

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**

**JANUARY 19, 2010**

### **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**

**TUESDAY, JANUARY 19, 2010**  
**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 January 4, 2010, regular meeting.
4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
  - a. Introduction of new Town of Clayton employee(s).
  - b. Presentation of FY 2008-2009 audit.
  - c. Presentation of Town of Clayton Evaluation of Financial Condition.
5. **ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**
  - a. Presentation of special use permit SUP 09-04, East Clayton Community Park, for development of a 60 plus acre park site.
  - b. Presentation of special use permit SUP 09-05, All Star Park, for expansion of existing park by adding a pavilion.
  - c. Presentation of annexation petition 2010-01-01 located north of Powhatan Road and adjacent to the Turkington Plant.
  - d. Presentation of ordinances for unsafe buildings at the following locations:
    - 407 Matthews Circle
    - 1005 Woodlawn Way
  - e. Presentation of application to serve on the Public Art Advisory Board.
6. **ITEMS CONTINGENT FOR THE REGULAR MEETING**
7. **ITEMS FOR DISCUSSION**
  - a. Discussion of Vinson Road infrastructure grant project and award of bid.
  - b. Discussion of design approach to the restroom and support facilities for the East Clayton Community Park Project.
  - c. Discussion of DDA request for temporary limited parking on Main Street during the Public Square construction project.
  - d. Discussion of request from Clayton Civitan to provide free electrical service to an accessory office building.

**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 December 2009 meeting.

**11. ADJOURNMENT**

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

Agenda Item: 3a

Meeting Date: 1/19/10

TITLE: DRAFT MINUTES FROM JANUARY 4, 2010, REGULAR MEETING.

DESCRIPTION: Minutes.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

01-19-10

Approval.

DRAFT minutes from  
1/4/2010 regular meeting.

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

Agenda Item: 4a

Meeting Date: 01/19/10

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

DESCRIPTION: Introduction(s).

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

01-19-10

Introduction(s).

N/A.

TOWN OF CLAYTON  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item: 4b

Meeting Date: 01/19/10

TITLE: PRESENTATION OF THE FY 2008-2009 AUDIT.

DESCRIPTION: Presentation of the FY 2008-2009 audit by Mr. Ken Anderson of Kenneth R. Anderson, CPA CMA PLLC.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

01-19-10

Presentation.

Memorandum.

***A copy of the Comprehensive Annual Finance Report will be Delivered to each Council Member.***

***A copy of the Comprehensive Annual Finance Report is Available for inspection at the Town Clerk's office.***

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

Agenda Item: 4c

Meeting Date: 01/19/10

**TITLE: PRESENTATION OF TOWN OF CLAYTON EVALUATION OF FINANCIAL CONDITION.**

**DESCRIPTION: Finance Director Robert McKie will make a PowerPoint presentation on the evaluation of financial condition.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

**Date:**

**Action:**

**Info. Provided:**

01-19-10

Presentation.

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

Agenda Item: 5a

Meeting Date: 01/19/10

**TITLE: PRESENTATION OF SPECIAL USE PERMIT SUP 09-04, EAST CLAYTON COMMUNITY PARK, FOR DEVELOPMENT OF A 60 PLUS ACRE PARK SITE.**

**DESCRIPTION: Special use permit SUP 09-04, submitted by the Town, requests development of a 60 plus acre park site located on the east side of Glen Laurel Road, adjacent to Forest Glen Subdivision.**

At its December 28, 2009, Planning Board meeting, the Planning Board unanimously voted to recommend approval of SUP 09-04.

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

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
01-19-10	Presentation & Public Notice.	Application, Staff Report, Map, & Site Plan.

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

Agenda Item: 5b

Meeting Date: 01/19/10

**TITLE: PRESENTATION OF SPECIAL USE PERMIT SUP 09-05, ALL STAR PARK, FOR EXPANSION OF EXISTING PARK BY ADDING A PAVILION.**

**DESCRIPTION: Special use permit SUP 09-05, submitted by the Town, requests to expand an existing park by adding a pavilion at the corner of Front and Cooper Streets.**

At its December 28, 2009, Planning Board meeting, the Planning Board unanimously voted to recommend approval of SUP 09-05.

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

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
01-19-10	Presentation & Public Notice.	Application, Staff Report, Map, & Site Plan.

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

Agenda Item: 5c

Meeting Date: 01/19/10

**TITLE: PRESENTATION OF ANNEXATION PETITION 2010-01-01  
LOCATED NORTH OF POWHATAN ROAD AND ADJACENT TO THE  
TURKINGTON PLANT.**

**DESCRIPTION: Annexation petition 2010-01-01, submitted by Walthom  
Group V and Brack and Rhonda Lee, is a citizen initiated  
request for non-contiguous annexation of 5.48 acres located  
at 3916 Powhatan Road.**

**\*At the November 2, 2009, Council meeting, a public hearing  
for site plan approval SP 09-15 was held as it is located  
within the watershed protection overlay district. One of the  
conditions of approving SP 09-15 was a valid annexation  
petition being submitted prior to the issuance of building  
permits.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
01-19-10	Presentation & Public Notice.	Resolution & Map.

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

Agenda Item: 5d

Meeting Date: 01/19/10

**TITLE: PRESENTATION OF ORDINANCES FOR UNSAFE BUILDINGS AT THE FOLLOWING LOCATIONS:**

- 407 MATTHEWS CIRCLE
- 1005 WOODLAWN WAY

**DESCRIPTION:** The unsafe buildings located at 407 Matthews Circle and 1005 Woodlawn Way are residential dwellings with numerous minimum housing and nuisance violations.

The owners, George L Hunter and Hazel M Smith, of the property located at 407 Matthews Circle, were contacted for a hearing on December 2, 2009. Neither owner appeared at the hearing.

The owner, Joseph Earl Smith, of the property located at 1005 Woodlawn Way was contacted for a hearing on September 3, 2009. The owner of the property was present at the hearing. To date, the property owner has not obtained a permit from the inspections department.

Both ordinances request that the Town Council find that the buildings should be removed or demolished and the costs shall be a lien against each property.

**RELATED GOAL:** Beautify the Town of Clayton

**ITEM SUMMARY:**

Date:  
01-19-10

Action:  
Approval.

Info. Provided:  
407 Matthews Circle:  
Ordinance, Order, Hearing  
Minutes, Letter of Notice, &  
Letter.

1005 Woodlawn Way:  
Ordinance, Order, Hearing  
Minutes, & Letter of Notice.

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

Agenda Item: 5e

Meeting Date: 01/19/10

**TITLE: PRESENTATION OF APPLICATION TO SERVE ON THE PUBLIC ART ADVISORY BOARD.**

**DESCRIPTION:** The Public Art Advisory Board, hereafter PAAB, consists of five members. The members may be individuals who have special knowledge, interest, or experience in the arts, key business leaders, design professionals, educators and civic and community activists.

The PAAB has one vacant position with a term expiring 12/31/2010.

Mayor McLeod is the Council liaison to the PAAB.

**RELATED GOAL:** Administrative

**ITEM SUMMARY:**

Date:

Action:

Info. Provided:

01-19-10

Presentation.

Application.

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

Agenda Item: 7a

Meeting Date: 1/19/10

**TITLE: DISCUSSION OF VINSON ROAD INFRASTRUCTURE GRANT  
PROJECT AND AWARD OF BID.**

**DESCRIPTION: Attached.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

**Date:**

**Action:**

**Info. Provided:**

01-19-10

Discussion.

Letter & Bid Tab Sheet.

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

Agenda Item: 7b

Meeting Date: 1/19/10

**TITLE: DISCUSSION OF DESIGN APPROACH TO THE RESTROOM AND SUPPORT FACILITIES FOR THE EAST CLAYTON COMMUNITY PARK PROJECT.**

**DESCRIPTION:** The recent designs created for the All-Star Park restroom facility included a distinct contemporary design that was not appropriate for that particular neighborhood but which received noticeable positive feedback. Based on that positive feedback we are posing it as a design concept that would be suitable and appropriate to the pending designs for the East Clayton Community Park.

**RELATED GOAL:** Administrative

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
11-02-09	Discussion.	Staff report.
12-21-09	Discussion.	Staff report on bid process.
01-19-10	Discussion.	Design layouts.

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

Agenda Item: 7c

Meeting Date: 1/19/10

**TITLE: DISCUSSION OF DDA REQUEST FOR TEMPORARY LIMITED PARKING ON MAIN STREET DURING THE PUBLIC SQUARE CONSTRUCTION PROJECT.**

**DESCRIPTION: Attached.**

**RELATED GOAL: Create an Alive Downtown**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
01-19-10	Discussion.	Memo & Email.

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

Agenda Item: 7d

Meeting Date: 1/19/10

**TITLE: DISCUSSION OF REQUEST FROM CLAYTON CIVITAN CLUB TO PROVIDE FREE ELECTRICAL SERVICE TO AN ACCESSORY OFFICE BUILDING.**

**DESCRIPTION: Attached.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
01-19-10	Discussion.	Letter & Lease Agreement.

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

Agenda Item: 9c

Meeting Date: 01/19/10

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Martin Luther King Jr.'s Birthday Holiday – Monday, January 18, 2010
- Council Mtg – **TUESDAY**, January 19, 2010 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, January 20, 2010 @ 6:00 PM
- Clayton Area Chamber of Commerce Annual Meeting / Awards Banquet – Thursday, January 21, 2010 @ 6:00 PM, Clayton Middle School
- Dr. Etta [Family Specialist] – Friday, January 22, 2010 @ 8:00 PM
- Planning Board Mtg – Monday, January 25, 2010 @ 7:00 PM
- Council Mtg – Monday, February 1, 2010 @ 7:30 PM
- Clayton DDA Mtg – Monday, February 8, 2010 @ 7:30 PM , Room GS223
- Destino: Popera with a Soul Infusion – Saturday, February 13, 2010 @ 8 PM
- Council Mtg – Monday, February 15, 2010 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, February 17, 2010 @ 6:00 PM
- Planning Board Mtg – Monday, February 22, 2010 @ 7:00 PM
- Blues Bash V: Soul Mates featuring Eric Bibb and Ruthie Foster – Friday, February 26, 2010 @ 8:00 PM
- Council Mtg – Monday, March 1, 2010 @ 7:30 PM
- Clayton DDA – Monday, March 8, 2010 @ 7:30 PM, Room GS223
- Council Mtg – Monday, March 15, 2010 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, March 17, 2010 @ 6:00 PM
- Planning Board Mtg – Monday, March 22, 2010 @ 7:00 PM
- John Pizzarelli – Friday, March 26, 2010 @ 8:00 PM
- Good Friday Holiday – Friday, April 2, 2010
- Council Mtg – Monday, April 5, 2010 @ 7:30 PM
- Mike Farris & The Roseland Rhythm Revue – Saturday, April 10, 2010 @ 8:00 PM
- Clayton DDA Mtg – Monday, April 12, 2010 @ 7:30 PM, Room GS223
- Triangle J's 50th Anniversary Forum – Thursday, May 20, 2010, @ 8 AM – 2 PM, Sheraton Imperial (RTP)
- Triangle J's 50th Anniversary Reception – Saturday, May 22, 2010 (evening) – location to be determined
- Town Hall Day – Wednesday, June 2, 2010

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:  
01-19-10

Action:  
Information.

Info. Provided:  
Calendar of Events.

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

Agenda Item: 10c

Meeting Date: 1/19/10

**TITLE: HIGHLIGHTS OF THE DECEMBER PLANNING BOARD MEETING.**

**DESCRIPTION: The Highlights of the December Planning Board meeting are attached as information.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
01-19-10	None.	12/28/2009 PB Highlights.