

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

OCTOBER 18, 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

MONDAY, OCTOBER 18, 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 the October 4, 2010, regular meeting.
4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
 - a. Introduction of new Town of Clayton employee(s).
 - b. Presentation by Cooper Elementary PTA.
 - c. Presentation by the Clayton Women’s Club proclaiming January as Youth Art Month.
 - d. Christmas Village and Tree Lighting event request.
 - e. Temporary street closure request for the annual Clayton Christmas Parade.
5. **ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**
 - a. Presentation of resolution to approve plans and specs for elevated water storage tank project on NC 42 HWY East and authorization for the Town to accept bids on same (action requested at the November 1, 2010 Council meeting).
 - b. Presentation of NCDOT certification of municipal declaration to enact speed limits and request for concurrence.
 - c. Presentation of resolution for 2011 Council schedule.
 - d. Presentation of resolution for 2011 Holiday schedule.
 - e. Evidentiary hearing for planned development district request PDD-MU 2010-20 for Access Medical Park located on NC 42 HWY West across from Johnston Medical Center Clayton.
6. **ITEMS CONTINGENT FOR THE REGULAR MEETING**
 - a. Presentation of candidate applications for Town of Clayton citizen advisory boards.
7. **ITEMS FOR DISCUSSION**
 - a. Award of bid for the infrastructure associated with the Automatic Rolls of North Carolina project [Council action requested].
 - b. Discussion of resolution adopting a code of ethics.

8. **OLD BUSINESS**
 - a. Contract for the purchase of property [Council action requested].

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 September 2010 meeting.

11. **ADJOURNMENT**

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

Agenda Item: 3a

Meeting Date: 10/18/10

TITLE: DRAFT MINUTES FROM THE OCTOBER 4, 2010, REGULAR MEETING.

DESCRIPTION: Minutes.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

10-18-10

Approval.

DRAFT minutes from the
10/4/2010 regular mtg.

**MINUTES
CLAYTON TOWN COUNCIL
OCTOBER 4, 2010**

The first regular meeting of the Clayton Town Council for the month of October was held on Monday, October 4, 2010, at 7:30 PM at Town Hall, 111 East Second Street.

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

ABSENT: Mayor Pro Tem Michael Grannis

ALSO PRESENT: Steve Biggs, Town Manager; Brenton McConkey, Town Attorney; Sherry Scoggins, Town Clerk; Skip Browder, Planning Director; Nancy Medlin, Deputy Town Manager; Larry Bailey, Parks & Recreation Director; Tommy Roy, Information Services Technician

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 7:33 PM and led everyone in the Pledge of Allegiance. Mayor McLeod gave the invocation.

ITEM 2. ADJUSTMENT OF THE AGENDA

Town Manager Steve Biggs requested the following adjustment of the agenda: At the request of Cooper Elementary PTA, table Item 4a.

It was the consensus of the Council to approve the adjustment of the agenda as presented.

ITEM 3. ACTION AGENDA

Councilman Satterfield motioned to approve the action agenda as presented; Councilman Lawter seconded the motion. The motion carried 4-0 at 7:35 PM with the following action agenda items being approved:

- Item 3a. Draft minutes from the September 20, 2010, work session meeting.
- Item 3b. Temporary street closure request for the Halloween Parade.
- Item 3c. Resolution urging residents to observe a safe and courteous Halloween.
- Item 3d. Proclamation – Public Power Week.
- Item 3e. Warranty acceptances for public water, sewer, and associated storm drainage for:
 - Woods at Glen Laurel
 - Walnut Creek, Phase 3

ITEM 4. INTRODUCTIONS AND SPECIAL PRESENTATIONS

Item 4a. Presentation by Cooper Elementary PTA.

This item was tabled to the October 18, 2010, Council meeting.

ITEM 5. PUBLIC HEARINGS

No public hearings were held.

ITEM 6. OLD BUSINESS

Item 6a. Recreation rates for non-residents.

Town Manager Steve Biggs provided an overview of the amendments to the monthly rates for non-residents. He stated this would be a new option for persons who can pay on a monthly rate to the Clayton Community Center and it does not provide the discounted rate for programs or advance registration.

Councilman Lawter motioned to approve the recreation rates for the non-residents.

Councilman Satterfield stated he wants it clear that pre-registration is not an option for the monthly non-resident accounts. He seconded the motion.

Motion carried 4-0 at 7:37 PM.

Item 6b. Deferred Compensation 457(b) Plan.

Town Manager Steve Biggs stated this changes the plan administrator and it is not an introduction of a new benefit. He stated the 457 plan is a supplement to other retirements and participation is voluntary by the employee. He stated the advantage to staff is there is only one plan administrator.

Councilman Harding motioned to approve the agreement as presented; Councilman Satterfield seconded the motion. Motion carried 4-0 at 7:38 PM.

Item 6c. Contract for the purchase of property.

Town Manager Biggs distributed a draft of a negotiated purchase agreement between the Town of Clayton as the buyer and the Massey – Watson family as the seller for the purchase of 81 acres located on the Neuse River at the intersection of the Neuse River and Covered Bridge Road. He stated as part of the 2008 recreation bond the Town set aside \$4 million for recreation. He stated of that \$4 million, \$2 million set aside for land banking purposes. He stated the

property has value as it is along the Neuse River and is adjacent to the Mountains to Sea Trail. He stated it is an area with some of the oldest forest land in Clayton. He stated the proposal is the purchase of this property and action is not requested this evening. He requested the opportunity for public discussion.

Councilman Satterfield questioned when Council action is requested.

Town Manager Biggs stated first consideration for Council vote would be at the October 18, 2010, meeting if the Council is comfortable with entry into the contract. He stated the terms are \$25,000 per acre if purchased by 2010 or \$26,000 per acre if purchased by 2011. He stated feedback from the seller is anticipated prior to the October 18th Council meeting.

Item 6d. Review of parking ordinance and enforcement.

Town Manager Steve Biggs stated included is the content of the discussion from the previous meeting converted into ordinance format.

Councilman Lawter stated the change is from criminal to civil so the Town retains the monies.

Town Manager Biggs stated in the affirmative. He stated his understanding from the Council is to step up parking enforcement. He stated in addition to retaining the revenues, the other advantage for the Town is the opportunity to increase the amount of the fine, meaning if the fine is not paid an addition \$25 penalty is attached to the fine. He stated that money can accrue not only for parking but other activities and pursue it through civil court and uncollected civil penalties would be handled as a small claim.

Councilman Holder stated he supports the parking enforcement. He stated he is concerned that not enough communication is being done to educate citizens on the parking rules. He suggested including this information in the water bill. He stated not every driveway is marked with a yellow line. He added there are yellow lines in areas that are 30 feet being reduced to 20 feet that need to be painted out.

Mayor McLeod stated he concurs that communication is the key to awareness. He requested clarification of the driveway as the downtown business district.

Councilman Holder stated affirmative.

Councilman Satterfield questioned the effective date.

Town Manager Biggs stated ordinances are effective upon adoption or the Council may specify otherwise. He stated the Council may direct that for 90

days warning tickets will be issued in place of fines to assist with the communication process.

Councilman Lawter stated the use of the newsletter and making January 1 the effective date would provide time for notification.

Based upon question by Council, Town Manager Biggs stated warning tickets would be issued unless it is a clear safety violation.

Councilman Satterfield motioned to approve; Councilman Harding seconded the motion.

Councilman Lawter questioned if the drives in the central business district would be painted or would the Town wait to evaluate before painting driveways.

Mayor McLeod recommended looking at that after the 90 days and evaluate where the Town is with construction and traffic flow.

Town Manager Biggs stated he has heard 90 days and January 1 and he requested clarification.

Councilman Harding motioned to approve the parking ordinance and for enforcement with fines to begin on January 1, 2011; Councilman Lawter seconded the motion. Motion carried 4-0.

Item 6e. Applications for Neighborhood Traffic Calming Program.

Town Manager Biggs stated this is a report item. He stated one application was received from the Glen Laurel HOA. He stated the application will be given to the Town's consulting traffic engineer with a request to prepare a needs assessment report and recommended measures. He stated this will be shared with the HOA and the expectation is the HOA will assist with the public participation element. He stated if after the public participation there is sufficient support for implementation then bond funds would be utilized for the project and it would not begin before spring 2011.

Town Manager Biggs stated there is an exception to the Neighborhood Traffic Calming Program application process. He stated there was a speed mitigation study completed for Front Street. He added there is not a HOA that exists for the properties along Front Street. He stated because of the history and the legal agreement, the Town has integrated traffic calming into the Front Street improvement project that is already designed.

ITEM 7. NEW BUSINESS

Item 7a. Request by Medlin Office Supply on Main Street.

Town Manager Biggs provided an overview of the request.

Councilman Satterfield questioned if this is a permanent request.

Town Manager Biggs stated affirmative.

Councilman Satterfield motioned to deny the request; Councilman Lawter seconded the motion.

Councilman Art Holder questioned if this is being supportive the businesses downtown.

Mayor McLeod stated the Council is being supportive. He stated he does not know that request is what is best.

Councilman Holder recommended tabling this item until the Council can decide what is appropriate.

Councilman Satterfield stated this can come back at any time. He stated his reason for the motion to deny is they have a fulltime employee parking two cars from in front of the business. He suggested the employee find alternative parking.

Mayor McLeod stated Downtown is in a crunch at the moment with parking. He stated he understands the request. He added customers shopping at Wal-Mart may have to park half a city block away from the front door.

Councilman Holder stated a plan may be needed as this is not the only business Downtown.

Mayor McLeod suggested sending this to DDA for review and recommendation.

Councilman Satterfield amended his motion to deny the request from Medlin's Office Supply and to send the request to DDA for review and for the DDA to submit a recommendation for the Council consideration. Councilman Holder seconded the amended motion.

Mayor McLeod stated the recommendations are to include if there are one or two places within Downtown blocks suitable for 30 minute parking.

Councilman Satterfield stated it is not fair for one business to request 30 minute parking when there is an employee parking two doors down and in front of another business.

Councilman Harding suggested working with the business to encourage employees to not park in front of the business.

Councilman Holder stated a solution could be to designate Main Street between Smith Street and Robertson Street as two hour limited parking.

Mayor McLeod stated the DDA can review that suggestion.

Motion carried 4-0.

Item 7b. Proclamation – Fire Prevention Week.

Councilman Satterfield motioned to approve as presented; Councilman Lawter seconded the motion. Motion carried 4-0.

ITEM 8. STAFF REPORTS

Item 8a. Town Manager

Town Manager Steve Biggs distributed two reports and provided an overview; reports are herewith attached:

- Revenue Budget Performance Report
- Expense Budget Performance Report

Based upon question by Council, Town Manager Biggs stated property re-evaluation becomes effective for tax year 2012.

Town Manager Biggs had discussions with Councilman Holder. He stated Councilman Holder requested a different format of the quarterly report and that will be brought back by the end of the calendar year. He stated it will look more like a running total.

Item 8b. Town Attorney

Town Attorney Brenton McConkey stated no additional report.

Item 8c. Town Clerk

Town Clerk Sherry Scoggins stated the Planning Board will have a special meeting on Tuesday, October 12, 2010, at 7 PM to review PDD-MU request 2010-20 for Access Medical Health Park project located across the street from Johnston Medical Center Clayton.

Town Clerk Sherry Scoggins stated the Board of Adjustment meeting scheduled for Wednesday, October 20, 2010, has been cancelled.

Item 8d. Other Staff

No other staff provided a report.

ITEM 9. OTHER BUSINESS

Item 9a. Informal Discussion & Public Comment.

No informal discussion and public comment were presented.

Item 9b. Council Comments.

Councilman Satterfield stated Larry Bailey and Nancy Medlin did a great job with the opening.

Mayor McLeod stated the dedication at All Star Park was fabulous and it was wonderful to hear the residents take ownership in the project.

Town Manager Biggs stated he has a resolution for adoption of a grant in the amount of \$495,000.

Councilman Satterfield motioned to approve; Councilman Lawter seconded the motion. Motion carried 4-0.

Mayor McLeod recognized Rick Mercier, editor of the Clayton News Star. He stated Mr. Mercier will be the Public Information Officer for the Town of Garner.

Councilman Satterfield motioned to adjourn; Councilman Lawter seconded the motion. Motion carried 4-0 at 8:14 PM.

Duly adopted by the Town Council this ____ day of October 2010, while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

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

Agenda Item: 4a

Meeting Date: 10/18/10

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

DESCRIPTION: Introduction(s).

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

10-18-10

Introduction(s).

N/A.

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

Agenda Item: 4b

Meeting Date: 10/18/10

TITLE: PRESENTATION BY COOPER ELEMENTARY PTA.

DESCRIPTION: At the April 19, 2010, Council meeting, representatives of Cooper Elementary PTA provided an overview of conditions on the children's playground and playground equipment initiative.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

10-18-10

Presentation.

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

Agenda Item: 4c

Meeting Date: 10/18/10

**TITLE: PRESENTATION BY THE CLAYTON WOMEN'S CLUB
PROCLAIMING JANUARY AS YOUTH ART MONTH.**

**DESCRIPTION: The Clayton Women's Club requests January 2011 be
proclaimed at Youth Art Month.**

RELATED GOAL: Expand Leisure Opportunities and Arts Community

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	Presentation.	Proclamation.

TOWN OF CLAYTON PROCLAMATION YOUTH ART MONTH

WHEREAS, the arts, in its many forms, constitute an important part of the community and contribute to the development of our youth; and,

WHEREAS, participation in and enjoyment of the arts can take many forms, including the visual arts, fine arts and performing arts; and,

WHEREAS, the Clayton Women's Club has sought to promote the involvement of our youth in various art projects to the betterment of their minds and the community as a whole.

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Clayton that the month of January each year, be recognized as:

YOUTH ART MONTH

Let it also be proclaimed that all businesses, industries and citizens in the Clayton community are urged to support and encourage the school aged children of Clayton to participate in the arts.

Duly proclaimed this the ____ day of ____ 2010, while in regular session.

Jody L. McLeod
Mayor

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

Agenda Item: 4d

Meeting Date: 10/18/10

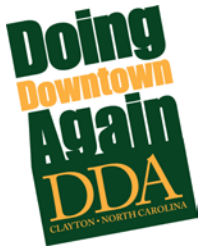
TITLE: CHRISTMAS VILLAGE AND TREE LIGHTING EVENT REQUEST.

DESCRIPTION: Representatives of the Downtown Development Association (DDA) respectfully request the temporary closure of Main Street between Smith Street and O'Neil Street from 5:30 PM to 9:00 PM on Thursday, December 2, 2010. The temporary closure is for the Clayton Downtown Christmas Village and Tree Lighting Ceremony.

RELATED GOAL: Create an Alive Downtown

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-11	Presentation.	Memorandum.



Clayton Downtown Development Association, Inc.

Vision 2012: Downtown is the social and cultural hub of Clayton

North Carolina Main Street Community

Edward Knight
President

Richard Rairigh
Secretary

Betsy Grannis
Vice Chair
Organization

Debbie Hammond
Vice Chair
Promotion

Leslie Hubbard
Vice Chair
Economic
Restructuring

Boo Carver
Vice Chair
Design

Debie
Austermuehle

Rob Baker

Margaret Lee

Michael Sims

Ex Officio
Michael Grannis,
Town Council

Bruce Naegelen,
Downtown
Development
Coordinator

Skip Browder,
Planning Director

Steve Biggs,
Town Manager

TO: Town Council, Mayor, Town Manager
FROM: Ed Knight, Chair, DDA
Debbie Hammond, Chair, Promotion Committee
Debbie Brown & Lorraine Perri, Event Co-Chairs
DATE: September 27, 2010
SUBJECT: Road Closure Request – December 2, 2010
Clayton Downtown Christmas Village & Tree Lighting Ceremony

REQUEST: We would like permission to close the portion of Main Street from Smith Street to O’Neil Street from 5:30 pm – 9:00 pm on Thursday, December 2, 2010.

The purpose of the closure is The Clayton Downtown Christmas Village & Tree Lighting. Last year’s event was a big hit for downtown attracting more than 3,500 people.

The DDA’s Promotion Committee, is organizing this event that continues the dance and choral performances of local students and the Tree Lighting, but also promotes downtown Clayton as a social and commercial center of Clayton.

The “Live Christmas Village” will again include activities such as: a business open house; dance, choral and musical performances along Main Street; storefront decorating contest; and a live nativity. Santa Claus will also be on hand, and we are working to line up another celebrity guest host.

Professionally designed posters will be placed throughout town and flyers will be hand-delivered to downtown residents north and south of Main Street.

We are working with Police, Public Works and Fire Department officials to continue to provide a safe and positive experience for the citizens of Clayton.

Promotional and informational signage and banners will be erected to promote the event and direct attendees.

Thank you for your support of downtown Clayton.

Edward Knight
Chairman

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

Agenda Item: 4e

Meeting Date: 10/18/10

TITLE: TEMPORARY STREET CLOSURE REQUEST FOR THE ANNUAL CLAYTON CHRISTMAS PARADE.

DESCRIPTION: Representatives of the Clayton Chamber of Commerce request the temporary closure of Main Street between US 70 and Atkinson Street on Saturday, December 11, 2010, from 12:00 Noon to 5:00 PM. The temporary closure is for the Annual Christmas Parade.

RELATED GOAL: Create an Alive Downtown

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-12	Presentation.	Letter.



September 30, 2010

Mr. Steve Biggs
Town of Clayton
P.O. Box 879
Clayton, NC 27528

Dear Council Members,

As you are aware, the Clayton Chamber of Commerce sponsors the Clayton Christmas Parade annually on the second Saturday in December. The 2010 event is scheduled for December 11th at 3:00 PM.

The Chamber staff respectfully requests the Council's permission to close Main Street (from US 70 to Atkinson Street) on Saturday, December 11th, from noon-5:00 PM for the annual Parade. This event typically draws thousands of visitors to downtown Clayton, and we expect this year to bring record numbers to our town.

Thank you for your consideration of our request.

Sincerely,


James Godfrey
Executive Director

Clayton
The Common Ground

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

Agenda Item: 5a

Meeting Date: 10/18/10

TITLE: PRESENTATION OF RESOLUTION TO APPROVE PLANS AND SPECS FOR ELEVATED WATER STORAGE TANK PROJECT ON NC 42 HWY EAST AND AUTHORIZATION FOR THE TOWN TO ACCEPT BIDS ON SAME (ACTION REQUESTED AT THE NOVEMBER 1, 2010, COUNCIL MEETING).

DESCRIPTION: The next step in the elevated water storage tank project.

RELATED GOAL: Financially Responsible Town Government Providing Quality Service

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	Presentation.	Resolution, Plans & Specs.

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

Agenda Item: 5b

Meeting Date: 10/18/10

TITLE: PRESENTATION OF NCDOT CERTIFICATION OF MUNICIPAL DECLARATION TO ENACT SPEED LIMITS AND REQUEST FOR CONCURRENCE.

DESCRIPTION: This is a ministerial request to clean up a clerical error. NCDOT has computerized its records. In doing so, it was realized that there are overlaps of ordinances for roads.

The request is to certify the municipal speed zone on NC 42 between .05 miles east of SR 1660 (Stonebrook Drive) and SR 1551 (Guy Road) as 45 MPH.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	Presentation.	Letter & Certification.

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

Agenda Item: 5c

Meeting Date: 10/18/10

TITLE: PRESENTATION OF RESOLUTION FOR 2011 COUNCIL SCHEDULE.

DESCRIPTION: Proposed 2011 meeting schedule.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

10-18-10

Presentation.

Resolution.

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

Agenda Item: 5d

Meeting Date: 10/18/10

TITLE: PRESENTATION OF RESOLUTION FOR 2011 HOLIDAY SCHEDULE.

DESCRIPTION: Proposed 2011 holiday schedule.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	Presentation.	Resolution.

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

Agenda Item: 5e

Meeting Date: 10/18/10

TITLE: EVIDENTIARY HEARING FOR PLANNED DEVELOPMENT DISTRICT REQUEST PDD-MU 2010-20 FOR ACCESS MEDICAL PARK LOCATED ON NC 42 HWY WEST ACROSS FROM JOHNSTON MEDICAL CENTER CLAYTON.

DESCRIPTION: Planned development district request PDD 2010-20, Access Medical Park, is a revision to previously approved planned development district mixed use PDD 07-03 by the Town Council at its November 19, 2007, Council meeting. PDD 2010-20 is for 8.05 acres (portion of 21.68 acre tract, parcel 05G03004B) and within the Town's corporate limits for four medical office facilities. The current request will revise the previous approval with phased development and with different mix of land uses.

In accordance with the Town's Code of Ordinances, the applicant held a neighborhood meeting on Wednesday, October 6, 2010; minutes and attendance sheet herewith attached. The Planning Board reviewed this request at its special meeting on Tuesday, October 12, 2010. The Planning Board voted unanimously to recommend approval of the planned development district with the nine conditions of approval. The Planning Board voted unanimously to recommend approval of the subdivision.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

**Date:
10-18-10**

**Action:
Evidentiary Hearing.**

**Info. Provided:
PDD Procedures, application, Neighborhood mtg minutes And sign-in sheet, Staff Report, Map, Site Plan, WW Allocation Request, Policy for Utility Allocations, Motion Form & Ordinance Granting PDD 07-03.**

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

Agenda Item: 6a

Meeting Date: 10/18/10

TITLE: PRESENTATION OF CANDIDATE APPLICATIONS FOR TOWN OF CLAYTON CITIZEN ADVISORY BOARDS.

DESCRIPTION: Attached.

RELATED GOAL: Legislative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

10-18-10

Presentation.

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

Agenda Item: 7a

Meeting Date: 10/18/10

TITLE: AWARD OF BID FOR THE INFRASTRUCTURE ASSOCIATED WITH THE AUTOMATIC ROLLS OF NORTH CAROLINA PROJECT [COUNCIL ACTION REQUESTED].

DESCRIPTION: A bid opening for the Automatic Rolls Bakery project was held on Tuesday, October 5, 2010. The project was split into two phases:

- Pony Farm Road improvements and widening
- Harvest Mill Lane design and construction

A certified bid tab and letter of recommendation from the engineer for each project is included for Council's review.

Council action is requested.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	Discussion.	Two certified bid tabs & two letters of recommendation from the engineer.

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

Agenda Item: 7b

Meeting Date: 10/18/10

TITLE: DISCUSSION OF RESOLUTION FOR A CODE OF ETHICS.

DESCRIPTION: During its 2009 session, the North Carolina General Assembly passed legislation requiring governing bodies to adopt codes of ethics. The purpose of the resolution is to guide actions by the governing board members in the performance of their official duties as members of that governing board. Same must be adopted on or before January 1, 2011.

RELATED GOAL: Legislative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	Discussion.	Resolution.

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

Agenda Item: 8a

Meeting Date: 10/18/10

**TITLE: DISCUSSION OF CONTRACT FOR THE PURCHASE OF PROPERTY
[COUNCIL ACTION REQUESTED].**

DESCRIPTION: The support document will be available the evening of the meeting.

This item was tabled at the 9/20/2010 Council meeting.

This item was presented at the 10/4/2010 Council meeting. Staff stated feedback from the seller is anticipated prior to the October 18, 2010, Council meeting.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
09-20-10	Discussion.	N/A.
10-04-10	Discussion.	
10-18-10	Discussion.	

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

Agenda Item: 9c

Meeting Date: 10/18/10

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Clayton Band Classic Day – Saturday, October 16, 2010
- Council Mtg – Monday, October 18, 2010 @ 7:30 PM
- Public Art Advisory Board Mtg – Tuesday, October 19, 2010 @ 6:30 PM, Clayton Center
- ~~Board of Adjustment Mtg – Wednesday, October 20, 2010 @ 6 PM -~~
Cancelled
- St. Baldrick's Event – Saturday, October 23, 2010 from 2 PM to 9 PM at FlipSide Restaurant
- The Palladian Series: Jon Reep – Saturday, October 23 2010 @ 8 PM
- NCLM Annual Conference – Sunday, October 24 – Tuesday, October 26, 2010, hosted in Winston-Salem, NC
- Planning Board Mtg – Monday, October 25, 2010 @ 7 PM
- Halloween Parade – Friday, October 29, 2010, from 2:30 – 4:00 PM beginning at Main Street and Lombard Street and ending at the Town Square
- Council Mtg – Monday, November 1, 2010 @ 7:30 PM
- The Palladian Series: The Blind Boys of Alabama – Saturday, November 6, 2010 @ 8 PM
- Downtown Development Association Mtg – Monday, November 8, 2010 @ 7:30 PM, Room GS 223
- Recreation Advisory Committee Mtg – Monday, November 8, 2010 @ 7:30 PM, 715 Amelia Church Rd
- Veteran's Day Holiday – Thursday, November 11, 2010
- Council Mtg – Monday, November 15, 2010 @ 7:30 PM
- Public Art Advisory Board Mtg – Tuesday, November 16, 2010 @ 6:30 PM, Clayton Center
- Board of Adjustment Mtg – Wednesday, November 17, 2010 @ 6 PM
- Planning Board Mtg – Monday, November 22, 2010 @ 7 PM
- Thanksgiving Holiday – Thursday, November 25, 2010 & Friday, November 26, 2010
- Clayton Downtown Christmas Village & Tree Lighting Ceremony – Thursday, December 2, 2010, time tba
- The Palladian Series: Kathy Mattea, Songs and the Season – Friday, December 3, 2010 @ 8 PM
- Council Mtg – Monday, December 6, 2010 @ 7:30 PM
- Clayton Christmas Parade – Saturday, December 11, 2010, time tba

- Downtown Development Association Mtg – Monday, December 13, 2010 @ 7:30 PM, Room GS 223
- Recreation Advisory Committee Mtg – Monday, December 13, 2010 @ 7:30 PM, 715 Amelia Church Rd
- Board of Adjustment Mtg – Wednesday, December 15, 2010 @ 6 PM
- Council Mtg – Monday, December 20, 2010 @ 7:30 PM
- Christmas Holiday – Friday, December 24, 2010 & Monday, December 27, 2010
- Planning Board Mtg – **TUESDAY**, December 28, 2010 @ 7 PM
- New Year's Day Holiday – Friday, December 31, 2010
- Council Mtg – Monday, January 3, 2011 @ 7:30 PM
- The Palladian Series: Blues Bash VI: Superharps featuring James Cotton with Tad Walter Trio – Friday, January 21, 2011 @ 8 PM
- The Palladian Series: Tommy Emmanuel – Saturday, February 26, 2011 @ 8 PM
- Colin Hay – Sunday, March 13, 2011 @ 8 PM
- Sunshine Week – March 13 – 19, 2011
- The Palladian Series: Dianne Reeves – Friday, April 1, 2011 @ 8 PM

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:
10-18-10

Action:
Information.

Info. Provided:
Calendar of Events.

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

Agenda Item: 10c

Meeting Date: 10/18/10

TITLE: HIGHLIGHTS OF THE SEPTEMBER 2010 PLANNING BOARD MEETING.

DESCRIPTION: N/A – There was no Planning Board meeting the month of September.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
10-18-10	None.	N/A.