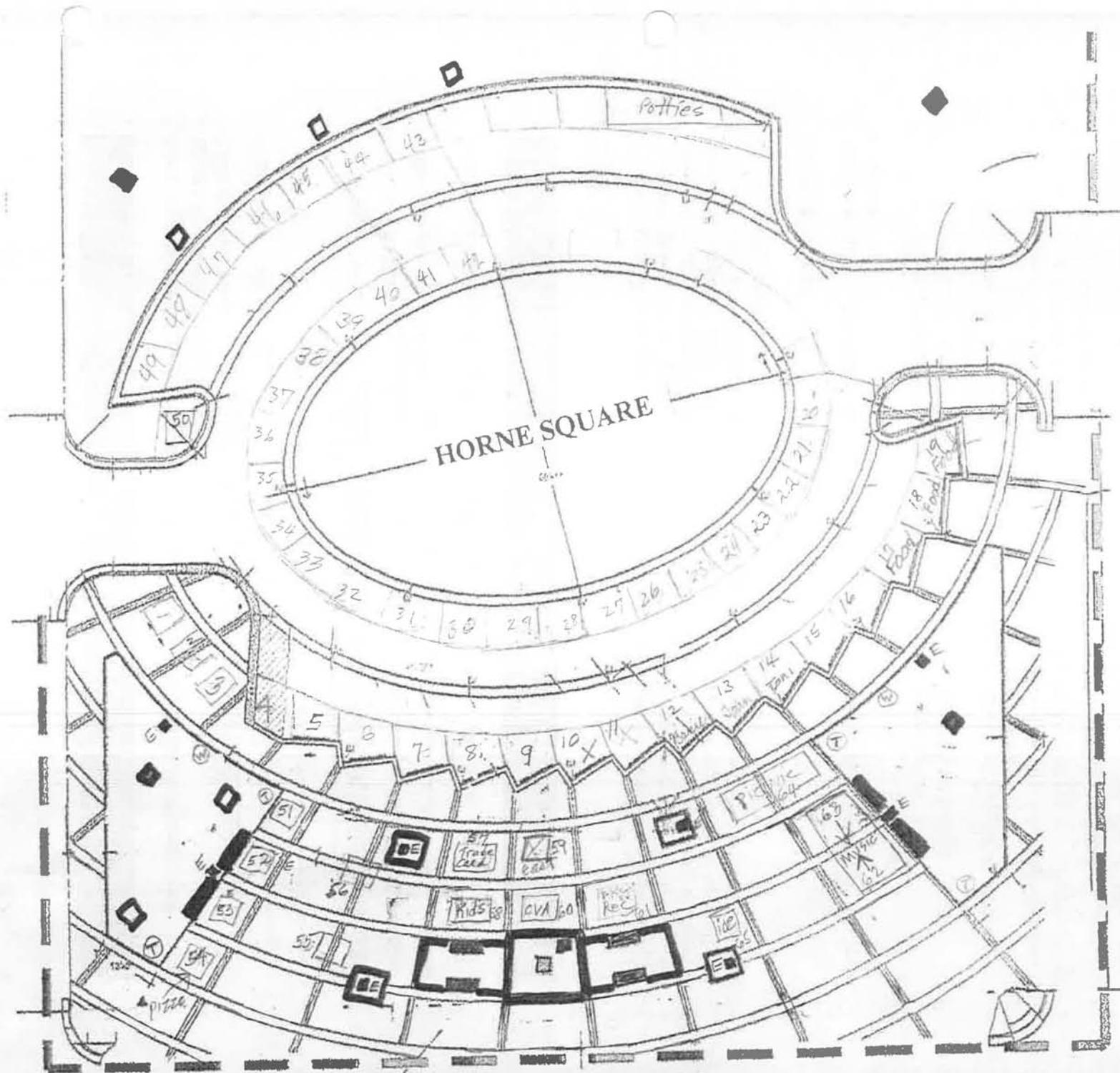
#### **TOWN COUNCIL CONSIDERATIONS**

- Use of Horne Square and parking lot from 7:00 am – 5:00 pm
  - Closure of Horne Square parking lot from 7:00 am – 5:00 pm
  - Closure of S. Lombard Street (between Main & Second) from 7:00 am – 5:00 pm
    - This requires a NCDOT Event Application
  - Closure of N. Lombard Street for Clayton Farmers Market from 7:00 am – 5:00 pm
  
  - **COUNCIL ACTION:**
- 

#### **DOCUMENTATION RECEIVED:**

- Special Event Application
  - Site plan – attached
  - Certificate of Insurance
  - Indemnification Agreement – **to be notarized**
  - NC DOT Special Event Application – **to be signed**
- 

#### **POST EVENT REVIEW: (June 26, 2014)**



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

**Agenda Item: 3c**

**Meeting Date: 03/03/2014**

**TITLE: RESOLUTION ENDORSING THE NEGOTIATION OF DEFINITIVE AGREEMENTS FOR THE SALE OF CERTAIN GENERATING ASSETS OWNED BY NORTH CAROLINA EASTERN MUNICIPAL POWER AGENCY TO DUKE ENERGY PROGRESS, INC. AND FOR POWER SUPPLY.**

**DESCRIPTION: Attached.**

At its February 17, 2014, Council meeting, it was the consensus of the Council to place this request on the consent agenda.

**RELATED GOAL: Financially Responsible Town Government Providing Quality Service.**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Presentation.	Resolution.
03-03-14	Approval.	Resolution.

## TOWN OF CLAYTON

### A RESOLUTION OF THE CLAYTON TOWN COUNCIL OF THE TOWN OF CLAYTON ENDORSING THE NEGOTIATION OF DEFINITIVE AGREEMENTS FOR THE SALE OF CERTAIN GENERATING ASSETS OWNED BY NORTH CAROLINA EASTERN MUNICIPAL POWER AGENCY TO DUKE ENERGY PROGRESS, INC. AND FOR POWER SUPPLY

**WHEREAS**, the Town of Clayton (the “Municipality”) and North Carolina Eastern Municipal Power Agency (“Power Agency”) heretofore have entered into an Initial Project Power Sales Agreement, as amended, and a Supplemental Power Sales Agreement, as amended, pursuant to which, among other things, the Municipality purchases from Power Agency and Power Agency sells to the Municipality all of the Municipality’s All Requirements Bulk Power Supply, as such term is defined in Supplemental Power Sales Agreement; and

**WHEREAS**, a portion of the All Requirements Bulk Power Supply sold by Power Agency to the Municipality and purchased by the Municipality from Power Agency is derived from the Power Agency’s undivided ownership interest in the following electric generating units jointly owned by Power Agency with Duke Energy Progress, Inc. (“DEP”): Brunswick Units Nos. 1 and 2, Harris Unit No. 1, Mayo Unit No. 1 and Roxboro Unit No. 4 (collectively the “Joint Units”); and

**WHEREAS** the Clayton Town Council of the Municipality (the “Governing Body”) has been advised by representatives of Power Agency that Power Agency has been authorized by its Board of Directors and by the Board of Commissioners of the Power Agency to negotiate with DEP on an exclusive basis definitive agreements pursuant to which (i) Power Agency would sell and DEP would purchase all of the Power Agency’s ownership interests in the Joint Units and (ii) Power Agency and DEP would enter into a full requirements power purchase agreement pursuant to which DEP would sell and Power Agency would purchase all of the power and energy required by Power Agency to provide full requirements power supply services to the Town of Clayton and to all other members of Power Agency (the “Proposed Transaction”); and

**WHEREAS**, representatives of Power Agency also have advised the Governing Body that if the Proposed Transaction is consummated the proceeds to be derived from the sale of the Joint Units, when combined with other funds available to Power Agency, may not be sufficient to pay or provide for the payment of the principal of and premium, if any, and interest on all

revenue bonds heretofore issued by Power Agency to finance the acquisition of the Joint Units; and

**WHEREAS**, representatives of Power Agency confidentially presented to the Governing Body the confidential results of the preliminary financial analyses of the Proposed Transaction undertaken by and at the request of Power Agency to determine the projected effect of the Proposed Transaction on Power Agency and its participants; and

**WHEREAS**, the Governing Body, having taken into consideration the confidential information concerning the Proposed Transaction presented to the Governing Body by representatives of Power Agency.

**NOW, THEREFORE, BE IT RESOLVED** by the Clayton Town Council of the Town of Clayton:

1. The Governing Body has given due consideration to the confidential information concerning the Proposed Transaction presented by representatives of Power Agency at this meeting and hereby finds and determines that it is in the best interest of the Municipality for representatives of Power Agency to negotiate a definitive agreement with DEP concerning the Proposed Transaction.
2. The Governing Body hereby endorses the action of the Board of Directors and Board of Commissioners of Power Agency authorizing representative of Power Agency to negotiate a definitive agreement with DEP concerning the Proposed Transaction.
3. The Governing Body hereby directs the Town Clerk to cause to be furnished to Power Agency, if requested, a certified copy of this resolution.
4. This resolution shall become effective upon its adoption.

Duly adopted the 3rd day of March 2014, by the Clayton Town Council while in regular session.

(SEAL)

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Jody L. McLeod,  
Mayor

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Sherry L. Scoggins, MMC  
Town Clerk

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

**Agenda Item: 3d**

**Meeting Date: 03/03/2014**

**TITLE: ARBOR DAY PROCLAMATION.**

**DESCRIPTION:** In North Carolina, Friday, March 21, 2014, is recognized as Arbor Day.

At its February 17, 2014, Council meeting, it was the consensus of the Council to place this request on the consent agenda.

**RELATED GOAL:** Beautify the Town of Clayton and Create an Arts Community.

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Presentation.	Proclamation.
03-03-14	Approval.	Proclamation.

## TOWN OF CLAYTON PROCLAMATION - ARBOR DAY

**WHEREAS**, in 1872, J. Sterling Morton, who would become Secretary of Agriculture under President Grover Cleveland, proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees; and,

**WHEREAS**, the resulting holiday - Arbor Day - was first observed in that State with the planting of more than one million trees and is now observed throughout the nation and the world; and

**WHEREAS**, trees are renewable resources that yield fruit and nuts for food and profit, wood for construction, fuel for warmth, paper products and a variety of other goods and materials; and

**WHEREAS**, trees intercept storm water, reduce runoff and erosion, clean air and water, produce oxygen, slow climate change by absorbing carbon dioxide, provide habitat for wildlife, and moderate air temperature; and

**WHEREAS**, when properly selected and tended appropriately, trees increase property values, enhance economic vitality of business districts, provide buffers from traffic and are a source of joy and spiritual renewal; and

**WHEREAS**, the Town of Clayton achieved Tree City, USA status in 2006 and continues to maintain and improve our urban forest by the planting of additional trees to enhance our community; and

**WHEREAS**, Arbor Day reminds us of the timeless observation by its founder, J. Sterling Morton, that "Each generation takes the earth as trustees;"

**NOW, THEREFORE, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Council of the Town of Clayton, North Carolina, that Friday, March 21, 2014, be recognized as "**Arbor Day**" and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands. We encourage all citizens to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

Duly proclaimed by the Clayton Town Council this 3rd day of March 2014, while in regular session.

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Jody L. McLeod,  
Mayor

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

**Agenda Item: 3e**

**Meeting Date: 03/03/2014**

**TITLE: WARRANTY ACCEPTANCE FOR GLEN LAUREL EAST, PHASE 2B  
FOR ONE YEAR WARRANTY PERIOD FOR UTILITIES.**

**DESCRIPTION: Attached.**

**At its February 17, 2014, Council meeting, it was the  
consensus of the Council to place this request on the  
consent agenda.**

**RELATED GOAL: Administrative.**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Presentation.	Memorandum.
03-03-14	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

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## MEMORANDUM

To: Sherry Scoggins, Town Clerk

From: Chris Rowland, Construction Inspector

Copy: Danny Blackburn, Blackburn Consulting  
David DeYoung, Planning Director

Date: February 03, 2014

Subject: Glen Laurel East, Phase 2B

CR

Please place a warranty acceptance request for the subject public water, sewer, & associated storm drainage utilities on the next available agenda. Record drawings have been reviewed and accepted. Following acceptance, the utilities will be subject to a one-year warranty period. Following said warranty, a final inspection will be done and all deficient items corrected by the developer prior to final acceptance.

received  
2/3/14 JKA

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

**Agenda Item: 4a**

**Meeting Date: 03/03/14**

**TITLE: PRESENTATION OF DISC GOLF PROPOSAL.**

**DESCRIPTION: A representative of the Professional Disc Golf Association (PDGA) will provide an overview of the proposal of a disc golf course for East Clayton Community Park.**

**RELATED GOAL: Expand Leisure Opportunities**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
03-03-14	Presentation.	N/A.

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

**Agenda Item: 5a**

**Meeting Date: 03/03/2014**

**TITLE: PUBLIC HEARING TO CONSIDER THE AMENDMENTS TO THE CLAYTON TOWN CODE OF ORDINANCES, UNIFIED DEVELOPMENT CODE, FOR THE FOLLOWING SECTIONS:**

- SECTION 155.710 CONDITIONAL USE PERMIT REVIEW
- SECTION 155.202 (J) (4) LAND USE REGULATIONS

**DESCRIPTION:** The attached text amendments were reviewed by the Planning Board at its January 27, 2014, Planning Board meeting. The Planning Board unanimously approved the amendments as presented.

This item is slated for public hearing by the Town Council at its Monday, March 3, 2014, Council meeting.

**RELATED GOAL:** Manage Growth Producing Quality Developments.

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Presentation & Public Notice.	Strikethrough of 155.710; clean draft Version of 155.710; Draft of 155.202; And Planning Board Recommendation.
03-03-14	Public hearing.	Strikethrough versions Of 155.202 and 155.710; Clean versions of 155.202 and 155.710; Planning Board Recommendation; Requested action of Council; And Statement of Reason-Ableness and Consistency.

## § 155.202 LAND USE REGULATIONS.

(J) *Yards and setbacks.*

(4) *Yard encroachments.* The following encroachment standards shall apply to all required yards, so long as they do not extend into any easements:

(a) Parking structures may extend into the rear yard of a dwelling unit.

(b) Chimneys, pre-fabricated chimneys, flues, or smokestacks may extend a maximum of four feet into a required yard.

(c) Building eave or roof overhang may extend up to 24 inches into a required yard; provided that such extension is at least three feet from the property line, its lower edge is at least seven and one-half feet above the ground elevation, and it is located at least five feet from any other building or eave.

(d) Sills and ornamental features may project up to 24 inches into any required yard.

(e) Except in the B-1 District, fire escapes may project up to eight feet into any required yard.

(f) Signs may extend into required yards in conformance with standards found in § 155.403.

(g) Pedestrian bridges, breezeways, building connections, and supports of these structures may extend into required yards upon findings by the approving authority that the connecting feature is necessary to provide safe pedestrian access or to improve transit access.

(h) Security gates and guard stations may be located within any required yard.

(i) Unenclosed patios, decks or terraces, including lighting structures, may extend up to four feet into any required side yard, or up to eight feet into any required rear yard.

(j) Covered porches may encroach a maximum of 20% of the required street yard setback depth.

(k) Mechanical equipment for residential uses, such as HVAC units and security lighting, may extend into any required side yard but shall remain at least four feet from the property line.

(l) Bay windows, entrances, balconies, and similar features that are less than ten feet wide may extend up to 18 inches into any required yard, but shall remain at least six feet from the property line.

(m) Structures below and covered by the ground may extend into any required yard.

(n) Driveways may extend into any required yard, provided that, to the extent practicable, they extend across rather than along the setback area and may be no closer than two feet from the property line.

(o) Planters, retaining walls, fences, hedges, and other landscaping structures may encroach into any required yard ~~and may be no closer than one foot from the property line~~ subject to visibility restrictions.

(p) Utility lines located underground and minor structures accessory to utility lines (such as hydrants, manholes, and transformers and other cabinet structures) may encroach into any required yard.

**§ 155.710 CONDITIONAL USE PERMIT REVIEW**

**(A) APPLICABILITY**

- (1) Conditional Uses ~~within a zoning district~~ are considered to be uses that may be appropriate in a particular zoning district, but because of their potential for incompatibility with adjacent uses require individual review by the Board of Adjustment.
- (2) A Conditional Use Permit shall be required for all Conditional Uses as set forth in the Permitted Land Use Table (see § 155.202(B)). A development comprised of uses regulated by separate rows on the table shall be reviewed using the most restrictive process from among the proposed uses. The Conditional Use review process is as follows:

**CONDITIONAL USE PERMIT PROCESS**



- (3) Where a use requiring approval as Conditional Use lies on a separate legal parcel, only the building containing the use and its separate parcel shall be subject to Conditional Use review, not the entire project. However, where the separate legal parcel is an outparcel, the application shall describe the relationship of the outparcel to the remaining site.

**(B) PRE-APPLICATION CONFERENCE**

All applicants seeking Conditional Use approval shall schedule a pre-application conference with the Planning Director, in accordance with § 155.702(A).

**(C) APPLICATION REQUIREMENTS**

~~(1) Concurrent with a request for a Conditional Use Permit, an applicant shall submit a site plan for review and approval in accordance with § 155.707.~~

(1) An application for a Conditional Use Permit shall be submitted in accordance with § 155.702(C).

(2) If a Site Plan is required for the proposed Conditional Use Permit pursuant to § 155.707, the applicant shall submit a Site Plan for review and approval concurrent with the Conditional Use Permit request, in accordance with § 155.707. The two applications shall be filed together and review of each application shall proceed simultaneously in accordance with the provisions of this Chapter. However, the designated decision-making body shall render separate decisions on each application, recognizing that the applications are distinct and subject to different standards for approval.

~~(2)~~(3) A Traffic Impact Analysis may be required if the proposed development meets the thresholds established in § 155.708.

**(D) NEIGHBORHOOD MEETING**

All applicants seeking Conditional Use Permit approval shall hold a neighborhood meeting in accordance with § 155.702(B).

**~~(D)~~(E) ACTION BY PLANNING DIRECTOR**

(1) Upon submission of a completed application, the Planning Director shall schedule the Conditional Use Permit request and site plan, if applicable, for review by the Technical Review Committee. The Technical Review Committee shall review the request site plan for consistency with the requirements of this eChapter.

(2) Upon completion of the technical review ~~for a site plan~~, the Planning Director shall prepare a report that reviews the application in light of comments provided by the Technical Review Committee, in light of the adopted plans and policies of the Town, and the general requirements of this Chapter. The report, site plan and any related application materials shall be forwarded to the Board of Adjustment.

(3) Where a Major Site Plan is required, ~~approval of the~~ Planning Board shall consider the site plan application following action conditional use permit by the Board of Adjustment. The site paln shall be processed pursuant to § 155.707. shall be considered site plan approval.

**~~(E) NEIGHBORHOOD MEETING~~**

~~All applicants seeking Conditional Use approval shall hold a neighborhood meeting in accordance with § 155.702(B).~~

(F) **NOTICE AND PUBLIC HEARINGS**

The Town shall hold all required public hearings and give notice in accordance with § 155.702(D).

(G) **ACTION BY BOARD OF ADJUSTMENT**

**(1) Procedure**

(a) The Board of Adjustment may approve the request, deny the request, or continue the request. A simple majority vote of the Board is necessary to grant a Conditional Use Permit.

(b) Each decision shall be accompanied by the Findings of Fact that specifies the reason for the decision.

(c) In approving the Conditional Use Permit, the Board of Adjustment may prescribe reasonable and appropriate conditions which will ensure that the use will be compatible with adjacent properties and will not alter the character of the neighborhood.

(d) Conditions may be imposed by the Board of Adjustment regarding the location, character, and other features of the proposed building or use as may be deemed by the Board of Adjustment to protect property values and general welfare of the neighborhood. Nonconformance with such conditions and safeguards, when part of the terms under which the Conditional Use Permit is granted, shall be deemed a violation of this Chapter.

(e) Any additional condition approved by the Board of Adjustment shall become a part of the permit and be of equal importance in the responsibility of the applicant or subsequent assigns to adhere to its terms.

~~(1) After considering the Technical Review Committee's comments, the Board of Adjustment shall approve or disapprove the request, or send the request back to the Technical Review Committee for additional consideration.~~

~~(2) Site plans requiring revisions shall be returned to the Technical Review Committee's within 90 days or the application shall be considered withdrawn. One extension period may be granted by Board of Adjustment.~~

~~(1)~~ **(2) FINDINGS OF FACT REQUIRED – Findings of Fact**

No ~~C~~conditional ~~U~~use ~~P~~permit shall be approved by the Board of Adjustment, unless the following findings are made concerning the application:

~~(1)~~(a) That the application will not materially endanger the public health or safety if located where proposed, and developed according to the plans as submitted and approved.

~~(2)~~(b) That the application meets all required specifications and conforms to the standards and practices of sound land use planning and the Town Code of Ordinances, or other applicable regulations.

~~(3)~~(c) That the application will not substantially injure the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

~~(4)~~(d) That the application will not adversely affect the adopted plans and policies of the Town, or violate the character of existing standards for development of the adjacent properties.

~~(H)~~ **ADDITIONAL CONDITIONS**

~~(1) In granting approval of a conditional use permit, the Board of Adjustment may impose reasonable conditions which serve to assure that the required findings are upheld. Such conditions may include, but are not limited to, right of way or easement dedication; recreation, open space, or buffer provision; limitation in scale, intensity, or hours of operation; and other reasonable restrictions.~~

~~(2) Any additional condition approved by the Board of Adjustment shall become a part of the permit and be of equal importance in the responsibility of the applicant or subsequent assigns to adhere to its terms.~~

~~(H)~~ **MODIFICATIONS TO APPROVED CONDITIONAL USE PERMITS**

(1) **Minor Deviations**

The Planning Director is authorized to approve minor deviations to a ~~e~~C~~o~~nditional ~~U~~s~~e~~ ~~P~~ermit, if such change is not contrary to the approving action of the Board of Adjustment, but shall not have the authority to approve substantial deviations as set forth below.

(2) **Substantial Deviations**

(a) Any deviation requiring evidentiary support in addition to that presented at a public hearing on applications for the original permit shall constitute a substantial deviation. Before making a determination as to whether a proposed action is a minor deviation or a substantial deviation, the Planning Director shall review the record of the proceedings on the original application. Substantial deviations shall include the following:

1. A change in the boundaries of the approved site;
2. A change from the approved use;

3. An increase of 5% or more in the approved floor area, unless proposed addition is 500 square feet of floor area or less, whether such addition is proposed at one time or over an extended period of time;
4. An increase of 5% or more in the number of approved parking spaces, unless the proposed addition is ten or fewer spaces, whether such addition is proposed at one time or over an extended period of time;
5. Substantial change in the location of principal or accessory structures;
6. Structural alterations significantly affecting the basic size, form; style, ornamentation, and appearance of principal or accessory structures as shown on the approved site plan;
7. Substantial changes in pedestrian or vehicular access or circulation; and
8. Substantial change in the amount or location of landscape screens.

(b) If a proposed amendment deviates substantially from the approved ~~C~~onditional ~~U~~se ~~P~~ermit, the approved ~~e~~Conditional ~~U~~se ~~P~~ermit shall be amended in accordance with the procedure and standards which governed its approval.

#### ~~(H)~~(I) EFFECT OF DECISION

- (1) If the Board of Adjustment votes to deny an application, there may be no subsequent application for the same or similar use submitted by any party for any part of the subject property until 12 months have elapsed from the date of denial. If the Board of Adjustment votes to approve an application, the permit shall be recorded in the County Register of Deeds office.
- (2) The ~~C~~onditional ~~U~~se ~~P~~ermit and additional conditions, if applicable, shall run with the land and shall be binding on the original applicant as well as any successors, assigns, and heirs. Any decision by the Board of Adjustment, may be appealed within 30 days of the decision in accordance with G.S. § 160A-381.

#### ~~(K)~~(J) PERIOD OF VALIDITY

- (1) An approved ~~C~~onditional ~~U~~se ~~P~~ermit shall expire 12 months from the date of approval unless the proposed development is pursued as set forth below:
  - (a) A complete building permit application has been submitted and remains valid;
  - (b) Where more than one building is to be built, the applicant may submit a series of building permit applications. The first application shall be submitted within 12 months from the date approval was granted. Each subsequent application shall be submitted within 180 days from the date of issuance of a certificate of occupancy for the previous building; or

(c) If no building permit is required, a ~~certificate of occupancy~~Zoning Permit has been issued.

(2) Once the appropriate permit has been issued, the ~~C~~onditional ~~U~~se ~~P~~ermit shall remain in force unless the use, construction, or activity ceases for a period of 12 consecutive months. In such instance the ~~C~~onditional ~~U~~se ~~P~~ermit shall become void. If a ~~C~~onditional ~~U~~se is determined by the Planning Director to be void, such determination shall be transmitted in writing to the applicant.

~~(L)~~(K) **BUILDING PERMIT/CERTIFICATE OF OCCUPANCY/ZONING PERMIT**

(1) No building permit, ~~or~~ certificate of occupancy or Zoning Permit shall be issued for the Conditional Use Permit until the ~~required~~ site plan (if required) of for the proposed use or development has been approved by the ~~Board of Adjustment~~Planning Director (minor) or the Planning Board (major).

(2) In order to secure a vested right for a site plan, the applicant must submit a site-specific development plan in accordance with § 155.718.

~~(M)~~(L) **REVOCAION OF A CONDITIONAL USE PERMIT**

(1) If any conditions of a ~~C~~onditional ~~U~~se ~~P~~ermit, or other requirements of this ~~C~~hapter are violated, the Board of Adjustment may revoke the permit. Revocation may occur after an evidentiary hearing is conducted by the Board of Adjustment.

(2) Upon a four-fifths vote, the Board of Adjustment shall revoke the permit, and notice of such revocation shall be recorded in the County Register of Deeds office.

(3) Violations of conditions of a ~~C~~onditional ~~U~~se ~~P~~ermit shall be considered a violation of this ~~C~~hapter and thereby subject to the provisions of § 155.720.

~~(N)~~(M) **COORDINATION WITH VARIANCES**

Applications for ~~v~~ariances may be submitted concurrently with a request for a ~~C~~onditional ~~U~~se ~~P~~ermit. However, decisions shall be rendered with separate motions. The ~~C~~onditional ~~U~~se ~~P~~ermit request shall be considered first ~~(including any site plan)~~, and where it is denied, the variance request shall be null and void.

~~(O)~~(N) **COORDINATION WITH REZONING**

An application for a ~~C~~onditional ~~U~~se ~~P~~ermit may be reviewed concurrently with a ~~R~~ezoning application. However, a decision shall be rendered first for any ~~R~~ezoning and then subsequently for any ~~C~~onditional ~~U~~se ~~P~~ermit.

(Ord. 2005-11-02, passed 11-21-05)

**TOWN OF CLAYTON**  
**Amendment to the Code of Ordinances: Chapter 155**  
**Unified Development Ordinances**

**BEING HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA to amend Chapter 155, Section 202 with the following:**

**§ 155.202 LAND USE REGULATIONS.**

(J) *Yards and setbacks.*

(4) *Yard encroachments.* The following encroachment standards shall apply to all required yards, so long as they do not extend into any easements:

(o) Planters, retaining walls, fences, hedges, and other landscaping structures may encroach into any required yard subject to visibility restrictions.

Duly adopted by the Clayton Town Council this 3rd of March 2014, while in regular session.

ATTEST:

\_\_\_\_\_  
Jody L. McLeod,  
Mayor

\_\_\_\_\_  
Sherry L. Scoggins, MMC  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Katherine E. Ross,  
Town Attorney

**TOWN OF CLAYTON**  
**Amendment to the Code of Ordinances: Chapter 155**  
**Unified Development Ordinances**

**BEING HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA to amend Chapter 155, Section 710 with the following:**

**§ 155.710 CONDITIONAL USE PERMIT REVIEW**

**(A) APPLICABILITY**

- (1) Conditional Uses are considered to be uses that may be appropriate in a particular zoning district, but because of their potential for incompatibility with adjacent uses require individual review by the Board of Adjustment.
- (2) A Conditional Use Permit shall be required for all Conditional Uses as set forth in the Permitted Land Use Table (see § 155.202(B)). A development comprised of uses regulated by separate rows on the table shall be reviewed using the most restrictive process from among the proposed uses. The Conditional Use review process is as follows:

**CONDITIONAL USE PERMIT PROCESS**



- (3) Where a use requiring approval as Conditional Use lies on a separate legal parcel, only the building containing the use and its separate parcel shall be subject to Conditional Use review, not the entire project. However, where the separate legal parcel is an outparcel, the application shall describe the relationship of the outparcel to the remaining site.

**(B) PRE-APPLICATION CONFERENCE**

All applicants seeking Conditional Use approval shall schedule a pre-application conference with the Planning Director, in accordance with § 155.702(A).

**(C) APPLICATION REQUIREMENTS**

- (1) An application for a Conditional Use Permit shall be submitted in accordance with § 155.702(C).
- (2) If a Site Plan is required for the proposed Conditional Use Permit pursuant to § 155.707, the applicant shall submit a Site Plan for review and approval concurrent with the Conditional Use Permit request, in

accordance with § 155.707. The two applications shall be filed together and review of each application shall proceed simultaneously in accordance with the provisions of this Chapter. However, the designated decision-making body shall render separate decisions on each application, recognizing that the applications are distinct and subject to different standards for approval.

- (3) A Traffic Impact Analysis may be required if the proposed development meets the thresholds established in § 155.708.

**(D) NEIGHBORHOOD MEETING**

All applicants seeking Conditional Use Permit approval shall hold a neighborhood meeting in accordance with § 155.702(B).

**(E) ACTION BY PLANNING DIRECTOR**

- (1) Upon submission of a completed application, the Planning Director shall schedule the Conditional Use Permit request and site plan, if applicable, for review by the Technical Review Committee. The Technical Review Committee shall review the request for consistency with the requirements of this Chapter.
- (2) Upon completion of the technical review, the Planning Director shall prepare a report that reviews the application in light of comments provided by the Technical Review Committee, in light of the adopted plans and policies of the Town, and the general requirements of this Chapter. The report, site plan and any related application materials shall be forwarded to the Board of Adjustment.
- (3) Where Major Site Plan is required, the Planning Board shall consider the site plan application following action by the Board of Adjustment. The site plan shall be processed pursuant to § 155.707.

**(F) NOTICE AND PUBLIC HEARINGS**

The Town shall hold all required public hearings and give notice in accordance with § 155.702(D).

**(G) ACTION BY BOARD OF ADJUSTMENT**

**(1) Procedure**

- (a) The Board of Adjustment may approve the request, deny the request, or continue the request. A simple majority vote of the Board is necessary to grant a Conditional Use Permit.
- (b) Each decision shall be accompanied by the Findings of Fact that specifies the reason for the decision.
- (c) In approving the Conditional Use Permit, the Board of Adjustment may prescribe reasonable and appropriate conditions which will ensure that the use will be compatible with adjacent properties and will not alter the character of the neighborhood.
- (d) Conditions may be imposed by the Board of Adjustment regarding the location, character, and other features of the proposed building or use as may be deemed by the Board of Adjustment to protect property values and general welfare of the neighborhood. Nonconformance with such conditions and safeguards, when part of the terms under which the Conditional Use Permit is granted, shall be deemed a violation of this Chapter.
- (e) Any additional condition approved by the Board of Adjustment shall become a part of the permit.

**(2) Findings of Fact**

No Conditional Use Permit shall be approved by the Board of Adjustment, unless the following findings are made concerning the application:

- (a) That the application will not materially endanger the public health or safety if located where proposed, and developed according to the plans as submitted and approved.
- (b) That the application meets all required specifications and conforms to the standards and practices of sound land use planning and the Town Code of Ordinances, or other applicable regulations.
- (c) That the application will not substantially injure the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

- (d) That the application will not adversely affect the adopted plans and polices of the Town, or violate the character of existing standards for development of the adjacent properties.

**(H) MODIFICATIONS TO APPROVED CONDITIONAL USE PERMITS**

**(1) Minor Deviations**

The Planning Director is authorized to approve minor deviations to a Conditional Use Permit, if such change is not contrary to the approving action of the Board of Adjustment, but shall not have the authority to approve substantial deviations as set forth below.

**(2) Substantial Deviations**

(a) Any deviation requiring evidentiary support in addition to that presented at a public hearing on applications for the original permit shall constitute a substantial deviation. Before making a determination as to whether a proposed action is a minor deviation or a substantial deviation, the Planning Director shall review the record of the proceedings on the original application. Substantial deviations shall include the following:

1. A change in the boundaries of the approved site;
2. A change from the approved use;
3. An increase of 5% or more in the approved floor area, unless proposed addition is 500 square feet of floor area or less, whether such addition is proposed at one time or over an extended period of time;
4. An increase of 5% or more in the number of approved parking spaces, unless the proposed addition is ten or fewer spaces, whether such addition is proposed at one time or over an extended period of time;
5. Substantial change in the location of principal or accessory structures;
6. Structural alterations significantly affecting the basic size, form, style, ornamentation, and appearance of principal or accessory structures as shown on the approved site plan;
7. Substantial changes in pedestrian or vehicular access or circulation; and

8. Substantial change in the amount or location of landscape screens.

- (b) If a proposed amendment deviates substantially from the approved Conditional Use Permit, the approved Conditional Use Permit shall be amended in accordance with the procedure and standards which governed its approval.

**(I) EFFECT OF DECISION**

- (1) If the Board of Adjustment votes to deny an application, there may be no subsequent application for the same or similar use submitted by any party for any part of the subject property until 12 months have elapsed from the date of denial. If the Board of Adjustment votes to approve an application, the permit shall be recorded in the County Register of Deeds office.
- (2) The Conditional Use Permit and additional conditions, if applicable, shall run with the land and shall be binding on the original applicant as well as any successors, assigns, and heirs. Any decision by the Board of Adjustment, may be appealed within 30 days of the decision in accordance with G.S. § 160A-381.

**(J) PERIOD OF VALIDITY**

- (1) An approved Conditional Use Permit shall expire 12 months from the date of approval unless the proposed development is pursued as set forth below:
- (a) A complete building permit application has been submitted and remains valid;
- (b) Where more than one building is to be built, the applicant may submit a series of building permit applications. The first application shall be submitted within 12 months from the date approval was granted. Each subsequent application shall be submitted within 180 days from the date of issuance of a certificate of occupancy for the previous building; or
- (c) If no building permit is required, a Zoning Permit has been issued.
- (2) Once the appropriate permit has been issued, the Conditional Use Permit shall remain in force unless the use, construction, or activity ceases for a period of 12 consecutive months. In such instance the Conditional Use Permit shall become void. If a Conditional Use is

determined by the Planning Director to be void, such determination shall be transmitted in writing to the applicant.

**(K) BUILDING PERMIT/CERTIFICATE OF OCCUPANCY/ZONING PERMIT**

- (1) No building permit, certificate of occupancy or Zoning Permit shall be issued for the Conditional Use Permit until the site plan (if required) for the proposed use or development has been approved by the Planning Director (minor) or the Planning Board (major).
- (2) In order to secure a vested right for a site plan, the applicant must submit a site-specific development plan in accordance with § 155.718.

**(L) REVOCAION OF A CONDITIONAL USE PERMIT**

- (1) If any conditions of a Conditional Use Permit or other requirements of this Chapter are violated, the Board of Adjustment may revoke the permit. Revocation may occur after an evidentiary hearing is conducted by the Board of Adjustment.
- (2) Upon a four-fifths vote, the Board of Adjustment shall revoke the permit, and notice of such revocation shall be recorded in the County Register of Deeds office.
- (3) Violations of conditions of a Conditional Use Permit shall be considered a violation of this Chapter and thereby subject to the provisions of § 155.720.

**(M) COORDINATION WITH VARIANCES**

Applications for Variances may be submitted concurrently with a request for a Conditional Use Permit. However, decisions shall be rendered with separate motions. The Conditional Use Permit request shall be considered first, and where it is denied, the variance request shall be null and void.

**(N) COORDINATION WITH REZONING**

An application for a Conditional Use Permit may be reviewed concurrently with a Rezoning application. However, a decision shall be rendered first for any Rezoning and then subsequently for any Conditional Use Permit.

(Ord. 2005-11-02, passed 11-21-05)

Duly adopted by the Clayton Town Council this 3rd of March 2014, while in regular session.

ATTEST:

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Jody L. McLeod,  
Mayor

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Sherry L. Scoggins, MMC  
Town Clerk

APPROVED AS TO FORM:

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Katherine E. Ross,  
Town Attorney

**TOWN OF CLAYTON, NC**

**PLANNING BOARD RECOMMENDATION FORM**

**REQUEST: UNIFIED DEVELOPMENT CODE TEXT AMENDMENTS**

On January 27, 2014 the Planning Board ~~conducted a legislative~~ heard the above-referenced request and made the following recommendation to the Town Council:

**1) Modifications to Section 155.710 of the Unified Development Code**

Approval of the modifications as presented by staff.

Approval of the modifications with the following changes:

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Denial of the modifications.

**2) Modifications to Section 155.202(J)(4) of the Unified Development Code**

Approval of the modifications as presented by staff.

Approval of the modifications with the following changes:

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Denial of the modifications.

Recommendations made this 27<sup>th</sup> day of January, 2014 while in regular session.

Signed:



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Frank Price, Planning Board Chair

**TOWN OF CLAYTON**

**ACTION(S) REQUESTED BY THE TOWN COUNCIL**

**PROPOSED TEXT AMENDMENT/S**

Council consideration of the proposed text amendment/s.

[Council may motion on each text amendment separately or Council may motion on the text amendments collectively.]

*If the text amendment/s is/are approved, Council will continue with the Consistency and Reasonableness Statement.*

**CONSISTENCY AND REASONABLENESS STATEMENT**

Council consideration of the Statement of Consistency and Reasonableness statement as included in the agenda packet.



## TOWN OF CLAYTON

### CONSISTENCY AND REASONABLENESS STATEMENT

#### Ordinance Amendment(s)

**THE TOWN COUNCIL OF THE TOWN OF CLAYTON HEREBY STATES** that text amendments to Chapter 155, Sections 710 and 202 are consistent with the Town of Clayton Strategic Growth Plan and based upon information presented at the public hearing and by the applicant, and based upon the recommendations and detailed information developed by staff and/or the Planning Board contained in the staff report, and considering the criteria of Section 155.703 (H), ~~Section 155.704(J) and/or Section 155.705(J)~~ of the Unified Development Code of the Town of Clayton, the text amendments are reasonable and in the public interest.

Duly approved by the Clayton Town Council this \_\_\_\_ day of \_\_\_\_ 2014, 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: 6a

Meeting Date: 03/03/2014

**TITLE: RESTORATION OF POSITION WITHIN THE INSPECTIONS DEPARTMENT.**

**DESCRIPTION: This was a verbal report by the Town Manager at the February 17, 2014, Council meeting.**

**RELATED GOAL: Financially Responsible Town Government Providing Quality Service.**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Discussion.	
03-03-14		

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

Agenda Item: 6b

Meeting Date: 03/03/2014

**TITLE: AMENDING THE FEES FOR INSPECTIONS DEPARTMENT.**

**DESCRIPTION:** This was a verbal report by the Town Manager at the February 17, 2014, Council meeting.

**RELATED GOAL:** Financially Responsible Town Government Providing Quality Service.

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02-17-14	Discussion.	
03-03-14		

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

**Agenda Item: 8c**

**Meeting Date: 03/03/14**

**TITLE: TOWN CLERK**

**DESCRIPTION: Calendar of Events**

- Council Mtg – Monday, March 3, 2014 @ 6:30 PM
- Cooper Elementary PTA Run for the Rockets community event – Saturday, March 8, 2014 from 9 AM to 12 noon
- Spring Forward: 2014 Daylight Saving Time begins – Sunday, March 9, 2014, at 2 AM
- The Clayton Center Palladian Series: The Celtic Tenors – Saturday, March 15, 2014 @ 8 PM
- Sunshine Week – March 16 -22, 2014
- Council Mtg – Monday, March 17, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, March 19, 2014 @ 6 PM
- Planning Board Mtg – Monday, March 24, 2014 @ 6 PM
- Fire Advisory Board Mtg – Thursday, March 27, 2014 @ 7 PM at Fire Station 1, 325 West Horne Street
- The Clayton Center Palladian Series: The Hot Club of San Francisco – Friday, April 4, 2014 @ 8 PM
- The Clayton Center presents: Schoolhouse Rock Live! – Saturday, April 5, 2013 @ 3 PM
- Council Mtg – Monday, April 7, 2014 @ 6:30 PM
- The Clayton Center Palladian Series: James Gregory (The Funniest Man in America!) – Friday, April 11, 2014 @ 8 PM
- Downtown Development Association Mtg – Monday, April 14, 2014 @ 6:30 PM in room GS 223
- Board of Adjustment Mtg – Wednesday, April 16, 2014 @ 6 PM
- Good Friday Holiday – Friday, April 18, 2014
- Council Mtg – Monday, April 21, 2014 @ 6:30 PM
- Planning Board Mtg – Monday, April 28, 2014 @ 6 PM
- Council Mtg – Monday, May 5, 2014 @ 6:30 PM
- Ethics Webinar 2014 – Wednesday, May 14, 2014, from 10 AM to 12 noon, Four Oaks Room
- 2014 Legislative Session [the Short Session] – Wednesday, May 14, 2014 at 12 noon
- Council Mtg – Monday, May 19, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, May 21, 2014 @ 6 PM
- Fire Advisory Board Mtg – Thursday, May 22, 2014 @ 7 PM at Fire Station 1, 325 West Horne Street
- Memorial Day Holiday – Monday, May 26, 2014

- Planning Board Mtg – **TUESDAY**, May 27, 2014 @ 6 PM
- Council Mtg – Monday, June 2, 2014 @ 6:30 PM
- NCLM Town Hall Day – Wednesday, June 4, 2014
- Downtown Development Association Mtg – Monday, June 9, 2014 @ 6:30 PM in room GS 223
- Council Mtg – Monday, June 16, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, June 18, 2014 @ 6 PM
- Planning Board Mtg – Monday, June 23, 2014 @ 6 PM
- Independence Day Holiday – Friday, July 4, 2014
- Council Mtg – Monday, July 7, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, July 16, 2014 @ 6 PM
- Council Mtg – Monday, July 21, 2014 @ 6:0 PM
- Fire Advisory Board Mtg – Thursday, July 24, 2014 @ 7 PM at Fire Station 1, 325 West Horne Street
- Planning Board Mtg – Monday, July 28, 2014 @ 6 PM
- Council Mtg – August 4, 2014 @ 6:30 PM
- Council Mtg – August 18, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, August 20, 2014 @ 6:00 PM
- Planning Board Mtg – Monday, August 25, 2014 @ 6:00 PM
- Labor Day Holiday – Monday, September 1, 2014
- Council Mtg – **TUESDAY**, September 2, 2014 @ 6:30 PM
- Council Mtg- Monday, September 15, 2014 @ 6:30 PM
- Board of Adjustment Mtg –Wednesday, September 17, 2014 @ 6:00 PM
- Planning Board Mtg – Monday, September 22, 2014 @ 6:00 PM
- Council Mtg – Monday, October 6, 2104 @ 6:30 PM
- NCLM Annual Conference – October 12-14, 2014; Greensboro, NC
- Board of Adjustment Mtg – Wednesday, October 15 2014 @ 6:00 PM
- Council Mtg – Monday, October 20, 2014 @ 6:30 PM
- Planning Board Mtg – Monday, October 27, 2014 @ 6:00 PM
- Fall Back: 2014 Daylight Saving Time ends – Sunday, November 2, 2014, at 2 AM
- Council Mtg – Monday, November 3, 2014 @ 6:30 PM
- Veteran’s Day Holiday – Tuesday, November 11, 2014
- Council Mtg – Monday, November 17, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, November 19, 2014 @ 6:00 PM
- Planning Board Mtg – Monday, November 24, 2014
- Thanksgiving Day Holiday – Thursday, November 27, 2014 & Friday, November 28, 2014
- Council Mtg – Monday, December 1, 2014 @ 6:30 PM
- Council Mtg – Monday, December 15, 2014 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, December 17, 2104 @ 6:00 PM
- Christmas Holiday – Wednesday, December 24, 2014; Thursday, December 25, 2014; & Friday, December 26, 2014

Date:  
03-03-14

Action:  
N/A

Info. Provided:  
Calendar of Events