Town of Clayton
Regular Town Council Meeting Agenda
Monday, May 20, 2024 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

THE PUBLIC MAY VIEW THE LIVE COUNCIL MEETING ON THE TOWN'S YOUTUBE CHANNEL:
https://www.youtube.com/TownofClaytonNC

1. CALL TO ORDER

a. Call to Order

b. Pledge of Allegiance

c. Invocation

2. ADJUSTMENT OF THE AGENDA

a. **POTENTIAL ACTION:** Approve or Adjust 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. Minutes
- May 6, 2024 - Work Session
- May 6, 2024 - Regular Session
- May 6, 2024 - Closed Session

Presenter: Sam Johnson-Phillips, Deputy Town Clerk
May 6, 2024 - Work Session
May 6, 2024 - Regular Session

b. Electronic Records and Imaging Policy and Procedures
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
Electronic Records and Imaging Policy and Procedures

c. Southeast Area Study (SEAS) Update Resolution
Presenter: Conrad Olmedo, Planning Director
Resolution of Support CAMPO Recommendation SEAS

d. Resolution #2024-46 Final Acceptance of Public Water & Sewer Utilities for Meadowview Subdivision, Phase 1
Resolution for Final Acceptance of Public Water & Sewer Utilities for Meadowview Subdivision, Phase 1

e. Resolution #2024-48 To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Walk at East Village Phase 4A & 4B.

Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Walk at East Village Phase 4A & 4B

POTENTIAL ACTION: Approve Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

a. Clayton4U
Presenter: Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. National Public Works Week Proclamation
Presenter: Mayor McLeod to Present to Public Works Department
National Public Works Proclamation

6. PUBLIC HEARINGS

a. FY 2025 Manager Recommended Budget
Presenter: Rich Cappola, Town Manager
FY 2025 Manager Recommended Budget

POTENTIAL ACTION: Informational Only

7. QUASI-JUDICIAL HEARING

a. 2023-189-SUP Full House Storage Unit
Presenter: Bruce Venable, Planner II
2023-189-SUP Full House Storage Unit

POTENTIAL ACTION: Approval of SUP

Quasi-Judicial Hearing

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented.
The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself.
Staff is available to assist with inquiries from citizens.

8. OLD BUSINESS

a. Budget Amendments
Presenter: Robert McKie, Finance Director
Budget Amendments

POTENTIAL ACTION: Adoption of Ordinances #2024-05-03, #2024-05-04, #2024-05-05, and #2024-05-06

b. Series Resolution for the Issuance of Revenue Bonds
Presenter: Robert McKie, Finance Director
Series Resolution for the Issuance of Revenue Bonds

POTENTIAL ACTION: Adoption of Resolution #2024-50

c. 2023-115-CZM Carolina Overlook North Conditional Rezoning
Presenter: Conrad Olmedo, Planning Director
2023-115-CZM Carolina Overlook North Conditional Rezoning

POTENTIAL ACTION: Adoption of Ordinance #2024-04-03 and Statement of Consistency and Reasonableness

POTENTIAL ACTION: Adoption of Wastewater Resolution #2024-34

9. NEW BUSINESS

10. STAFF REPORTS

a. Town Manager

b. Town Attorney

c. Town Clerk

d. Other Staff

11. OTHER BUSINESS

a. Informal Discussion & Public Comment

- Individuals have three (3) minutes to address the Town Council.
- Groups will designate a spokesperson. The spokesperson will have five (5) minutes to address the Town Council.

b. Council Comments

12. CLOSED SESSION

a. To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11(a)(5)

POTENTIAL ACTION: Motion To Go Into Closed Session

POTENTIAL ACTION: Motion To Return To Open Session

13. ADJOURNMENT

a. Adjourn

POTENTIAL ACTION: Motion To Adjourn

Town of Clayton
Town Council Work Session Minutes
Monday, May 6, 2024 at 12:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:
Mayor Jody McLeod
Council Member Andria Archer
Mayor Pro Tem Michael Sims
Council Member Porter Casey
Council Member Gretchen Williams
Council Member Ruth Anderson

Council Absent:
None

Staff Present:
Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Nathanael Shelton, Communications Officer
Joshua Baird, Engineering Director
Sam Johnson-Phillips, Deputy Town Clerk
David Ranes, Fire Chief
Michelle Snyder, Executive Asst. to Town Manager
Todd Melton, Budget Manager
Steven Langston, Clayton Center Director
Cathy Marraccini, Box Office Coordinator
Martha Vandergriff, Conference Center Coordinator
Mel Poole, Circulation Supervisor
Chris Gallant, Project Manager

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 12:03 p.m.

2 ADJUSTMENT OF THE AGENDA

a)

Approve or Adjust the Agenda

RESULT:	**CARRIED 5-0**
MOVER:	Ruth Anderson
SECONDER:	Michael Sims
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

3 WELCOME

a) 12:00 - 12:15 p.m.
Welcome
Review of Agenda
Work Outcomes
Presenter: Dolores Gill, Deputy Town Manager

Ms. Gill stated we would start this afternoon with an update on financial pieces and a Cultural Arts update. She provided an overview of topics on the agenda. She reminded everyone that Raftelis would be here on May 20, 2024 from 12-4:00 p.m. and from 4-5:00 p.m. would be final recommendations.

4 ITEMS FOR DISCUSSION

a) 12:15 - 12:45 p.m.
Cultural Arts Update
Presenter: Steven Langston, Cultural Arts Director; Cathy Marraccini, Box Office Manager; Martha Vandergriff, The Clayton Center

Martha Vandergriff, Conference Center Coordinator and Cathy Marraccini, Box Office Manager were present and provided an update on the Cultural Arts Department. Ms. Marraccini stated the last time they presented to Council they were in the middle of a large transition. She discussed the See It Live Branding. Continuous Improvement was shared which includes the continuous improvement was shared which includes maintaining healthy financials, maintain space utilization, refining strategic marketing and diversity offerings to serve broader audiences.

Shared was the focus of the department which includes See It Live Shows, family programming, school programming and rental events. Also, they support the town square series and in-house town rentals and functions.

Shared were the states of the See It Live financials. Ms. Vandergriff stated in FY23 2, 693 total tickets solid for an average of 336 tix per show. In FY24, 2,872 total tickets sold as of March 31 for an average of 410 tix per show. The Drifters were not in these stats; that was a sellout show. A dance floor was brought in for the Drifters show.

Revenues and expenditures were shared. She stated the goal is to try to get the artist's guarantee back. Shared were revenues for FY24 which are are $136,000 and expenses are $85,500. She stated they have made a big jump from last year to this year and are coming close to getting all expenses back.
Shared was a Cleveryls and Collinsworth settlement sheet, all of Council was provided with this. This showed variable expenses in detail.

Shared was the Family Financial Overview. She stated in FY23, 470 total tickets sold for a total of 235 tix per show for two shows. In FY24, 363 total tickets were sold for an average of 363 tickets per show (there was only one show). Shared was their settlement sheet.

Shared was the Student Stage Series Financial Overview. She stated these do not bring in any revenue other than grant money. These shows are free to students. She stated there were two shows in FY23. Cultural Arts partners with Johnston County

Schools, they bus them in. She stated they have received positive feedback from these shows. She stated they would continue to research for grant opportunities. They have received a $24,000 grant for upgrades to the auditorium the Town would have to provide the match.

Rental Events for the Auditorium stats for location fees were shared. They have seen an uptick in performance rentals. Revenue for FY24 through March 31, 2024, is $34,565 and projected for FY24 is $48,261. The department has doubled the number of promoter shows from FY23-FY24.

Council Member Casey asked, regarding the increase in pricing, how was the feedback? Ms. Vandergriff stated she doesn't think it has negatively impacted the sales; what it may affect is the small two-hour business meetings. She stated any show that was already on the books was grandfathered in. She stated WQDR left the Raleigh scene to come to The Clayton Center.

Discussed was Non-Auditorium Rentals. They have seen about a 16% increase. Revenue for FY24 (through March 31, 2024) was $48, 814 and projected in FY24 is $62,081. Shared was the additional support of Town's functions and details of the diversified programming.

Ms. Marraccini included a list of upcoming shows that are on sale. In addition, there are more shows that are in the works and have not yet been announced. Ms. Vandergriff stated they would continue to focus on maintaining the revenue/expense balance, building partnerships, promoting diversity, and broadening the Town's patron and client-base.

Council Member Anderson stated she was curious to see what the budget is for the Foundation, how that contribution relates back to the Town and how it is defined. Steven Langston, Cultural Arts Director, stated they would pass that request on to Lyn Austin, the Chair of the Foundation. Discussed was without the foundation holding the permits for alcohol, the shows would not be able to have alcohol. Also, there are grants that go through the foundation.

Council Member Sims asked if the diverse upcoming shows. Mr. Langston stated they are looking to add a Motown show and next April looking to add something for Black History Women's Month. Council Member Sims stated they need to be careful on how that is marketed. Council Member Anderson stated they need to think about Latin-American community also. Mr. Langston stated rentals have picked up with the Latin-American and the Indian community. There was further discussion on this. Discussion on working towards sponsorships with companies in the Town and on polling employees to see who they would like to see.

Ms. Gill stated they would move forward with a survey and come back to Council with the results. Council Member Casey asked if they could receive a report about the financials broke out and broken down per year as well as a report on utilization. Council Member Anderson stated it was helpful to understand how slow the process can be and how far out shows are booked out. Mayor McLeod stated we need to continue to cultivate the schools. If the day comes, we can't get grants, we would have to look into investing for outreach. He stated the department has done a great

job. He stated the level of hospitality you get at The Clayton Center is the reason for the ticket increase; it boils down to the level of service and the whole experience.

b) 12:45 - 1:15 p.m.
Library Capital Project Design Update
Presenter: Chris Gallant, Project Manager

Chris Gallant stated he has been working with the library on renovation project; he stated this project is listed as #10 in the CIP projects. The goal of the project is to review previous efforts, review recent design progress and discuss next steps. He stated they have engaged with Davis Kane architects.

He provided history of the assessment Margaret Sullivan provided in 2018 which was presented to Council. Shared were three different scenarios. The discussion was to use the existing building and renovate it. Margaret Sullivan was brought back in 2022 and did another assessment; four different schemes were created. This was presented to Council, minor renovations were the preferred choice, shared were these details. The intent was to modernize the building. The total cost was $2.77M back in 2022.

There was a town side facility assessment. Jacobs Engineering identified items that need attention within 5 years and between 5-10 years. Completed in 2023 was replacement of windows and roof. In 5-10 years, the items that would need attention is HVAC unit, electrical and plumbing fixtures, fire alarm and security, and entrance doors. It was stated this building has been added onto several times. Shared was a floorplan of how the building Is currently being used.
He stated grant funding is available. There is a $250,000 grant available that can be used to design and construction. This expires in October 2025. $47,000 is available from the Coronavirus State Fiscal Recovery Funds but can only be used for items such as furniture and staff. This grant must be used before December 2024. A grant from the Friends of the Library is also available for $100,000; there is no expiration date.

He stated they have engaged a design firm with David Kane, they started with an existing site review. Staff visited surrounding area libraries, then schematic design package was started. Shared were key highlights during surrounding area libraries. Examples are history room, open design, storage, furniture, bar tops, openness and visibility, study room, RFID system, computer stations, meeting/conference room and workspace/tables.

Shared was a wall demolition plan from Davis Kane. This plan showed how to open up structural walls to open the space up. Shared was the new floor plan. Shared were plans for built-in seating, a larger shaped storage room, larger circulation desk, a dedicated space for staff, and to open up the floor for safety issues. It also showed providing staff with a separate door to go in, having a break room, a study room for teens with built in desks and a staff conference room that could be booked. Shared was a furniture plan. She stated they are trying to reuse furniture as much as possible.

Costs incurred from previous efforts were shared. The total spent on previous studies

were $117,692.16.

For current work and pulling from the $250,000 grant, that leaves with $42,100. The next steps would be to proceed with design, utilize existing grant funding, and create a shovel ready project. Architects Davis Kane estimated construction cost $1,641,000. This number includes 4" Qtr market escalation, full interior fit up, non-phased construction, and there is no sprinkler system.

A budget was put together which is $2,250,000; shared were all the components that make up this number. This includes full designs costs, construction costs, and designer construction costs. This includes the $250,000 grant but not the Friends of the Library grant, so the cost could go down $100,000. Shared were benefits to proceeding with construction: avoid upcoming code changes, carry design momentum and staff, reduce cost escalation risk, utilize additional grant funds efficiently, create a modern facility and capture upcoming facility maintenance items.

There was discussion on looking for space during the renovation. Mr. Cappola stated we would have to get a lease somewhere for about a year. Ms. Gill introduced Mel Poole, Circulation Supervisory, who has been taking on additional duties since Joy Garretson's leaving. Council Member Casey asked if we are expanding the children's area. Ms. Poole stated the shelving would be slightly reduced; however, the space would become slightly bigger than it is currently.

Council Member Archer appreciated that Mr. Gallant visited the other libraries. She stated she would like to know how the staff feels about this. Ms. Poole stated the staff's concern is safety. She shared concerns about the current layout of the library and the lack of exits. Council Member Archer discussed this item in the budget and the cost of this project. Mayor McLeod asked in the design, what could we do without and is it more important to have more meeting room space or space for children? Ms. Poole stated the meetings rooms are rented for free, there is no revenue. There was discussion on possible satellite locations. Council Member Archer stated we have a lot of money and time invested so far.

It was consensus of Council to move forward with the current proposed plan from Davis Kane. The funds are available to take this to full design. Mr. Gallant stated he would tell the designer to design this for the new code.

5 BREAK

a) 1:15 - 1:30 p.m.
Break

6 ITEMS FOR DISCUSSION

a) 1:30 - 2:00 p.m.
County Fire Tax Plan Information and Implications
Fireman's Relief Fund
Presenter: Chief Ranes, Fire Chief

County Tax Fire Plan Information and Implications
Chief Ranes stated there are two topics to update on. There was discussion on the

fire service districts to be combined into a single service tax district. This would be effective July 1, 2024. This impacts county jurisdiction only – no municipal district impact. There was discussion on the struggles some municipalities have with their budget. Outside of Clayton, their fire tax will go up. The cost of the increase has not been determined. This tax provides standard funding avenue for all Johnston County fire departments with a minimum budget of $300,000 annually. This tax would require minimum performance parameters (minimum staffing of 1 firefighter Monday-Friday from 8 a.m.-5 p.m.; minimum level of medical responder (effective 1/1/2025); and future dispatch will include closest station dispatch.

He stated the goal is to implement common practices county wide for data collection and provide a budget process that addresses and fulfills the needs of departments to provide a reasonably equal level of service. We would still work off the 15 cents tax for the next two years.

Shared was a project matrix. Discussed was the matrix of performance and the money received for different calls/responses. Received is about $233,000 from the matrix performance in addition to the tax base.

Clayton Firefighters Relief Fund
This was established in 1907 to assist firefighters injured in line of duty. This is funded by a portion of the gross premium tax and funded by one half of one percent tax. When there is a line of duty death, this fund would issue a lump sum of money to the family. Other uses of the money were discussed; some of these include Treasures GAP insurance, Johnston County Benevolence Fund Assessment, retirement, critical illness policy, scholarships, medical physical and exams, pension fund dues, workman's comp premiums, as well as other approved uses. Maximum is 2500 times the number of staff on the roster and the minimum is 500 times the number of staff on the roster. 5 members make up this board; shared were these members. Board Member Nancy Medlin has decided to step down after 25 years. Council would need to decide who to appoint in her place and if this board would like to have term limits.

Chief Ranes stated he would like to recommend Wayne Wallace to fill Ms. Medlin's position. He shared information about Mr. Wallace. The vacancy would be available July 1, 2024. Council Member Anderson stated she would be fine with appointing Chief Ranes' recommendation. Council Member Archer stated she agrees with Council Member Anderson.

Council Member Anderson made a motion to appoint Wayne Wallace; seconded by Mayor Pro Tem Sims.

Motion to Appoint Wayne Wallace

RESULT:	**CARRIED 5-0**
MOVER:	Ruth Anderson
SECONDER:	Michael Sims
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

7 BREAK

a) 2:00 - 2:15 p.m.
Break

8 ITEMS FOR DISCUSSION

a) 2:15 - 5:00 p.m.
Presentation of FY25 Budget Recommendations
Presenter: Rich Cappola, Town Manager and Robert McKie, Finance Director

Mr. Cappola presented the manager's recommended budget. The budget balance for the general fund is $52.8M, water and sewer is $59.5 M and electric at $19.5M putting the Town's total operation at $133M. Shared were recommended new positions and where the money would come from. tax dollars are being spent was shared; the biggest expense is public safety and public services which both take up about 50% of the budget.

Budget Highlights

- General Fund budget is balanced at $52.8 million. Capital outlay is $9.2 million. Leveraged debt financing and fund balance appropriation to balance the budget.
- Water & Sewer Fund budget is balanced at $59.5 million. Capital outlay is $18 million. A 12.2% combined rate increase is recommended for FY 2025 compared to the projected 16.3% combined rate increase in the prior year rate model
- Electric Fund budget is balanced at $19.5 million. Capital outlay is $2.6 million. A 3% rate increase is recommended for FY 2025 compared to the projected 5% rate increase in the prior year rate model.
- 22 new positions included at a cost of $1.5 million.

Economic Considerations

- Consumer Price Index (CPI) inflation rate was 3.5% in March compared to 5% for March 2023.
- Personal Consumption Expenditures (PCE) Price Index was 2.7% in March compared to 4.4% for March 2023.
- Federal Reserve policy – rein in inflation to 2% target.
    - Rate increases have stabilized.
    - Federal Funds rate has remained constant at 5.25% to 5.5% - highest in 20+ years.
    - Three rate reductions projected for calendar 2024 has shifted to one.
    - Investment income has been adjusted downward due to the anticipated rate cuts.
- GDP increased 3.2% in Q4 2023, 4.9% for Q3 2023, and 9.2% for 2022.
- Federal Reserve doesn't predict a recession in next three years (2024-2026).
    - Fears about Stagflation are mounting.
    - Stagflation – high inflation, low growth, and rising unemployment (1970s-era).
    - Federal Reserve stated no signs of Stagflation in the economy on May 1, 2024.

Major Revenue Assumptions

- Recommend $0.03 tax rate increase to $0.63 with a 99% collection rate.
- Ad Valorem property taxes will grow 12.1%. Value of $0.01=$318,500
- Sales tax revenues will decrease $19,400 compared to FY 2024 budget or 1.4% higher than the $8.9 million estimate for FY 2024. Is single digit annual growth the new norm?
- Single Fire District Funding (Johnston County Fire Protection Service District). Claytex Fire Service District abolished.
- Development revenue will decline slightly.

Employee Benefit Assumptions

- 5% pool for salary adjustments. 2% COLA effective July 1st.
- State Health Plan employer contribution increase = 11.2%.
- State Health Plan deficit without bailout for COVID-19 expenses.
- NC Retirement Fund employer contribution increase = 0.75% General and 1% for LEO.

What's New in the Budget

- 0.9 million fund balance appropriation – Streets program.
- $2.7 million installment financing for rolling stock, equipment, and IT infrastructure. First time since FY 2013.
- Property Maintenance reassigned to Public Services per recommendation from organization structure study.
- Salaries and benefits for Fire moved to Administration.
- Increased Days Cash on Hand to 120 in Electric Fund.

There was discussion of the increase in healthcare and reducing the number of GL Codes. Property maintenance has been put back into Public Works GL code and all personnel staff have been moved to Administration.

Shared were final thoughts. He stated with the strong growth in the Town, it does bring growing pains.
CIP Funding analysis was shared. It was stated that two more LAPP projects were approved. Those projects would need Town dollars associated with them. Top 10 CIP projects were shared as well as other Town projects.

Black and Veatch studies were shared which previously been shared with Council.

Mr. Cappola stated the fund balance conversation is at 30%; $13M would be required to maintain the fund balance with $4M on the table. That leaves us about $3M to play with. Trends on ad valorum tax revenue have slightly increased from last year, utility sales tax revenue has increased but are not as high as they would like.

Mr. Cappola asked Council for their direction on where they are feeling. The 3% increase that was discussed last year has been put into the budget. With 3%, Council would be asked to increase another 3% in the next couple years.

Comprehensive List of Fees and Charges have been distributed to all of Council.

Council was provided a copy of a current bill as well as a proposed bill assuming the rates proposed. The average increase would be approximately $20.00.

Council Member Casey asked about the new Deputy Town Manager position, what is the expectations of that role? Mr. Cappola stated the idea is having the need to have more direct and availability from a leadership standpoint. Mayor McLeod stated the Council is not setting staff up for success if they do not have the manpower to share the workload. Mayor Pro Tem Sims he wants to make sure looking at comparisons, what does that look like and are we using the manpower to the best of their ability. Council Member Archer stated it is long overdue and she was glad to see it. Council Member Casey stated he is not opposed to this but just wants to make sure this is the best use of funds. Ms. Gill stated one of the things they wanted this position to focus on is the KPIs and make sure the strategic plan gets implemented. There was discussion on private sector companies delegating duties to supervisory positions rather than hiring another upper-level staff member.

Mr. Cappola stated there are a lot of changes to the webpage and with the Communications Department working nights and weekends, the thought was to hire this position. Nathanael Shelton stated departments are manning their own departments. He stated they aren't able to keep up with the current changes needed on the website.

Council Member Williams stated she wants to be able to go back and tell the Library Advisory Board why these positions are deferred and when they could possibly be filled. Mr. Cappola stated these positions would be reconsidered for next year's budget.

There was discussion on the rate increase. If the tax rate goes up, Council could lower the tax rate during the reconsideration year next year. There was discussion of the CIP projects and what is considered desired and what is considered necessary. There was detailed discussion on this increase. The presentation of five and the explanation of what you are receiving from this, you could go with the 3 increase and still don't have what you need. The five could be an easier thing to market. Mayor McLeod stated as long as Council communicates and shows them what they would get for the increase, the citizens get a better understanding. He stated it is very important how this is communicated.

It was consensus of Council to raise the tax rate to 5%.

Council Member Casey stated he would like to have talking points to discuss the position for the new Deputy Town Manager.

9 CLOSED SESSION

a) To Discuss Purchasing of Real Estate in Accordance with NC GS 143-318.11(a)(5)

Motion To Go Into Closed Session

RESULT:	**CARRIED**
MOVER:	Andria Archer
SECONDER:	Gretchen Williams

YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

Motion To Return To Open Session

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

10 ADJOURNMENT

a) With nothing further, the meeting was adjourned at 5:22 p.m.

Motion To Adjourn

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Andria Archer, Michael Sims, Porter Casey, Gretchen Williams, and Ruth Anderson
NO:	None

Duly adopted by the Town Council this 20th day of May 2024 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Sam Johnson-Phillips
Deputy Town Clerk

Town of Clayton
Regular Town Council Meeting Minutes
Monday, May 6, 2024 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Council Present:	**Staff Present:**
Mayor Jody McLeod	Rich Cappola, Town Manager
Council Member Porter Casey	Jim Cauley, Town Attorney
Council Member Andria Archer	Heidi Holland, Town Clerk
Mayor Pro Tem Michael Sims	Dolores Gill, Deputy Town Manager
Council Member Gretchen Williams	Lee Barbee, Deputy Town Manager
Council Member Ruth Anderson	Robert McKie, Finance Director
	Greg Tart, Police Chief
	Nathanael Shelton, Communication Officer
	David Ranes, Fire Chief
	Joshua Baird, Engineering Director
Council Absent:	Conrad Olmedo, Planning Director
None	Sam Johnson-Phillips, Deputy Town Clerk
	Patrick Pierce, Economic Development Director
	Bruce Venable, Planner

1. CALL TO ORDER

a. Call to Order

Mayor McLeod called the meeting to order at 6:07 p.m.

b. Pledge of Allegiance

Mayor McLeod led the Pledge of Allegiance.

c. Invocation

Mayor McLeod provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

a. There was an adjustment of the agenda to Remove item 3f (Resolution for Final Acceptance of Public Water and Sewer Utilities including SSO for Meadowview Subdivision, Phase 1 and to add to 6a. a Wastewater Resolution

Approve or Adjust the Agenda

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

3. CONSENT AGENDA

a. Minutes
- April 1, 2024 - Work Session
- April 15, 2024 - Regular Session
- April 15, 2024 - Closed Session

Presenter: Heidi Holland, Town Clerk

b. Downtown Clayton Social District
Presenter: Lydia Davis, Economic Development Specialist

c. Resolution To Accept Streets into The Town of Clayton Street System for Maintenance – Village at Little Creek Phase 1
Presenter: Michael Worner

d. Resolution To Accept Streets into The Town of Clayton Street System for Maintenance – Village of Little Creek Phase 2
Presenter: Michael Worner

e. Resolution To Accept Streets into The Town of Clayton Street System for Maintenance – Highgate Subdivision Phase 4
Presenter: Michael Worner

f. Resolution for Final Acceptance of Public Water & Sewer Utilities Including SSO for Meadowview Subdivision, Phase 1
THIS ITEM WAS REMOVED FROM THE AGENDA

g. Birthday Leave Policy
Presenter: Kenya Walls, Human Resources Director

h. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Spinning Mill Apartments
Presenter: Michael Worner

i. Liberty & W Main St Pump Station Decommission Project - Railroad Pipeline Agreement
Presenter: Chris Gallant, Project Manager

j. Resolution to Adopt Code of Conduct for Members of Appointed Boards
Presenter: Heidi Holland, Town Clerk

k. Budget Amendment and Amended Budget Ordinance - Section 8

Presenter: Robert McKie, Finance Director

l. Child Safety Policy
Presenter: Joy Garretson, Library Director

m. Internet Use Policy
Presenter: Joy Garretson, Library Director

n. Tutor Policy
Presenter: Joy Garretson, Library Director

Adopt Consent Agenda as Presented

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Retirement of Detective Pat Millar
Presenter: Chief Tart, Police Chief

Mayor McLeod read the resolution into the record. He expressed sincere gratitude for the 25 years of excellent service he has provided to the Town. Chief Greg Tart presented Detective Millar with his badge and weapon and thanked him for all his contributions and service to the Town. Detective Millar thanked everyone for the opportunity to work for the Town of Clayton.

b. Johnston Community College Presentation
Presenter: Lyn Austin and Dr. Vern Linquist, President of Johnston Community College

Dr. Vern Linquist. President of Johnston Community College as well as Lyn Austin, Chair of the Board of Trustees was present. He was present tonight to provide an overview of the bond request the college is making to the County Commissioners in hopes Council could support this. He introduced his staff that were presented tonight.

After a 15-month study process LS3P produced with a facilities master plan for the campus for facilities. They did an analysis of current needs and facilities and did a market analysis on where students would be coming from in the future and what types of programs they would need. It was found that the college is in dire need of having a facility in hopes of being near the hospital in Clayton. LS3P showed the main growth areas for the college would be

healthcare related.

According to State data, JCC loses more than 1,200 students per year and there is fear that could go up. This equals about $5M in lost revenue per year. It is believed that students leave JCC to go to Wake because of transfer programs and preparing for healthcare programs.

The ask is for $85M that would allow a facility to be built big enough to serve the bulk of the needs for the future. The proposed hospital would contain a virtual hospital with a teaching facility with the ability to not only be used by all healthcare programs but also by the hospital facility. It would also include science labs and other classroom facilities. It would be a standalone campus.

Other programs LS3P have identified as possible growth areas and needs in the County are going are going to go unmet unless able to get the facility needed. College enrollments are at historic highs; there have been double digit increases in enrollment this fall. If the new facility was started to be built today, they would still be behind. He discussed the desperate need for more space.

Council Member Anderson stated this seems to be a logical solution to a problem of students going the wrong way and a campus here makes perfect sense. Mayor McLeod asked what could be done to help support this? Mr. Linquist stated the County Commissioners need to hear how much support there is. Citizens can contact the County Commissioners to let them know how important this is. Mayor McLeod stated we have all collectively done a great job of creating a workforce development concept and program for Johnston County. He stated what a better way in increase the workforce development for a hospital and healthcare services than to have an entity in Western Johnston County that could help educate and support that. He encouraged residents and citizens to contact their County Commissioners to let them know the value this brings. He stated he would be doing his part. Council Member Casey asked if we could do a resolution of support, Mr. Cappola stated a resolution could go on the next meeting's agenda. It was consensus of the Council to be in support of a resolution of support.

c. Southeast Area Study Update (SEAS) - Capital Area Metropolitan Planning Organization (CAMPO)
Presenter: Gaby Lawlor, CAMPO

Mr. Olmedo introduced Gaby Lawlor, from CAMPO. Provided was a project refresher regarding the study. This study integrates land use and transportation to accommodate existing and future travel needs for the purpose of reevaluating and revising, as needed, the unified vision and comprehensive transportation strategy established in the 2017 SEAS. Shared were the guiding principles of the study. The project is currently wrapping up the overall study effort, they are going around the SEAS jurisdictions and providing presentations to obtain letters of support.

She walked through the report. The introduction sets up the context for the study and provides an update of what has occurred in SEAS jurisdiction since 2017.The planning framework is the process that was followed to complete the study, an overview of outreach put into it, and an overview of the work completed by the Guiding Technical and stakeholder group.

The regional snapshot provides an overview of existing and future conditions. This was the building block to help inform what infrastructure is needed to help support future conditions. In the land use and scenario planning it looks at land use and growth strategies; there was a series of what if scenarios, looking at how development and redevelopment might occur.

The multimodal recommendations walk through how the recommendations were developed using an equitable planning analysis to develop recommendations for roadway, bicycle pedestrian transit and freight. The action plan report lays out the recommendations coming out of the study and how it's prioritized.

She discussed a hotspot that was completed at US 70/NC 42/Ranch Road. There are improvements laid out across several phases, the first phase is under construction. This would provide a direct connection between NC 42 and the US 70 bypass as well as a realignment of Bowling Street and Little Creek Church Road. The second phase is laid out for the second decade in the metropolitan transportation plan. This phase would involve widening Ranch Road from two to four lanes and would officially reroute NC 42 along Ranch Road.

The third phase is what the hotspot analysis was mostly concerned with, that's an improvement that would be targeted for the third decade. This would be an interchange and rail grade separation at US 70 business and NC 42 East. The objective was to look at the potential interchange configurations to grade, separate, and provide a grade separation over or under the railroad but also to identify probable impacts to the surroundings.

She discussed the hotspot toolkits that were developed with the study.

She discussed the prioritization process. This takes a series of inputs to identify project priorities that could be sorted into general time horizons ranging from near to mid to long-term. Near-term, 5-10 years; mid-term, 10-20 years, and long-term, 30 years and further out. Bicycle and pedestrian recommendations were intended to connect Towns and recreational resources. Transit recommendations, near-term would provide key high demand regional connections and mid to long-term was in areas where there's not the market yet to support transit. Roadway recommendations were determined that needed more in the immediate term for capacity which are projects that are not

needed anywhere in the near term but as the Town continues to grow and expand it would likely be needed.

They are working toward endorsement from all CAMPO, member jurisdictions are included the study area. The final report and other supporting documentation can be accessed on CAMPO's website under the area studies tab. The public comment period is ongoing and would wrap up in June.

Council Member Casey stated he served on the CAMPO board for Clayton and he appreciates the thoroughness of this. There would be comments submitted in the near future. He sees this very valuable as a road map for the future of Clayton. Mayor McLeod stated he appreciates the partnership.

d. Elected Officials Day Proclamation
Presenter: Heidi Holland to Present to Elected Officials

Heidi Holland read the proclamation and presented to the Elected Officials.

e. Economic Development Week Proclamation
Presenter: Council Member Casey to Present to Economic Development

Council Member Casey read the proclamation and presented to the Economic Development Department.

f. National Police Week Proclamation
Presenter: Mayor Pro Tem to Present to the Police Department

Mayor Pro Tem Sims read the proclamation and presented to the Police Department.

g. Tourette's Syndrome Awareness Month Proclamation
Presenter: Council Member Archer to Present to Paula Brinkley

Council Member Archer read the proclamation.

6. PUBLIC HEARINGS

a. 2024-24-CZM Shotwell Apartments
Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo stated this was presented at the April 22, 2024 Planning Board meeting, since then there have been a few modifications from the applicant. The request was originally for 96 units and has been reduced to 90 units. The property size is 2.91 acres with a density of about 31 units per acres. This is located off Mechanical Drive West of Cameron Crossing. This use does require conditional zoning. Shared was the master plan which is included in the agenda packet.

The structure would have a ground floor leveled enclosed parking. The existing

zoning is CRM, the request is to change to CZR. The Future Land Use Map has this classified as high density residential. Shared were proposed building elevations and the materials that would be used for the project.

The Planning Board had a request to provide examples of a cross-section from the townhome community to the east of the building to provide visual, this was shared.

Development standards were shared. Water would be available through the Town along the frontage, sewer would be accessed through the Town and electricity would be available from Duke Energy. Class B landscape is required along the perimeter of the project adjacent to Residential Uses.

Traffic generation numbers were shared. The analysis shows 432 daily trips, 32 AM peak trips and 39 PM peak trips.

Conditions were shared. Mr. Olmedo only discussed the changes that were provided since the April 22, 2024 Planning Board meeting. These conditions were included in the agenda packet. The project does meet the criteria in the UDO. Staff is recommending approval, however, the Planning Board did recommend denial. There was discussion on what "good faith effort" in this project would be. Mr. Olmedo provided his definition. Council Member Casey stated a good faith effort is encouraged but it's hard to capture good faith effort when there are so many different nuances about it. Council Member Archer had the same question about good faith in condition #32 regarding arranging parking agreements with adjacent property owners. Mr. Olmedo stated a good faith effort does not mean fulfillment of a signed contract. Council Member Archer asked if there could be documentation recorded. Mr. Olmedo stated there was discussion on this if the neighbors were unwilling to have that agreement in place, it would be a demonstration to staff that the applicant was emailing and trying to have that agreement to have a successful outcome.

Council Member Casey stated a good faith effort is encouraged but he assumes there is a contractual agreement with other adjacent property owners and there may be some sort of financial incentive.

Council Member Casey stated based on current zoning, what is applicable to potentially go there versus this project. Mr. Olmedo stated the property is currently zoned CRM which would allow commercial uses; the height of this structure was brought up at the Planning Board. This zone district allows up to 60’ high building to be a commercial product, this is roughly comparable to what is being proposed tonight. The UDO provides a distance of a structure of this height from a single-family detached property; the adjacent homes are not single-family detached; they are considered single-family attached. In that technicality, you could have a commercial building or a multi-family apartment in that height without that kind of distancing requirement. The cross-section did

account for some of this. He shared the building was dropped back a bit to reduce the building's height as it’s adjacent to the single-family attached product.

Council Member Casey asked about the materials used, he doesn’t see that listed as a condition, is that applicant going under the new UDO on the design qualities? Mr. Olmedo stated the exceptions might be the metal paneling, there is a caveat about materials and when a metal panel would be appropriate.

Council Member Casey shared his concern about Shotwell Road. He understands the DOT is giving funds and we are supporting them at this intersection. He asked if Mr. Olmedo had any information on this? Mr. Olmedo stated staff did look at the DOT’s map and he did not see any improvements. Mr. Baird stated there are improvements at the Shotwell and US 70 business intersection, those have been in design for a while. The Town has worked with DOT to submit that as a LAPP project to receive LAPP funding for that. The bid was originally scheduled for April but has been pushed back to June.

Mayor Pro Tem Sims asked what is the number that triggers a TIA. Mr. Venable stated it is 100 per peak hours or 1000 trips a day. Mr. Olmedo stated the Institute of Transport Traffic Engineers uses a methodology based on land use, they use that land use as a model.

Council Member Archer asked if there were any updates on the Ranch Road extension opening? Mr. Baird stated the latest update stated it was on schedule, but he does not know the exact time frame. Mr. Pierce stated he believes the contractor has until the summer of 2025. Council Member Archer stated when that project was discussed, it was mentioned it would alleviate a certain percentage of traffic at peak hours on business 70.

Applicant Paul Keenan with Reuter Walton was present and provided a brief presentation of the company. Shared were workforce homes the company created. He stated there are a number of amenities in the project. A rendering of the building was shared. He stated they are in discussion with the daycare to see if there is an opportunity to lease spaces or come into a shared parking agreement. He stated that is where the good faith effort language comes into play.

He discussed the updated conditions and reducing the unit count from 96 to 90 units. Reducing the units maintains the levels of parking and keeps the footprint. He stated he wanted to highlight the distance from the proposed building and the townhomes. The townhomes sit up in elevation from the proposed building. There are mature trees that serve as a buffer that they intend to keep.

He stated he did stretch and move the building 6' from the townhomes, there is about 25' from the property line to the building. A privacy fence has been added to separate pedestrians and pets from the two buildings.

They have worked to increase the parking by reducing the unit count. With the reduction, parking changed from 135 to 128. Also, the redesign of the cul-de-sac allows an additional 17 stalls. Shared was the hammerhead design which allows emergency vehicles to get in and out.

Shared were income limits and rent table. He stated the rent is not subsidized. A family of four would need to make less than $73,380. The intent of this program is to provide a discount off market rate rent for working families.

Shared was updated trip generation comparison. This shows a few uses currently allowed under the zoning. It shows the daily total traffic is less than the other four allowed uses.

Council Member Casey asked about the timeframe. Mr. Keenan stated they are applying to NC Housing Finance Agency for funding and low-income tax credit, the application deadline is May 10, 2024. The requirement is all applications need to have proper zoning. He is only asking for approval on the rezoning not the site plan. Council Member Casey asked about the adjoining buffer and keeping the mature trees, he stated he does not see that as a condition. Mr. Keenan stated he is willing to set that as a condition. Council Member Casey stated he looks at this as affordable housing, he asked about the screening requirements of the tenants. Mr. Keenan stated they verify income and do criminal and credit checks as well as rental history background checks.

Council Member Casey mentioned balconies or patios but does not see that as a condition. Mr. Keenan stated they are required to have balconies on this. He stated he is willing to make it a condition. Council Member Casey spoke about his concern on Shotwell Road and Cameron Way. For the people that live there, there are certain times when it's hard to make a left onto 70. He feels there needs to be a signalized light there. Mr. Keenan stated he would prefer to have a signal there but with his experience that would be up to NCDOT. He is not sure what would trigger a signalized light there. Council Member Casey asked if he would be willing to make a condition if approved through DOT or a traffic study to support a traffic light? Mr. Keenan stated yes.

Mayor McLeod stated there needs to be clarification. He asked if the terminology of support is saying financial support being able to erect a stoplight at that intersection or a letter of support? Mr. Keenan stated first they could pay for a traffic study. He stated it is hard to say without knowing what the design is and what the improvement would cost so it would be hard to commit to a dollar amount. Council Member Archer stated she understands the difficulty being it’s a DOT decision, but if they are willing to perform the traffic study and they say they would be willing to allow a signal to go into that intersection, could the applicant commit to paying for the design of that system? Mr. Keenan stated yes.

Mayor Pro Tem Sims asked with the increased parking spaces, where would those be allocated; are so many spaces allocated to each unit? Mr. Keenan stated the first floor is parking, those would be assigned to the units. They aren't reserved but would be stickered and residents would have stickers, so management knows they are a resident. There would be designated spaces for guests. Mayor Pro Tem Sims asked to see the traffic generation report. He further shared his concerns about the traffic. He discussed the decrease in traffic when the Ranch Road project is complete, but we don't know what that would look like yet.

Mayor McLeod stated Council was told with the connection to 42 to the bypass, of the traffic moving east on Hwy 70, 50% of that traffic turns left onto Hwy 42 east which still means at the Shotwell intersection, most of the volume is coming through that intersection. The information needed is how much traffic is turning from 42 east onto Shotwell and how much traffic is turning left off Shotwell onto 70. Pertaining to parking, it was started with 135 spaces and now it's down to 128 spaces. Mr. Keenan stated the minimum requirement for the underlining zoning would require 128 spaces, they are providing 152. Mayor McLeod stated that is assuming most tenants have 2 cars. Mr. Keenan stated his experience in this type of project is they don't see a lot of two-driver households. Based on the feedback from the Planning Board meeting, they have worked to get the parking count up and are comfortable they are adequately parked for residents and guests.

Council Member Casey stated if the study proved DOT would allow a stoplight, would they be willing to pay their proportional share based on trip counts? Mr. Keenan stated he thinks so if other neighbors are pitching in. He stated they would make that a condition. Council Member Casey discussed parking at the gym and La Cocina, there was discussion on making that a one-way parking, he asked if staff could look into that. He also discussed a possible crosswalk at Mechanical Drive and a four-way stop sign. Mr. Cappola stated those are on existing facilities of ours that should be investigated to see if we could do those as part of transportation improvements.

Mr. Keenan stated the project is adequately parked so they would be supportive if the Town wanted to make that dead end at Mechanical Drive no parking or no overnight parking. Mr. Cappola stated for the roadway, are we eliminating or relocating the cul-de-sac, we would need to make sure there is an approved fire access turnaround. Mr. Keenan stated they have designed a hammerhead into the parking lot; this is conceptual at this point and would need further design.

Mayor McLeod asked who monitors or enforces the parking sticker in those areas. Mr. Keenan stated the offsite management company enforces that.

Mayor McLeod stated this has been noted as a public hearing and asked if anyone wished to speak.

Deja Stevens of 125 Enterprise Drive, spoke and stated she is worried the Town is moving away from a rural to an industrialized community. There is a bus stop at the bottom of Cameron Way and one crosswalk, that is something to be aware of. She discussed the parking issues and stated this is not a walkable area. She stated she is against the rezoning at this time. Jonathan Adams stated there needs to be at least 25 more spaces based on his math. He spoke to the owner of Clayton Fitness and got his opinion. He discussed patrons parking where they are not allowed to be parked. Ciara lives in the neighborhood that would be affected. She asked if there were various locations that were being researched, she asked why was this location chosen? She asked about the entryways. The money that is being donated, is that split across the community? She discussed the signage. The good faith term used, she stated she does not have any faith in this working out. She discussed the issues coming out of the neighborhood and the new restaurants that are being built. Paul McKenzie, 214 Enterprise Drive spoke. He stated he feels the Ranch Road would take traffic off Hwy 70 but this is about another year out. He discussed the infrastructure that needs to be addressed before building this development. Megan Woods, from Cameron Crossing spoke. She stated she was at the Planning Board meeting and stated she appreciates the fact that she felt she was heard. She stated she is in support of everyone having a home that works for them. She shared her concerns about traffic and the height of the building. She also discussed possibly connecting roads. Robbie Badger, 145 Enterprise Drive spoke. He discussed the slide that showed the new development alongside the Cameron Crossing. He stated his property is about 10 steps away from the proposed property. He discussed the height of the proposed building and solar panels on homes in Cameron Crossing. He shared his concern about safety. Dave Ederman stated he is not directly impacted. He spoke about the term good faith effort. He spoke about parking, landscape buffering and the privacy fence. He stated this area could be used for something different. He hopes if this moves forward, the right changes would be made.

With no one else wishing to speak, the public hearing was closed and turned over to Council for their deliberations.

Mayor Pro Tem Sims has huge concerns with parking and traffic, he spoke further on this. Council Member Archer asked is this the first multi-family development that has come through the new code. She stated the calculation used for the parking is per the code. Mr. Olmedo stated that is correct. A one-bedroom unit is one parking stall, 2 or more-bedroom units is 1.25 stalls. Council Member Archer stated we do not have anything like this in Clayton and we desperately need this. Regarding the nature of traffic, they never built as much as you need ahead of time. She stated she likes the design and the building materials. She appreciates the applicant has made compromises from the Planning Board meeting. When she weighs this out, the pros outweigh the cons.

Council Member Casey stated kudos to the Planning Board for the thought process to get this here to today and kudos to the community for coming tonight and their research. He stated he is torn about this. He considers this a workforce housing project. A project like this is warranted in this community. For him this is a project that is being built well. Regarding the connectivity, at some point in time roads would be connected. He stated he is hung up on the condition regarding Shotwell Cameron Drive intersection. Mr. Baird spoke on this. He stated in terms of getting DOT on board or funding from DOT, usually they are following State Improvement Transportation Plan. If there is not any programming for such a project, he thinks it would be difficult to get additional funding from DOT. Likely the funding would need to come from the Town or developer contributions.

Council Member Anderson confirmed we are just voting on the rezoning not the final rendering. She stated she is impressed with the developer and his want to have conversation with the Town. Mr. Cappola asked if the rezoning goes through tonight, is this the only opportunity for Council to see this? Mr. Olmedo stated this is the master plan and conditions is what staff would take and the applicant when ready would submit the site plan to the TRC. The conditions would need to be clarified tonight.

Mayor McLeod stated he looks at how things look. He is not interested in the least expensive way to cover a building. He is looking for something that exceeds the aesthetic that is already there. He is looking for nice landscape, that is something that looks like matters to him. He wants to make sure what these neighbors are getting is nice to look at. He stated he is appreciative of the applicant's attitude with this project.

Proposed New Conditions

- Maintain mature buffer between the town homes
- Balcony or patio for all units
- With respect to the traffic signal at Shotwell, the developer will pay for a study, design and for a proportional share of the cost of signalization when signalization is determined to be warranted
- Condition #30, with respect to street parking, signage, striping, the developer would pay the costs
- Condition #31, which is constructing road improvements in Mechanical Drive, to remove cul-de-sac, maintain driveways and permit new driveways and pay the costs thereof

The developer stated the one condition he wanted to comment on regarding the signal, is there a timeframe on that so if in 10 years from now it hasn’t happened, they aren’t responsible with an expense that has not been budgeted for

Rich asked if we are talking about the timing of when the payment is required or

the timing of when the signal would need to be installed. The developer answered when the payment is required; he stated they could handle this during the construction budget. Rich said typically in the past if the study states the signal would be warranted and DOT agrees, they would advance the design development for the improvement to a certain point where the engineer record could provide an estimated cost of installation. At that point if it's based on proportional, whatever the engineer's estimate would be a fee in lieu to the Town prior to the COO for the building

Regarding the wastewater resolution, Mr. Baird stated due to the reduction of the density, the new request with reduction to 90 units is 24,360 gallons per day.

To Approve Subject to All of the Written and Stated Conditions; Adoption of Ordinance #2024-05-02; Reasonableness and Statement of Consistency

RESULT:	**CARRIED 4-1**
MOVER:	Andria Archer
SECONDER:	Ruth Anderson
YES:	Porter Casey, Andria Archer, Gretchen Williams, and Ruth Anderson
NO:	Michael Sims

Adoption of Resolution #2024-45

RESULT:	**CARRIED 4-1**
MOVER:	Andria Archer
SECONDER:	Ruth Anderson
YES:	Porter Casey, Andria Archer, Gretchen Williams, and Ruth Anderson
NO:	Michael Sims

b. Establishing an Occupancy Tax in the Town of Clayton
Presenter: Patrick Pierce, Economic Development Director and Robert McKie, Finance Director

Mr. Pierce provided background on this. The Town requested this almost 20 years ago. Clayton tax will be in addition to an existing 3% Johnston County Occupancy Tax. A 2% Occupancy Tax is already collected by Smithfield, Selma, Benson, and Kenly (Four Oaks forthcoming). The General Assembly authorized October 25, 2023 (Session Law, Senate Bill 154).

The occupancy tax is collected by anyone within the corporate limits of the Town providing accommodation. This is based on room nights. By law this requires us to spend 2/3 on marking, 1/3 on tourism-related projecting including capital projects. 2% of the revenues must be used for the direct benefit of Clayton. This does not supplant the 3% fund that the County already has that they help market.

If adopted, this would go into effect August 1, 2024. Taxes are collected by accommodations providers and sent to the Town by the 20th of each month for the previous month's collections.

The next steps would be to Coordinate with accommodation providers, Johnston County, and JCVB to implement, work with JCVB staff to develop a marketing plan, continued coordination with JCVB to monitor collections and efficacy of marketing campaigns and JCVB would provide quarterly reports of revenues and expenditures and a detailed annual report at the end of each fiscal year.

Mayor McLeod noted this as a public hearing and asked if anyone wished to speak. With no one wishing to speak the public hearing was closed and turned over to Council for deliberation.

Adoption of Resolution #2024-42

RESULT:	**CARRIED 5-0**
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

7. QUASI-JUDICIAL HEARING

Quasi-Judicial Hearing

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented.

The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself.

Staff is available to assist with inquiries from citizens.

a. 2023-183-AA Clayton Pawville SUP Modification
Presenter: Conrad Olmedo, Planning Director

Bruce Venable shared an update on this modification of the SUP. This was originally approved November 20, 2022. The applicant is seeking to make modifications to the site. They were approved under the former UDC. The site plan needs to be amended as well. Shared were the original conditions from 2022. Should this be approved today, the site plan would be updated as well.

The request is to increase the size of the office from 1,200 to 2,992 sq. ft. in size and to amend the stormwater on site. Another stormwater retention pond is

being proposed. Shared were the previously approved plan and the new proposed plan.

Since the applicant is not present, the Town was hoping to bring this to Council as a technical correction.

Council Member Archer asked if we needed to state in the motion that the application meets all four Findings of Fact? Attorney Cauley stated yes.

Approval of 2023-183-AA Clayton Pawville SUP Modification

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

8. OLD BUSINESS

9. NEW BUSINESS

a. Multifamily Housing Revenue Bonds Resolution
Presenter: Robert McKie, Finance Director

Mr. McKie stated tonight there is a request for an affordable bond resolution which is similar to the resolution Council approved in December 2023. This is for the Shotwell Apartment project. The Town would act as a conduit debt issuer for this project. The Town would have no obligation to repay these bonds, we are only facilitating the issuance and that allows the bonds to be tax exempt and qualify for affordable housing credits per the IRS revenue code.

Adoption of Resolution #2024-36

RESULT:	**CARRIED 5-0**
MOVER:	Andria Archer
SECONDER:	Ruth Anderson
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

b. Electric System Revenue Bonds Resolution
Presenter: Robert McKie, Finance Director

Mr. McKie stated this is an ask to approve the resolution to make application with the LGC to issue bonds not to exceed $6M. The RFP for the bond resolution went out early April with responses received back April 30, 2024. The application is due to the LGC May 7, 2024 so it can get on their June agenda.

The series resolution bonds would come to the next Council meeting.

Adoption of Resolution #2024-37

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

10. STAFF REPORTS

a. Town Manager

Mr. Cappola stated he appreciates everyone at the work session today. He discussed that by the next meeting all Advisory Board members should have signed the Code of Conduct; these should be returned to the Clerk's Office. He stated he would be working with Communication Department to draft a letter of Support for Johnston County Community College.

He stated the Town's first Job Fair would be held tomorrow from 3:30 - 6:30 p.m. at Town Hall. Representatives from each department would be present. He stated the occupancy tax would give a lot of opportunities for additional revenue. He thanked Representative Donna White for her support to the Town on this request.

b. Town Attorney

c. Town Clerk

d. Take Your Child to Work Day
Presenter: Nathanael Shelton - Communication Director

Mr. Shelton shared a video of the Take Your Child to Work Day. On April 25, 2024 the 3rd Annual Take Your Child to Work Day. Their were 30 kids that participated and this was the most interactive one yet with several departments being involved.

RESULT:	**CARRIED**

11. OTHER BUSINESS

a. Informal Discussion & Public Comment

- Individuals have three (3) minutes to address the Town Council.
- Groups will designate a spokesperson. The spokesperson will have five (5) minutes to address the Town Council.

Jason Castro, Physical and Occupational Therapist with Kingwood Reserve

was present. Shared was information about the facility. He invited Council to come out on May 16th from 4-6:00 p.m.

b. Council Comments

Council Member Sims stated on May 18, 2024 would be the 2nd Annual Clyde Sinclair event.

Council Member Casey stated Sound Rivers has reached out regarding a letter of support. He thanked Town staff and Public Works for their help with their earth day clean up. It was consensus of Council to send the letter of support.

12. CLOSED SESSION

13. ADJOURNMENT

a. Adjourn

With nothing further, the meeting was adjourned at 9:27 p.m.

Motion To Adjourn

RESULT:	**CARRIED 5-0**
MOVER:	Porter Casey
SECONDER:	Andria Archer
YES:	Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None

Duly adopted this the 20th day of May 2024 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Sam Johnson-Phillips
Deputy Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	CONSENT AGENDA

Item Title

Electronic Records and Imaging Policy and Procedures

Presenter(s)

Heidi Holland, Town Clerk

Suggested Action

Place on Consent Agenda

Strategic Priorities Alignment

☐ Think Clayton (Administrative)	☐ Think Arts & Culture	☐ Think Downtown	☐ Think Economic Development	☐ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☐ Think Public Services & Infrastructure

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

- ☐ Public Hearing (Required by GS)
- ☐ Newspaper Notice (Required by GS)
- ☐ Public Forum/Input Session
- ☐ E-News Distribution
- ☐ Social Media
- ☐ Special Mailing
- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Press Release
- ☐ Website
- ☐ Survey
- ☐ None Required

Summary

January 7, 2019, Council adopted a resolution in Support of a Document Management Program. Since then the Clerk's Office, along with the Executive Team, IT Department, and Town Attorney, have worked on finalizing an Electronic Records and Imaging Policy and Procedures to allow the Town to scan all files electronically and dispose of hard paper copies (with the exception of permanent files which must be scanned electronically and a hard paper copy retained).

Funding Source

N/A

Corresponding Documentation

Electronic Records and Imaging Policy and Procedures

Resolution Adopting Electronic Records and Imaging Policy and Procedures

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Submitted By: Heidi Holland, Clerks

Reviewed By:

Rich Cappola, Town Manager	Approved - May 01 2024
Heidi Holland, Town Clerk	Approved - May 02 2024

Town of Clayton Policy & Procedure Statement

Policy Number	ADMIN 2024-01
Department	Admin
Subject	Electronic Records and Imaging Policy
Approved By	Town Council
Effective Date	May 20, 2024; Resolution #2024-41
Revision Date(s)	

Purpose:

The records covered by this policy are in the custody of the Town of Clayton and are maintained for the benefit of the Town's use in delivering services and in documenting the Town's operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records.* Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time.

Policy:

This policy shall remain in effect until such time as amended by the Town Council

Electronic Records and Imaging Policy and Procedures

October 2023

This policy is modeled after the Department of Natural and Cultural Resources guidance document *Guidelines for Managing Trustworthy Digital Public Records*. This model policy applies to both born-digital electronic records and electronic records generated by imaging systems. Elements specific to state or local agencies are noted and should be adopted accordingly. This policy should be tailored by the party responsible for the custodianship of an agencies or department's electronic records to the agency's specific electronic records management practices.

The North Carolina Department of Natural and Cultural Resources requires that any agency that images its records as part of its records retention practices sign this policy after tailoring it to meet agency needs. This policy is also a requirement for agencies maintaining electronic records that have retention periods of ten or more years.

Subject: _____ Policy Number: _____
Effective date: _____ Modified date: _____

Type of Government Office: ☐ County ☐ Municipal ☐ State Agency ☐ Other*
For Other, enter name of "parent" agency unless unassigned: _____
County/Municipality/Agency: Town of Clayton
Name of Office: _____
Office Address: 111 E. Second Street, Clayton NC 27520
Phone: 919-553-5002 Fax: 919-553-8919 Email: hholland@townofclaytonnc.o

*Includes assigned and unassigned offices (authorities, boards, bureaus, commissions, councils, private/public hybrid entities, etc.)

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1. Purpose

The records covered by this policy are in the custody of the Town of Clayton and are maintained for the benefit of the Town's use in delivering services and in documenting the Town's operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records.* Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance records' admissibility and acceptance by the judicial system as being trustworthy.

All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized by SharePoint, which reduces required storage space for original documents as the Town of Clayton transitions to a "more paperless" digital system and provides instant and simultaneous access to documents as needed.

The form provided in Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*, is completed and submitted to the Department of Natural and Cultural Resources whenever the Town of Clayton wishes to dispose of a series of paper records that have been digitized.

This policy will be reevaluated at a minimum of every five years, or upon the implementation of a new information technology system and will be updated as required. A copy of this policy will remain on file at the Department of Natural and Cultural Resources.

2. Responsible Parties

- Town Manager/Deputy Town Manager
- Department Head/Supervisor
- Record Officer
- IT Department
- Records Creators

Town Manager/Deputy Town Manager

Responsibilities include:

1. Determining access right to the system
2. Approving system as configured by IT

Department Head/Supervisor

Responsibilities include:

1. Ensuring training of records creators
2. Periodically auditing imaged records for accuracy, readability and reproduction capabilities before the original documents are destroyed

IT Department

Responsibilities include:

1. Maintaining equipment and software
2. Configuring the system according to the Town's needs, including creating and testing applications and indexes
3. Controlling permission rights to the system
4. Maintaining documentation of system hardware and software
5. Establishing audit trails that document actions taken on records stored by the IT system
6. Providing backups for system records and recovering deleted imaged records when necessary
7. Completing a disaster recovery backup at least once every two years
8. Establishing and providing training on equipment and/or software, documenting such training and providing remedial training as needed

Record Officer (Clerk's Office)

Responsibilities include:

1. Coordinating all requests for records assistance, training and other offered consultative services
2. Coordinating interactions between the Town of Clayton and the Department of Natural and Cultural Resources in preparing an inclusive inventory of and schedule for records in the Town's custody and in establishing a time period for retention and disposal of each records series
3. Assuring that public records are kept in secure but accessible places
4. Assisting in the timely transfer of semi-active records to the State Records Center
5. In cooperation with the Department of Natural and Cultural Resources, establishing and maintaining a program for the selection and preservation of Town records considered essential to the operation of government and to the protection of the rights and interests of citizens

Records Creators

Responsibilities include:

1. Attending and signing off on training conducted by IT and/or Clerk's office
2. Creating and managing electronic records in accordance with the policies and other guidance issued by the Department of Natural and Cultural Resources and complying with all IT security policies
3. Reviewing system records annually and purging records in accordance with the retention schedule
4. Guaranteeing that records, regardless of format, be retained of the period of time required by local records retention schedules
5. Carrying out day-to-day processes associated with the Town's imaging policy, including:
    - Designating records to be entered into the imaging system
    - Noting confidential information or otherwise protected records and fields
    - Removing transitory records from the scanning queue
    - Reviewing images and indexing for quality assurance

- Name and storing the scanned images in designated folders
- Once approved, destroying, or otherwise disposing of original records in accordance with guidance issued by the Department of Natural and Cultural Resources

6. Town of Clayton employees who have been approved to telecommute or use mobile computing devices must:
   - Comply with all information technology security policies, including the Town's and statewide acceptable use policies, as well as all statutes and policies governing public records
   - Back up information stored on the mobile device daily to ensure proper recovery and restoration of data files
   - Keep the backup medium separate from the mobile computer when a mobile computer is outside a security area

3. Availability of System and Records for Outside Inspection

The Town of Clayton recognizes that the judicial system may request pretrial discovery of the information technology system used to produce records and related materials. Town personnel will honor requests for outside inspection of the system and testing of data by opposing parties, the court, and government representatives. Records must be available for inspection and audit by a government representative for the full period required by law and approved records retention schedules, regardless of the life expectancy of the media on which the records are stored. Records must continue to exist when litigation, government investigation, or audit is pending or imminent, or if a court order may prohibit specified records from being destroyed or otherwise rendered unavailable.

In order to lay a proper foundation for the purposes of admitting the Town's electronic records into evidence, the Town will be able to provide up-to-date, detailed documentation that describes the procedural controls employed in producing records; procedures for input control including tests used to assure accuracy and reliability; and evidence of the records' chain of custody.

The Town will also honor inspection and copy requests pursuant to N.C. G.S. § 132. The Town should produce the records created and used in the course of business, maintaining an established folder structure as applicable. The Town should produce records in any format it is capable of producing if asked by the requesting party; however, the Town is not required to create or compile a record that does not already exist. If it is necessary to separate confidential from non-confidential information in order to permit the inspection or copying of the public records, the public agency will bear the cost of such separation.

4. Maintenance of Trustworthy Electronic Records

- Produced by Methods that Ensure Accuracy
- Maintained in a Secure Environment
- Associated and Linked with Appropriate Metadata
- Stored on Media that are Regularly Assessed and Refreshed

Produced by Methods that Ensure Accuracy

All platforms used by the Town to create and manage electronic records, including e-mail clients, social media platforms, and cloud computing platforms, conform with all Department of Natural and Cultural Resources policies and all applicable IT security policies.

Electronic files are saved in formats that comply with DNCR's *File Format Guidelines for Management and Long-Term Retention of Electronic Records.* PDF is the standard format for the majority of our scanned documents. File formats used by the Town are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

Maintained in a Secure Environment

Security of the system and the records it holds is maintained in the following ways:

- Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents.
- Folders with confidential information are restricted, and access rights to confidential data are carefully managed. Confidential material is redacted by choosing the redaction feature on the Document Management/Imaging Software before it is shared or otherwise made available.
- Physical access to computers, disks, and external hard drives is restricted.
- All system password and operating procedure manuals are kept in secure off-site storage. All digital documentation is currently stored in VC3's data center and SharePoint, which are both off-site.

Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file's current use and/or retention.

5. Components of Information Technology System

- Training Programs
- Audit Trails
- Audits

Training Programs

The Clerk's Office and/or Department Head will conduct training for system use and electronic records management, using material published by the Department of Natural and Cultural Resources when appropriate. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures.

Audit Trails

At a minimum, the Town Manager or designee will maintain documentation on who has read and/or write permission to files maintained by the the Town. Ideally, a log of activities on the system is maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

System Audits

System audits are designed to evaluate the process or system's accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by Town IT staff.

6. Documentation of Information Technology System

- System Design
- Retention of System Documentation

System Design

The Town maintains documentation that describes system procedures, practices, and workflows which can be found on SharePoint. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated upon implementation of a new information technology system. Such documentation maintained by the Town includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan
- Service level agreements for contracted information technology services

Retention of System Documentation

One set of all system documentation will be maintained during the period for which the records produced by the process or system could likely be subject to court review and until all data created by every system instance has been destroyed or transferred to a new operating environment. All such documentation is listed in the Town's records retention schedule.

7. Digital Imaging Program Documentation and Procedures

- System and Procedural Documentation
- Training
- Indexing and Metadata
- Auditing and Audit Trails
- Retention of Original and Duplicate Records

System and Procedural Documentation

The Town Manager or designee is responsible for preparing and updating detailed procedures that describe the process followed to create and manage imaged electronic records. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to ensure the most current steps are followed and to ensure reliable system documentation will be available for judicial or similar proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and software, unless the scanner is collocated by means of a network interface:

- Driver software for scanner
- Imaging software
- Instructions manual, maintained by IT staff, describing in detail the steps required in the scanning process. This manual will also define:
    - The resolution of scanned images, as well as any compression standard used
    - The file formats of scanned images
    - The file naming conventions used for scanned images
    - Whether any image enhancement techniques should be conducted after imaging

Training

Only designated staff that have been formally trained by IT staff and have signed off on training documentation on the use of imaging software and equipment will be allowed to scan records. Components of the training will include basic techniques for image capture, indexing, quality control, security configuration, auditing, use of equipment, and general system maintenance. Permissions to image and index records will not be assigned until the user has been trained. If a user improperly indexes or scans a document, an auditor will address this occurrence with the user, and remedial training will be required.

Indexing and Metadata

All imaged records must be indexed in order to facilitate efficient retrieval, ease of use, and up-to-date information about the images stored. Metadata will be maintained in accordance with the guidelines provided in Section 4, *Maintenance of Trustworthy Electronic Records*.

Auditing and Audit Trails

Staff trained to conduct imaging will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols
- Combinations of letters, numbers, and symbols forming words or sentences
- Graphics such as signatures, logos, and pictures
- Other features of records such as color, shape, texture, etc., that relate to the content of the information

Staff as designated by Department Heads for the various departments of the Town will also periodically audit image records for accuracy, readability, and reproduction capabilities. Written quality control documentation will be prepared indicating the sampling of records and what remedial procedures were followed if the expected level of accuracy was not achieved.

Departments Heads or designee will document by position title employees that have the authority to complete each of the tasks listed:

- Add/Edit electronic document
- Copy document
- Copy pages
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image

- E-mail document
- Export document
- Index creation/deletion/modification
- Insert page
- Log in/out
- Move document
- Move pages
- Print document

The Clerk's Office or designee will document by position title employees that have the authority to complete each of the tasks listed.

Retention of Original and Duplicate Records

To obtain permission to destroy original records following imaging, the Town will complete Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*. For each records series identified for scanning, the Department of Natural and Cultural Resources must approve the destruction of the original records. Permanent records may be imaged for ease of access, but the original documents may not be destroyed unless an analog copy exists prior to the records' destruction.

Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, the electronic records system is audited for accuracy, and the destruction of records has been approved.

If digital images replace the original records and assume all legal authorities, these scanned records will be considered the record copy and must be maintained for the specified retention period defined in the appropriate records retention and disposition schedule. The retention period is considered to have begun when the original document was created, not when the electronic version was produced. Any hard copy generated from the imaged records will be considered the Town's duplicate "working" record or reference copy.

8. Other Electronic Records Management Practices

Shared Drive Management

Employees use shared storage for collaboration and access. Procedures for the use of this shared storage comply with DNCR's guidance document *Global Shared Storage Guidelines*.

Database Indexing

G.S. 132-6.1 requires that databases be indexed with the Department of Natural and Cultural Resources. Data fields are indexed in accordance with guidelines provided in DNCR's *Public Database Indexing Guidelines*.

Security and Disaster Backup and Restoration

The Town has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Routine backups are conducted every night and files are primarily

stored in SharePoint and are replaced to an offsite storage facility for disaster recovery. Imaged documents will be synchronized to a secured offsite location upon document changes or upon document scanning.

Cloud Computing

Technology will be used as a storage entity for data and also a collaboration tool.

Should VC3 vendor fail, or should the Town otherwise discontinue services with VC3, we would be able to recover our electronic records as we own the data on our hosted servers and the data would be transferred in its current format to a new vendor or storage solution.

Vendor-Provided Services/Hosted Solutions

The terms of the service level agreement with vendor would detail:

- File formats
- Plan for converting files to a new format
- File naming practices
- Access rights/security mechanisms
- Backups (specify frequency and location)
- Mechanism for destructions
- Audits (data should be audited at least annually to test accessibility and assess need for refresh or migration)
- Frequency of refreshing of media (should be at least every 3-5 years)
- Frequency of checksum validation (should be at least at every migration)
- Environmental conditions where media is stored (humidity 30-50%, temperature 65-75°F)
- Training program
- Disaster recovery procedures
- System documentation/procedural manual – a copy should be provided to the agency that specifies what hardware and software are provided by the vendor
- System for indexing records
- Quality control procedures
- Mechanism for document production due to litigation, audit, or public records request
- Mechanism for avoiding spoliation of evidence
- Costs for:
    - Uploading records
    - Downloading records
    - Migrating records
    - Service termination
    - Proprietary software necessary to access records (if applicable)
- Performance/availability (e.g., planned and unplanned downtime)
- Ownership of data
- Procedure for exporting records (including images as well as metadata) at end of contract period and/or when vendor ceases operation

9. Compliance and Electronic Records Self-Warranty

The completion of this form by all signing employees signals that all employees will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the the Town are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources.

Each signatory should initial each element for certification, print his/her name on the Approved by line, fill in the job title, and sign and date the form.

Records Custodian/Managerial Staff

The records custodian is the person responsible for creating records or managing the staff who create records. The records custodian certifies that:

HH The records created or duplicated by electronic means in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation.
- Details of the training received are adequately documented through written policies and procedures.
- Employees sign training records after receiving training.

HH The Town of Clayton will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

The Town will submit to the Department of Natural and Cultural Resources Section 10 of this policy, *Request for Disposal of Original Records Duplicated by Electronic Means*, to seek approval for the destruction of original records that have been converted from paper to electronic record.

HH Affected records creators will be trained on the proper creation and maintenance of electronic records.

HH Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

Approved by: Heidi L. Holland Date: 04/11/24

Title: Town Clerk

Signature: Heidi Holland
Heidi Holland (Apr 11, 2024 13:41 EDT)

IT Professional or Other Project Supervisor

The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. In the absence of an IT department, the supervisor of the records custodian should verify the following:

JM Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

JM Audits:

- are performed periodically to confirm that the process or system produces accurate results.
- confirm that procedures followed are in accordance with the the Town's documentation.
- are performed routinely on files to ensure no information has been lost.
- are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
- are adequately documented.

JM The process or system hardware and software are adequately documented.

JM Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

JM Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

Approved by: John Mack Date: 24/04/19

Title: IT Director

Signature: John Mack

Town of Clayton Town Manager

The Town Manager or designee is the person responsible for approving internal policies and procedures related to the creation and maintenance of electronic records. The Town's supervisor/division director certifies that:

- Determinations are made regarding employees' permission rights to the electronic records system.
- IT's configurations for the electronic records system are reviewed and approved before the electronic records system becomes operational.

Approved by: Richard D Cappola Jr Date: 16/04/24

Title: Town Manager

Signature:

FOR DEPARTMENT OF NATURAL AND CULTURAL RESOURCES USE

Approved by: Rebecca McGee-Lankford Date: 4/25/24

Title: Assistant State Records Administrator

Signature:

10. Request for Disposal of Original Records Duplicated by Electronic Means

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of **non-permanent** paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied.

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Records Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by:

Signature	Title	Date

Approved by:

Signature	Requestor's Supervisor	Date

Concurred by:

Signature	Assistant Records Administrator State Archives of North Carolina	Date

Resolution #2024-41

TOWN OF CLAYTON
ELECTRONIC RECORDS AND IMAGING POLICY AND PROCEDURES

BE IT RESOLVED by the Clayton Town Council to adopt the Electronic Records and Imaging Policy and Procedures as attached:

Duly adopted this the 20th day of May, 2024 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

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October 2023

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Electronic files are saved in formats that comply with DNCR's *File Format Guidelines for Management and Long-Term Retention of Electronic Records.* PDF is the standard format for the majority of our scanned documents. File formats used by the Town are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

Maintained in a Secure Environment

Security of the system and the records it holds is maintained in the following ways:

- Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents.
- Folders with confidential information are restricted, and access rights to confidential data are carefully managed. Confidential material is redacted by choosing the redaction feature on the Document Management/Imaging Software before it is shared or otherwise made available.
- Physical access to computers, disks, and external hard drives is restricted.
- All system password and operating procedure manuals are kept in secure off-site storage. All digital documentation is currently stored in VC3's data center and SharePoint, which are both off-site.

Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file's current use and/or retention.

5. Components of Information Technology System

- Training Programs
- Audit Trails
- Audits

Training Programs

The Clerk's Office and/or Department Head will conduct training for system use and electronic records management, using material published by the Department of Natural and Cultural Resources when appropriate. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures.

Audit Trails

At a minimum, the Town Manager or designee will maintain documentation on who has read and/or write permission to files maintained by the the Town. Ideally, a log of activities on the system is maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

System Audits

System audits are designed to evaluate the process or system's accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by Town IT staff.

6. Documentation of Information Technology System

- System Design
- Retention of System Documentation

System Design

The Town maintains documentation that describes system procedures, practices, and workflows which can be found on SharePoint. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated upon implementation of a new information technology system. Such documentation maintained by the Town includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan
- Service level agreements for contracted information technology services

Retention of System Documentation

One set of all system documentation will be maintained during the period for which the records produced by the process or system could likely be subject to court review and until all data created by every system instance has been destroyed or transferred to a new operating environment. All such documentation is listed in the Town's records retention schedule.

7. Digital Imaging Program Documentation and Procedures

- System and Procedural Documentation
- Training
- Indexing and Metadata
- Auditing and Audit Trails
- Retention of Original and Duplicate Records

System and Procedural Documentation

The Town Manager or designee is responsible for preparing and updating detailed procedures that describe the process followed to create and manage imaged electronic records. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to ensure the most current steps are followed and to ensure reliable system documentation will be available for judicial or similar proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and software, unless the scanner is collocated by means of a network interface:

- Driver software for scanner
- Imaging software
- Instructions manual, maintained by IT staff, describing in detail the steps required in the scanning process. This manual will also define:
    - The resolution of scanned images, as well as any compression standard used
    - The file formats of scanned images
    - The file naming conventions used for scanned images
    - Whether any image enhancement techniques should be conducted after imaging

Training

Only designated staff that have been formally trained by IT staff and have signed off on training documentation on the use of imaging software and equipment will be allowed to scan records. Components of the training will include basic techniques for image capture, indexing, quality control, security configuration, auditing, use of equipment, and general system maintenance. Permissions to image and index records will not be assigned until the user has been trained. If a user improperly indexes or scans a document, an auditor will address this occurrence with the user, and remedial training will be required.

Indexing and Metadata

All imaged records must be indexed in order to facilitate efficient retrieval, ease of use, and up-to-date information about the images stored. Metadata will be maintained in accordance with the guidelines provided in Section 4, *Maintenance of Trustworthy Electronic Records*.

Auditing and Audit Trails

Staff trained to conduct imaging will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols
- Combinations of letters, numbers, and symbols forming words or sentences
- Graphics such as signatures, logos, and pictures
- Other features of records such as color, shape, texture, etc., that relate to the content of the information

Staff as designated by Department Heads for the various departments of the Town will also periodically audit image records for accuracy, readability, and reproduction capabilities. Written quality control documentation will be prepared indicating the sampling of records and what remedial procedures were followed if the expected level of accuracy was not achieved.

Departments Heads or designee will document by position title employees that have the authority to complete each of the tasks listed:

- Add/Edit electronic document
- Copy document
- Copy pages
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image

- E-mail document
- Export document
- Index creation/deletion/modification
- Insert page
- Log in/out
- Move document
- Move pages
- Print document

The Clerk's Office or designee will document by position title employees that have the authority to complete each of the tasks listed.

Retention of Original and Duplicate Records

To obtain permission to destroy original records following imaging, the Town will complete Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*. For each records series identified for scanning, the Department of Natural and Cultural Resources must approve the destruction of the original records. Permanent records may be imaged for ease of access, but the original documents may not be destroyed unless an analog copy exists prior to the records' destruction.

Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, the electronic records system is audited for accuracy, and the destruction of records has been approved.

If digital images replace the original records and assume all legal authorities, these scanned records will be considered the record copy and must be maintained for the specified retention period defined in the appropriate records retention and disposition schedule. The retention period is considered to have begun when the original document was created, not when the electronic version was produced. Any hard copy generated from the imaged records will be considered the Town's duplicate "working" record or reference copy.

8. Other Electronic Records Management Practices

Shared Drive Management

Employees use shared storage for collaboration and access. Procedures for the use of this shared storage comply with DNCR's guidance document *Global Shared Storage Guidelines*.

Database Indexing

G.S. 132-6.1 requires that databases be indexed with the Department of Natural and Cultural Resources. Data fields are indexed in accordance with guidelines provided in DNCR's *Public Database Indexing Guidelines*.

Security and Disaster Backup and Restoration

The Town has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Routine backups are conducted every night and files are primarily

stored in SharePoint and are replaced to an offsite storage facility for disaster recovery. Imaged documents will be synchronized to a secured offsite location upon document changes or upon document scanning.

Cloud Computing

Technology will be used as a storage entity for data and also a collaboration tool.

Should VC3 vendor fail, or should the Town otherwise discontinue services with VC3, we would be able to recover our electronic records as we own the data on our hosted servers and the data would be transferred in its current format to a new vendor or storage solution.

Vendor-Provided Services/Hosted Solutions

The terms of the service level agreement with vendor would detail:

- File formats
- Plan for converting files to a new format
- File naming practices
- Access rights/security mechanisms
- Backups (specify frequency and location)
- Mechanism for destructions
- Audits (data should be audited at least annually to test accessibility and assess need for refresh or migration)
- Frequency of refreshing of media (should be at least every 3-5 years)
- Frequency of checksum validation (should be at least at every migration)
- Environmental conditions where media is stored (humidity 30-50%, temperature 65-75°F)
- Training program
- Disaster recovery procedures
- System documentation/procedural manual – a copy should be provided to the agency that specifies what hardware and software are provided by the vendor
- System for indexing records
- Quality control procedures
- Mechanism for document production due to litigation, audit, or public records request
- Mechanism for avoiding spoliation of evidence
- Costs for:
    - Uploading records
    - Downloading records
    - Migrating records
    - Service termination
    - Proprietary software necessary to access records (if applicable)
- Performance/availability (e.g., planned and unplanned downtime)
- Ownership of data
- Procedure for exporting records (including images as well as metadata) at end of contract period and/or when vendor ceases operation

9. Compliance and Electronic Records Self-Warranty

The completion of this form by all signing employees signals that all employees will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the the Town are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources.

Each signatory should initial each element for certification, print his/her name on the Approved by line, fill in the job title, and sign and date the form.

Records Custodian/Managerial Staff

The records custodian is the person responsible for creating records or managing the staff who create records. The records custodian certifies that:

HH The records created or duplicated by electronic means in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation.
- Details of the training received are adequately documented through written policies and procedures.
- Employees sign training records after receiving training.

HH The Town of Clayton will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

The Town will submit to the Department of Natural and Cultural Resources Section 10 of this policy, *Request for Disposal of Original Records Duplicated by Electronic Means*, to seek approval for the destruction of original records that have been converted from paper to electronic record.

HH Affected records creators will be trained on the proper creation and maintenance of electronic records.

HH Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

Approved by: Heidi L. Holland Date: 04/11/24

Title: Town Clerk

Signature: Heidi Holland
Heidi Holland (Apr 11, 2024 13:41 EDT)

IT Professional or Other Project Supervisor

The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. In the absence of an IT department, the supervisor of the records custodian should verify the following:

JM Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

JM Audits:

- are performed periodically to confirm that the process or system produces accurate results.
- confirm that procedures followed are in accordance with the the Town's documentation.
- are performed routinely on files to ensure no information has been lost.
- are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
- are adequately documented.

JM The process or system hardware and software are adequately documented.

JM Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

JM Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

Approved by: John Mack Date: 24/04/19

Title: IT Director

Signature: John Mack

Town of Clayton Town Manager

The Town Manager or designee is the person responsible for approving internal policies and procedures related to the creation and maintenance of electronic records. The Town's supervisor/division director certifies that:

- Determinations are made regarding employees' permission rights to the electronic records system.
- IT's configurations for the electronic records system are reviewed and approved before the electronic records system becomes operational.

Approved by: Richard D Cappola Jr Date: 16/04/24

Title: Town Manager

Signature:

FOR DEPARTMENT OF NATURAL AND CULTURAL RESOURCES USE

Approved by: Rebecca McGee-Lankford Date: 4/25/24

Title: Assistant State Records Administrator

Signature:

10. Request for Disposal of Original Records Duplicated by Electronic Means

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of **non-permanent** paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied.

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Records Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by:

Signature	Title	Date

Approved by:

Signature	Requestor's Supervisor	Date

Concurred by:

Signature	Assistant Records Administrator State Archives of North Carolina	Date

Sample Electronic Records and Imaging Policy and Procedures

Final Audit Report 2024-04-19

Created:	2024-04-11
By:	Heidi Holland (hholland@townofclaytonnc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXS5Nnfl-Kgy_6Ojuc2JdmDSXwmSD7Hph

"Sample Electronic Records and Imaging Policy and Procedures " History

Document created by Heidi Holland (hholland@townofclaytonnc.org)
2024-04-11 - 5:38:30 PM GMT

Document emailed to RICHARD D CAPPOLA JR (RCAPPOLA@TOWNOFCLAYTONNC.ORG) for signature
2024-04-11 - 5:38:37 PM GMT

Document emailed to John Mack (jmack@townofclaytonnc.org) for signature
2024-04-11 - 5:38:37 PM GMT

Document emailed to Heidi Holland (hholland@townofclaytonnc.org) for signature
2024-04-11 - 5:38:37 PM GMT

Email viewed by Heidi Holland (hholland@townofclaytonnc.org)
2024-04-11 - 5:39:27 PM GMT

Document e-signed by Heidi Holland (hholland@townofclaytonnc.org)
Signature Date: 2024-04-11 - 5:41:29 PM GMT - Time Source: server

Email viewed by John Mack (jmack@townofclaytonnc.org)
2024-04-11 - 5:53:50 PM GMT

Document e-signed by RICHARD D CAPPOLA JR (RCAPPOLA@TOWNOFCLAYTONNC.ORG)
Signature Date: 2024-04-16 - 3:07:06 PM GMT - Time Source: server

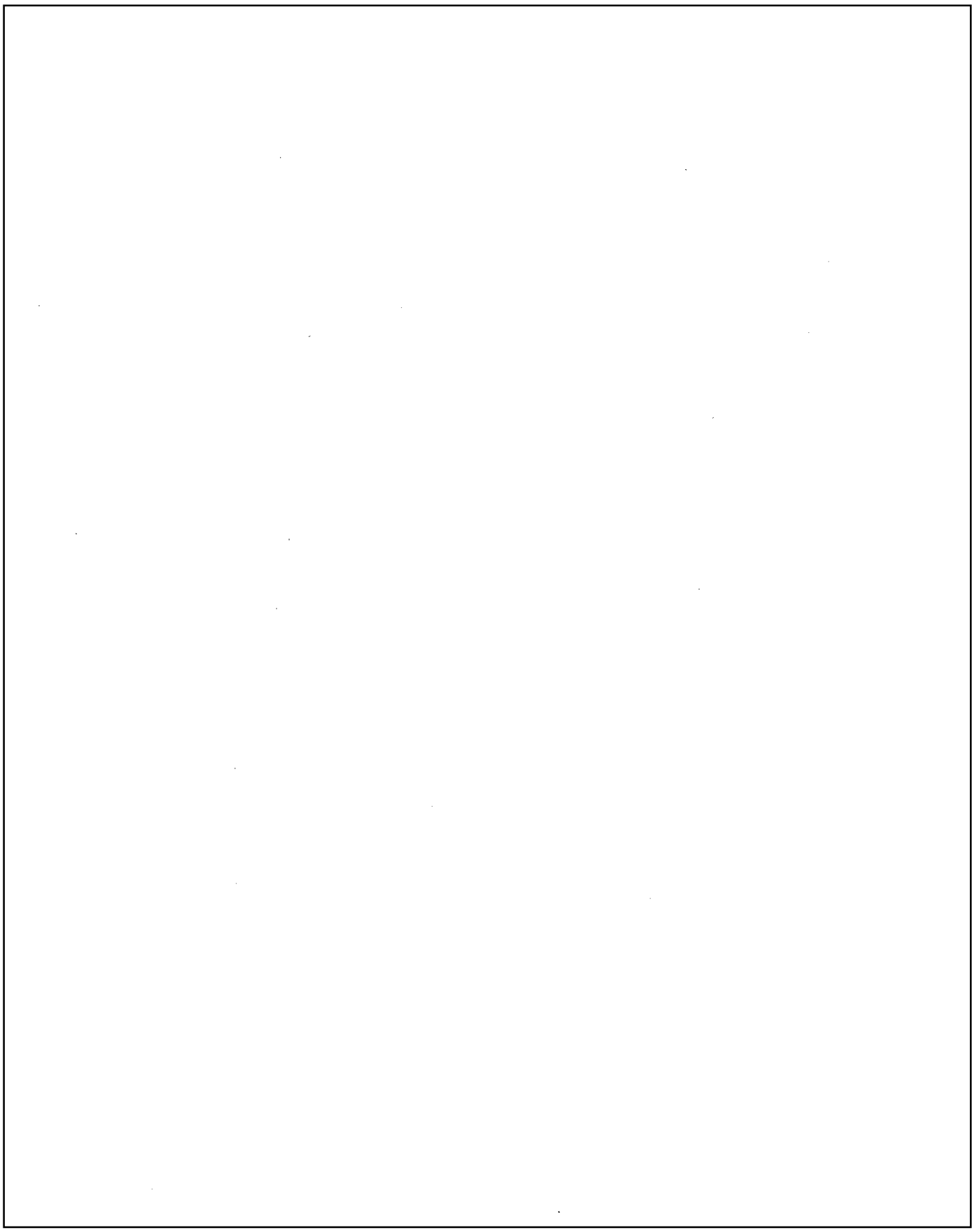
Email viewed by John Mack (jmack@townofclaytonnc.org)
2024-04-19 - 12:30:04 PM GMT

Document e-signed by John Mack (jmack@townofclaytonnc.org)
Signature Date: 2024-04-19 - 12:31:24 PM GMT - Time Source: server

Adobe Acrobat Sign

Agreement completed.
2024-04-19 - 12:31:24 PM GMT

Adobe Acrobat Sign



Resolution #2024-49

TOWN OF CLAYTON, NORTH CAROLINA
RESOLUTION SUPPORTING THE CAMPO RECOMMENDATIONS ASSOCIATED WITH THE SOUTHEAST AREA STUDY UPDATE.
Resolution of Support

WHEREAS, The Capital Area Metropolitan Planning Organization maintains responsibility for regional transportation planning in Wake and portions of Chatham, Franklin, Granville, Harnett, and Johnston Counties; and

WHEREAS, The Capital Area Metropolitan Planning Organization has conducted a two-year study that includes Archer Lodge, Benson, Clayton, Four Oaks, Garner, Kenly, Micro, Pine Level, Selma, Smithfield, Wilson's Mills and portions of Raleigh, Wake and Johnston Counties; and

WHEREAS, the study outcomes will result in recommended improvements for the roadway, the bicycle and pedestrian, and transit network, and an implementation strategy that recommends short-term, mid-term and long-term improvements; and

WHEREAS, public engagement was conducted within the two phases of the Southeast Area Study Update process, and was completed in the Spring of 2024; and

WHEREAS, the recommendations from the Southeast Area Study Update will be incorporated into the 2055 Metropolitan Transportation Plan (MTP)**.**

BE IT THEREFORE RESOLVED that the Town of Clayton supports the recommendations associated with the Southeast Area Study Update.

Signed this ___ day of _____ , 2024.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Sam Johnson-Phillips
Deputy Town Clerk

County of _____

State of North Carolina

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 2024.

(Official Seal)

_____
Notary Public

My commission expires _____ __, 202____.

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	CONSENT AGENDA

Item Title

Resolution # 2024-46. Final Acceptance of Public Water & Sewer Utilities for Meadowview Subdivision, Phase 1

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment

☐ Think Clayton (Administrative)	☐ Think Arts & Culture	☐ Think Downtown	☐ Think Economic Development	☐ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☒ Think Public Services & Infrastructure

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)	☐ Public Hearing (Not Required by GS)
☐ Newspaper Notice (Required by GS)	☐ Newspaper Notice (Not Required by GS)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website
☐ Social Media	☐ Survey
☐ Special Mailing	☐ None Required

Summary

Public Utilities (water and sewer), their easements, and applicable apparatuses are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications, and Design. The subject public utilities have been verified through testing and inspections to be installed per the Town's Manual of Standards, Specifications, and Design and have been certified and approved by the appropriate regulatory agencies. Engineering staff recommends final acceptance of the subject public utility infrastructure.

Funding Source

N/A

Corresponding Documentation

Ph 1_Utility Resolution_Final_5-8-24

Submitted By: Chris Rowland, Engineering

Reviewed By:

Joshua Baird, Engineering Director	Approved - May 15 2024
Heidi Holland, Town Clerk	Approved - May 15 2024

RESOLUTION TO ACCEPT PUBLIC UTILITIES INTO THE TOWN OF CLAYTON PUBLIC UTILITY SYSTEM FOR MAINTENANCE – MEADOWVIEW, PHASE 1

WHEREAS, public utilities (water and sewer), their easements, and applicable apparatuses are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications and Design; and

WHEREAS, the public utility segments listed below have been certified and approved by the appropriate regulatory agencies; and

WHEREAS, the public utility segments listed below were placed under a warranty period for one-year to monitor for construction deficiencies, which has subsequently expired and

WHEREAS, Town of Clayton Engineering staff has inspected the public utility segments listed below and recommends final acceptance by Town Council for operation and maintenance by the Town and;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Clayton, North Carolina accept this list of public utilities and their apparatuses into the Town of Clayton Public Utility System.

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH (ft)
Meadowview, Phase 1	Channel Drop Drive	8” Waterline	1875
Meadowview, Phase 1	Section Outside of Channel Drop Drive ROW to Connection	8” Waterline	170
Meadowview, Phase 1	Channel Drop Drive	6” Water Line (Hyd)	63
Meadowview, Phase 1	Wildflower Circle	8” Waterline	932
Meadowview, Phase 1	Dewdrop Court	8” Waterline	75
Meadowview, Phase 1	Dewdrop Court	6” Waterline (Hyd)	26
Meadowview, Phase 1	Woodcrest Drive	8” Waterline	160
Meadowview, Phase 1	Woodcrest Drive	6” Waterline (Hyd)	28
		Total	**3,329**

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Meadowview, Phase 1	Channel Drop Drive	8” Sewer	1354.00
Meadowview, Phase 1	Sewer Outfall	8” Sewer	2061.00
Meadowview, Phase 1	Wildflower Circle	8” Sewer	840.00
Meadowview, Phase 1	Dewdrop Court	8” Sewer	75.00
		Total	**4,330**

Duly adopted this 20th day of May 2024.

_____
Jody McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, NCCMC
Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	CONSENT AGENDA

Item Title

Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Walk at East Village Phase 4A & 4B.

Suggested Action

Place on Consent Agenda

Strategic Priorities Alignment

☐ Think Clayton (Administrative)	☐ Think Arts & Culture	☐ Think Downtown	☐ Think Economic Development	☐ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☐ Think Public Services & Infrastructure

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)	☐ Public Hearing (Not Required by GS)
☐ Newspaper Notice (Required by GS)	☐ Newspaper Notice (Not Required by GS)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website
☐ Social Media	☐ Survey
☐ Special Mailing	☐ None Required

Summary

Public Utilities (water and sewer), their easements, and applicable apparatuses are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications, and Design. The subject public utilities have been verified through testing and inspections to be installed per the Town's Manual of Standards, Specifications, and Design and have been certified and approved by the appropriate regulatory agencies. Engineering staff recommends acceptance of the subject public utility infrastructure and entering the one-year warranty period.

Funding Source

N/A

Corresponding Documentation

WAEV Ph. 4-UtilityAcceptanceResolution

Submitted By: Michael Worner, Engineering

Reviewed By:

Joshua Baird, Engineering Director	Approved - May 15 2024
Heidi Holland, Town Clerk	Approved - May 15 2024

RESOLUTION 2024-48

Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Walk at East Village Phase 4A & 4B.

WHEREAS, public utilities (water and sewer), their easements, and applicable apparatuses are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications and Design; and

WHEREAS, Town of Clayton Engineering staff has inspected the public utility segments listed below on May 8, 2024, and recommends acceptance by Town Council for maintenance by the Town; and

WHEREAS the public utility segments listed below have been certified and approved by the appropriate regulatory agencies; and

WHEREAS the public utility segments listed below will be placed under a warranty period for one-year to monitor for construction deficiencies, such warranty period expiring on May 20, 2025; and

WHEREAS, prior to expiration of the one-year warranty period, Town of Clayton Engineering staff will perform a final inspection and notify the developer to correct all deficient items (if any); and

WHEREAS, upon correction of all deficient items (if any), the Town of Clayton Engineering staff will issue a final acceptance notice to the developer; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Clayton, North Carolina accept this list of public utilities and their apparatuses into the Town of Clayton Public Utility System.

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Walk at East Village 4A, 4B	Watauga Way	8" Waterline	654.00 LF
Walk at East Village 4A, 4B	Carteret Court	8" Waterline	872.00 LF
		Total:	1526.00 LF

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Walk at East Village 4A, 4B	Watauga Way	8" Sanitary Sewer	602.00 LF
Walk at East Village 4A, 4B	Carteret Court	8" Sanitary Sewer	818.00 LF
Walk at East Village 4A, 4B	Sanitary Sewer Outfall	8" Sanitary Sewer	722.00 LF
		Total:	2142.00 LF

Duly adopted this on the 20th day of May 2024.

_____

Jody McLeod
Mayor

ATTEST:

_____

Heidi L. Holland, NCCMC
Deputy Town Clerk

TOWN OF CLAYTON
PROCLAMATION
NATIONAL PUBLIC WORKS WEEK
MAY 19-25, 2024

WHEREAS, public works professionals are part of a multi-faceted department and play an essential role in our everyday lives - though we may not know it; and

WHEREAS, in Clayton, dedicated public works teams tirelessly maintain and improve our streets, manage fleet services, oversee facility maintenance, and care for public grounds, all of which are crucial to our town's daily operations and future growth; and

WHEREAS, the hard work of these professionals is vitally important in preserving Town-owned assets and grounds, which house structures and services that enhance the health, well-being, and enjoyment of the public; and

WHEREAS, it is crucial for the Town's residents, visitors, employees, and leaders to understand and appreciate the vital roles of public works - whether they be front-line workers, specialists, or clerical staff; and

WHEREAS, their dedication and continued efforts foster community pride, support our everyday routines and activities, and strengthen the overall performance and vitality of the Town through integral programs; and

WHEREAS, this year, 2024, we celebrate the 64th annual National Public Works Week, an opportunity endorsed by the American Public Works Association to acknowledge and honor the work and dedication of public works professionals across the nation and right here at home;

NOW, THEREFORE, on behalf of the Clayton Town Council, we do hereby proclaim May 19-25, 2024, as National Public Works Week in Clayton and urge all citizens to join in recognizing and celebrating the contributions of our public works professionals. Let us participate in community activities, events, and ceremonies that highlight their commitment to enhancing our health, safety, and quality of life.

Proclaimed this the 20th day of May, 2024.

_____

Jody L. McLeod
Mayor

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	PUBLIC HEARINGS

Item Title

FY 2025 Manager Recommended Budget

Presenter(s)

Rich Cappola - Town Manager

Suggested Action

Information Only

Strategic Priorities Alignment

☒ Think Clayton (Administrative)	☒ Think Arts & Culture	☒ Think Downtown	☒ Think Economic Development	☒ Think Land Use & Housing	☒ Think Mobility	☒ Think Parks, Recreation & Natural Resources	☒ Think Public Services & Infrastructure

Public Hearing: Yes - Legislative

Applicable General Statute Number: G.S. 159-11

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

- ☒ Public Hearing (Required by GS)
- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Public Forum/Input Session
- ☐ Press Release
- ☐ E-News Distribution
- ☐ Website

☐ Social Media
☐ Special Mailing
☐ Survey
☐ None Required

Updates Since Previous Presentation

This is the second Public Hearing.

Summary

The Town Manager will present the recommended budget for FY 2025 to Town Council, including changes to the Comprehensive List of Fees. The Town wide recommended budget is $132.5 million as follows: General Fund - $53.5 million; Water & Sewer Fund - $59.5 million; Electric Fund - $19.5 million. A 5-cent tax rate increase is recommended to fund the top priority projects listed in the General Fund's capital improvement program at a cost of $87.5 million. 25 new positions are included at a cost of $1.5 million.

Recommendation

The Executive Team recommends Council adopt the FY 2025 Budget Ordinances on June 3, 2024.

Funding Source

N/A

Corresponding Documentation

FY 2024-2025 Budget Presentation_May202024-FINAL

Ordinance -Budget FY 24-25

Annual Budget by Account Classification_Fund Summary_May 7, 2024

Budget Worksheet_Roll Up Fund Summary_May 7, 2024

Budget Ordinance Rates 24-25

DRAFT Comprehensive List of Fees and Charges FY2024_20240514

Submitted By: Robert McKie, Finance Department

Reviewed By:

Robert McKie, Finance Director	Approved - May 14 2024
Rich Cappola, Town Manager	Approved - May 15 2024
Heidi Holland, Town Clerk	Approved - May 15 2024

FY 2025 Budget

Town of Clayton

Presented by: Rich Cappola/Robert McKie

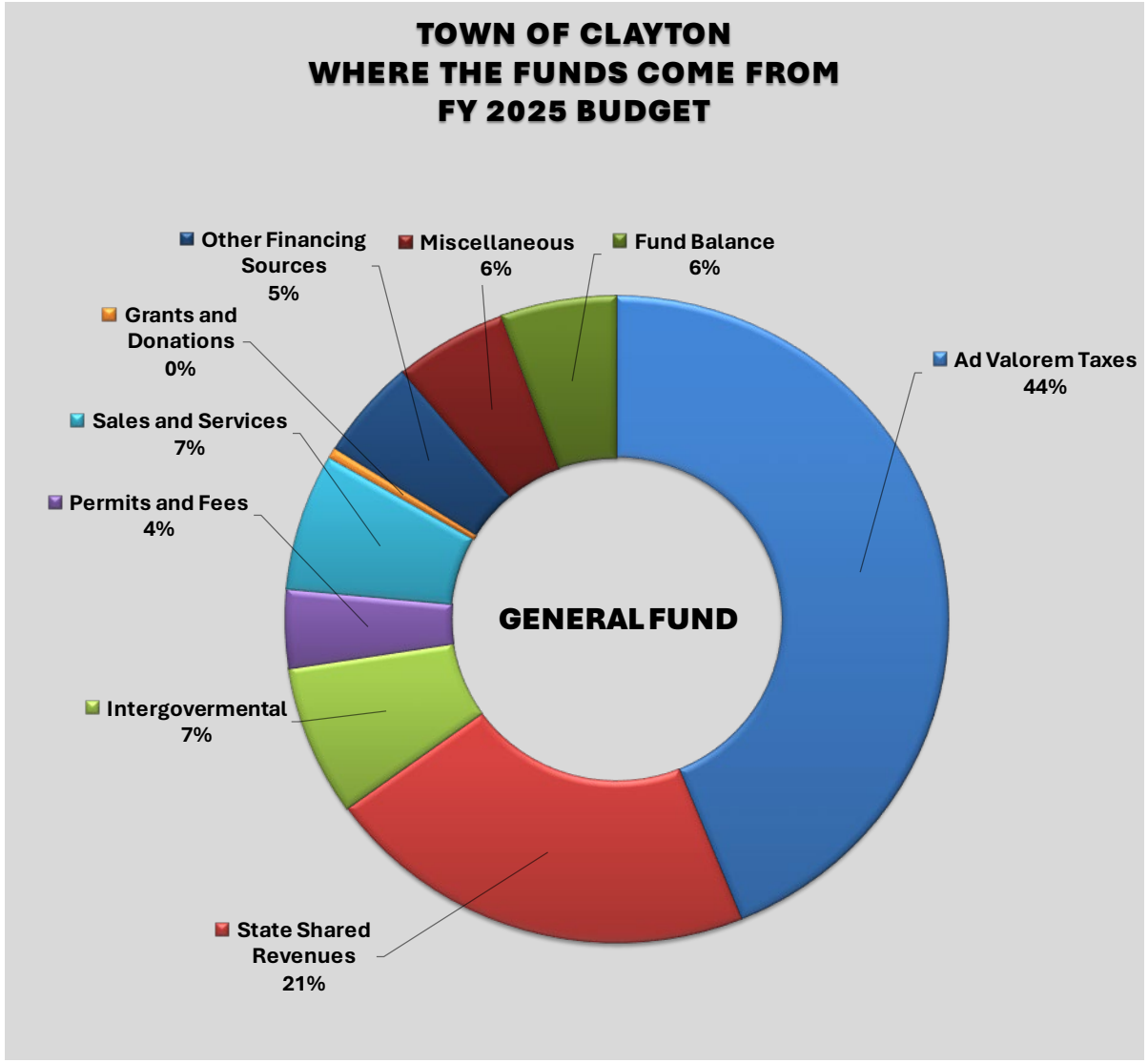
May 20, 2024

TOWN OF CLAYTON
FY 2025 Expenditure Budget Summary

Expenditure Budget	General Fund	W&S Fund	Electric Fund
Salaries and Benefits	$27,096,909	3,379,202	1,560,061
Contract Services	5,729,079	5,934,830	851,076
Operating Expenses	11,134,638	2,588,014	813,730
Programs	1,592,847	15,169,500	11,301,878
Special Appropriations	1,598,077	359,895	72,163
Debt Service	2,697,313	5,947,189	549,718
Capital Outlay	9,877,477	18,015,260	2,570,000
Miscellaneous	(6,220,985)	8,117,930	1,795,374
Total	**$53,505,355**	**$59,511,820**	**$19,514,000**

Recommended New Positions

Fund	Department	Division	Position	Status	FTE	FY25 Cost
100	Communications	Administration	Webmaster	Approved	1.00	$ 105,038
100	Customer Service	Meter Reading	Utility Billing Specialist	Approved	1.00	$ 63,561
100	Fire Protection	Administration	Firefighter	Approved	1.00	$ 54,061
100	Fire Protection	Administration	Firefighter	Approved	1.00	$ 54,061
100	Fire Protection	Administration	Firefighter	Approved	1.00	$ 54,061
100	Fire Protection	Administration	Firefighter	Approved	1.00	$ 54,061
100	Fire Protection	Administration	Firefighter	Approved	1.00	$ 54,061
100	Fire Protection	Administration	Firefighter	Approved	1.00	$ 54,061
100	General Government	Administration	Deputy Town Manager	Approved	1.00	$ 180,988
100	IT	Administration	IT TBD	Approved	1.00	$ 105,037
100	Law Enforcement	Patrol Operations	Police Officer	Approved	1.00	$ 79,726
100	Law Enforcement	Patrol Operations	Police Officer	Approved	1.00	$ 79,726
100	Community Development	Planning	Principal Planner	Mid-Year	1.00	$ 46,504
100	Community Development	Planning	Zoning & Code Enforcement Officer	Mid-Year	1.00	$ 35,990
100	Financial Services	Administration	Risk Manager	Mid-Year	1.00	$ 50,751
100	Financial Services	Purchasing and Warehousing	Warehouse Coordinator	Mid-Year	1.00	$ 30,509
100	Financial Services	Purchasing and Warehousing	Procurement Technician	Deferred	0.00	$ -
100	Engineering	Administration	Stormwater Engineer	Deferred	0.00	$ -
100	Library Operations	Administration	Library Associate	Deferred	0.00	$ -
100	Library Operations	Administration	Program Support Specialist	Deferred	0.00	$ -
100	Library Operations	Administration	Sr. Program Support Specialist	Deferred	0.00	$ -
300	Water Sewer Enterprise	Wastewater Treatment Plant	Asset (Project) Coordinator	Approved	1.00	$ 78,606
300	Water Sewer Enterprise	Wastewater Treatment Plant	Pre-Treatment/FOG Coordinator	Approved	1.00	$ 65,410
300	Water Sewer Enterprise	Wastewater Treatment Plant	Pump Technician	Approved	1.00	$ 68,448
300	Water Sewer Enterprise	Wastewater Treatment Plant	Pump Technician	Approved	1.00	$ 68,448
300	Water Sewer Enterprise	Wastewater Treatment Plant	Sr Wastewater Treatment Operator	Approved	1.00	$ 78,606
300	Water Sewer Enterprise	Wastewater Treatment Plant	Sr Wastewater Treatment Operator	Approved	1.00	$ 78,606
***Town requests an additional 3.0 FTE to be used as needed at Town Manager's discretion for strategic hires.**					**3.00**	
			Total Requests		25.00	$ 1,540,315



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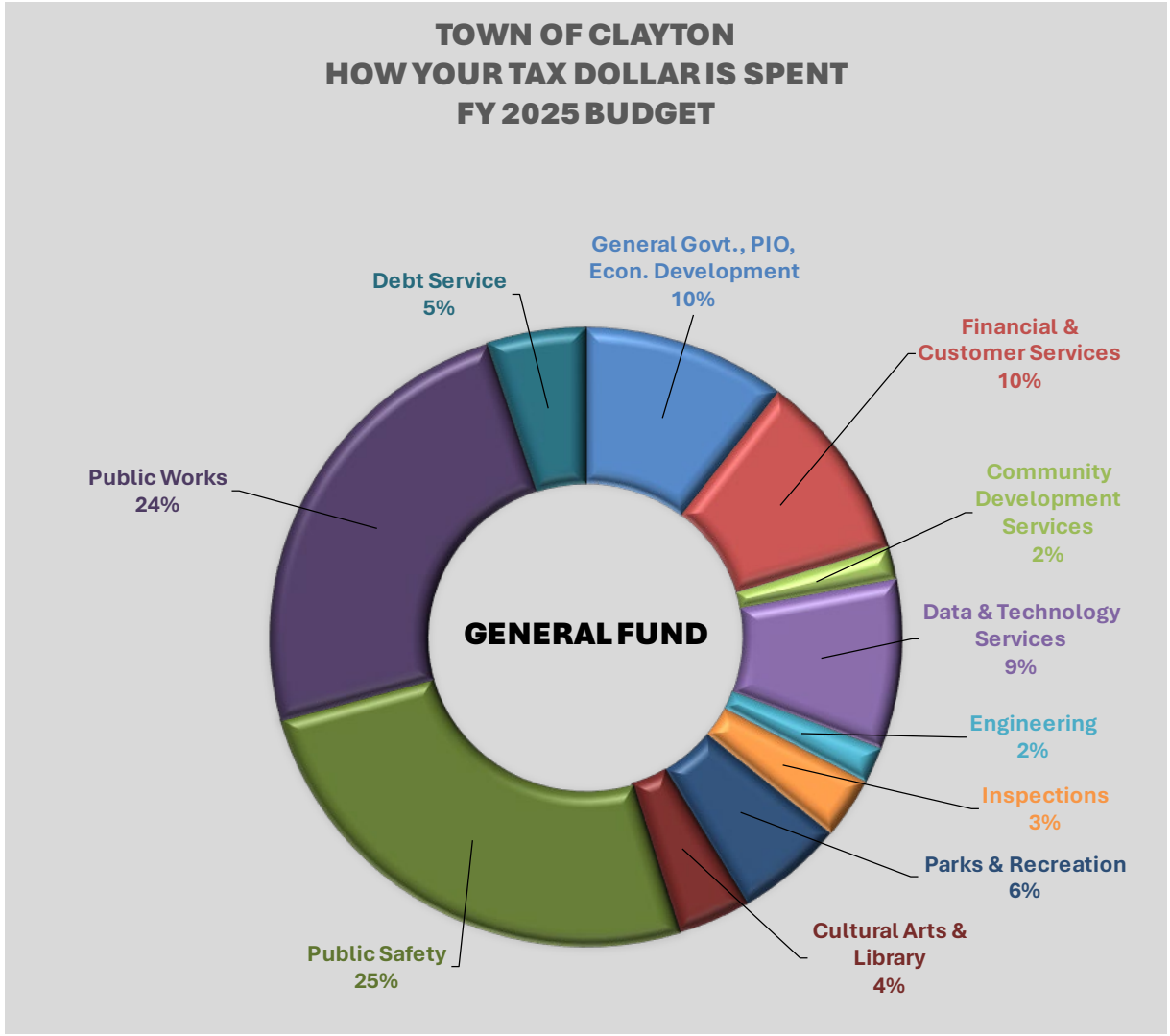

TOWN OF CLAYTON
HOW YOUR TAX DOLLAR IS SPENT
FY 2025 BUDGET
GENERAL FUND
General Govt., PIO, Econ. Development 10%
Financial & Customer Services 10%
Community Development Services 2%
Data & Technology Services 9%
Engineering 2%
Inspections 3%
Parks & Recreation 6%
Cultural Arts & Library 4%
Public Safety 25%
Public Works 24%
Debt Service 5%

BUDGET HIGHLIGHTS

- General Fund budget is balanced at $53.5 million. Capital outlay is $9.9 million. Leveraged debt financing and fund balance appropriation to balance the budget.
- Water & Sewer Fund budget is balanced at $59.5 million. Capital outlay is $18 million. A 12.2% combined rate increase is recommended for FY 2025 compared to the projected 16.3% combined rate increase in the prior year rate model
- Electric Fund budget is balanced at $19.5 million. Capital outlay is $2.6 million. A 3% rate increase is recommended for FY 2025 compared to the projected 5% rate increase in the prior year rate model.
- 25 new positions included at a cost of $1.5 million.

BUDGET HIGHLIGHTS

Economic Considerations:

- Consumer Price Index (CPI) inflation rate was 3.4% in April compared to 4.9% for April 2023.
- Personal Consumption Expenditures (PCE) Price Index was 2.7% in March compared to 4.4% for March 2023.
- Federal Reserve policy – rein in inflation to 2% target.
  - Rate increases have stabilized.
  - Federal Funds rate has remained constant at 5.25% to 5.5% since July 2023 - highest in 20+ years.
  - Three rate reductions projected for calendar 2024 has shifted to one.
  - Investment income has been adjusted downward due to the anticipated rate cuts.
- GDP increased 3.2% in Q4 2023, 4.9% for Q3 2023, and 9.2% for 2022.
- Federal Reserve doesn't predict a recession in next three years (2024-2026).
  - Fears about Stagflation are mounting.
  - Stagflation – high inflation, low growth, and rising unemployment (1970s-era).
  - Federal Reserve stated no signs of Stagflation in the economy on May 1, 2024.

BUDGET HIGHLIGHTS

Major Revenue Assumptions:

- Recommend $0.05 tax rate increase to $0.65 with a 99.75% collection rate. Reserved for funding $87.5 million of projects in the Capital Improvement Program:
  - LAPP Projects
  - Main St. Improvements
  - Public Safety Complexes
  - Public Safety Training Facility
  - Southern Connector Projects
  - Operations Facility and Warehouse
  - Library Renovation
- Ad Valorem property taxes will grow 15.6%. Value of $0.01=$318,467
- Sales tax revenues will decrease $19,400 compared to FY 2024 budget or 1.4% higher than the $8.9 million estimate for FY 2024. Is single digit annual growth the new norm?
- Single Fire District Funding (Johnston County Fire Protection Service District). Claytex Fire Service District abolished.
- Development revenue will decline slightly.

BUDGET HIGHLIGHTS

Employee Benefit Assumptions:

- 5% pool for salary adjustments. 2% COLA effective July 1st.
- State Health Plan employer contribution increase = 11.2%.
  - State Health Plan deficit without reimbursement for COVID-19 expenses.
- NC Retirement Fund employer contribution increase = 0.75% General and 1% for LEO.

BUDGET HIGHLIGHTS

What's New:

- ❑ $0.9 million fund balance appropriation – Streets program.
- ❑ $2.7 million installment financing for rolling stock, equipment, and IT infrastructure.
- ❑ Property Maintenance reassigned to Public Services per recommendation from organization structure study.
- ❑ Salaries and benefits for Fire moved to Administration.
- ❑ Increased Days Cash on Hand to 120 in Electric Fund.

FINAL THOUGHTS

- FY 24 Budget reflected continued use of budgeted funds in an efficient and effective manner:
  - Focus on the Strategic/Master Plans and continuation of quarterly Goals and SOPs/SOGs.
  - Focus on completion of projects.
  - Adjustments made due to ongoing market changes and/or opportunities.
  - Uniformity and efficiency in processes and functions remains ongoing.
- Major fund balance appropriations are not sustainable in the General Fund Budget:
  - Growth will continue into the foreseeable future.
  - Revenues will not increase at the same rate as growth, which will impact services.
  - Recommend performing annual debt capacity and affordability analysis for CIP.
  - Implementation of Organization Structure Study recommendations to achieve operational efficiency.

FINAL THOUGHTS

- Water and Sewer Fund will continue to require rate increases to fund reinvestment in the system.
- Electric Fund will require nominal increases to sustain the financial health of the utility.
- The Town continues to experience strong growth, which impacts all components of operations.
- Economic uncertainty requires a conservative spending strategy.
- Strong financial health requires long-term planning to develop a roadmap for success:
  - Leverage debt issuance (bonds and installment finance agreements).
  - Ad valorem tax rate adjustments (revaluation in FY 2026).
  - Maximize grant funding opportunities when feasible.
  - Develop other funding sources.

Public Hearing & Discussion

Supporting Documentation

BUDGET HIGHLIGHTS

Capital Improvement Plan: FY 2025 – 2033

Project Summary – By Priority Rank

	A	B	C	D	E	F	G	H	I	J	K	L	M
			Funding Source	Priority Rank	2025	2026	2027	2028	2029	2030	Total (FY 25 - 30)	2031-2033	Grand Total
	Uses:												
	Department	Project											
1	LAPP Grant Funded Projects												
2	Public Works	Shotwell Intersection Utility Relocation	LAPP Grant	Underway	-	-	-	-	-	-	-	-	-
3			Town Pay-Go	(6 Priority)	93,000	-	-	-	-	-	93,000	-	93,000
4	Public Works	Robertson Street Sidewalk Gaps	LAPP Grant	Underway	2,289,000	-	-	-	-	-	2,289,000	-	2,289,000
5			Debt	(14 Priority)	1,193,500	-	-	-	-	-	1,193,500	-	1,193,500
6	Public Works	East Main St. Sidewalk Connector	LAPP Grant	Underway	909,459	-	-	-	-	-	909,459	-	909,459
7			Debt		681,459	-	-	-	-	-	681,459	-	681,459
8	Subtotal - LAPP Grant Funded Projects				5,166,418	-	-	-	-	-	5,166,418	-	5,166,418
9	Top Priority Projects												
10	Public Safety	Northside Public Safety Complex	Debt	1	-	500,000	10,750,000	-	-	-	11,250,000	-	11,250,000
11	Public Safety	Southside Public Safety Complex	Debt	2	13,250,000	-	-	-	-	-	13,250,000	-	13,250,000
12	Public Safety	Public Safety Training Facility	Debt	3	-	-	-	500,000	4,000,000	11,000,000	15,500,000	-	15,500,000
13	Public Works	Southern Connector - Cobblestone/I-CC Rd cut through	Debt	4	150,000	1,500,000	-	-	-	-	1,650,000	-	1,650,000
14	Public Works	Operations Warehouse	Debt	5	-	-	150,000	3,300,000	-	-	3,450,000	-	3,450,000
15	Public Works	Main St Improvement Project	Debt	7	-	-	-	-	1,000,000	22,000,000	23,000,000	-	23,000,000
16	Public Works	Operations Facility (40% General Fund)	Debt	8	-	-	450,000	9,500,000	-	-	9,950,000	-	9,950,000
17	Public Works	Southern Connector - Central Spine to Daisy Road	Debt	9	-	-	-	250,000	2,000,000	-	2,250,000	-	2,250,000
18	Library	Library Renovation Project	Debt	10	1,750,000	-	-	-	-	-	1,750,000	-	1,750,000
19			Oldtime Grant		250,000	-	-	-	-	-	250,000	-	250,000
20	Subtotal - Top Priority Projects				15,400,000	2,000,000	11,350,000	13,550,000	7,000,000	33,000,000	82,300,000	-	82,300,000
21	Non-Top Priority Projects												
22	Library	Library Facility at Copper District	TBD	11	-	-	-	-	-	-	-	4,800,000	4,800,000
23	Public Works	Main St. Pedestrian Improvements	TBD	11	-	-	-	-	-	-	-	1,500,000	1,500,000
24	Public Works	O'Neil St Pedestrian Improvements	TBD	13	-	-	-	-	-	-	-	200,000	200,000
25	Public Works	US 70 Crossings	TBD	14	-	-	-	-	-	-	-	730,000	730,000
26	Public Works	Amelia Church Rd & Shotwell Rd Greenway Gaps	TBD	14	-	-	-	-	-	-	-	3,500,000	3,500,000
27	Public Works	Glen Laurel Road Pedestrian Improvements	TBD	14	-	-	-	-	-	-	-	1,500,000	1,500,000
28	Public Works	Second Street Sidewalk Connector	TBD	14	-	-	-	-	-	-	-	750,000	750,000
29	Public Works	First Street Modernization & Parking Aisle - Church to Home Square	TBD	19	-	-	-	-	-	-	-	4,525,000	4,525,000
30	Economic Development	Project Life Dust - Town required improvements	TBD	20	-	-	-	-	-	-	-	200,000	200,000
31	Public Works	East Main St. Parking Lot	TBD	21	-	-	-	-	-	-	-	1,000,000	1,000,000
32	Parks and Rec	Town Square Stage	TBD	22	-	-	-	-	-	-	-	1,500,000	1,500,000
33	Parks and Rec	Clayton Community Center - Phase 2	TBD	23	-	-	-	-	-	-	-	5,750,000	5,750,000
34	Parks and Rec	ECCP-Bleachers and Shade	TBD	23	-	-	-	-	-	-	-	255,000	255,000
35	Public Works	Downtown Railway Ped Crossings	TBD	23	-	-	-	-	-	-	-	3,000,000	3,000,000
36	Public Works	Clayton Northern Connector	TBD	23	-	-	-	-	-	-	-	82,100,000	82,100,000
37	Parks and Rec	Loop Road Sports Multisport Complex	TBD	27	-	-	-	-	-	-	-	16,150,000	16,150,000
38	Parks and Rec	Community Park Phase 2 Improvements	TBD	28	-	-	-	-	-	-	-	3,350,000	3,350,000
39	Public Works	Clayton Riverwalk extension to NC 42E	TBD	29	-	-	-	-	-	-	-	1,725,000	1,725,000
40	Public Works	Clayton Community Center - Pedestrian Crossing	TBD	29	-	-	-	-	-	-	-	982,500	982,500
41	Economic Development	Robertson to Barnes Business Center Multipurpose Path	TBD	31	-	-	-	-	-	-	-	1,350,000	1,350,000
42	Public Safety	Fire Administration Office Addition	TBD	31	-	-	-	-	-	-	-	3,100,000	3,100,000
43	Parks and Rec	ECCP-restroom renovations	TBD	31	-	-	-	-	-	-	-	1,255,000	1,255,000
44	Parks and Rec	ECCP-parking expansion	TBD	31	-	-	-	-	-	-	-	1,832,500	1,832,500
45	Parks and Rec	ECCP-install curb and gutter at original p-lot/disc golf p-lot	TBD	31	-	-	-	-	-	-	-	105,000	105,000
46	Parks and Rec	Swift's Branch & Covered Bridge Trailhead Improvements	TBD	31	-	-	-	-	-	-	-	4,800,000	4,800,000
47	Public Works	NC 42E Greenway Extension (Town Participation)	TBD	31	-	-	-	-	-	-	-	800,000	800,000
48	Public Works	Stallings St Extension	TBD	31	-	-	-	-	-	-	-	2,675,000	2,675,000
49	Public Works	Cobblestone to CCC Greenway	TBD	31	-	-	-	-	-	-	-	1,725,000	1,725,000
49	Public Works	Shotwell Pedestrian Improvements	TBD	31	-	-	-	-	-	-	-	575,000	575,000
50	Public Works	Parkview, Meadowview, High Point Greenway Gap	TBD	31	-	-	-	-	-	-	-	1,383,435	1,383,435
51	Public Works	First Street Pedestrian Improvements - O'Neil to Robertson	TBD	31	-	-	-	-	-	-	-	3,450,000	3,450,000
52	Public Works	Downtown Parking & Turn Lane - N O'Neil & First Street	TBD	31	-	-	-	-	-	-	-	550,000	550,000
53	Public Works	Stallings St Extension	TBD	31	-	-	-	-	-	-	-	2,675,000	2,675,000
54	Public Safety	PD Building Renovations	TBD	31	-	-	-	-	-	-	-	TBD	-
55	Sub-Total - Non-Top Priority Projects				-	-	-	-	-	-	-	129,173,435	129,173,435
56	Grand Total CIP (Line 8 + 20 + 55)				20,566,418	2,000,000	11,350,000	13,550,000	7,000,000	33,000,000	87,466,418	129,173,435	216,639,853

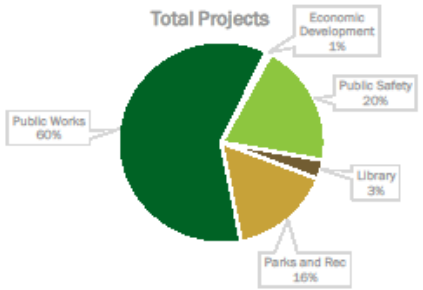
DAVENPORT PUBLIC FINANCE

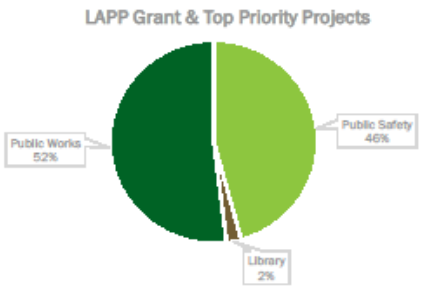
Source: Town Staff

BUDGET HIGHLIGHTS

Capital Improvement Plan: FY 2025 – 2033

Sources and Uses Summary





	2025	2026	2027	2028	2029	2030	Total (FY 25 - 30)	2031-2033	Grand Total
Uses:									
Economic Development	-	-	-	-	-	-	-	1,550,000	1,550,000
Public Safety	13,250,000	500,000	10,750,000	500,000	4,000,000	11,000,000	40,000,000	3,100,000	43,100,000
Library	2,000,000	-	-	-	-	-	2,000,000	4,600,000	6,600,000
Parks and Rec	-	-	-	-	-	-	-	34,797,500	34,797,500
Public Works	5,316,418	1,500,000	600,000	13,050,000	3,000,000	22,000,000	45,466,418	85,125,935	130,592,353
Total Uses	**20,566,418**	**2,000,000**	**11,350,000**	**13,550,000**	**7,000,000**	**33,000,000**	**87,466,418**	**129,173,435**	**216,639,853**
Sources:									
Debt	17,024,959	2,000,000	11,350,000	13,550,000	7,000,000	33,000,000	83,924,959	-	83,924,959
Town Pay-Go	93,000	-	-	-	-	-	93,000	-	93,000
LAPP Grant	3,198,459	-	-	-	-	-	3,198,459	-	3,198,459
OSBM Grant	250,000	-	-	-	-	-	250,000	-	250,000
TBD (Non-Top Priority Projects)	-	-	-	-	-	-	-	129,173,435	129,173,435
Total Sources	**20,566,418**	**2,000,000**	**11,350,000**	**13,550,000**	**7,000,000**	**33,000,000**	**87,466,418**	**129,173,435**	**216,639,853**

DAVENPORT PUBLIC FINANCE

Source: Town Staff

April 1, 2024

Town of Clayton, NC 17

ClaytonNC.org

BUDGET HIGHLIGHTS

Summary of Cases Analyzed

	A	B	C	D	E	F	G	H	I	J
					Sensitivity Cases: Top Priority + Max Affordability with 3¢ in FY 25, 27 and 29					
			Case 1		Case 2		Case 3		Case 4	
			Top Priority Projects Only (Including LAPP Grant Projects)		Top Priority / LAPP Projects + FY 26 Debt Affordability		Top Priority / LAPP Projects + FY 27 Debt Affordability		Top Priority / LAPP Projects + FY 25, 26, 27 Debt Affordability[2]	
1	**Total Capital Projects (FY 2025 - 2030)**									
2	Pay / Go		$93,000		$93,000		$93,000		$93,000	
3	Grant Funded		$3,448,459		$3,448,459		$3,448,459		$3,448,459	
4	Total Debt Issuances[1]		$83,924,959		$83,924,959		$83,924,959		$83,924,959	
5	**Total CIP Projects**		**$87,466,418**		**$87,466,418**		**$87,466,418**		**$87,466,418**	
6	FY 2025 Debt Affordability[3]		$0		$0		$0		$5,175,000	
7	FY 2026 Debt Affordability[3]		$0		$15,500,000		$0		$5,175,000	
8	FY 2027 Debt Affordability[3]		$0		$0		$17,250,000		$5,175,000	
9	**Grand Total Debt Issuances and Capital**		**$87,466,418**		**$102,966,418**		**$104,716,418**		**$102,991,418**	
10	**Key Debt Ratios**	**Policy**	**(Worst Shown)**	**Years out of Compliance**	**(Worst Shown)**	**Years out of Compliance**	**(Worst Shown)**	**Years out of Compliance**	**(Worst Shown)**	**Years out of Compliance**
11	Projected 10-year Payout	55.0%	56.71%	0	56.65%	0	55.38%	0	56.71%	0
12	Projected Debt to Assessed Value	2.5%	1.99%	0	2.27%	0	2.32%	0	2.27%	0
13	Projected Debt Service vs Expenditures	15.0%	**15.84%**	**1**	**17.68%**	**3**	**17.94%**	**4**	**17.68%**	**3**
14	**Equivalent Tax Impact**		**As Needed**	**Level Impacts**	**Level Impacts**		**Level Impacts**		**Level Impacts**	
15	FY 2025		-	1.92¢	3.00¢		3.00¢		3.00¢	
16	FY 2026		-	-	-		-		-	
17	FY 2027		-	1.92¢	3.00¢		3.00¢		3.00¢	
18	FY 2028		-	-	-		-		-	
19	FY 2029		-	1.92¢	3.00¢		3.00¢		3.00¢	
20	FY 2030		2.38¢	-	-		-		-	
21	FY 2031		9.81¢	-	-		-		-	
22	**Total**		**12.19¢**	**5.76¢**	**9.00¢**		**9.00¢**		**9.00¢**	
23	**Equivalent Upfront Tax Impact (FY 2025)**		**5.04¢**		**N/A**		**N/A**		**N/A**	
24	**Equivalent Upfront Tax Impact (FY 2026)**		**5.34¢**		**N/A**		**N/A**		**N/A**	
25	**Sensitivity: FY 2026 Revaluation Growth of 20%**									
26	Equivalent Tax Impact - As Needed (FY 25 - 31)		10.67¢		N/A		N/A		N/A	
27	Equivalent Tax Impact - Upfront (FY 26)		4.67¢		N/A		N/A		N/A	
28	Additional Debt Affordability[3]		N/A		$21,400,000		$23,800,000		$21,450,000	

[1] Debt financings assume 20-year level principal amortization structure, with principal and interest payments beginning in the fiscal year following issuance, and a 5.00% interest rate.

[1] Assumes 20-year level principal amortization structure, with a half year of interest only in the FY of issuance and principal payments beginning in the FY following issuance and a 5.00% interest rate.

[2] Assumes level issuance in FY 2025, 2026 and 2027.

[3] Debt Affordability shown for year in which the case is analyzing.

BUDGET HIGHLIGHTS

Summary of Cases Analyzed | Sensitivity Scenarios

Assuming additional $2 million in Capital Reserve Balance

	A	B	C	D	E	F	G	H	I	J
					Sensitivity Cases: Top Priority + Max Affordability with 3¢ in FY 25, 27 and 29					
			Case 1		Case 2		Case 3		Case 4	
			Top Priority Projects Only (Including LAPP Grant Projects)		Top Priority / LAPP Projects + FY 26 Debt Affordability		Top Priority / LAPP Projects + FY 27 Debt Affordability		Top Priority / LAPP Projects + FY 25, 26, 27 Debt Affordability[2]	
1	**Total Capital Projects (FY 2025 - 2030)**									
2	Pay / Go		$93,000		$93,000		$93,000		$93,000	
3	Grant Funded		$3,448,459		$3,448,459		$3,448,459		$3,448,459	
4	Total Debt Issuances[1]		$83,924,959		$83,924,959		$83,924,959		$83,924,959	
5	**Total CIP Projects**		**$87,466,418**		**$87,466,418**		**$87,466,418**		**$87,466,418**	
6	FY 2025 Debt Affordability[3]		$0		$0		$0		$6,000,000	
7	FY 2026 Debt Affordability[3]		$0		$18,000,000		$0		$6,000,000	
8	FY 2027 Debt Affordability[3]		$0		$0		$19,900,000		$6,000,000	
9	**Grand Total Debt Issuances and Capital**		**$87,466,418**		**$105,466,418**		**$107,366,418**		**$105,466,418**	
10	**Key Debt Ratios**	**Policy**	**(Worst Shown)**	**Years out of Compliance**	**(Worst Shown)**	**Years out of Compliance**	**(Worst Shown)**	**Years out of Compliance**	**(Worst Shown)**	**Years out of Compliance**
11	Projected 10-year Payout	55.0%	56.71%	0	58.15%	0	54.97%	1	56.43%	0
12	Projected Debt to Assessed Value	2.5%	1.99%	0	2.31%	0	2.37%	0	2.31%	0
13	Projected Debt Service vs Expenditures	15.0%	15.84%	1	17.97%	4	18.25%	5	17.97%	4
14	**Equivalent Tax Impact**		**As Needed**	**Level Impacts**	**Level Impacts**		**Level Impacts**		**Level Impacts**	
15	FY 2025		-	1.77¢	3.00¢		3.00¢		3.00¢	
16	FY 2026		-	-	-		-		-	
17	FY 2027		-	1.77¢	3.00¢		3.00¢		3.00¢	
18	FY 2028		-	-	-		-		-	
19	FY 2029		-	1.77¢	3.00¢		3.00¢		3.00¢	
20	FY 2030		-	-	-		-		-	
21	FY 2031		9.75¢	-	-		-		-	
22	**Total**		**9.75¢**	**5.32¢**	**9.00¢**		**9.00¢**		**9.00¢**	
23	**Equivalent Upfront Tax Impact (FY 2025)**		**4.69¢**		**N/A**		**N/A**		**N/A**	
24	**Equivalent Upfront Tax Impact (FY 2026)**		**4.96¢**		**N/A**		**N/A**		**N/A**	
25	**Sensitivity: FY 2026 Revaluation Growth of 20%**									
26	Equivalent Tax Impact - As Needed (FY 25 - 31)		8.53¢		N/A		N/A		N/A	
27	Equivalent Tax Impact - Upfront (FY 26)		4.34¢		N/A		N/A		N/A	
28	Additional Debt Affordability[3]		N/A		$23,900,000		$26,500,000		$23,925,000	

[1] Debt financings assume 20-year level principal amortization structure, with principal and interest payments beginning in the fiscal year following issuance, and a 5.00% interest rate.

[1] Assumes 20-year level principal amortization structure, with a half year of interest only in the FY of issuance and principal payments beginning in the FY following issuance and a 5.00% interest rate.

[2] Assumes level issuance in FY 2025, 2026 and 2027.

[3] Debt Affordability shown for year in which the case is analyzing.

Preliminary Combined Financial Plan (FY 2025 - FY 2029)

Line No.	Description	Fiscal Year Ending June 30th, 2025	2026	2027	2028	2029
	Revenues - Combined					
1	Existing Service Revenues	$ 35,019,200	$ 35,642,500	$ 36,406,500	$ 37,187,600	$ 37,986,400
2a	Revenue Increase (Water)	**11.0%**	**11.0%**	**13.0%**	**13.0%**	**16.0%**
2b	Revenue Increase (Wastewater)	**13.0%**	**13.0%**	**13.0%**	**13.0%**	**13.0%**
2	Revenue Increase (Combined)-%	**12.2%**	**12.2%**	**13.0%**	**13.0%**	**14.2%**
3	Revenue Increase (Combined)-$	4,269,900	9,225,700	15,381,600	22,588,900	31,734,300
4	Other Revenues	4,412,000	4,246,000	4,727,500	4,713,400	4,700,000
5	**Total Revenues**	**$ 43,701,100**	**$ 49,114,200**	**$ 56,515,600**	**$ 64,489,900**	**$ 74,420,700**
	Expenses - Combined					
6	Operating & Maintenance Expense	$ 21,281,000	$ 24,174,800	$ 22,965,200	$ 24,413,200	$ 24,971,600
7	Existing Debt Service	5,947,200	15,569,000	14,664,000	14,602,800	14,360,000
8	Proposed Debt Service	-	532,100	4,121,000	11,657,900	18,104,400
9	Other Expenditures	7,487,200	8,875,200	11,451,600	17,739,900	16,040,500
10	Rate Stabilization Fund (Deposit +/Withdrawal-)	8,200,000	(2,850,000)	750,000	(5,500,000)	(1,450,000)
11	**Total Expenses**	**$ 42,915,400**	**$ 46,301,100**	**$ 53,951,800**	**$ 62,913,800**	**$ 72,026,500**
12	**Annual Operating Balance (Line 5-Line 11)**	**$ 785,700**	**$ 2,813,100**	**$ 2,563,800**	**$ 1,576,100**	**$ 2,394,200**
13	**Beginning Balance**	$ 25,376,463	$ 22,162,096	$ 17,975,185	$ 18,038,992	$ 17,915,185
14	**Ending Balance (Line 12 + Line 13)**	**$ 26,162,163**	**$ 24,975,196**	**$ 20,538,985**	**$ 19,615,092**	**$ 20,309,385**
15	**Debt Service Coverage (Minimum 1.5/ Desired 2.0)**	**2.39**	**1.73**	**1.75**	**1.74**	**1.57**
16	**Days Cash on Hand (Minimum 200/ Desired 360)**	**406**	**339**	**287**	**256**	**260**

Disclaimer:
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Preliminary Water Financial Plan (FY 2025 - FY 2029)

Line No.	Description	Fiscal Year Ending June 30th, 2025	2026	2027	2028	2029
	Revenues - Water					
1	Existing Service Revenues	$ 14,129,800	$ 14,369,800	$ 14,671,000	$ 14,978,900	$ 15,293,600
2	Revenue Increase (Water)-%	**11.0%**	**11.0%**	**13.0%**	**13.0%**	**16.0%**
3	Revenue Increase (Water)-$	1,554,300	3,335,200	5,755,000	8,586,900	12,617,100
4	Other Revenues	1,455,900	1,449,200	1,441,800	1,436,100	1,430,700
5	**Total Revenues**	**$ 17,140,000**	**$ 19,154,200**	**$ 21,867,800**	**$ 25,001,900**	**$ 29,341,400**
	Expenses - Water					
6	Operating & Maintenance Expense	$ 8,680,200	$ 9,424,000	$ 10,228,000	$ 11,105,000	$ 12,062,900
7	Existing Debt Service	360,700	473,000	472,800	473,000	472,700
8	Proposed Debt Service	-	141,900	2,057,600	5,605,200	9,152,900
9	Other Expenditures	7,844,800	5,350,900	3,540,700	5,510,600	8,969,000
10	Rate Stabilization Fund (Deposit +/Withdrawal-)	-	1,150,000	4,100,000	1,000,000	(2,150,000)
11	**Total Expenses**	**$ 16,885,700**	**$ 16,539,800**	**$ 20,399,100**	**$ 23,693,800**	**$ 28,507,500**
12	**Annual Operating Balance (Line 5-Line 11)**	**$ 254,300**	**$ 2,614,400**	**$ 1,468,700**	**$ 1,308,100**	**$ 833,900**
13	**Beginning Balance**	$ 10,416,265	$ 9,030,694	$ 8,775,150	$ 9,218,883	$ 9,830,003
14	**Ending Balance (Line 12 + Line 13)**	**$ 10,670,565**	**$ 11,645,094**	**$ 10,243,850**	**$ 10,526,983**	**$ 10,663,903**
15	**Debt Service Coverage (Minimum 1.5/ Desired 2.0)**	**23.46**	**13.95**	**2.98**	**2.12**	**2.02**
16	**Days Cash on Hand (Minimum 200/ Desired 360)**	**407**	**413**	**330**	**313**	**293**

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Preliminary Wastewater Financial Plan (FY 2025 - FY 2029)

Line No.	Description	Fiscal Year Ending June 30th, 2025	2026	2027	2028	2029
	Revenues - Wastewater					
1	Existing Service Revenues	$ 20,889,300	$ 21,272,700	$ 21,735,500	$ 22,208,700	$ 22,692,800
2	Revenue Increase (Wastewater)-%	**13.0%**	**13.0%**	**13.0%**	**13.0%**	**13.0%**
3	Revenue Increase (Wastewater)-$	2,715,600	5,890,400	9,626,600	14,002,000	19,117,200
4	Other Revenues	2,956,100	2,796,700	3,285,700	3,277,300	3,269,300
5	**Total Revenues**	**$ 26,561,000**	**$ 29,959,800**	**$ 34,647,800**	**$ 39,488,000**	**$ 45,079,300**
	Expenses - Wastewater					
6	Operating & Maintenance Expense	$ 12,600,800	$ 14,750,800	$ 12,737,100	$ 13,308,200	$ 12,908,700
7	Existing Debt Service	5,586,500	15,096,000	14,191,200	14,129,800	13,887,300
8	Proposed Debt Service	-	390,200	2,063,400	6,052,700	8,951,500
9	Other Expenditures	(357,500)	3,524,200	7,910,900	12,229,300	7,071,600
10	Rate Stabilization Fund (Deposit +/Withdrawal-)	8,200,000	(4,000,000)	(3,350,000)	(6,500,000)	700,000
11	**Total Expenses**	**$ 26,029,800**	**$ 29,761,200**	**$ 33,552,600**	**$ 39,220,000**	**$ 43,519,100**
12	**Annual Operating Balance (Line 5-Line 11)**	**$ 531,200**	**$ 198,600**	**$ 1,095,200**	**$ 268,000**	**$ 1,560,200**
13	**Beginning Balance**	$ 14,960,198	$ 13,131,403	$ 9,200,034	$ 8,820,109	$ 8,085,181
14	**Ending Balance (Line 12 + Line 13)**	**$ 15,491,398**	**$ 13,330,003**	**$ 10,295,234**	**$ 9,088,109**	**$ 9,645,381**
15	**Debt Service Coverage (Minimum 1.5/ Desired 2.0)**	**1.03**	**1.24**	**1.55**	**1.62**	**1.38**
16	**Days Cash on Hand (Minimum 200/ Desired 360)**	**405**	**292**	**252**	**208**	**230**

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Financial Plan Comparison: Previous Vs Current

Previous Plan: FY 2024 - FY 2028

Description	2024	2025	2026	2027	2028
Revenue Increase (Water)	3.0%	8.0%	8.0%	12.0%	12.0%
Revenue Increase (Wastewater)	25.8%	22.0%	22.0%	6.0%	3.0%
Revenue Increase (Combined)	**15.4%**	**16.3%**	**16.7%**	**8.1%**	**6.3%**
Debt Service Coverage (Combined)	3.21	4.08	2.04	2.06	2.01
Days Cash on Hand (Combined)	127	163	180	230	254

Current Preliminary Plan: FY 2025 - FY 2029

Description	2024	2025	2026	2027	2028	2029
Revenue Increase (Water)	3.0%	11.0%	11.0%	13.0%	13.0%	16.0%
Revenue Increase (Wastewater)	25.8%	13.0%	13.0%	13.0%	13.0%	13.0%
Revenue Increase (Combined)	**15.4%**	**12.2%**	**12.2%**	**13.0%**	**13.0%**	**14.2%**
Debt Service Coverage (Combined)	2.64	2.39	1.73	1.75	1.74	1.57
Days Cash on Hand (Combined)	325	406	339	287	256	260

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BUDGET HIGHLIGHTS

TYPICAL MONTHLY WATER AND SEWER BILL IMPACT

DESCRIPTION	FY 2024	FY 2025	
	Existing	Proposed	Change
Water	$41.34	$45.88	$4.54
Sewer	$78.31	$88.51	$10.20
Combined Bill	**$119.65**	**$134.39**	**$14.74**

Did you know?
Under the recommended 2025 rates, our tap water would cost just $0.01 per gallon (that's a penny!)

Daily cost of household water usage: $1.51

If you pay $1.00 for a gallon of bottled water, that would still be **87 times** more expensive.

Daily cost of household wastewater disposal: $2.91

Note:
- Reflects the typical bill for a residential customer with a 5/8" meter and 4,000 gallons of water usage.

RECOMMENDED FY 2025 INCREASE AND 5-YEAR FORECAST

Rate Class	Fiscal Year End June 30					
	2024	2025	2026	2027	2028	2029
Revenue						
Revenue Under Existing Rates	$17,366,769	$17,823,865	$18,274,670	$18,739,185	$19,217,659	$19,710,556
Rate Adjustment		3.00%	2.00%	2.00%	2.00%	2.00%
Additional Rate Revenue	$0	$534,700	$924,700	$1,341,900	$1,788,100	$2,264,800
Total Rate Revenue	**$17,366,769**	**$18,358,565**	**$19,199,370**	**$20,081,085**	**$21,005,759**	**$21,975,356**
Other Revenue	$938,500	$1,154,000	$1,202,370	$1,226,441	$1,251,234	$1,288,771
Total Revenue	**$18,305,269**	**$19,512,565**	**$20,401,740**	**$21,307,526**	**$22,256,993**	**$23,264,127**
Gross Revenue Requirements	**$16,492,611**	**$18,271,123**	**$20,127,839**	**$21,544,666**	**$22,125,754**	**$22,981,733**
Net Annual Cash Flow	$1,812,658	$1,241,442	$273,902	($237,140)	$131,239	$282,393
Days Cash on Hand	**103**	**122**	**130**	**123**	**121**	**121**
Debt Service Coverage Ratio	**5.47**	**3.01**	**4.06**	**2.45**	**2.59**	**2.67**

Confidential Information

Rate Adjustment Summary

- Requesting lower increases than forecast last year

	FY25	FY26	FY27	FY28	FY29
2023 Study	5.0%	3.0%	3.0%	3.0%	
Current Plan	3.0%	2.0%	2.0%	2.0%	2.0%

- Only requesting Council approval for FY25 increase
- Reduced rate forecast is driven by lower projection of new residential developments and deferred capital projects

TYPICAL RESIDENTIAL MONTHLY BILL IMPACT

Typical Customer Bills under Existing and Recommended Rates						
Rate Class	Energy	Demand	Existing Bill	Recommended Rates		
				Bill	Change	Change
	kWh	kW	$	$	$	%
	Monthly					
RS - Residential	500		$85.70	$88.25	$2.55	3.0%
RS - Residential	**868**		**$133.69**	**$137.75**	**$4.06**	**3.0%**
RS - Residential	1,000		$150.90	$155.50	$4.60	3.0%
RS - Residential	1,500		$216.10	$222.75	$6.65	3.1%
RS - Residential	2,000		$281.30	$290.00	$8.70	3.1%

- The typical Clayton resident uses 868 kWh per month, or about 29 kWh per day
- The recommended increase would increase the typical electric customer's bill about 13 cents per day

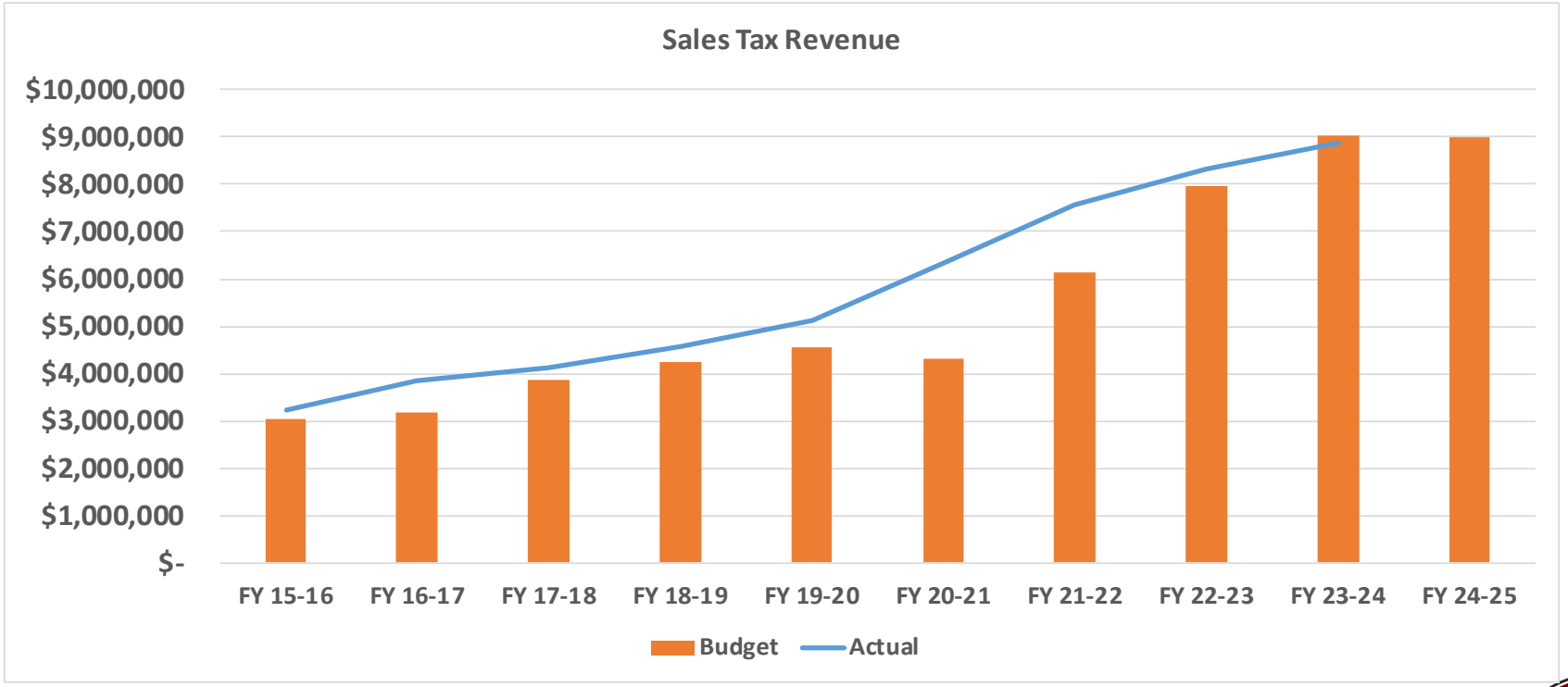
1898 & CO.

Key Historical Trends

General Fund – Fund Balance Available
June 30, 2023

Fund balances:	General
Nonspendable:	
Inventory	23,224
Perpetual maintenance	-
Restricted:	
Stabilzation by State Statute	2,250,662
Streets - Powell Bill	1,062,068
Public Safety - Police	5,338
Public Safety - Fire	-
Committed	
Public Improvements (Capital Reserve)	3,062,521
Assigned:	
Public Safety - Fire	2,355
Town Hall Roof Project	357,960
Reserve - Facility Maintenance	493,000
Reserve - CIP Funding	2,136,423
Reserve - Land Banking	2,250,000
Reserve - Debt Service	-
Subsequent year's expenditures	6,211,318
Unassigned:	16,944,446
Total Fund Balance	**$ 34,799,315**

Financial Policy - Unassigned Fund Balance	Required Amount	Available Amount
Minimum Requirement- 20%	$ 8,609,463	$ 8,334,983
Minimum Requirement- 22.5%	$ 9,685,646	$ 7,258,800
Minimum Requirement- 25%	$ 10,761,829	$ 6,182,617
Minimum Requirement- 27.5%	$ 11,838,012	$ 5,106,434
Operational Target - 30%	$ 12,914,195	$ 4,030,251



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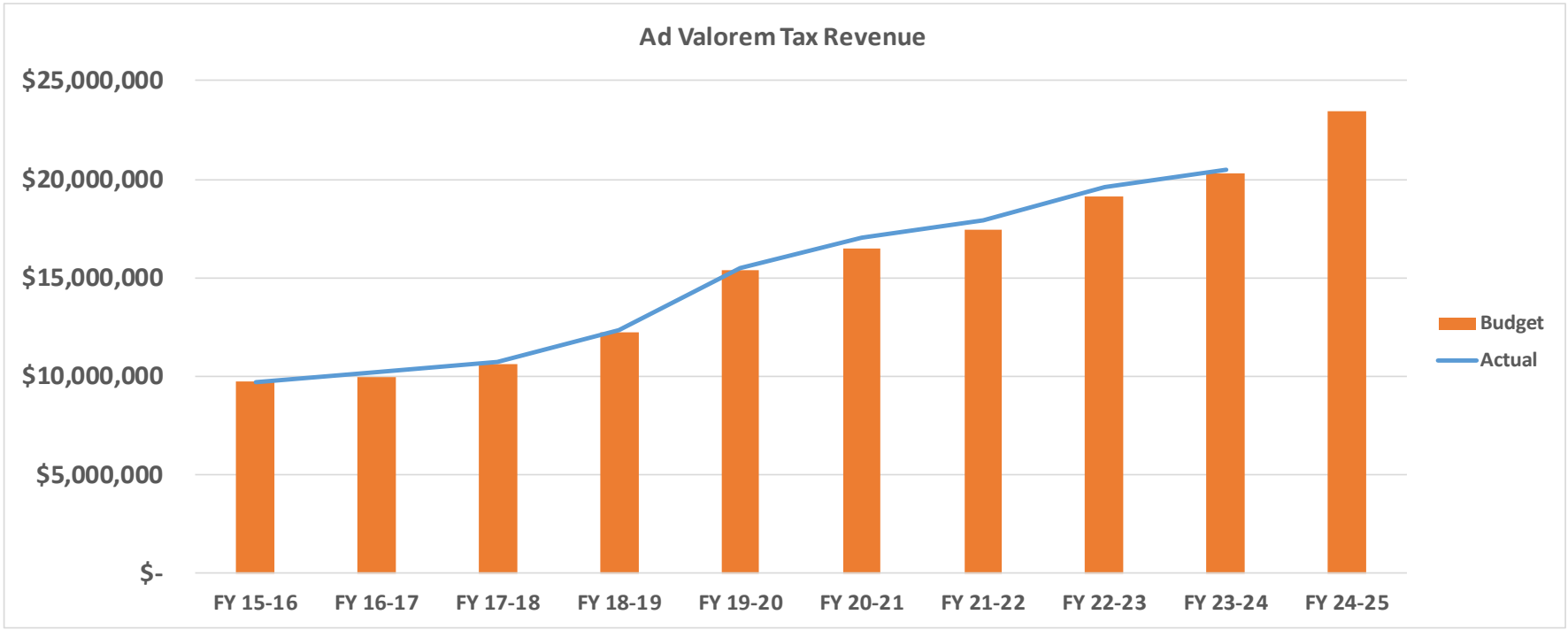

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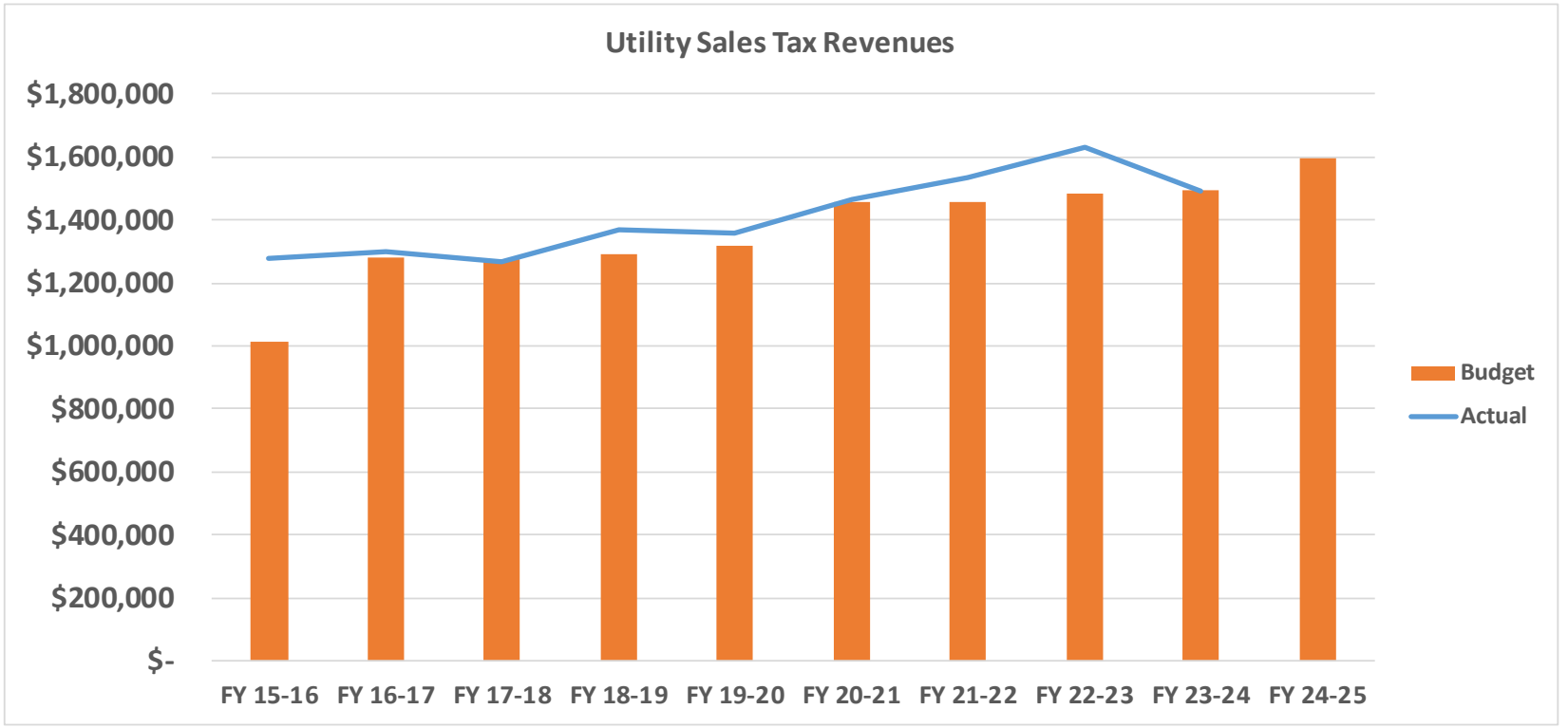

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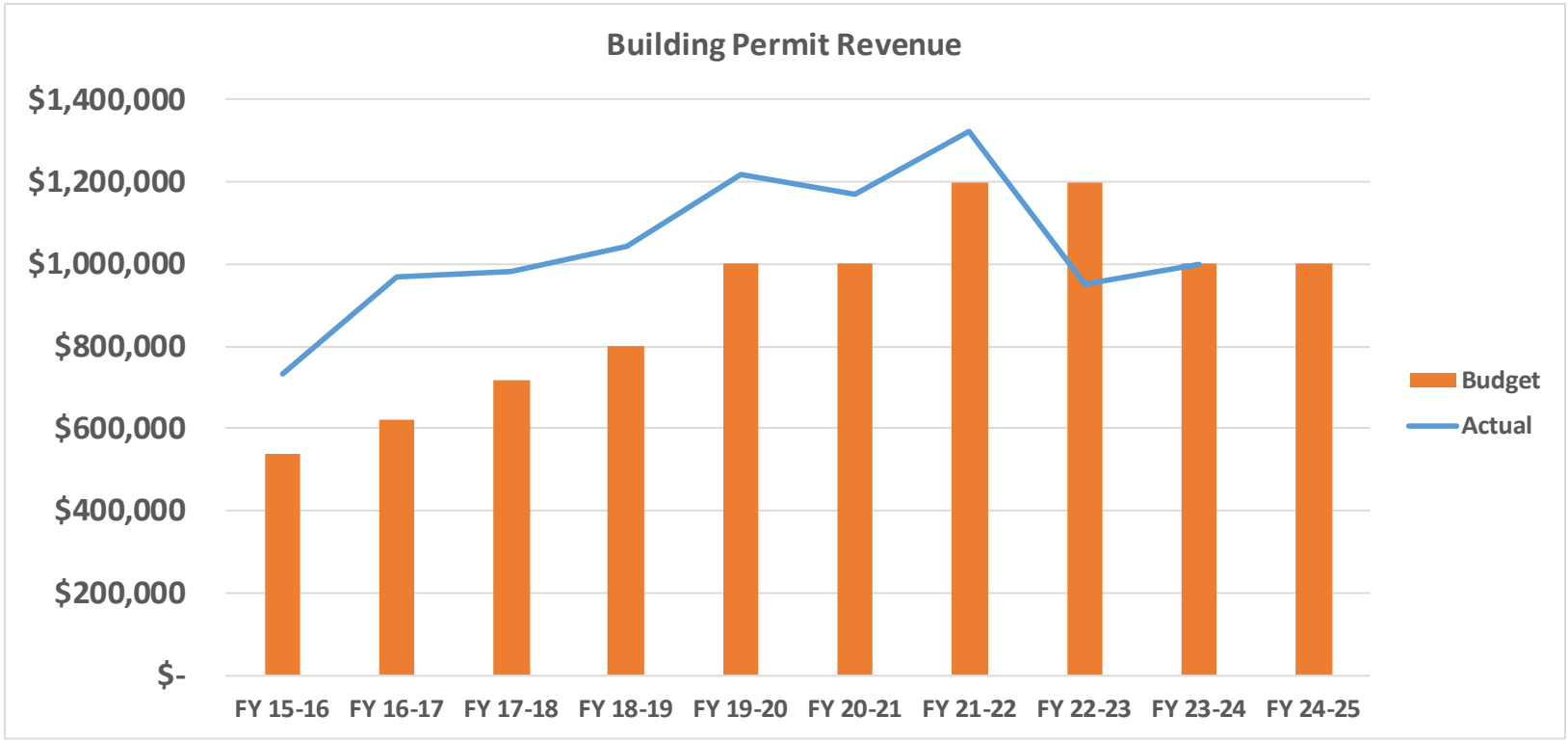

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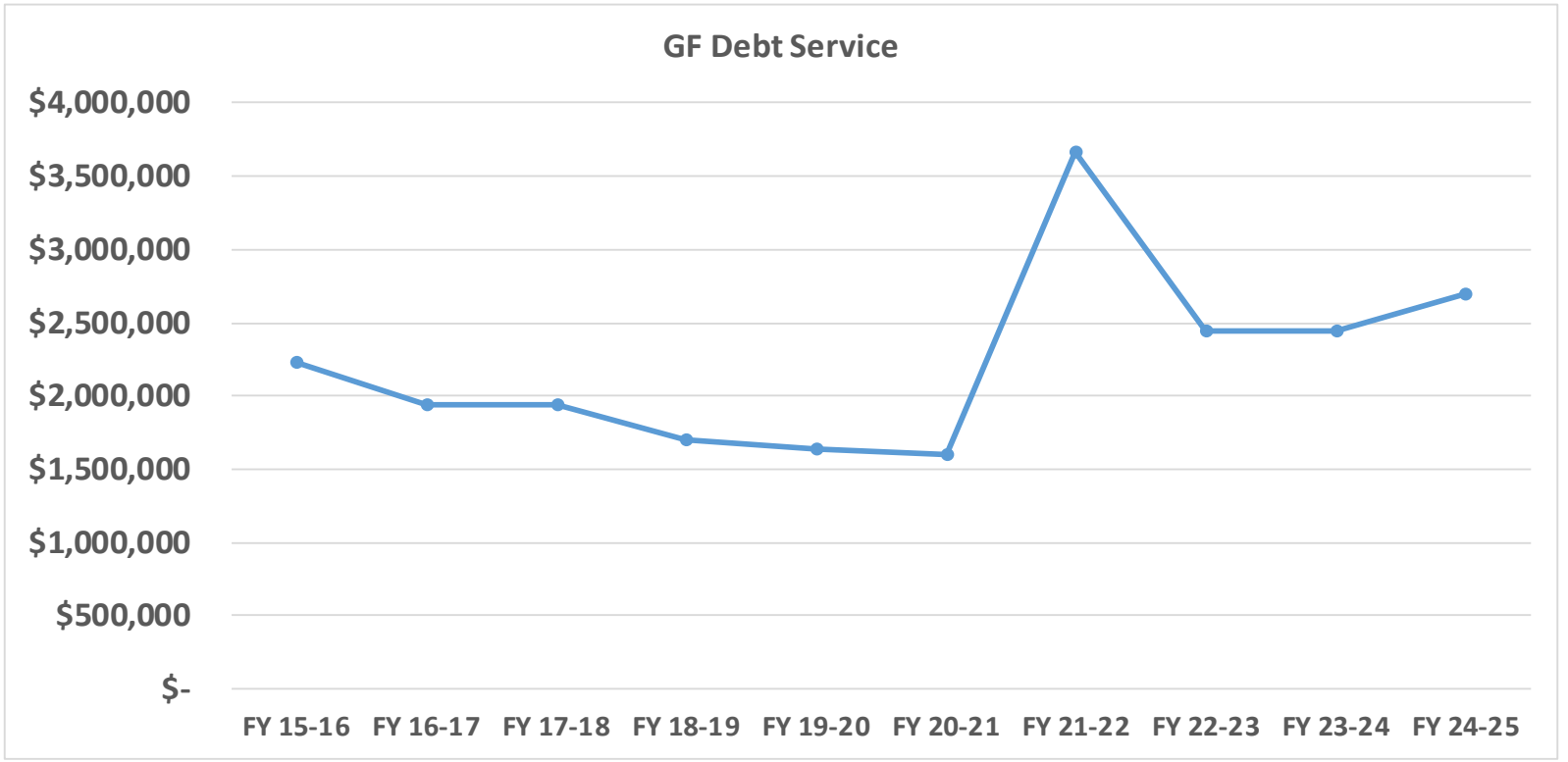
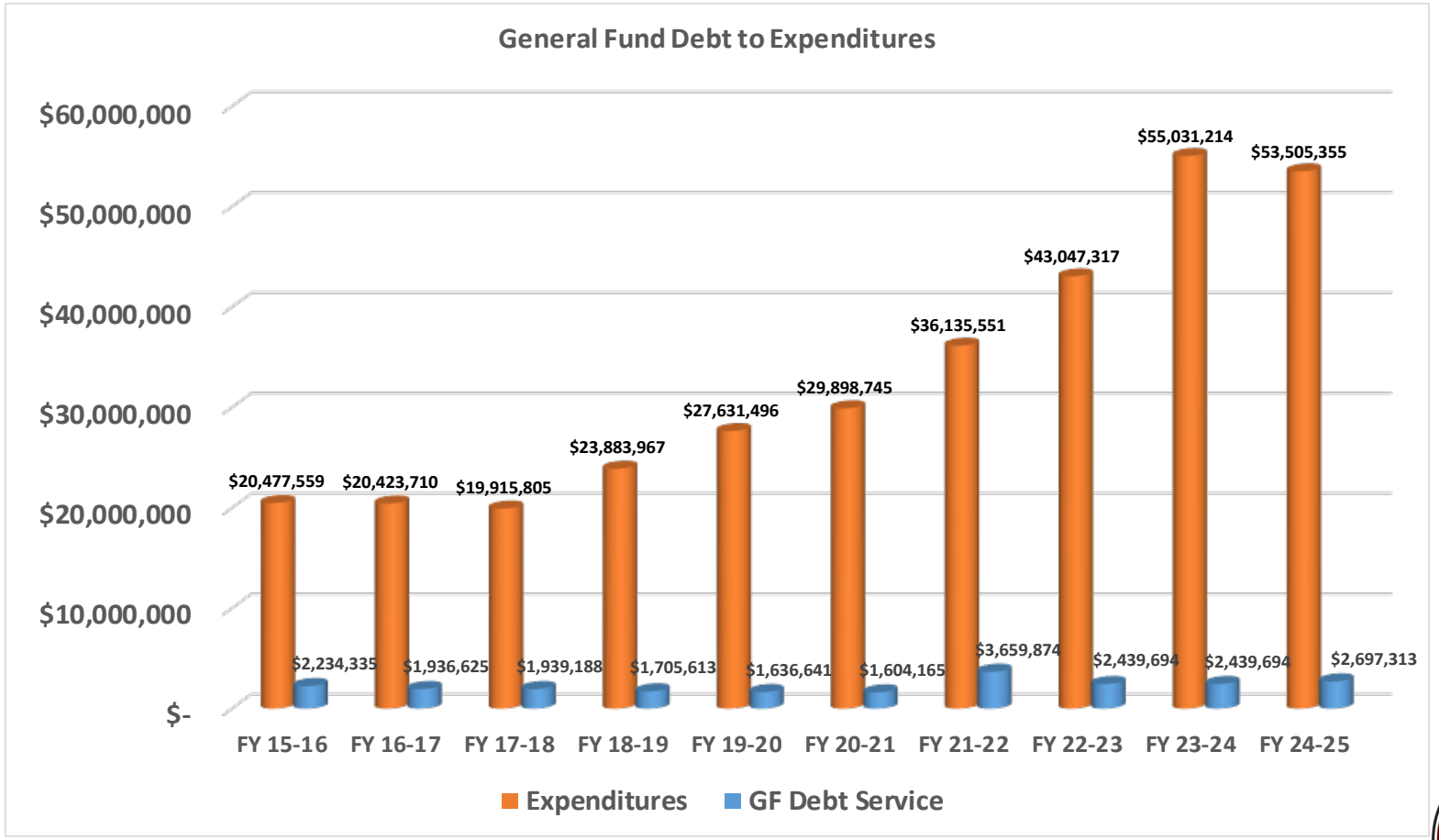

GF Debt Service
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
FY 15-16
FY 16-17
FY 17-18
FY 18-19
FY 19-20
FY 20-21
FY 21-22
FY 22-23
FY 23-24
FY 24-25



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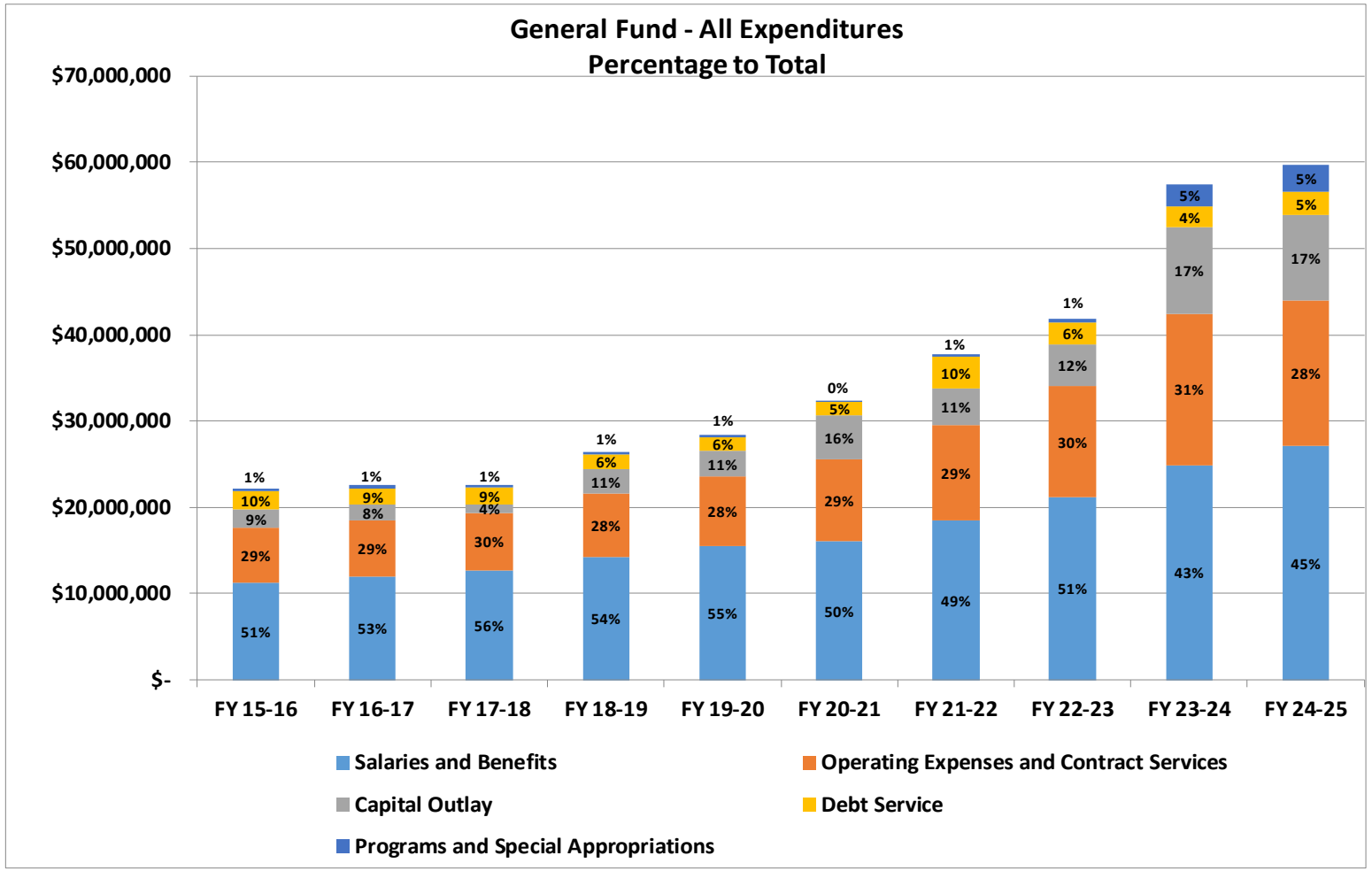

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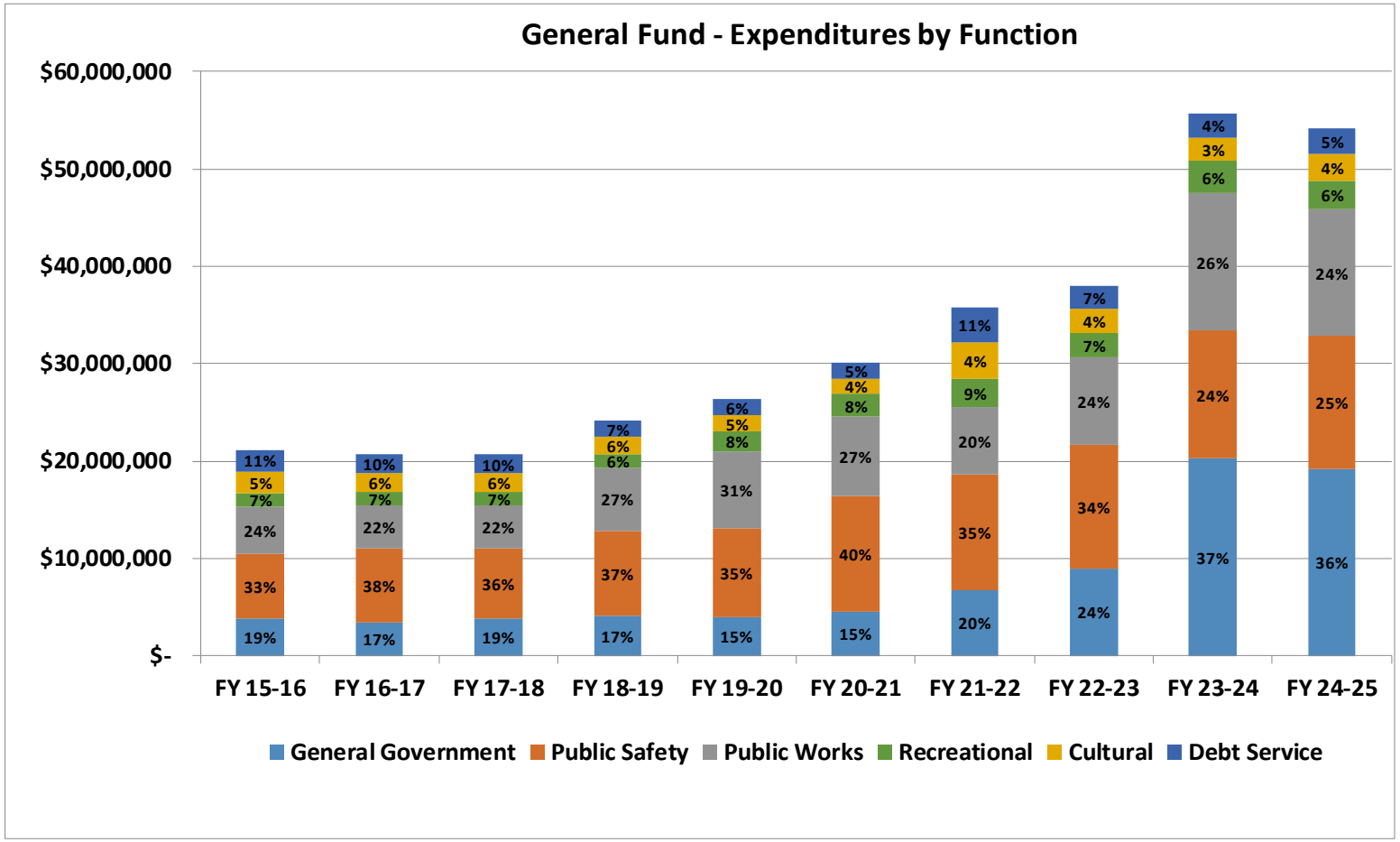

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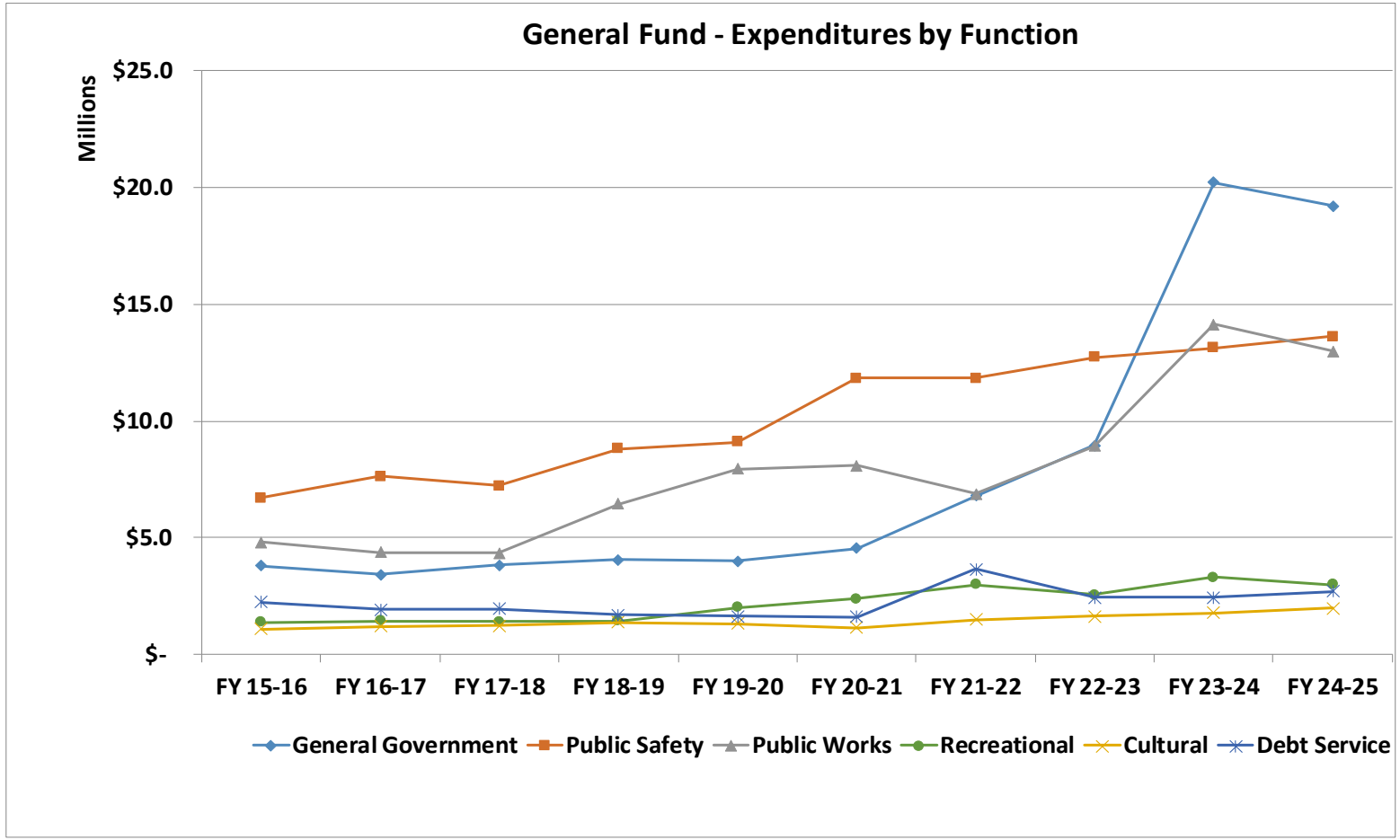
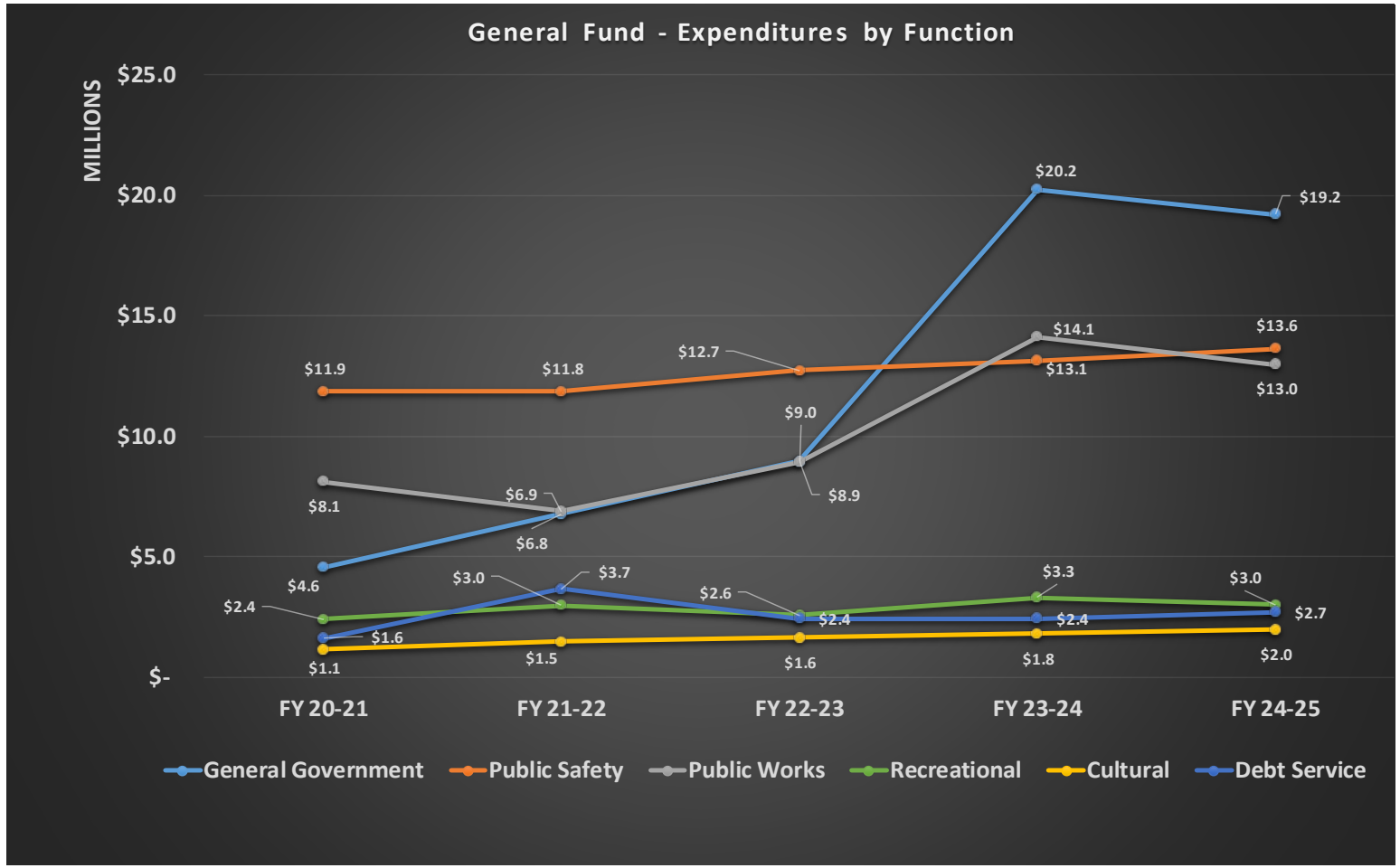

General Fund - Expenditures by Function
Millions
$25.0
$20.0
$15.0
$10.0
$5.0
$-
FY 15-16
FY 16-17
FY 17-18
FY 18-19
FY 19-20
FY 20-21
FY 21-22
FY 22-23
FY 23-24
FY 24-25
General Government
Public Safety
Public Works
Recreational
Cultural
Debt Service



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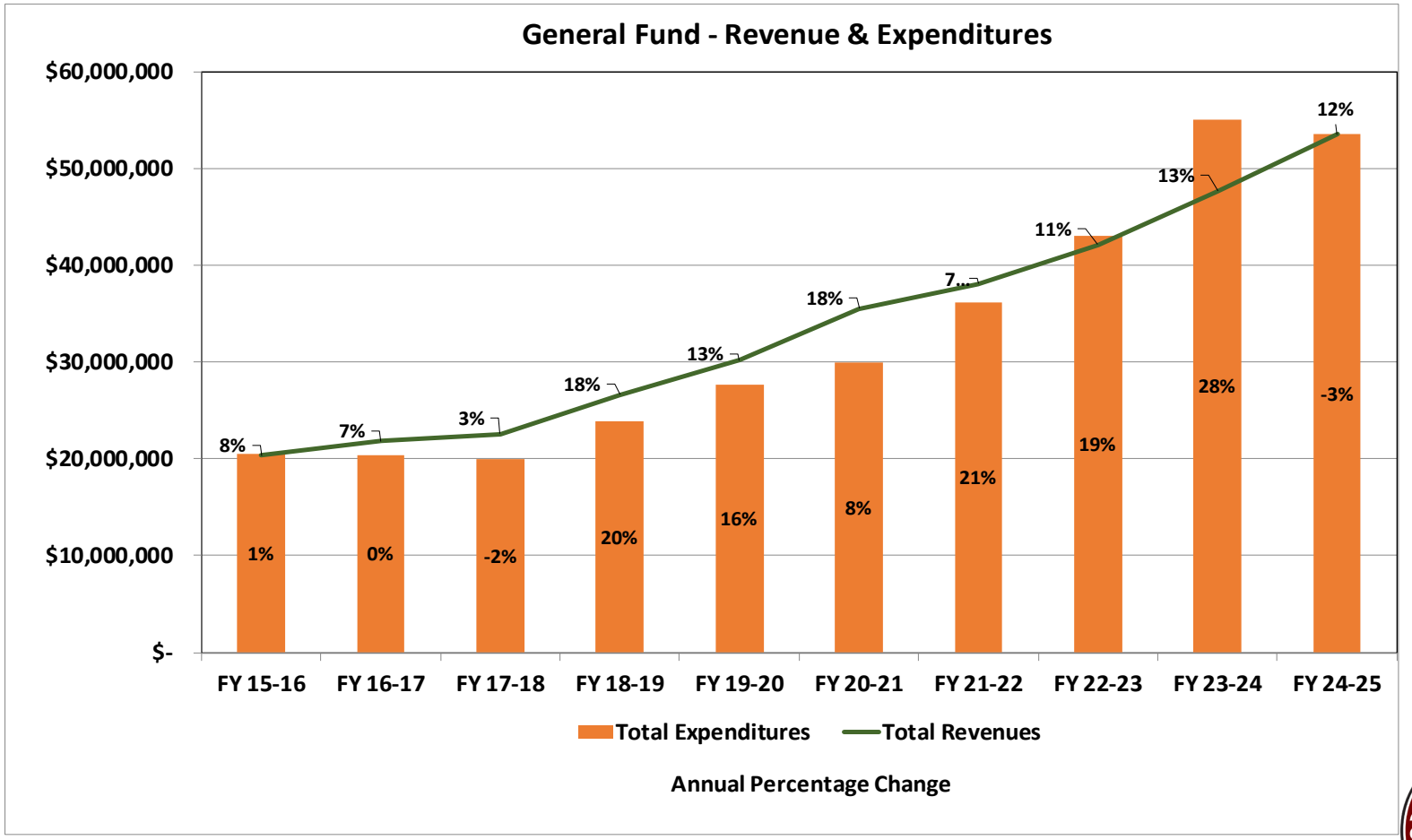

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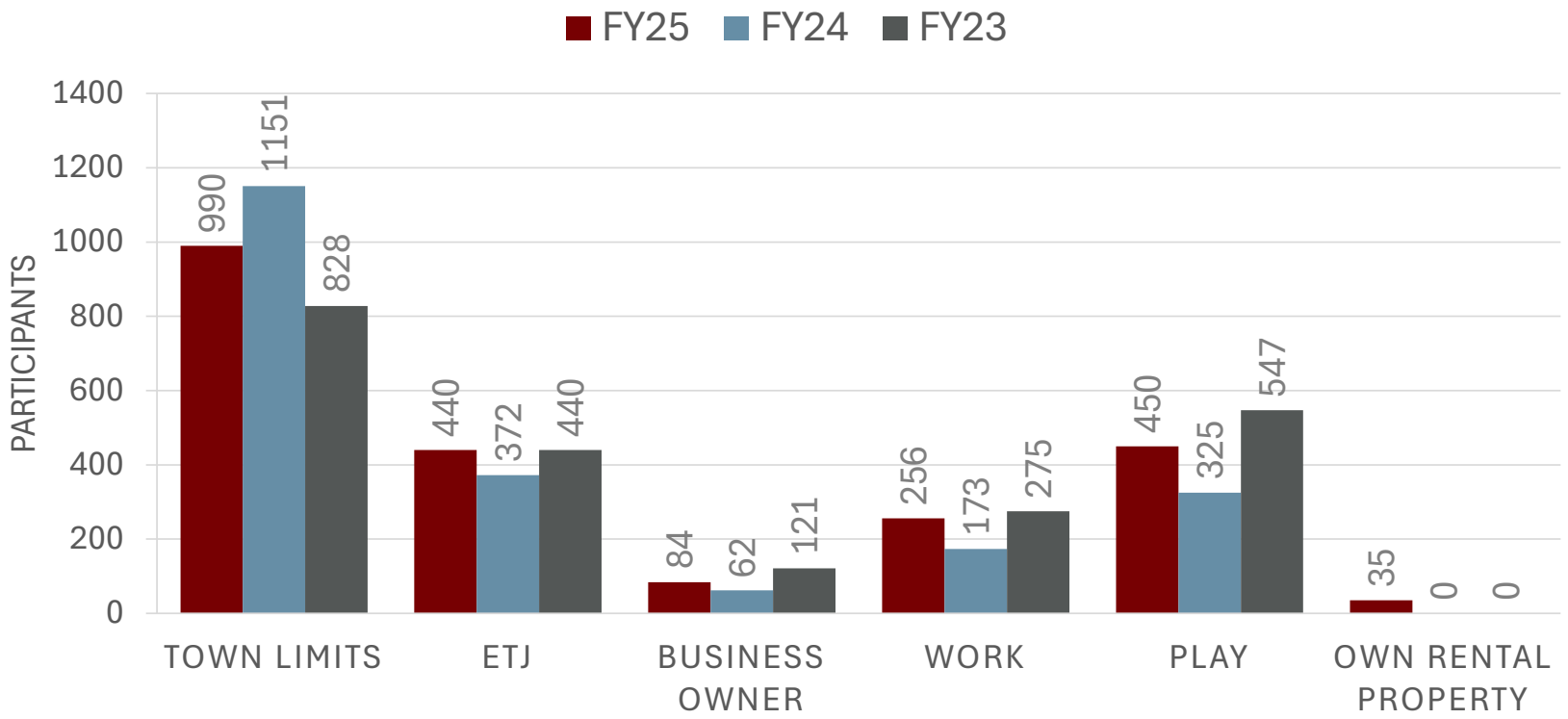
Budget Prioritization Survey Results FY25

Survey Participants FY25

FY25 TOTAL **1514**



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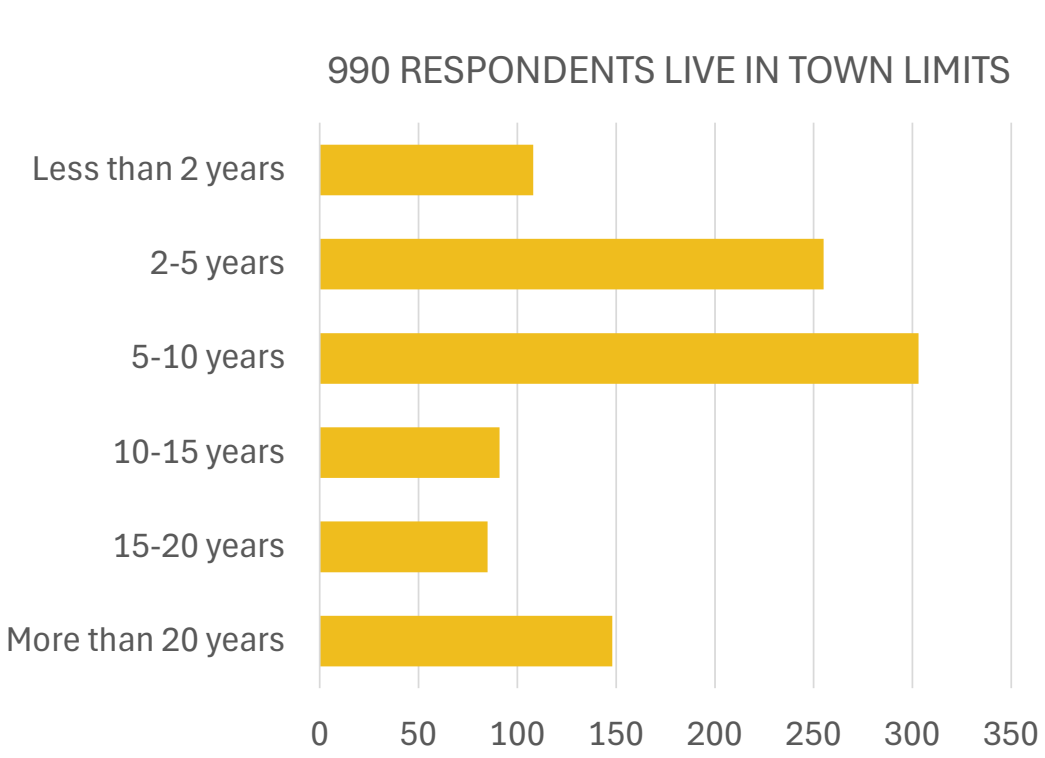
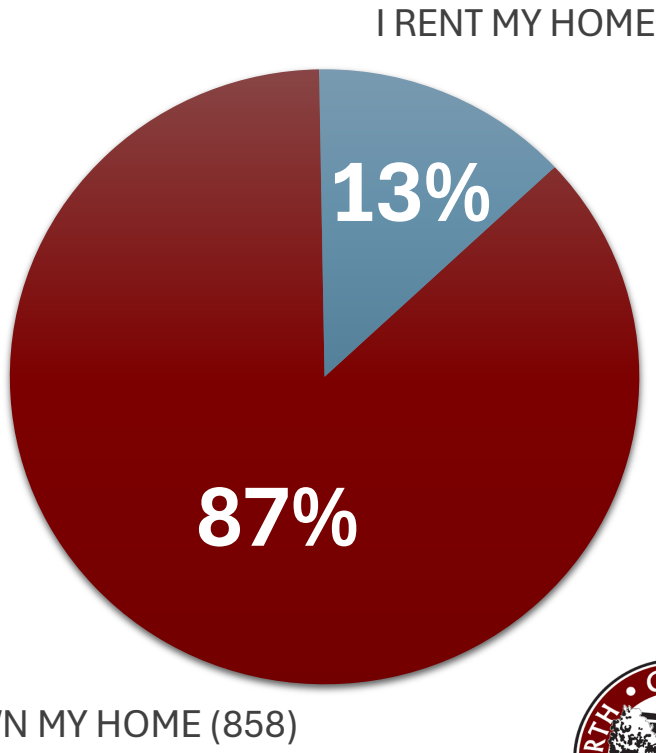
Survey Participants Data FY25





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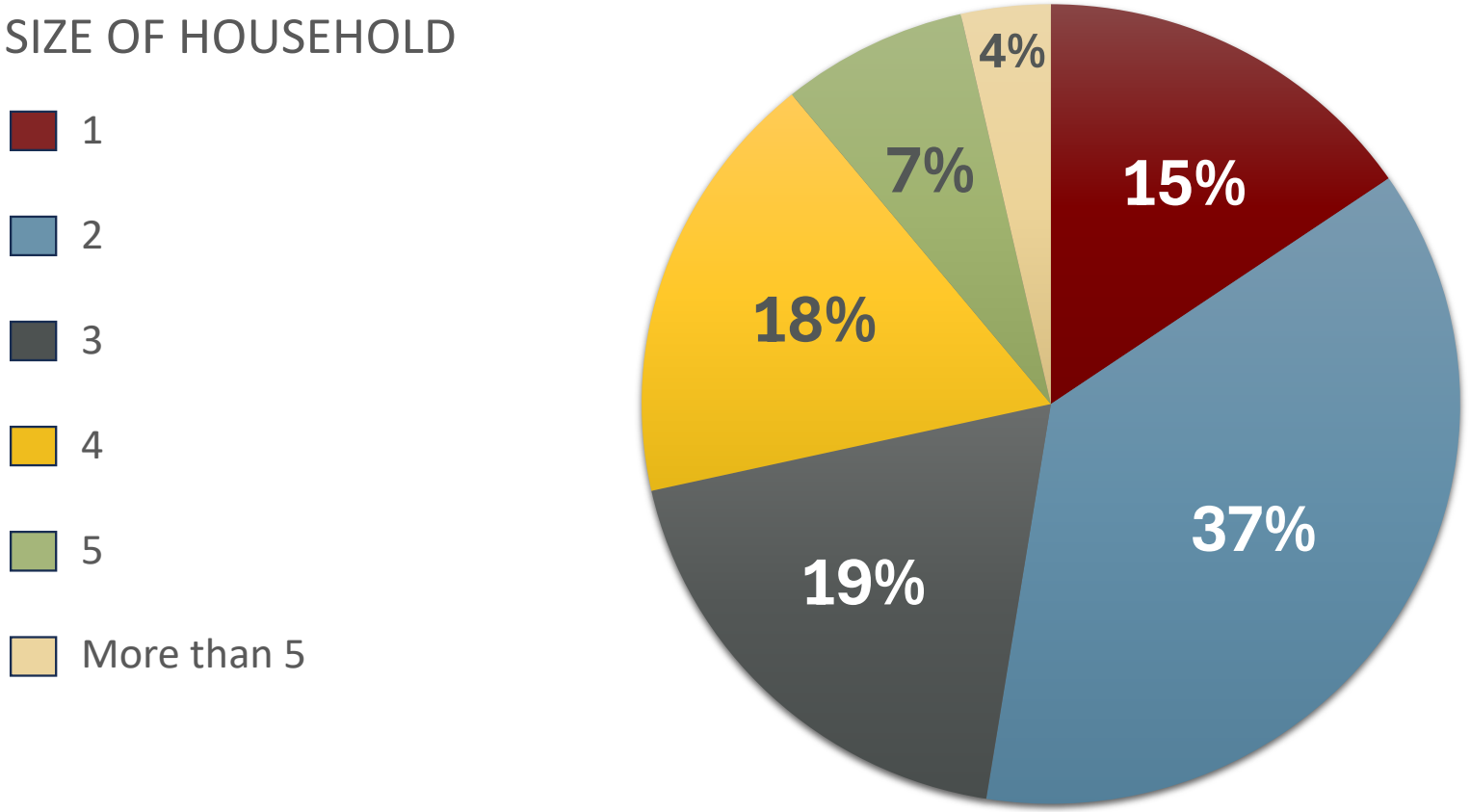
Survey Participants Data FY25



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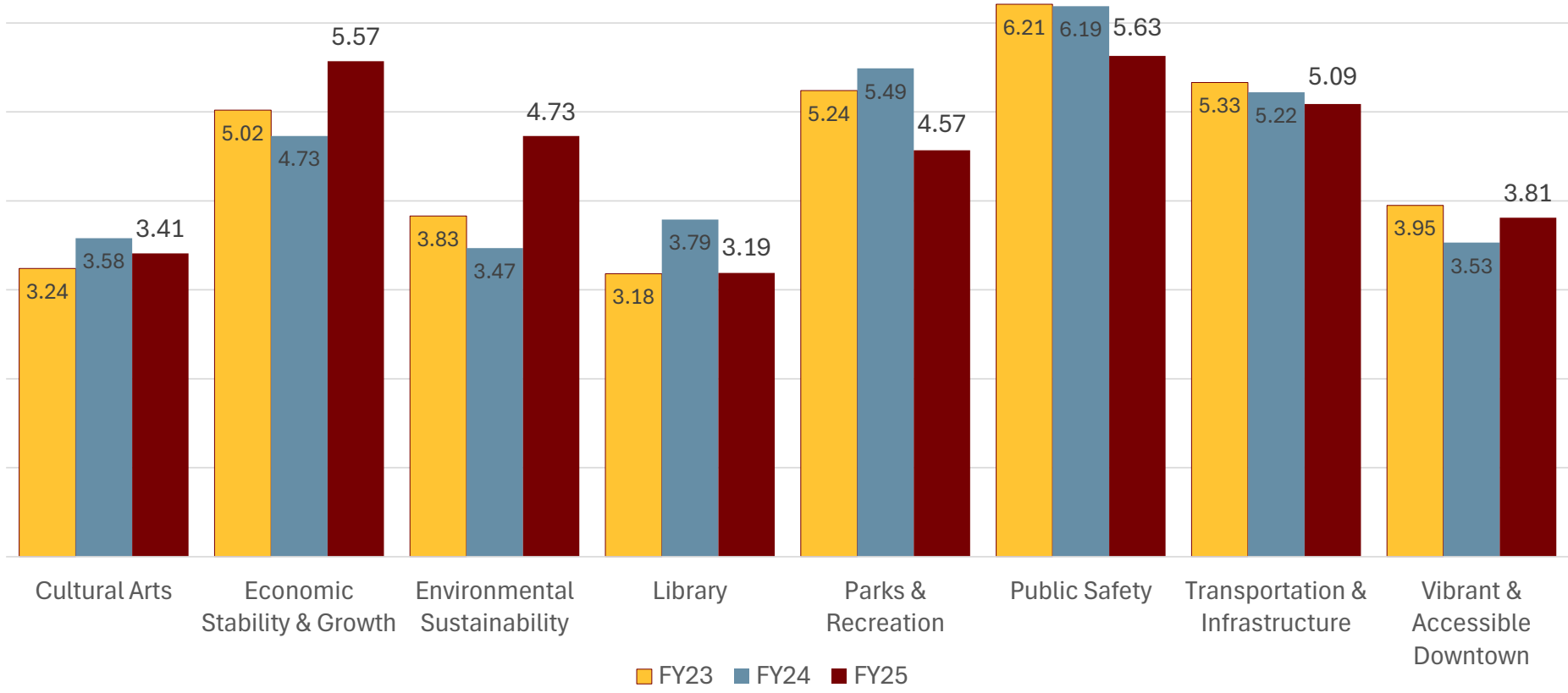
Order of Importance FY25

Ranked 1-8



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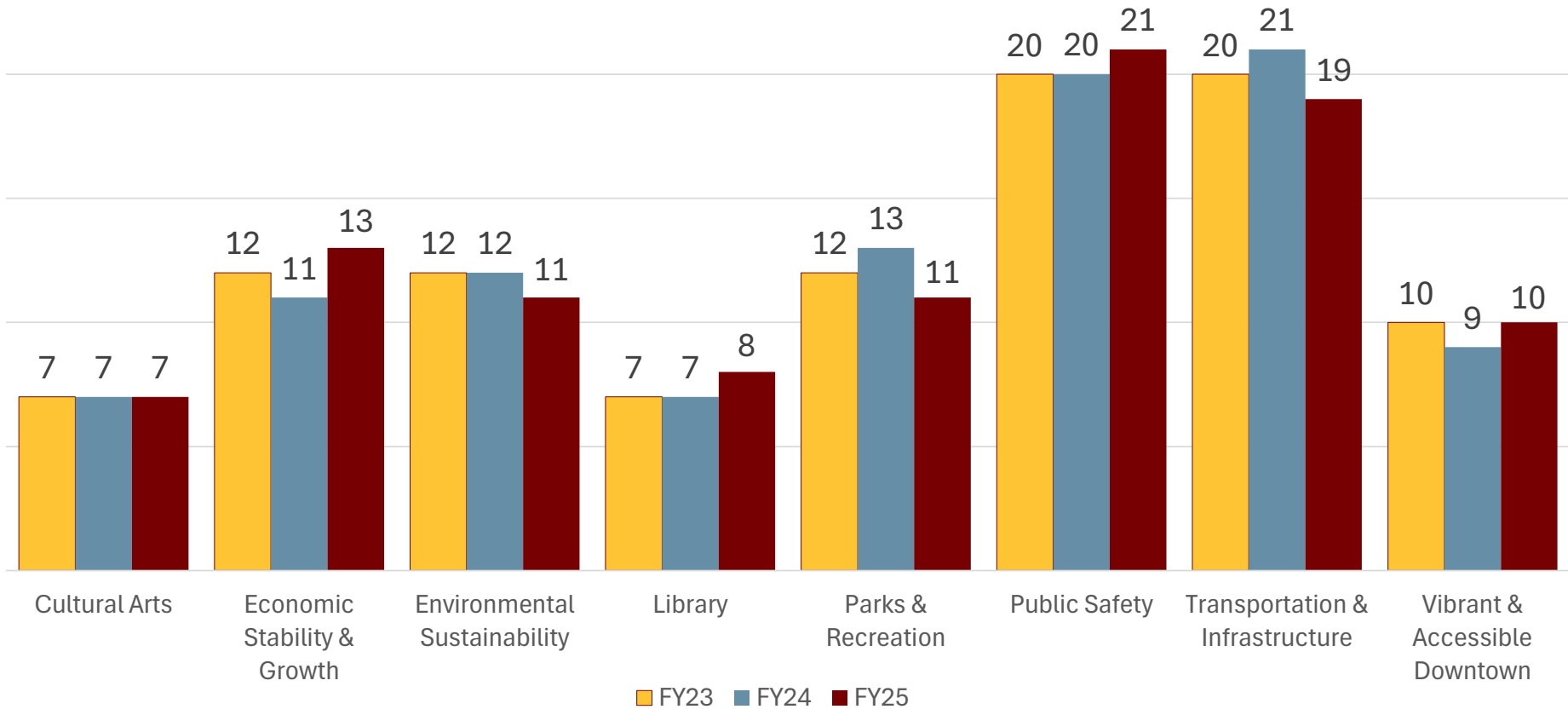
Tax Dollar Spending FY25

Cents of Every Tax Dollar



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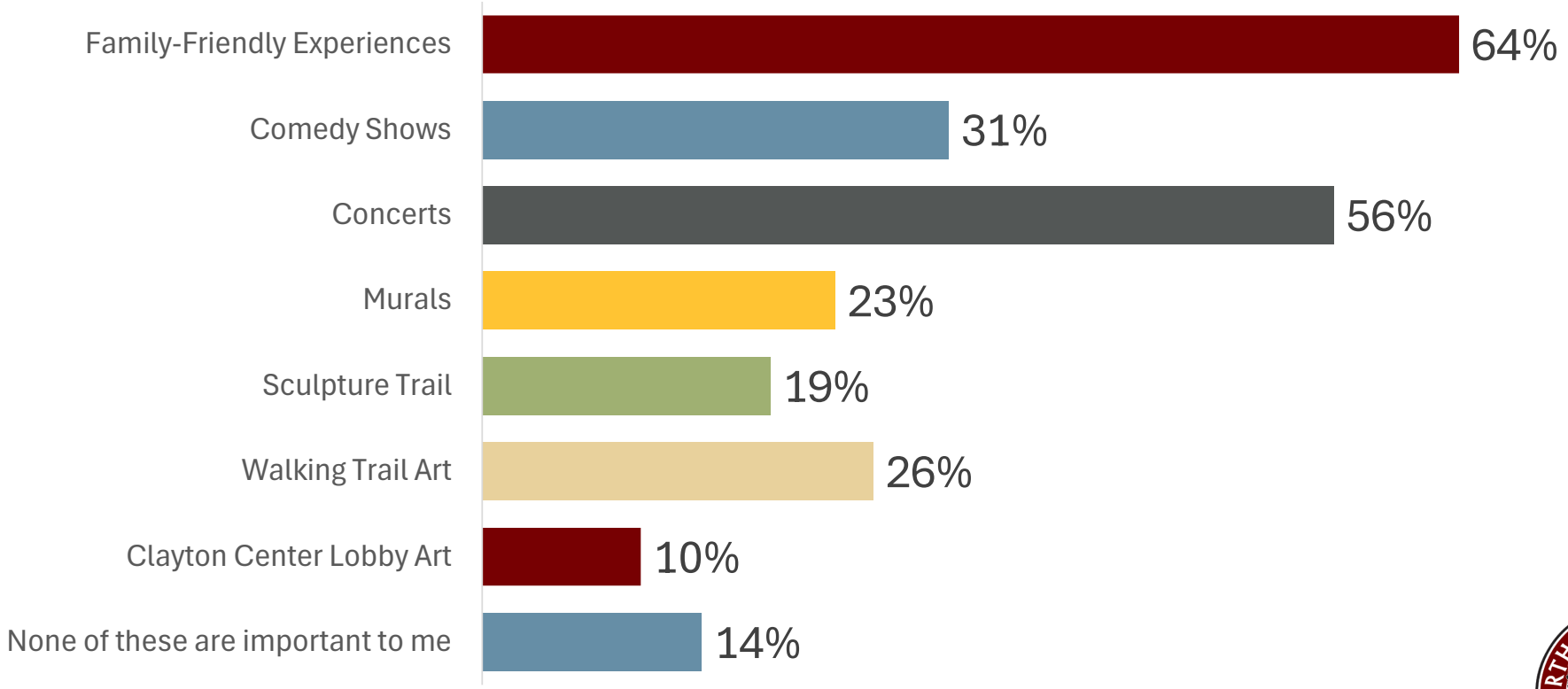
Cultural Arts FY25

Percentage of Respondents



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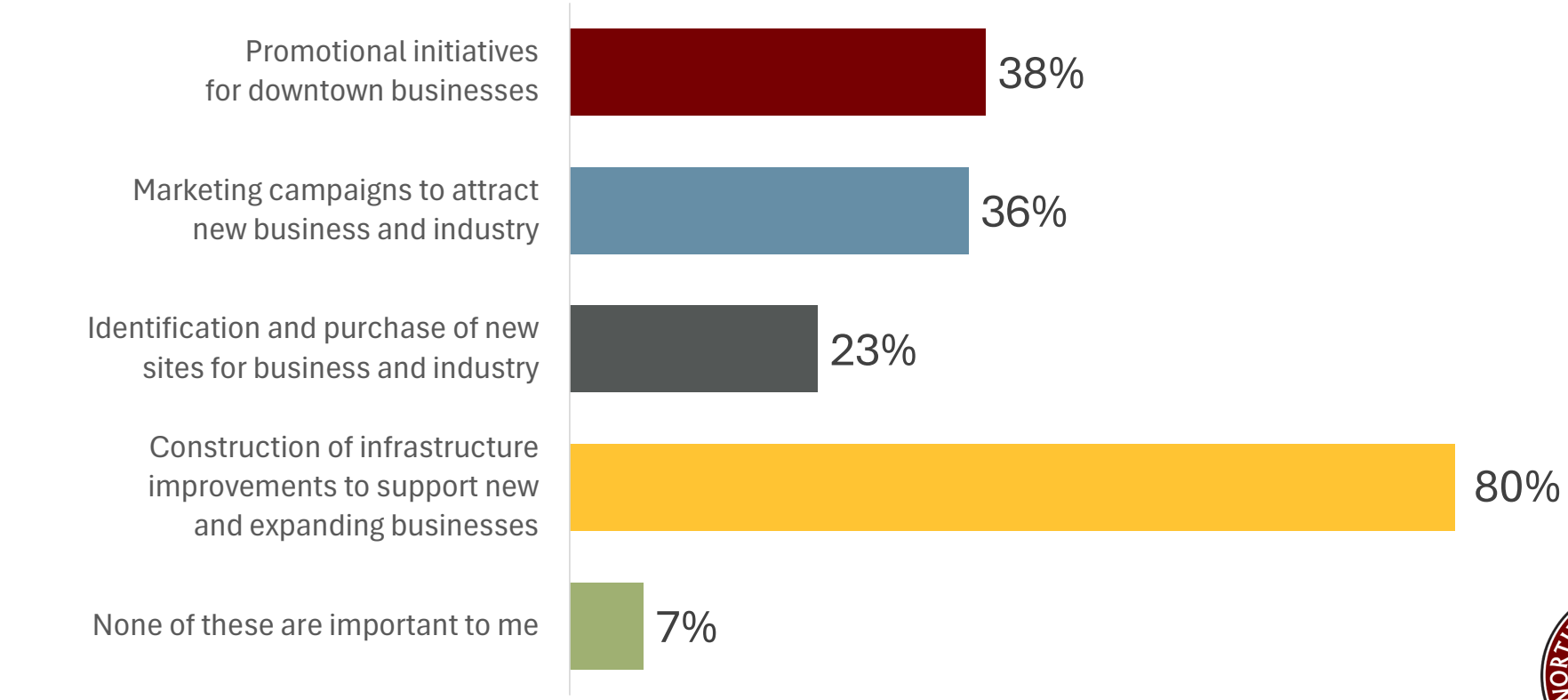
Cultural Arts FY25

Other Comments

- Emphasis on cultural and entertainment diversity, with a special focus on enhancing African American festivities and cultural expressions.
- Strong desire for inclusive and varied activities catering to all age groups, highlighting the need for community and family engagement.
- Interest in festivals, public art, and specific activities for kids and teenagers to foster communal connections.
- Critical perspective on content appropriateness and the allocation of funds, expressing dissatisfaction with some public art installations.
- Calls for financial prudence in cultural investments, reflecting a broader aspiration for an inclusive, engaging community space.

Economic Stability & Growth FY25

Percentage of Respondents



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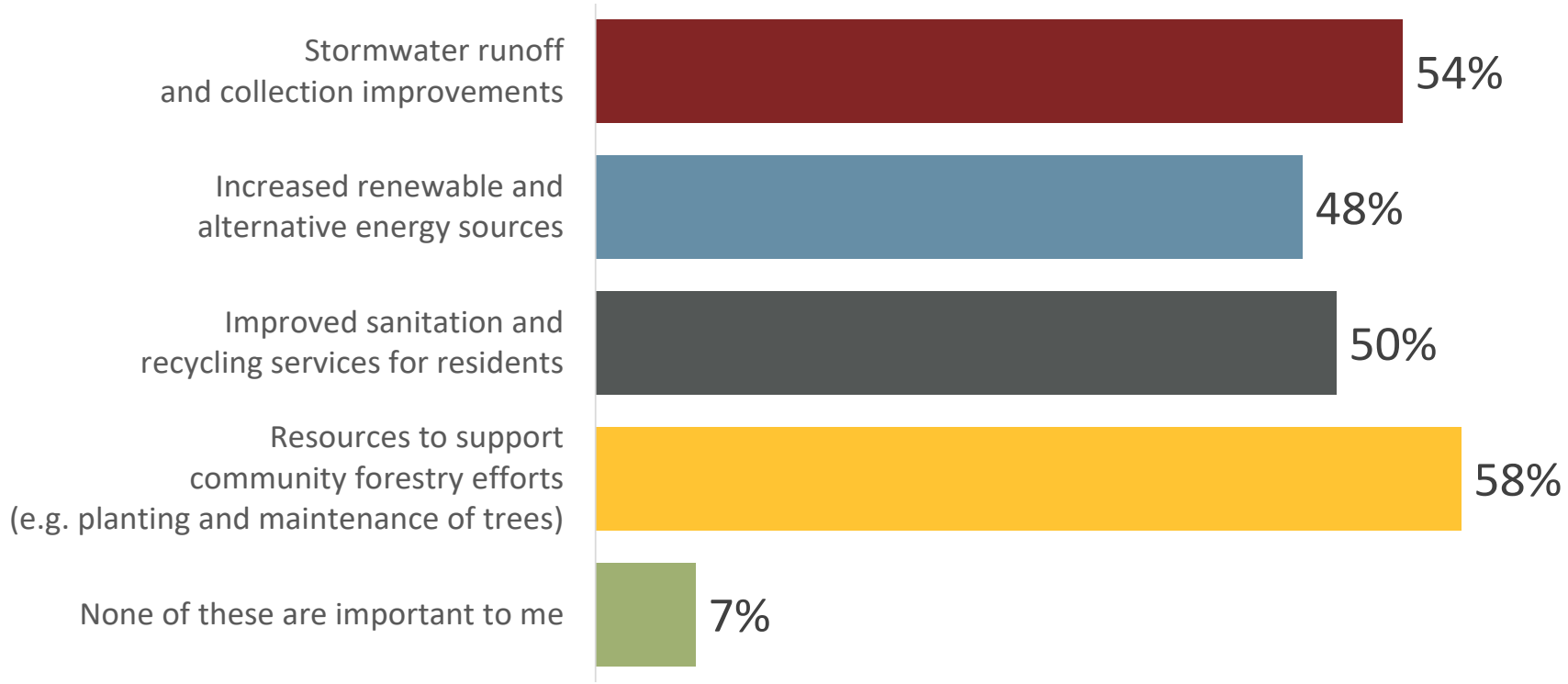
Economic Stability & Growth FY25

Other Comments

- Balancing growth with infrastructure enhancement to maintain community identity and support expansion sustainably.
- Prioritizing economic and fiscal responsibility to keep living costs low and manage resources wisely.
- Emphasizing support for local, small, and minority-owned businesses to foster a vibrant community economy.
- Advocating for cautious development that respects the town's heritage, improves public infrastructure, and enhances quality of life.
- Addressing rapid urbanization by preserving the small-town feel and ensuring a diverse range of business offerings.

Environmental Sustainability FY25

Percentage of Respondents



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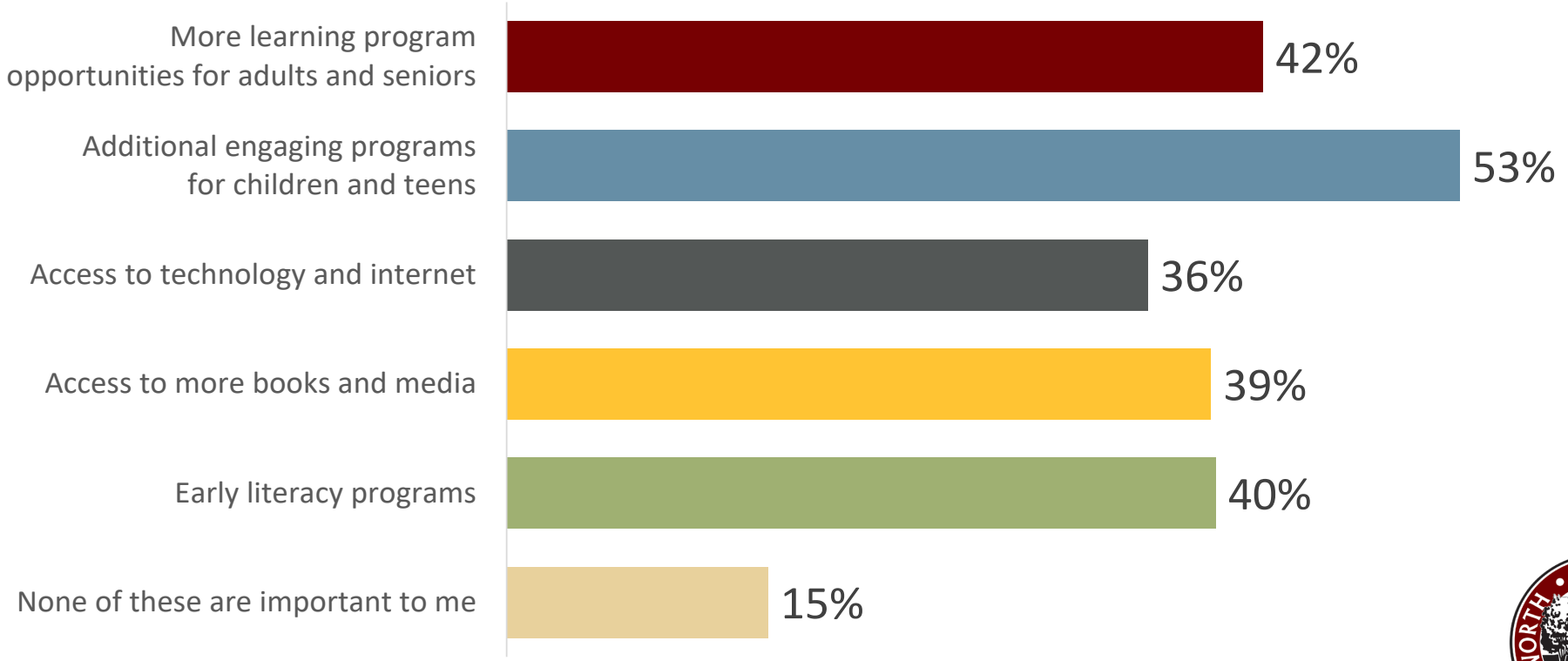
Environmental Sustainability FY25

Other Comments

- Push for sustainability: Ban single-use plastics, enhance water quality, reduce pollution.
- Boost public health: Promote clean environments, healthy food, better air quality.
- Advocate for smart urban planning: Preserve green spaces, limit overdevelopment, adopt renewable energy.
- Enhance community health: Create gardens, encourage eco-friendly practices, upgrade public spaces.
- Improve infrastructure: Focus on efficient waste management and water treatment for a healthier ecosystem.

Library FY25

Percentage of Respondents



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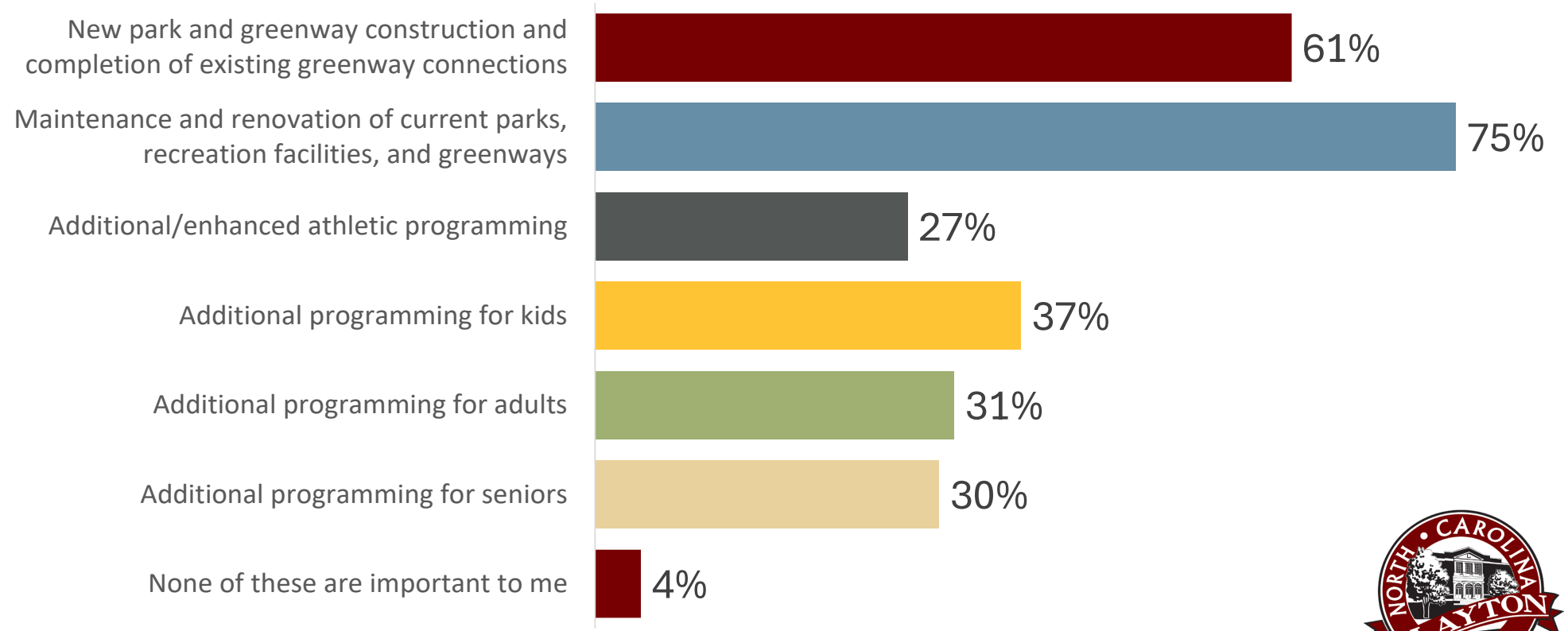
Library FY25

Other Comments

- Modernize library: Expand space, update children's area, and adopt a modern bookstore vibe.
- Diversify collections: Broaden book and digital resource selections, eliminate membership fees.
- Enhance programs: Introduce book clubs, educational initiatives, and facilities for study and socializing.
- Extend access: Increase operating hours, pursue resource-sharing with nearby libraries.
- Highlight local history: Strengthen Clayton's historical preservation and accessibility.

Parks & Recreation FY25

Percentage of Respondents



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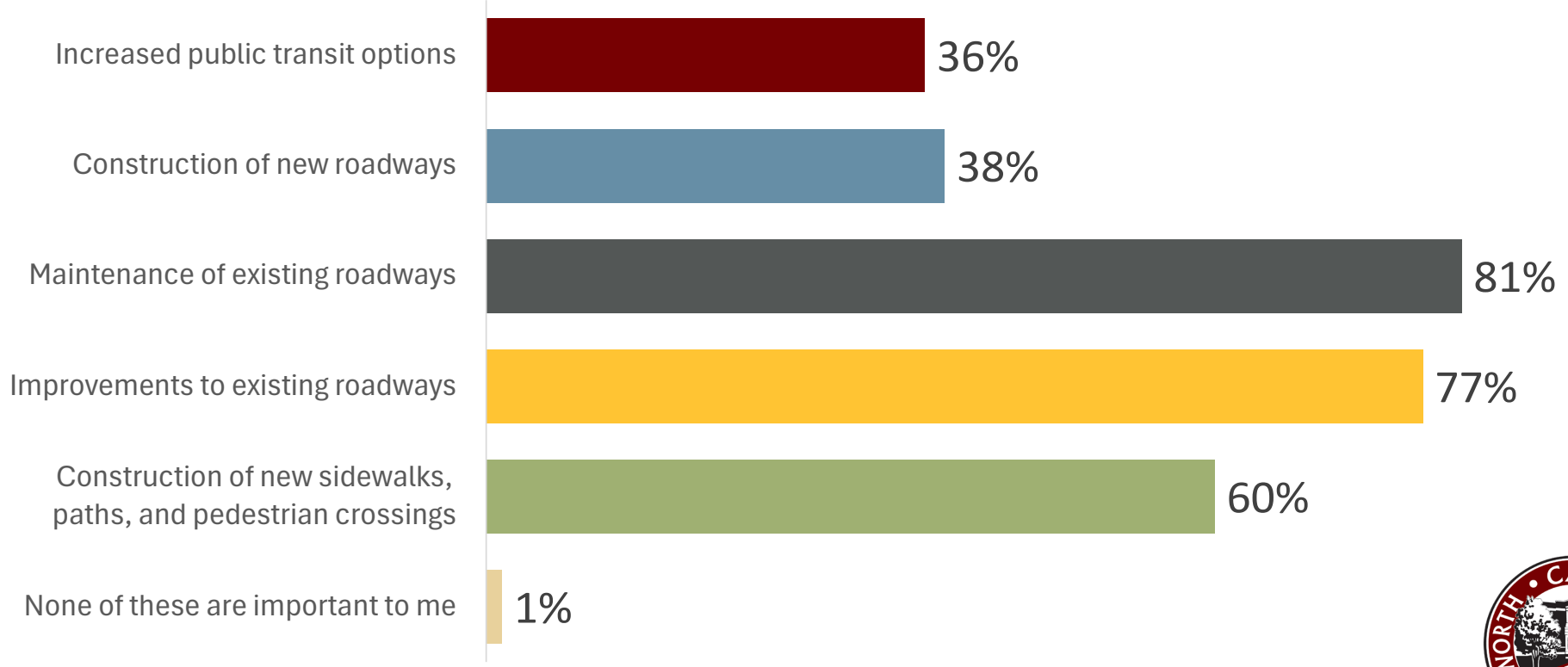
Parks & Recreation FY25

Other Comments

- Add a second community center and/or an aquatic center to enhance recreational facilities.
- Increase maintenance for dog parks; introduce more teen programs, including CPR.
- Promote agricultural heritage with an active farm; prioritize completion and maintenance of greenways.
- Enhance downtown with scenic elements and provide free activities for special needs adults; more open sports fields and quiet green spaces.
- Introduce a new disc golf course and expand downtown parks with better Neuse River access.

Transportation & Infrastructure FY25

Percentage of Respondents



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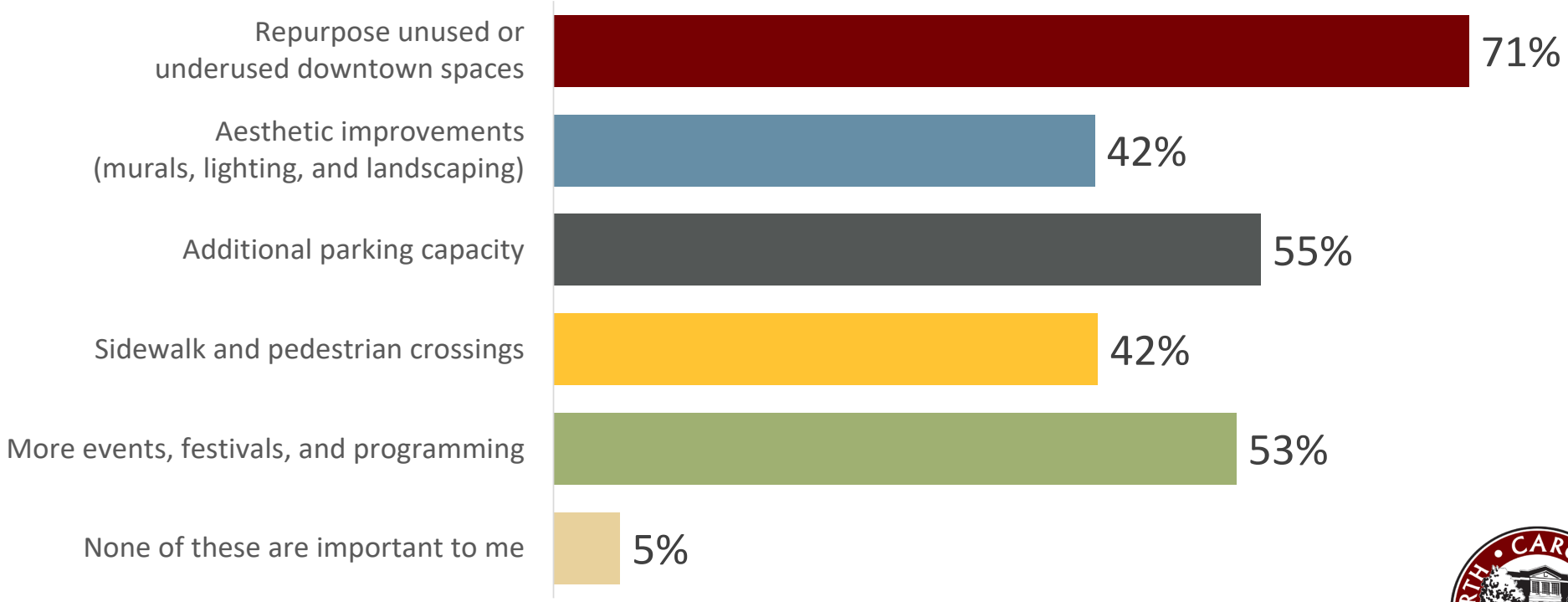
Transportation & Infrastructure FY25

Other Comments

- Boost pedestrian and bike access: Add crosswalks, bike paths, and sidewalks in key areas.
- Address traffic and safety: Tackle congestion, deploy speed cameras, and enhance road lighting.
- Expand public transit: Explore bus or train links to Raleigh, improving regional connectivity.
- Focus on upkeep: Keep up with road maintenance, repaint lines, and modernize infrastructure.
- Manage growth: Align development pace with infrastructure capacity, making developers contribute.

Vibrant & Accessible Downtown FY25

Percentage of Respondents



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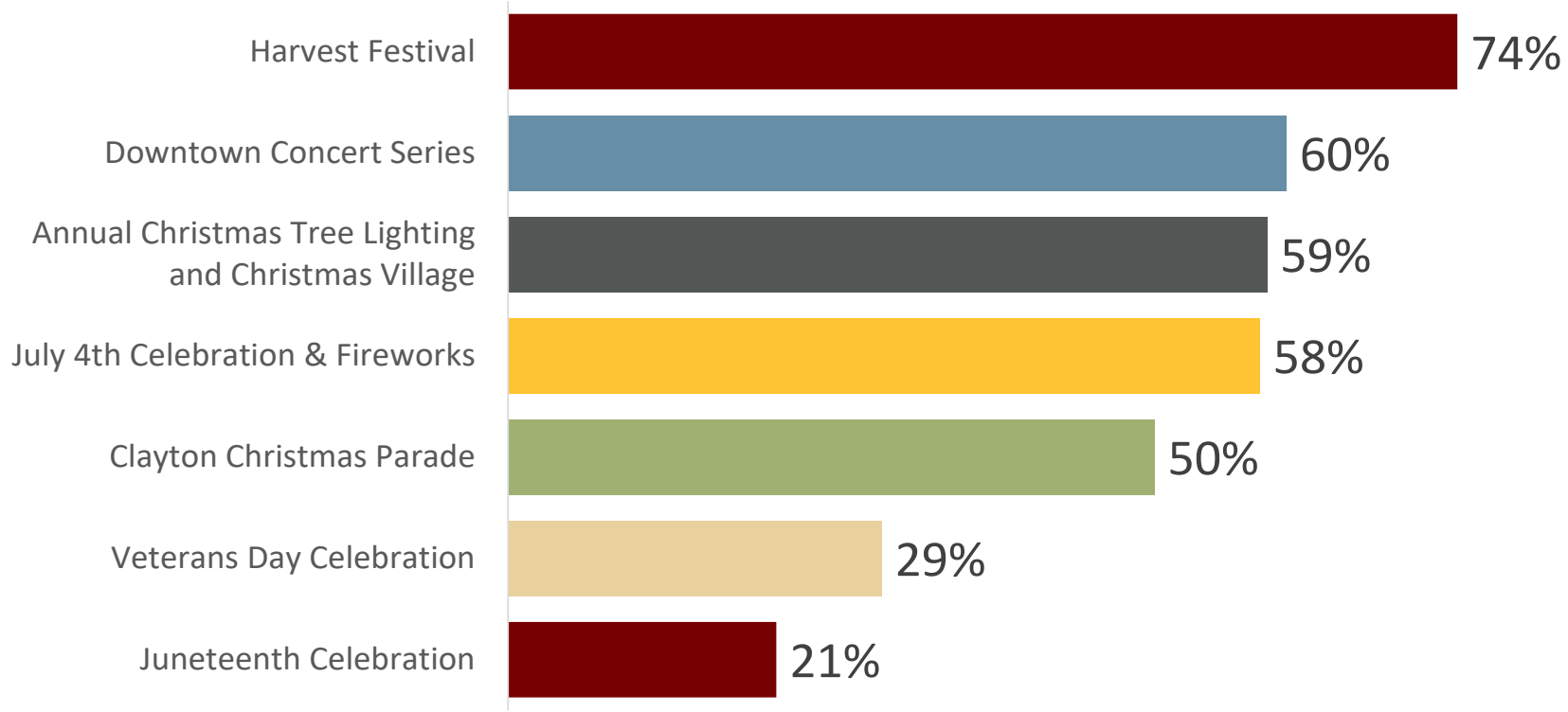
Vibrant & Accessible Downtown FY25

Other Comments

- Revitalize downtown: Diversify businesses and entertainment, enhance pedestrian safety, and expand public spaces.
- Elevate dining and nightlife: Broaden food and restaurant choices with a focus on health and diversity, and promote events for adults.
- Improve access and parking: Enhance handicapped parking, improve wheelchair access, and promote alternative ways to reach downtown.
- Support green and cultural initiatives: Encourage native plant landscaping, improve mural quality, and back diverse businesses.
- Optimize public areas: Transform vacant lots into parks or markets and cut back on non-essential spending.

Special Events FY25

Percentage of Respondents



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Open-Ended Response Summaries

To analyze the 574 open-ended responses,
we identified recurring concerns, suggestions,
and priorities mentioned by respondents.

The following are the Top 20 recurring
themes from those responses...

TOP 20 Themes to Consider

Road & Traffic Improvements
Public Transportation
Pedestrian & Bike Safety
Public Safety
Parks & Recreation
Library & Educational Services
Support for Local Businesses
Downtown Revitalization
Affordable Housing
Green Space Preservation
Health & Wellness
Fiscal Responsibility & Taxation
Community Engagement
Cultural & Recreational Activities
Educational & Skill Development Programs
Infrastructure Upgrades
Inclusivity in Community Planning
Accessibility Improvements
Growth Management
Utility Costs

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Final Thoughts

Given the extensive range of feedback, it is clear that the Clayton community has diverse needs and interests.

As we work to finalize the FY25 budget, our focus will be on inclusively addressing these each of these varied priorities so that we may foster a vibrant and thriving Clayton for all residents.

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Think CLAYTON
NORTH CAROLINA

ClaytonNC.org

Ordinance #2024-05-07

Town of Clayton
Fiscal Year 2024-2025
Budget Ordinance

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA that the following shall be the Fiscal Year 2024 - 2025 Budget:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the chart of accounts heretofore established for this town:

General Government	4,871,373
Financial Services	5,278,255
Community Development Services	920,444
Economic Development	337,437
Data and Technology Services	4,733,716
Communications	367,797
Customer Service	0
Engineering	1,012,486
Inspections	1,693,137
Law Enforcement	7,204,481
Fire Protection	6,431,949
Public Works	12,983,080
Parks & Recreational Services	2,997,620
Cultural & Performing Arts	932,702
Library Operations	1,043,565
Debt Service	2,697,313
Total	53,505,355

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

REVENUES PENDING

Ad Valorem Taxes	23,454,018
State Shared Revenues	11,367,386
Intergovernmental	4,017,603
Permits & Fees	2,085,475
Sales & Services	3,651,309
Grants & Donations	285,500
Other Financing Sources	2,680,000
Miscellaneous	2,961,450
Fund Balance/Cap. Reserve	3,002,614
Total	53,505,355

Section 3. The following amounts were hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the chart of accounts heretofore approved for the Town:

Non-Departmental	12,024,395
Administration	1,488,419
Operations	7,603,264
Preventive Maintenance	1,586,253
Wastewater Treatment Plant	8,224,110
Debt Service	5,947,189
Capital Outlay	18,015,260
Inter-Departmental	4,622,930
Total	59,511,820

Section 4. It is estimated that the following revenues will be available in the Water/Sewer Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

REVENUES PENDING

Permits & Fees	4,164,320
Sales & Services	39,296,500
Grants & Donations	14,000,000
Other Financing Sources	2,000,000
Miscellaneous	51,000
Fund Balance/Cap. Reserve	0
Total	59,511,820

Section 5. The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the chart of accounts heretofore approved for the Town:

Non-departmental	426,841
Administration	381,709
Operations	13,840,358
Debt Service	549,718
Capital Outlay	2,570,000
Inter-departmental	1,745,374
Total	19,514,000

Section 6. It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

REVENUES PENDING

Permits & Fees	1,036,000
Sales & Services	18,360,000
Grants & Donations	0
Other Financing Sources	0
Miscellaneous	118,000
Fund Balance/Cap. Reserve	0
Total	19,514,000

Section 7. There is hereby levied a tax at the rate of sixty-five cents ($0.65) per one hundred dollars ($100) valuation of property as listed for taxes as of January 1, 2024 for the purpose of raising the revenue listed as “Ad Valorem Taxes” in the General Fund in Section 2 of this ordinance. This rate is based on estimated real property valuation for the purposes of taxation of $3,184,673,300 and an estimated rate of collection of 99.75%. The estimated rate of collection is based on the fiscal year 23-24 collection rate of 99.92%. The estimated vehicle property valuation for the purpose of taxation is $318,333,300. There is hereby levied a Municipal Vehicle Tax at a rate of $30 per vehicle registered as of July 1, 2024.

Section 8. There are hereby twenty-five (25) new positions approved for Fiscal Year 2024-2025. Authorized position totals are as follows: 6 elected officials; 345 full-time; 25 permanent part-time; 1 full-time water resources apprentice; 10 interns; a pool of auxiliary positions in Fire and Police, and a pool of seasonal/roster workers as needed to support operations, subject to available funding at the discretion of the Town Manager. New position authorizations are initially established by the annual budget ordinance and changes authorized by the Town Manager to this schedule may occur during the fiscal year as reclassifications of authorizations to meet the changing needs of the organization. Succession planning may require onboarding a successor employee prior to the effective date of the current employee's retirement or separation from the Town to meet the needs of the organization. The Town Manager is authorized to utilize lapse salary for succession planning or reassignment of positions within each fund without Council approval. Other funding sources for succession planning require Council approval.

Section 9. The Budget Officer is hereby authorized to transfer appropriations except for amounts in line item for Council Contingency as contained herein under the following conditions:

a. The Budget Officer may reallocate appropriations within or across departments and/or major categories as deemed necessary. All reallocations will be reviewed and approved by the Budget Officer or his/her designee.
b. The Budget Officer may execute inter-fund transfers as anticipated by the Budget Ordinance without additional approval by Council.
c. The Budget Officer may reallocate funds accrued because of personnel lapse salary to provide the Town Manager with reasonable flexibility to mitigate unforeseen circumstances and/or effectively advance priorities operationally. The maximum amount that can be reallocated during the first six months of the fiscal year is $75,000 without Council approval. Another $75,000 can be added to the second half of the fiscal year. The Town Manager will provide a formal mid-year report in January on the usage overall within the first six months. Usage of lapse salary is subject to the Town Manager/Budget Officer's approval and may not be delegated.
d. No expenditure or transfer shall be made from line item for Council Contingency without express, prior approval by the Town Council.

Section 10. Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to Fiscal Year 2024-2025 subject to approval by the Town Manager/Budget Officer or his/her designee.

Copies of this Budget Ordinance shall be furnished to the Clerk, the Council, the Budget Officer, and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Duly adopted this _____ day of _____ 2024 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM

_____
Jim Cauley
Town Attorney

Town of Clayton

Annual Budget by Account Classification Report

Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund: 100 GF								
Revenue								
Ad Val - Ad Val	$17,028,351.60	$17,873,947.37	$19,596,951.20	$20,292,179.00	$20,292,179.00	$20,493,926.00	$20,000,206.00	$23,454,018.00
St Shrd - St Shrd Rev	$8,230,098.48	$9,697,063.13	$10,645,713.12	$11,214,189.00	$11,214,189.00	$11,273,802.00	$10,680,686.00	$11,367,386.00
Intgvtl - Intergovernmental	$4,110,205.71	$3,471,963.50	$2,630,392.67	$2,831,854.00	$2,831,854.00	$2,833,169.00	$428,823.00	$4,017,603.00
Permits - Permits and Fees	$1,893,910.76	$2,349,876.16	$2,300,551.44	$1,823,090.00	$1,823,090.00	$2,260,047.00	$2,232,400.00	$2,085,475.00
Sales - Sales and Services	$2,437,406.36	$2,752,329.63	$3,313,719.34	$3,696,902.00	$3,696,902.00	$3,665,378.00	$830,908.00	$3,651,309.00
Grants - Grants and Donations	$810,078.77	$538,341.70	$716,939.43	$107,920.00	$507,920.00	$730,338.00	$133,501.00	$285,500.00
OFS - Other Financing Sources	$896,594.71	$0.00	$10,181,423.00	$2,931,423.00	$2,931,423.00	$2,931,423.00	$0.00	$2,680,000.00
Misc - Miscellaneous	$395,540.40	$415,235.42	$1,953,972.11	$2,791,450.00	$2,836,450.00	$3,503,601.00	$2,909,450.00	$2,961,450.00
FB/CR - Fund Balance and Capital Reserve	$0.00	$0.00	$0.00	$47,277.00	$6,609,346.00	$0.00	$0.00	$3,002,614.00
Revenue Totals	$35,802,186.79	$37,098,756.91	$51,339,662.31	$45,736,284.00	$52,743,353.00	$47,691,684.00	$37,215,974.00	$53,505,355.00
Expenditures								
Salaries - Personnel - Salaries	$11,902,142.25	$13,682,608.54	$15,712,858.73	$18,242,611.00	$18,310,578.00	$18,310,588.00	$0.00	$19,753,159.00
Benefits - Personnel - Benefits	$4,125,366.31	$4,816,696.64	$5,535,893.33	$6,562,135.00	$6,603,321.00	$6,602,321.00	$0.00	$7,343,750.00
Contract Serv - Contractual Services	$3,302,363.86	$4,097,183.26	$4,401,881.79	$5,069,402.00	$7,962,034.00	$7,643,113.00	$5,662,050.00	$5,729,079.00
Op Exp - Operating Expenses	$6,239,167.96	$6,918,973.17	$8,268,174.70	$9,914,632.00	$10,261,446.00	$9,910,814.00	$10,812,304.00	$11,134,638.00
Prgms - Programs	$119,047.57	$253,675.39	$476,013.23	$1,332,683.00	$1,378,683.00	$1,385,171.00	$1,678,097.00	$1,592,847.00
Sp App - Special Appropriations	$0.00	$4,500.00	$0.00	$1,210,000.00	$1,210,000.00	$1,210,000.00	$1,200,000.00	$1,598,077.00
Debt Service - Debt Service	$1,604,164.52	$3,659,874.11	$2,439,693.99	$2,439,694.00	$2,439,694.00	$2,439,694.00	$2,697,313.00	$2,697,313.00
Cap Outlay - Capital Outlay	$5,364,239.70	$3,947,975.92	$4,998,703.83	$5,861,210.00	$9,473,680.00	$9,960,596.00	$5,862,348.00	$9,877,477.00
Misc - Miscellaneous	($2,471,430.94)	($1,536,072.75)	$1,154,610.60	($4,896,083.00)	($4,896,083.00)	($2,431,083.00)	$11,500.00	($6,220,985.00)
Revenue Totals:	$35,802,186.79	$37,098,756.91	$51,339,662.31	$45,736,284.00	$52,743,353.00	$47,691,684.00	$37,215,974.00	$53,505,355.00
Expenditure Totals	$30,185,061.23	$35,845,414.28	$42,987,830.20	$45,736,284.00	$52,743,353.00	$55,031,214.00	$27,923,612.00	$53,505,355.00
Fund Total: GF	$5,617,125.56	$1,253,342.63	$8,351,832.11	$0.00	$0.00	($7,339,530.00)	$9,292,362.00	$0.00
Fund: 300 WSF								
Revenue								
Intgvtl - Intergovernmental	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Permits - Permits and Fees	$3,895,804.11	$5,242,772.15	$5,109,769.55	$3,939,820.00	$3,939,820.00	$3,891,320.00	$4,064,320.00	$4,164,320.00
Sales - Sales and Services	$19,826,984.75	$21,516,889.18	$25,870,108.08	$33,025,500.00	$33,025,500.00	$33,507,000.00	$33,028,000.00	$39,296,500.00
Grants - Grants and Donations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,000,000.00	$14,000,000.00
OFS - Other Financing Sources	$2,429,325.68	$1,250,000.00	$5,000,000.00	$5,000,000.00	$7,000,000.00	$5,000,000.00	$0.00	$2,000,000.00
Misc - Miscellaneous	$102,350.00	$28,961.72	$34,130,956.23	$59,500.00	$59,500.00	$72,422.00	$41,500.00	$51,000.00
FB/CR - Fund Balance and Capital Reserve	$0.00	$0.00	$0.00	$0.00	$1,530,298.00	$0.00	$0.00	$0.00
Revenue Totals	$26,254,464.54	$28,038,623.05	$70,110,833.86	$42,024,820.00	$45,555,118.00	$42,470,742.00	$51,133,820.00	$59,511,820.00

Town of Clayton

Annual Budget by Account Classification Report

Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Expenditures								
Salaries - Personnel - Salaries	$1,257,257.22	$1,338,815.09	$1,398,222.70	$1,922,439.00	$1,922,439.00	$1,922,439.00	$0.00	$2,380,946.00
Benefits - Personnel - Benefits	$503,498.91	$548,129.51	$571,673.26	$827,091.00	$827,091.00	$827,091.00	$0.00	$998,256.00
Contract Serv - Contractual Services	$3,441,121.43	$2,527,084.84	$4,723,916.37	$4,857,151.00	$5,895,791.00	$6,025,215.00	$5,828,830.00	$5,934,830.00
Op Exp - Operating Expenses	$1,372,899.69	$1,538,458.37	$1,584,648.08	$2,594,284.00	$2,686,183.00	$3,522,738.00	$3,047,757.00	$2,588,014.00
Prgms - Programs	$6,000,563.34	$6,394,750.39	$7,058,801.60	$8,805,900.00	$10,805,900.00	$8,755,900.00	$15,149,900.00	$15,169,500.00
Sp App - Special Appropriations	$0.00	$0.00	$0.00	$119,721.00	$119,721.00	$119,721.00	$0.00	$359,895.00
Debt Service - Debt Service	$2,184,051.91	$2,021,318.26	$7,575,127.50	$6,463,625.00	$6,463,625.00	$6,463,625.00	$5,947,189.00	$5,947,189.00
Cap Outlay - Capital Outlay	$1,258,551.56	$1,454,589.49	$3,437,618.52	$12,458,375.00	$12,858,134.00	$11,909,350.00	$17,043,500.00	$18,015,260.00
Misc - Miscellaneous	$6,771,514.82	$8,012,390.81	$40,924,200.19	$3,976,234.00	$3,976,234.00	$3,986,234.00	$0.00	$8,117,930.00
Revenue Totals:	$26,254,464.54	$28,038,623.05	$70,110,833.86	$42,024,820.00	$45,555,118.00	$42,470,742.00	$51,133,820.00	$59,511,820.00
Expenditure Totals	$22,789,458.88	$23,835,536.76	$67,274,208.22	$42,024,820.00	$45,555,118.00	$43,532,313.00	$47,017,176.00	$59,511,820.00
Fund Total: WSF	$3,465,005.66	$4,203,086.29	$2,836,625.64	$0.00	$0.00	($1,061,571.00)	$4,116,644.00	$0.00
Fund: 310 EF								
Revenue								
Intgvtl - Intergovernmental	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Permits - Permits and Fees	$573,069.38	$646,808.27	$763,481.31	$823,500.00	$823,500.00	$688,981.00	$886,000.00	$1,036,000.00
Sales - Sales and Services	$14,432,835.31	$14,882,426.54	$15,961,867.89	$17,353,800.00	$17,353,800.00	$17,353,800.00	$18,555,000.00	$18,360,000.00
Grants - Grants and Donations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
OFS - Other Financing Sources	$0.00	$0.00	$0.00	$1,222,429.00	$1,222,429.00	$1,222,429.00	$0.00	$0.00
Misc - Miscellaneous	$98,905.68	$141,318.63	$253,598.77	$115,000.00	$115,000.00	$184,471.00	$91,000.00	$118,000.00
FB/CR - Fund Balance and Capital Reserve	$0.00	$0.00	$0.00	$0.00	$546,299.00	$0.00	$0.00	$0.00
Revenue Totals	$15,104,810.37	$15,670,553.44	$16,978,947.97	$19,514,729.00	$20,061,028.00	$19,449,681.00	$19,532,000.00	$19,514,000.00
Expenditures								
Salaries - Personnel - Salaries	$812,885.75	$770,117.44	$973,669.35	$971,638.00	$971,638.00	$968,705.00	$0.00	$1,117,740.00
Benefits - Personnel - Benefits	$288,095.94	$282,228.28	$348,016.55	$355,222.00	$355,222.00	$355,222.00	$0.00	$442,321.00
Contract Serv - Contractual Services	$249,396.39	$432,693.19	$287,237.84	$645,400.00	$880,879.00	$898,429.00	$645,400.00	$851,076.00
Op Exp - Operating Expenses	$512,847.60	$522,271.33	$856,050.98	$781,410.00	$801,080.00	$1,379,641.00	$898,367.00	$813,730.00
Prgms - Programs	$9,790,621.51	$10,488,836.01	$10,188,724.62	$10,702,272.00	$10,702,272.00	$10,718,674.00	$10,995,640.00	$11,301,878.00
Sp App - Special Appropriations	$0.00	$0.00	$0.00	$60,509.00	$60,509.00	$60,509.00	$0.00	$72,163.00
Debt Service - Debt Service	$579,396.07	$572,074.85	$564,463.51	$557,127.00	$557,127.00	$557,127.00	$549,718.00	$549,718.00
Cap Outlay - Capital Outlay	$1,058,889.79	$1,302,799.11	$2,405,697.71	$3,882,000.00	$4,173,150.00	$4,086,449.00	$2,570,000.00	$2,570,000.00

Town of Clayton

Annual Budget by Account Classification Report

Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Misc - Miscellaneous	$1,001,124.00	$1,350,489.02	$1,767,153.29	$1,559,151.00	$1,559,151.00	$1,559,151.00	$0.00	$1,795,374.00
Revenue Totals:	$15,104,810.37	$15,670,553.44	$16,978,947.97	$19,514,729.00	$20,061,028.00	$19,449,681.00	$19,532,000.00	$19,514,000.00
Expenditure Totals	$14,293,257.05	$15,721,509.23	$17,391,013.85	$19,514,729.00	$20,061,028.00	$20,583,907.00	$15,659,125.00	$19,514,000.00
Fund Total: EF	$811,553.32	($50,955.79)	($412,065.88)	$0.00	$0.00	($1,134,226.00)	$3,872,875.00	$0.00
Revenue Grand Totals:	$77,161,461.70	$80,807,933.40	$138,429,444.14	$107,275,833.00	$118,359,499.00	$109,612,107.00	$107,881,794.00	$132,531,175.00
Expenditure Grand Totals:	$67,267,777.16	$75,402,460.27	$127,653,052.27	$107,275,833.00	$118,359,499.00	$119,147,434.00	$90,599,913.00	$132,531,175.00
Net Grand Totals:	$9,893,684.54	$5,405,473.13	$10,776,391.87	$0.00	$0.00	($9,535,327.00)	$17,281,881.00	$0.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
REVENUE									
Ad Val									
40 00	Ad Val Taxes - Johnston Co. - CY	14,720,533.15	15,684,515.17	17,102,817.70	17,875,710.00	17,875,710.00	17,950,000.00	18,044,953.00	20,714,377.00
40 01	Ad Val Taxes - Johnston Co. - PY	117,541.59	(35,122.79)	6,173.53	.00	.00	3,675.00	.00	.00
40 02	Ad Val Taxes - Wake Co. - CY	492.29	227.89	281.38	289.00	289.00	251.00	253.00	274.00
40 05	Ad Val Vehicle Taxes - Johnston Co.-CY	1,531,505.20	1,592,791.10	1,806,859.57	1,746,180.00	1,746,180.00	1,870,000.00	1,910,000.00	2,069,167.00
40 06	Ad Val Vehicle Taxes - Johnston Co.-PY	253.75	36.38	12.23	.00	.00	.00	.00	.00
40 15	Ad Val Penalites and Interest	57,971.03	35,211.12	52,588.03	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
40 20	Ad Val Motor Vehicle Licenses - CY	588,190.00	585,305.00	615,195.00	625,000.00	625,000.00	625,000.00	.00	625,200.00
40 21	Ad Val Motor Vehicle Licenses - PY	30.00	10.00	5.00	.00	.00	.00	.00	.00
40 50	Ad Val PILOT	11,834.59	10,973.50	13,018.76	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
	Ad Val Totals	$17,028,351.60	$17,873,947.37	$19,596,951.20	$20,292,179.00	$20,292,179.00	$20,493,926.00	$20,000,206.00	$23,454,018.00
St Shrd Rev									
41 00	SS Rev. Sales Tax - Article 39 (1cent)	2,175,393.74	2,550,954.30	2,713,685.94	3,007,200.00	3,007,200.00	3,007,200.00	3,067,300.00	3,000,000.00
41 01	SS Rev. Sales Tax -Article 40 (1/2 cent)	1,373,926.45	1,669,012.31	1,887,302.08	2,018,000.00	2,018,000.00	2,018,000.00	2,058,000.00	2,000,000.00
41 02	SS Rev. Sales Tax -Article 42 (1/2 cent)	1,132,951.35	1,332,377.23	1,428,091.05	1,576,700.00	1,576,700.00	1,576,700.00	1,608,000.00	1,600,000.00
41 03	SS Rev. Sales Tax - Article 44 (1/2 cent	1,629,741.90	2,000,281.83	2,310,813.25	2,417,500.00	2,417,500.00	2,417,500.00	2,465,000.00	2,400,000.00
41 50	SS Rev. Utilities Franchise Tax	1,171,161.71	1,236,594.31	1,339,382.55	1,200,000.00	1,200,000.00	1,200,000.00	1,300,000.00	1,300,000.00
41 51	SS Rev. Telecommunications Tax	41,774.74	30,669.69	31,051.50	40,000.00	40,000.00	40,000.00	32,000.00	32,000.00
41 52	SS Rev. Gasoline Tax Refund	361.72	.00	.00	.00	.00	.00	.00	.00
41 53	SS Rev. Powell Bill	571,172.72	734,110.61	764,683.41	764,683.00	764,683.00	864,016.00	.00	865,000.00
41 54	SS Rev. Beer and Wine Tax	99,297.42	105,240.63	127,757.40	105,000.00	105,000.00	105,000.00	125,000.00	125,000.00
41 55	SS Rev. Solid Waste Disposal Tax Dist	17,794.73	19,993.22	22,723.94	20,000.00	20,000.00	20,000.00	.00	20,000.00
41 60	SS Rev. State Library Aid	16,522.00	17,829.00	20,222.00	65,106.00	65,106.00	25,386.00	25,386.00	25,386.00
	St Shrd Rev Totals	$8,230,098.48	$9,697,063.13	$10,645,713.12	$11,214,189.00	$11,214,189.00	$11,273,802.00	$10,680,686.00	$11,367,386.00
Intergovernmental									
42 00	Intgmtl ABC Revenue	126,248.08	85,524.84	62,105.73	125,000.00	125,000.00	125,000.00	85,000.00	85,000.00
42 21	Intgmtl PILOT - Electric	35,250.00	77,553.00	89,773.00	101,826.00	101,826.00	101,826.00	110,819.00	110,819.00
42 51	Intgmtl Drug Seizure Revenues - State	4,363.83	6,534.43	5,249.98	.00	.00	1,315.00	.00	.00
42 55	Intgmtl Claytex Fire District Reimb	3,100,305.12	3,254,980.37	2,386,060.63	2,557,151.00	2,557,151.00	2,557,151.00	.00	3,588,780.00
42 57	Intgmtl First Responder Reimbursement	36,125.56	47,370.86	44,489.75	47,877.00	47,877.00	47,877.00	233,004.00	233,004.00
48 45	Misc CARES Act - CRF Distribution	807,913.12	.00	42,713.58	.00	.00	.00	.00	.00
	Intergovernmental Totals	$4,110,205.71	$3,471,963.50	$2,630,392.67	$2,831,854.00	$2,831,854.00	$2,833,169.00	$428,823.00	$4,017,603.00
Permits and Fees									
43 04	Per & Fees Lease Revenue	16,544.84	16,652.36	10.00	.00	.00	.00	.00	.00
43 05	Per & Fees Rental Car Revenue	.00	44,681.74	78,899.10	78,000.00	78,000.00	78,000.00	81,000.00	81,000.00
43 06	Per & Fees Facility Rental	41,206.74	45,471.50	113,000.73	50,000.00	50,000.00	65,845.00	69,850.00	69,850.00
43 07	Per & Fees ECCP Synthetic Turf Field Rental	.00	.00	.00	.00	.00	14,771.00	.00	.00
43 09	Per & Fees Special Events Revenue	882.00	2,174.00	7,886.95	7,000.00	7,000.00	8,977.00	9,000.00	9,000.00
43 20	Per & Fees Late Fee Penalties	13,607.91	15,739.58	19,289.56	19,200.00	19,200.00	19,200.00	.00	19,200.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
REVENUE									
Permits and Fees									
43 30	Per & Fees Homeowner's Recovery	19,160.00	28,920.00	5,750.00	8,000.00	8,000.00	8,000.00	8,000.00	6,500.00
43 32	Per & Fees Building Permits	1,170,541.85	1,323,865.36	950,042.67	1,000,000.00	1,000,000.00	1,000,000.00	1,150,000.00	1,000,000.00
43 33	Per & Fees Building Reinspecion Fees	35,150.00	62,325.00	64,668.75	45,000.00	45,000.00	55,000.00	60,000.00	55,000.00
43 34	Per & Fees Zoning Permit Fees	64,005.00	68,365.00	107,255.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
43 35	Per & Fees Zoning/Code Enforcement Fines	8,280.00	10,340.00	4,787.50	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
43 36	Per & Fees Building Inspections (Special)	6,513.49	.00	.00	.00	.00	.00	.00	.00
43 37	Per & Fees Public Notice Fee	5,000.00	5,600.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
43 39	Per & Fees Application Fees	68,831.10	82,908.25	179,899.79	180,400.00	180,400.00	165,400.00	180,400.00	180,400.00
43 40	Per & Fees Court Fees	6,866.50	6,178.91	14,271.19	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
43 41	Per & Fees Alarm Response	5,166.74	6,247.40	6,250.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
43 42	Per & Fees Fines & Citations - Parking	1,175.00	1,360.00	825.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
43 43	Per & Fees Animal Fees	2,779.96	3,759.32	7,416.85	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
43 44	Per & Fees Fines & Citations-Ord. Violation	1,225.00	200.00	2,050.00	200.00	200.00	200.00	200.00	200.00
43 45	Per & Fees Fire Inspection Fees	6,055.00	11,510.00	9,850.00	13,000.00	13,000.00	11,500.00	7,500.00	7,500.00
43 47	Per & Fees Precious Metals	391.00	577.00	198.00	390.00	390.00	390.00	390.00	390.00
43 50	Per & Fees Utility Inspection Fees	94,401.00	70,359.00	84,011.00	75,000.00	75,000.00	130,000.00	100,000.00	100,000.00
43 51	Per & Fees Cemetery Lots	64,350.00	43,200.00	37,000.00	47,650.00	47,650.00	32,600.00	45,000.00	35,000.00
43 52	Per & Fees Street Inspection Fees	66,519.50	58,536.00	133,193.75	75,000.00	75,000.00	135,000.00	100,000.00	100,000.00
43 75	Per & Fees Stormwater Fees	97,803.00	365,646.23	421,459.75	125,000.00	125,000.00	400,000.00	300,000.00	300,000.00
43 80	Per & Fees Damage Reimbursement	71,013.79	42,118.63	35,999.88	.00	.00	15,689.00	.00	.00
43 82	Per & Fees Insurance Reimbursement	.00	.00	.00	.00	.00	25,000.00	.00	.00
43 90	Per & Fees Recreation: Sponsor Fees	18,550.00	19,170.00	4,100.00	9,375.00	9,375.00	4,600.00	33,560.00	33,560.00
43 91	Per & Fees Library Card Fees	5,830.00	6,745.00	393.80	375.00	375.00	375.00	.00	375.00
43 95	Per & Fees Library Fees	1,520.59	3,968.06	4,699.32	3,500.00	3,500.00	3,500.00	1,500.00	1,500.00
43 96	Per & Fees	490.75	3,123.55	5,317.85	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
43 98	Per & Fees Public Record Request Reimb	.00	59.27	.00	.00	.00	.00	.00	.00
43 99	Per & Fees Returned Check Fees	50.00	75.00	25.00	.00	.00	.00	.00	.00
	Permits and Fees Totals	$1,893,910.76	$2,349,876.16	$2,300,551.44	$1,823,090.00	$1,823,090.00	$2,260,047.00	$2,232,400.00	$2,085,475.00
Sales and Services									
43 53	Per & Fees Cemetery Services	70,400.00	46,022.71	61,600.00	53,550.00	53,550.00	42,200.00	40,000.00	35,000.00
44 00	Sales & Serv Refuse Collection Fees	2,199,883.63	2,288,540.71	2,590,971.96	2,823,000.00	2,823,000.00	2,823,000.00	.00	2,825,001.00
44 02	Sales & Serv Garbage Collection Service Fee	12,197.57	.00	.00	.00	.00	.00	.00	.00
44 31	Sales & Serv Recreation: Concessions	.00	400.00	700.00	1,200.00	1,200.00	.00	1,400.00	1,400.00
44 32	Sales & Serv Recreation: Athletics Res	12,482.64	29,187.92	39,463.50	59,000.00	59,000.00	53,000.00	46,350.00	55,350.00
44 33	Sales & Serv Recreation: Athletics Non Res	15,055.00	44,622.50	57,531.75	103,850.00	103,850.00	57,000.00	63,250.00	59,650.00
44 34	Sales & Serv Recreation: Senior Trips	.00	187.00	(10.00)	.00	.00	.00	.00	.00
44 35	Sales & Serv Recreation: Youth Council Trips	765.00	1,083.75	2,263.00	4,700.00	4,700.00	5,285.00	4,700.00	4,700.00
44 36	Sales & Serv Recreation: Programs Res	55,879.07	80,400.50	106,789.75	186,175.00	186,175.00	186,175.00	186,175.00	186,175.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
REVENUE									
Sales and Services									
44 37	Sales & Serv Recreation: Programs Non Res	29,495.50	49,208.00	73,146.75	158,950.00	158,950.00	158,950.00	158,950.00	158,950.00
44 38	Sales & Serv Recreation: Special Projects	210.00	339.00	.00	.00	.00	.00	.00	.00
44 39	Sales & Serv Recreation: Picnic Shelter Rent	2,085.00	9,372.75	20,465.00	7,000.00	7,000.00	15,000.00	7,000.00	7,000.00
44 40	Sales & Serv Recreation: Trips - Misc	630.00	323.00	.00	.00	.00	.00	.00	.00
44 42	Sales & Serv Clayton Community Center Rentals	1,700.00	2,155.00	48,405.00	35,000.00	35,000.00	35,000.00	22,950.00	22,950.00
44 420	Sales & Serv Staff Services Support	15,797.43	32,922.70	55,116.66	47,000.00	47,000.00	59,350.00	53,000.00	53,000.00
44 421	Sales & Serv Value Added Services	3,846.49	6,937.93	9,072.64	1,600.00	1,600.00	1,600.00	1,800.00	1,800.00
44 44	Sales & Serv Membership Fees - Resident	255.00	1,345.00	1,630.00	100.00	100.00	400.00	100.00	100.00
44 45	Sales & Serv Annual Road Race	300.00	.00	.00	.00	.00	.00	.00	.00
44 50	Sales & Serv Clayton Center Sales and Rentals	13,431.43	49,125.87	74,183.03	72,000.00	72,000.00	41,096.00	78,000.00	78,000.00
44 52	Sales & Serv Cultural Arts	(3,439.90)	83,524.29	134,729.05	123,777.00	123,777.00	162,322.00	142,233.00	142,233.00
44 53	Sales & Serv Membership Fees - Nonresident	6,432.50	26,631.00	37,661.25	20,000.00	20,000.00	25,000.00	25,000.00	20,000.00
	Sales and Services Totals	$2,437,406.36	$2,752,329.63	$3,313,719.34	$3,696,902.00	$3,696,902.00	$3,665,378.00	$830,908.00	$3,651,309.00
Grants and Donations									
45 10	Grants & Don Grant Funds - Police - Federal	39,316.10	16,972.69	.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
45 11	Grants & Don Grant Funds - Fire SAFER Grant	747,106.70	392,716.66	542,569.32	70,920.00	70,920.00	.00	90,001.00	240,000.00
45 20	Grants & Don Grant Funds - Miscellaneous	9,733.57	34,295.14	159,350.11	12,500.00	12,500.00	305,338.00	16,000.00	18,000.00
45 31	Grants & Don Donations - Fire	950.00	.00	.00	.00	.00	.00	.00	.00
45 32	Grants & Don Donations - Recreation	.00	.00	1,000.00	500.00	500.00	500.00	500.00	500.00
45 33	Grants & Don Donations - Miscellaneous	50.00	75,050.00	730.00	.00	.00	500.00	500.00	500.00
45 35	Grants & Don Don-Fallen Firefighters Memorial	3,450.00	11,980.38	.00	.00	.00	.00	.00	.00
45 60	Grants & Don Donations - Library	9,472.40	7,326.83	13,290.00	20,000.00	20,000.00	20,000.00	22,500.00	22,500.00
45 75	Grants & Don NC DEQ ARPA Grant	.00	.00	.00	.00	400,000.00	400,000.00	.00	.00
	Grants and Donations Totals	$810,078.77	$538,341.70	$716,939.43	$107,920.00	$507,920.00	$730,338.00	$133,501.00	$285,500.00
Other Financing Sources									
48 05	Misc Finance Capital	871,621.00	.00	.00	.00	.00	.00	.00	2,680,000.00
48 82	Misc Transfer - Special Revenue Fund	24,973.71	.00	7,931,423.00	2,931,423.00	2,931,423.00	2,931,423.00	.00	.00
49 81	Other Fin Scs Due from Water/Sewer Fund	.00	.00	2,250,000.00	.00	.00	.00	.00	.00
	Other Financing Sources Totals	$896,594.71	$0.00	$10,181,423.00	$2,931,423.00	$2,931,423.00	$2,931,423.00	$0.00	$2,680,000.00
Miscellaneous									
48 00	Misc Investment Earnings	7,986.00	53,315.75	1,467,569.74	1,680,000.00	1,680,000.00	2,523,000.00	1,750,000.00	1,750,000.00
48 10	Misc Debt Setoff Revenue	4,090.88	2,830.33	3,730.90	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
48 21	Misc Cable TV - State Allocation	196,719.25	217,037.06	211,302.23	200,000.00	200,000.00	200,000.00	210,000.00	210,000.00
48 22	Misc Cable TV - PEG Channel	52,901.22	51,616.12	51,282.08	52,000.00	52,000.00	52,000.00	.00	52,000.00
48 25	Misc Hazmat Response Reimbursement	.00	.00	4,708.00	.00	.00	.00	.00	.00
48 26	Misc Fire - Special Services	1,444.00	1,410.00	1,395.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00
48 35	Misc Special Events Damage Deposit	375.00	(75.00)	50.00	.00	.00	.00	.00	.00
48 50	Misc Other	1.00	2,505.00	.00	.00	.00	2,500.00	.00	.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
REVENUE									
Miscellaneous									
48 60	Misc Reimburseable Projects	96,000.00	23,090.65	105,272.00	530,000.00	575,000.00	625,513.00	605,000.00	605,000.00
48 71	Misc Sale of Scrap	.00	.00	2,219.28	.00	.00	788.00	.00	.00
48 72	Misc Sale of Real Property	.00	5,955.00	.00	300,000.00	300,000.00	.00	300,000.00	300,000.00
48 73	Misc Sale of Surplus Equipment	30,131.00	50,928.99	74,777.27	.00	.00	56,188.00	.00	.00
48 97	Misc Miscellaneous	5,892.05	6,621.52	31,665.61	25,000.00	25,000.00	39,162.00	40,000.00	40,000.00
	Miscellaneous Totals	$395,540.40	$415,235.42	$1,953,972.11	$2,791,450.00	$2,836,450.00	$3,503,601.00	$2,909,450.00	$2,961,450.00
Fund Balance and Capital Reserve									
48 99	Misc Fund Balance Appropriated	.00	.00	.00	47,277.00	6,609,346.00	.00	.00	3,002,614.00
	Fund Balance and Capital Reserve Totals	$0.00	$0.00	$0.00	$47,277.00	$6,609,346.00	$0.00	$0.00	$3,002,614.00
	REVENUE TOTALS	$35,802,186.79	$37,098,756.91	$51,339,662.31	$45,736,284.00	$52,743,353.00	$47,691,684.00	$37,215,974.00	$53,505,355.00
EXPENSE									
Personnel - Salaries									
50 00	Salaries Full-time	11,345,958.91	12,924,418.61	14,720,224.93	16,360,633.00	16,464,419.00	16,464,419.00	.00	18,275,000.00
50 02	Salaries Part-time	320,819.42	482,822.74	569,003.01	1,345,684.00	1,309,865.00	1,309,875.00	.00	1,005,059.00
50 021	Salaries Part-time w/Benefits	52,042.83	51,967.39	62,300.63	78,107.00	78,107.00	78,107.00	.00	.00
50 03	Salaries Part-Time with Benefits	.00	.00	21,616.52	.00	.00	.00	.00	.00
50 04	Salaries Overtime	102,412.55	135,804.19	157,517.16	384,205.00	384,205.00	384,205.00	.00	395,100.00
50 05	Salaries Holiday Pay FT	394.91	10,257.46	105,991.16	.00	.00	.00	.00	.00
50 055	Salaries Holiday Pay PT	2,167.04	1,216.81	2,648.44	.00	.00	.00	.00	.00
50 06	Salaries Council	47,793.78	49,557.03	51,445.08	51,773.00	51,773.00	51,773.00	.00	78,000.00
50 09	Salaries K-9 Pay	7,546.00	8,036.00	7,546.00	7,938.00	7,938.00	7,938.00	.00	.00
50 50	Salaries Cashout	23,006.81	18,528.31	14,565.80	14,271.00	14,271.00	14,271.00	.00	.00
	Personnel - Salaries Totals	$11,902,142.25	$13,682,608.54	$15,712,858.73	$18,242,611.00	$18,310,578.00	$18,310,588.00	$0.00	$19,753,159.00
Personnel - Benefits									
51 00	Benefits Longevity	123,900.00	126,550.00	125,750.00	146,500.00	146,500.00	145,500.00	.00	176,100.00
51 01	Benefits Stand-by Pay	31,237.39	30,981.87	26,896.34	37,824.00	37,824.00	37,824.00	.00	.00
51 10	Benefits FICA	894,954.30	1,050,448.69	1,172,950.10	1,407,840.00	1,413,041.00	1,413,041.00	.00	1,521,193.00
51 11	Benefits Group Insurance - Health	1,390,515.76	1,554,554.44	1,748,373.57	2,019,067.00	2,036,874.00	2,036,874.00	.00	2,301,744.00
51 15	Benefits Life Insurance	31,349.08	25,378.03	31,208.75	48,786.00	48,786.00	48,786.00	.00	47,733.00
51 20	Benefits Retirement - General Employees	871,497.85	1,089,681.65	1,341,807.26	1,649,275.00	1,658,766.00	1,658,766.00	.00	1,872,871.00
51 21	Benefits Retirement - LEO Employees	303,068.82	385,719.90	462,727.19	543,244.00	547,478.00	547,478.00	.00	525,000.00
51 30	Benefits 401K - General Employees	338,780.04	389,157.30	446,144.03	514,620.00	517,565.00	517,565.00	.00	711,109.00
51 31	Benefits 401K -LEO Employees	140,063.07	164,224.76	180,036.09	194,979.00	196,487.00	196,487.00	.00	188,000.00
	Personnel - Benefits Totals	$4,125,366.31	$4,816,696.64	$5,535,893.33	$6,562,135.00	$6,603,321.00	$6,602,321.00	$0.00	$7,343,750.00
Contractual Services									
56 00	Cont Serv Professional Services	1,470,165.31	1,719,894.38	1,822,818.72	2,166,067.00	4,206,662.00	3,997,401.00	2,078,029.00	2,108,029.00
56 10	Cont Serv Contracts and Agreements	13.53	.00	.00	216,200.00	216,200.00	69,200.00	.00	.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
EXPENSE									
Contractual Services									
56 11	Cont Serv Contract Services	789,088.74	1,423,966.07	1,357,302.63	1,551,403.00	2,327,844.00	2,285,195.00	2,132,050.00	2,084,683.00
56 20	Cont Serv Tax Collection Service	370,252.38	386,888.54	424,127.76	435,520.00	435,520.00	435,520.00	442,284.00	524,122.00
56 31	Cont Serv Retainer Fees	9,493.60	.00	.00	.00	.00	.00	.00	.00
56 32	Cont Serv Document Fees	2,461.80	.00	.00	.00	.00	.00	25,000.00	25,000.00
56 33	Cont Serv Miscellaneous Legal Fees	478,643.28	348,503.44	331,966.28	500,000.00	500,000.00	600,000.00	375,000.00	375,000.00
56 40	Cont Serv Pre-employment Screening	10,511.00	11,764.75	7,523.50	12,200.00	12,200.00	4,500.00	12,500.00	12,500.00
56 50	Cont Serv Equipment Rental	34,900.53	39,297.40	40,191.25	15,040.00	15,040.00	15,040.00	21,465.00	21,465.00
56 51	Cont Serv Uniform Rental	16,790.33	18,863.65	16,298.72	2,700.00	15,581.00	3,270.00	2,080.00	4,780.00
56 70	Cont Serv Contract Services - Grounds	120,043.36	148,005.03	146,932.06	156,972.00	156,972.00	156,972.00	161,682.00	162,000.00
56 72	Cont Serv Security	.00	.00	254,720.87	13,300.00	76,015.00	76,015.00	411,960.00	411,500.00
	Contractual Services Totals	$3,302,363.86	$4,097,183.26	$4,401,881.79	$5,069,402.00	$7,962,034.00	$7,643,113.00	$5,662,050.00	$5,729,079.00
Operating Expenses									
52 00	Op Exp Copy Expense	12,025.16	14,220.36	8,806.97	350.00	350.00	.00	250.00	350.00
52 01	Op Exp Postage and Shipping Expense	57,477.04	54,902.44	60,497.34	32,485.00	32,485.00	19,735.00	39,645.00	41,645.00
52 10	Op Exp Utility Exp - Town Electricity	244,682.79	255,832.35	294,052.52	355,000.00	355,000.00	355,000.00	30,000.00	355,000.00
52 11	Op Exp Utility Exp - Town W/S	73,031.80	79,591.61	79,880.21	110,000.00	110,000.00	110,000.00	.00	110,000.00
52 12	Op Exp Utility Exp - Other	90,485.53	112,077.68	110,249.21	154,200.00	154,200.00	154,000.00	49,200.00	154,200.00
52 13	Op Exp Street Lights - Rental	64,903.76	67,574.26	56,616.60	58,800.00	58,800.00	58,800.00	58,800.00	70,000.00
52 14	Op Exp Street Lights - Special	72,062.64	72,062.64	72,062.64	72,062.00	72,062.00	72,062.00	72,062.00	75,000.00
52 15	Op Exp Telephone Exp - Buildings	101,902.12	66,316.84	73,064.83	185,512.00	198,700.00	198,700.00	154,893.00	154,893.00
52 16	Op Exp Telephone Exp - Mobile	89,229.83	89,691.89	105,210.79	204,880.00	204,880.00	198,000.00	212,160.00	248,160.00
52 24	Op Exp Marketing Expense	6,354.03	15,694.14	25,878.08	41,440.00	41,440.00	39,940.00	63,250.00	63,250.00
52 25	Op Exp Advertising Expense	97,278.40	104,832.90	146,171.77	85,250.00	86,110.00	80,010.00	110,600.00	114,600.00
52 26	Op Exp Professional Development	43,375.50	115,330.03	219,688.74	332,640.00	342,640.00	215,345.00	414,375.00	455,800.00
52 27	Op Exp Local Mileage	9,357.58	9,862.55	15,075.80	35,610.00	35,610.00	3,850.00	30,474.00	35,394.00
52 28	Op Exp Elections	.00	10,270.04	.00	16,500.00	16,500.00	.00	.00	.00
52 29	Op Exp Maint and Repair - Horne Square	1,200.00	.00	.00	.00	.00	.00	.00	.00
52 30	Op Exp Maint and Repair - Signage	.00	642.07	.00	.00	.00	.00	.00	.00
52 31	Op Exp Maint and Repair - Cemeteries	9,794.93	4,080.90	7,098.39	4,500.00	49,177.00	49,177.00	104,500.00	104,500.00
52 32	Op Exp Maint and Repair - Town Square	1,255.35	2,339.67	1,772.17	.00	.00	.00	.00	.00
52 33	Op Exp Maint and Repair - Prop Damage	.00	2,063.88	4,978.10	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
52 34	Op Exp Maint and Repair - Facilities	51,006.42	44,117.46	6,248.22	.00	3,650.00	3,650.00	.00	.00
52 35	Op Exp Maint and Repair - Equipment	62,298.65	92,742.42	135,846.67	112,330.00	112,330.00	106,704.00	130,400.00	134,000.00
52 36	Op Exp Maint and Repair - Vehicles	63,258.34	88,565.82	202,127.59	164,749.00	170,011.00	245,528.00	154,200.00	159,716.00
52 37	Op Exp Maint and Repair - Buildings	823,519.94	854,780.43	530,498.84	340,925.00	399,098.00	399,098.00	424,100.00	405,100.00
52 370	Op Exp Maint and Repair - Build Reserve	311.50	.00	.00	.00	.00	.00	.00	.00
52 371	Op Exp Building Special Projects	.00	.00	148,675.31	151,000.00	250,790.00	250,790.00	756,875.00	768,500.00
52 38	Op Exp Maint and Repair - Grounds	140,128.20	220,191.89	126,214.82	137,438.00	137,438.00	133,688.00	146,288.00	146,288.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
EXPENSE									
Operating Expenses									
52 380	Op Exp Maint and Repair - Easements	1,400.00	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
52 381	Op Exp Maint and Repair - Trails	41,311.66	.00	.00	.00	.00	.00	.00	.00
52 39	Op Exp Maint and Repair - System	50,767.72	36,399.07	74,708.57	150,000.00	150,000.00	150,000.00	275,850.00	150,850.00
52 42	Op Exp Park Beautification	7,466.62	6,257.34	11,459.48	11,750.00	11,750.00	11,750.00	11,750.00	11,750.00
52 43	Op Exp Contracted Yard Waste Disposal	551,324.98	509,706.58	588,501.02	600,000.00	600,000.00	600,000.00	615,000.00	660,000.00
52 44	Op Exp Clean-Up Activity	9,345.00	2,010.50	2,004.70	12,625.00	12,625.00	5,000.00	13,000.00	13,000.00
52 50	Op Exp Contracted Vehicle Service	177,799.74	122,695.35	110,082.99	215,955.00	215,955.00	207,174.00	236,080.00	244,130.00
52 51	Op Exp Fleet Reimburseable	1,701.83	.00	.00	.00	.00	.00	.00	.00
52 510	Op Exp Fleet Reimbursable - Fuel	12,935.80	17,176.06	(67,057.52)	(118,900.00)	(118,900.00)	(118,900.00)	.00	(140,447.00)
52 52	Op Exp Fuel	159,771.69	262,189.74	443,771.97	840,176.00	840,176.00	839,476.00	764,475.00	552,725.00
52 60	Op Exp Equipment Purchase	357,975.92	461,348.64	786,614.00	770,735.00	816,495.00	610,521.00	1,001,210.00	956,624.00
52 61	Op Exp Uniform Cleaning	5,238.35	6,367.37	6,477.82	7,950.00	7,950.00	6,500.00	7,700.00	7,700.00
52 62	Op Exp Dues and Subscriptions	101,827.68	199,014.00	330,273.61	126,456.00	146,816.00	83,156.00	158,061.00	192,306.00
52 63	Op Exp Permits and Fees	2,496.90	437.95	1,343.57	1,590.00	1,590.00	4,840.00	3,840.00	3,840.00
52 64	Op Exp Software License & Subscription	.00	.00	98,844.94	381,375.00	381,375.00	381,375.00	692,753.00	725,853.00
52 70	Op Exp Safety	49,739.79	45,300.28	34,804.37	69,412.00	94,412.00	107,520.00	80,641.00	53,743.00
52 71	Op Exp Protective Clothing	45,353.87	90,176.43	101,343.25	123,332.00	125,804.00	124,001.00	124,335.00	128,434.00
52 72	Op Exp Uniform Purchase	85,367.37	48,954.93	123,515.68	203,654.00	203,654.00	198,837.00	188,750.00	192,230.00
52 73	Op Exp Emergency Operations Center	.00	.00	.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
52 80	Op Exp Tools	2,219.26	2,706.78	7,137.04	6,897.00	6,897.00	6,897.00	6,000.00	6,397.00
52 81	Op Exp Chemicals	18,864.79	21,005.29	20,891.74	35,740.00	35,740.00	34,740.00	35,740.00	35,740.00
52 85	Op Exp Departmental Supplies	168,825.25	269,848.00	254,801.40	338,585.00	338,585.00	323,051.00	345,233.00	352,903.00
52 90	Op Exp Regulatory Signs	35,526.54	20,694.35	33,258.25	.00	.00	.00	.00	.00
52 95	Op Exp Canine Expense	50,647.94	8,110.56	20,042.36	26,000.00	30,405.00	30,405.00	30,405.00	56,405.00
53 00	Op Exp Insurance and Bonds	277,799.60	299,939.35	337,416.57	414,456.00	414,456.00	103,650.00	381,964.00	446,964.00
53 01	Op Exp Insurance Deductible	27,007.22	26,456.70	22,022.10	30,000.00	30,000.00	1,000.00	30,000.00	30,000.00
53 02	Op Exp Unemployment Insurance	.00	.00	11,789.84	12,000.00	12,000.00	.00	10,500.00	10,500.00
53 03	Op Exp Worker's Compensation Insurance	205,409.87	163,667.90	248,764.61	488,178.00	488,178.00	340,781.00	3,000.00	3,000.00
53 05	Op Exp Employee In Service Training	.00	.00	8,065.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00
53 07	Op Exp Other Benefits	.00	2,369.42	1,697.37	5,000.00	5,000.00	4,500.00	5,000.00	5,000.00
53 20	Op Exp Homeowner's Recovery Reimb	7,389.00	6,687.00	5,193.00	7,200.00	7,200.00	7,200.00	7,200.00	5,850.00
53 21	Op Exp Minimum Housing Code	.00	.00	.00	500.00	500.00	500.00	500.00	500.00
53 23	Op Exp Citizen Boards	24,476.64	35,087.37	36,425.50	42,500.00	42,500.00	42,500.00	47,200.00	47,200.00
53 25	Op Exp Boarding Fees	425.00	.00	.00	.00	.00	.00	.00	.00
53 26	Op Exp Special Programs	10,254.26	14,904.62	20,408.88	15,250.00	15,250.00	15,250.00	19,500.00	19,500.00
53 27	Op Exp Law Enforcement - Special Ops	.00	1,116.00	5,711.19	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
53 28	Op Exp Fire Prevention	.00	1,172.42	3,079.15	7,900.00	7,900.00	2,500.00	7,900.00	7,900.00
53 40	Op Exp Landfill Fees	322,721.49	352,313.91	380,311.84	480,000.00	480,000.00	480,000.00	492,000.00	450,000.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**100 - GF**								
EXPENSE									
Operating Expenses									
53 41	Op Exp Contracted Trash Hauling Fees	818,026.72	897,440.01	977,539.72	1,020,000.00	1,020,000.00	1,020,000.00	1,110,000.00	1,140,000.00
53 42	Op Exp Contracted Recycling Fees	467,679.87	500,404.81	663,385.88	702,000.00	702,000.00	702,000.00	744,000.00	750,000.00
53 43	Op Exp Contracted Fuel Surcharge	.00	30,540.20	37,248.24	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
53 90	Op Exp New Employee Upfit	6,528.72	53,753.55	65,369.51	155,895.00	163,513.00	154,413.00	233,145.00	234,645.00
53 95	Op Exp Grant Related Expenditures	.00	.00	5,000.00	7,000.00	12,599.00	22,600.00	17,000.00	17,000.00
53 99	Op Exp Miscellaneous Expense	18,601.36	24,936.42	25,211.45	29,750.00	29,750.00	615,500.00	62,500.00	68,000.00
	Operating Expenses Totals	$6,239,167.96	$6,918,973.17	$8,268,174.70	$9,914,632.00	$10,261,446.00	$9,910,814.00	$10,812,304.00	$11,134,638.00
Programs									
54 00	Programs Promotions	225.00	12,331.96	31,142.78	16,000.00	16,000.00	28,500.00	83,250.00	83,250.00
54 01	Programs Facade Grants	22,515.20	16,890.42	7,069.00	37,500.00	50,000.00	37,500.00	37,500.00	37,500.00
54 02	Programs Building Reuse & Renovation	.00	.00	.00	325,000.00	325,000.00	325,000.00	350,000.00	350,000.00
54 05	Programs Sustainability	.00	.00	892.79	25,000.00	50,000.00	50,000.00	50,000.00	50,000.00
54 10	Programs Senior Citizens Travel	.00	55.68	1,458.38	3,600.00	3,600.00	2,000.00	3,600.00	3,600.00
54 12	Programs Classes	3,453.88	4,293.27	12,409.16	19,300.00	19,300.00	13,800.00	21,040.00	21,040.00
54 14	Programs Youth Council	1,011.38	2,019.25	3,464.59	4,500.00	4,500.00	5,500.00	4,500.00	4,500.00
54 15	Programs Special Events	20,739.51	34,535.44	187,510.74	194,260.00	202,760.00	199,560.00	255,510.00	275,010.00
54 17	Programs Benefit Programs	6,694.54	4,430.98	2,376.57	28,750.00	28,750.00	28,750.00	28,750.00	30,000.00
54 18	Programs Employee Wellness	782.83	382.00	811.57	6,050.00	6,050.00	6,050.00	6,000.00	10,000.00
54 25	Programs Book Purchases	41,486.84	47,425.66	53,045.32	48,850.00	48,850.00	53,153.00	84,850.00	84,850.00
54 26	Programs Periodicals	1,229.86	1,061.93	1,344.65	1,473.00	1,473.00	1,658.00	1,530.00	1,530.00
54 30	Programs Community Based Production	9,979.59	16,667.28	32,489.29	28,050.00	28,050.00	39,350.00	40,067.00	40,067.00
54 31	Programs Professional Season	10,700.00	102,669.35	126,500.00	150,000.00	150,000.00	150,000.00	152,500.00	152,500.00
54 35	Programs Value Added Services-Dance Floor	.00	1,450.00	1,300.00	1,600.00	1,600.00	1,600.00	1,800.00	1,800.00
54 36	Programs Value Added Service - Tch Lounge	228.94	.00	.00	.00	.00	.00	.00	.00
54 37	Programs Hospitality	.00	9,462.17	14,198.39	17,750.00	17,750.00	17,750.00	18,900.00	18,900.00
54 60	Programs Recurring Program Initiative	.00	.00	.00	425,000.00	425,000.00	425,000.00	538,300.00	428,300.00
	Programs Totals	$119,047.57	$253,675.39	$476,013.23	$1,332,683.00	$1,378,683.00	$1,385,171.00	$1,678,097.00	$1,592,847.00
Special Appropriations									
55 00	Spec App Salary Reserve	.00	.00	.00	1,200,000.00	1,200,000.00	1,200,000.00	1,200,000.00	1,588,077.00
55 35	Spec App Cultural Arts	.00	4,500.00	.00	10,000.00	10,000.00	10,000.00	.00	10,000.00
	Special Appropriations Totals	$0.00	$4,500.00	$0.00	$1,210,000.00	$1,210,000.00	$1,210,000.00	$1,200,000.00	$1,598,077.00
Debt Service									
57 035	Debt Service FY 09-10 Series 2009A Public Imp	347,187.50	2,329,653.62	.00	.00	.00	.00	.00	.00
57 039	Debt Service FY 11-12 Series 2012 Public Imp	160,000.00	157,200.00	134,400.00	131,880.00	131,880.00	131,880.00	129,120.00	129,120.00
57 046	Debt Service Community Center Refunding	482,781.02	480,150.01	475,414.01	438,930.00	438,930.00	438,930.00	378,297.00	378,297.00
57 047	Debt Service Law Enforcement Center Refunding	470,574.00	453,456.00	491,536.00	502,604.00	502,604.00	502,604.00	513,232.00	513,232.00
57 048	Debt Service Parkland Refunding	143,622.00	140,676.50	34,731.00	.00	.00	.00	.00	.00
57 053	Debt Service Fire Department Ladder Truck	.00	98,737.98	98,737.98	98,738.00	98,738.00	98,738.00	98,738.00	98,738.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund **100 - GF**									
EXPENSE									
Debt Service									
57 054	Debt Service Parks & Rec GO Bonds Series 2021	.00	.00	1,204,875.00	1,110,375.00	1,110,375.00	1,110,375.00	1,076,625.00	1,076,625.00
57 056	Debt Service Parks & Rec GO Bonds Series 2024	.00	.00	.00	.00	.00	.00	501,300.00	501,300.00
57 15	Debt Service Reserve	.00	.00	.00	157,167.00	157,167.00	157,167.00	1.00	1.00
	Debt Service Totals	$1,604,164.52	$3,659,874.11	$2,439,693.99	$2,439,694.00	$2,439,694.00	$2,439,694.00	$2,697,313.00	$2,697,313.00
Capital Outlay									
58 00	Cap Out Capital Projects	53,515.50	258,292.26	1,000,000.00	1,000,000.00	1,012,515.00	1,274,930.00	1,000,000.00	3,800,129.00
58 03	Cap Out Furniture Fixtures and Equipment	54,188.88	.00	90,109.67	153,500.00	192,174.00	192,174.00	112,500.00	112,500.00
58 10	Cap Out Sidewalk Repair and Improvements	430,278.68	96,238.17	(5,150.24)	.00	.00	.00	.00	.00
58 11	Cap Out Drainage Repair and Improvements	46,592.25	168,503.13	.00	.00	.00	.00	.00	.00
58 12	Cap Out Street Repair and Improvements	909,562.54	660,946.81	118,587.02	.00	2,086,996.00	2,300,000.00	.00	.00
58 15	Cap Out Greenways	144,869.90	.00	.00	.00	.00	.00	.00	.00
58 20	Cap Out Buiding Improvements	692,096.88	204,147.42	1,731,593.45	.00	716,463.00	727,960.00	.00	.00
58 47	Cap Out Vehicles	856,963.38	1,164,822.15	654,422.50	150,000.00	385,676.00	385,676.00	40,000.00	265,000.00
58 48	Cap Out Heavy Equipment/Heavy Vehicles	1,853,004.16	916,936.10	569,825.06	10,000.00	460,231.00	460,231.00	1,027,000.00	1,027,000.00
58 50	Cap Out Capital Outlay	323,167.53	478,089.88	840,560.37	1,697,710.00	1,769,625.00	1,769,625.00	232,848.00	1,672,848.00
58 60	Cap Out Program Initiative	.00	.00	(1,244.00)	2,850,000.00	2,850,000.00	2,850,000.00	3,450,000.00	3,000,000.00
	Capital Outlay Totals	$5,364,239.70	$3,947,975.92	$4,998,703.83	$5,861,210.00	$9,473,680.00	$9,960,596.00	$5,862,348.00	$9,877,477.00
Miscellaneous									
59 01	Misc Bad Debt Expense	903.84	7,504.30	110,496.18	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
59 05	Misc Reserve Fund	16,832.57	.00	.00	440,976.00	440,976.00	430,976.00	.00	25,000.00
59 06	Misc Miscellaneous	.00	1,712.95	793.42	1,500.00	1,500.00	2,476,500.00	1,500.00	1,500.00
59 07	Misc Workforce Transition Expense	316,617.65	.00	.00	.00	.00	.00	.00	.00
59 21	Misc Transfer to Water/Sewer Fund	.00	.00	5,000,000.00	.00	.00	.00	.00	.00
59 23	Misc Transfer to Capital Project Fund	253,000.00	2,500,000.00	795,000.00	.00	.00	.00	.00	.00
59 97	Misc Support Services - General Fund	(.12)	.00	.00	.00	.00	.00	.00	.00
59 98	Misc Support Services - W/S Fund	(1,864,887.00)	(2,478,291.12)	(3,151,877.04)	(3,941,234.00)	(3,941,234.00)	(3,941,234.00)	.00	(4,622,930.00)
59 985	Misc Support Services - WWPTF	(228,023.88)	(329,665.80)	.00	.00	.00	.00	.00	.00
59 99	Misc Support Services - Electric Fund	(965,874.00)	(1,237,333.08)	(1,599,801.96)	(1,407,325.00)	(1,407,325.00)	(1,407,325.00)	.00	(1,634,555.00)
	Miscellaneous Totals	($2,471,430.94)	($1,536,072.75)	$1,154,610.60	($4,896,083.00)	($4,896,083.00)	($2,431,083.00)	$11,500.00	($6,220,985.00)
	EXPENSE TOTALS	$30,185,061.23	$35,845,414.28	$42,987,830.20	$45,736,284.00	$52,743,353.00	$55,031,214.00	$27,923,612.00	$53,505,355.00
	Fund **100 - GF** Totals								
	REVENUE TOTALS	$35,802,186.79	$37,098,756.91	$51,339,662.31	$45,736,284.00	$52,743,353.00	$47,691,684.00	$37,215,974.00	$53,505,355.00
	EXPENSE TOTALS	$30,185,061.23	$35,845,414.28	$42,987,830.20	$45,736,284.00	$52,743,353.00	$55,031,214.00	$27,923,612.00	$53,505,355.00
	Fund **100 - GF** Totals	$5,617,125.56	$1,253,342.63	$8,351,832.11	$0.00	$0.00	($7,339,530.00)	$9,292,362.00	$0.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**300 - WSF**								
REVENUE									
Permits and Fees									
43 10	Per & Fees Assessments	5,605.05	3,244.73	2,216.68	.00	.00	.00	.00	.00
43 20	Per & Fees Late Fee Penalties	99,979.10	110,177.91	156,338.82	125,000.00	125,000.00	125,000.00	.00	125,000.00
43 21	Per & Fees Past Due Penalty	196,547.36	228,710.81	258,600.63	131,500.00	131,500.00	131,500.00	275,000.00	250,000.00
43 25	Per & Fees AMI Meter Fee	16,542.18	(11.32)	.00	.00	.00	.00	.00	.00
43 38	Per & Fees Tower Rental Fees	36,188.96	37,274.60	38,392.84	38,820.00	38,820.00	38,820.00	38,820.00	38,820.00
43 50	Per & Fees Utility Inspection Fees	.00	.00	.00	.00	.00	1,000.00	.00	.00
43 54	Per & Fees Reimbursement and User Surcharge	643,480.69	809,763.82	929,003.90	904,500.00	904,500.00	850,000.00	.00	.00
43 56	Per & Fees Water Taps	7,700.00	5,000.00	47,700.00	40,000.00	40,000.00	10,000.00	45,000.00	45,000.00
43 565	Per & Fees Sewer Tap Fees	6,000.00	6,000.00	1,500.00	5,000.00	5,000.00	5,000.00	60,000.00	60,000.00
43 57	Per & Fees Water and Sewer Connections	295.85	.00	.00	.00	.00	.00	.00	.00
43 59	Per & Fees Meter Fees	144,728.90	163,661.25	144,050.25	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
43 61	Per & Fees Water/Sewer Enforcement Fines	25.00	.00	.00	.00	.00	.00	.00	.00
43 63	Per & Fees System Development Fees - Water	1,363,387.20	2,059,026.00	673,602.00	988,900.00	988,900.00	950,000.00	1,250,000.00	1,250,000.00
43 64	Per & Fees System Development Fees - Sewer	1,315,216.74	1,768,477.55	2,812,162.85	1,511,100.00	1,511,100.00	1,600,000.00	2,200,000.00	2,200,000.00
43 66	Per & Fees Meter Tampering Fee	500.00	137.50	.00	.00	.00	.00	500.00	500.00
43 74	Per & Fees Connection Fees	48,540.65	49,887.50	44,775.00	45,000.00	45,000.00	30,000.00	45,000.00	45,000.00
43 80	Per & Fees Damage Reimbursement	11,066.43	1,421.80	1,426.58	.00	.00	.00	.00	.00
	Permits and Fees Totals	$3,895,804.11	$5,242,772.15	$5,109,769.55	$3,939,820.00	$3,939,820.00	$3,891,320.00	$4,064,320.00	$4,164,320.00
Sales and Services									
44 05	Sales & Serv Sale of Water	10,221,583.98	10,570,157.69	11,674,804.44	13,446,200.00	13,446,200.00	13,600,000.00	13,446,200.00	15,684,100.00
44 07	Sales & Serv Sale of Water Treatment	9,601,828.76	10,942,027.99	14,187,441.99	19,574,300.00	19,574,300.00	19,900,000.00	19,574,300.00	23,604,900.00
44 08	Sales & Serv Sale of Water - Bulk	3,572.01	4,703.50	7,861.65	5,000.00	5,000.00	7,000.00	7,500.00	7,500.00
	Sales and Services Totals	$19,826,984.75	$21,516,889.18	$25,870,108.08	$33,025,500.00	$33,025,500.00	$33,507,000.00	$33,028,000.00	$39,296,500.00
Grants and Donations									
45 20	Grants & Don Grant Funds - Miscellaneous	.00	.00	.00	.00	.00	.00	14,000,000.00	14,000,000.00
	Grants and Donations Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,000,000.00	$14,000,000.00
Other Financing Sources									
48 05	Misc Finance Capital	865,382.42	.00	.00	.00	.00	.00	.00	.00
48 91	Misc Transfer from Reserve Fund	1,500,000.00	1,250,000.00	.00	.00	2,000,000.00	.00	.00	2,000,000.00
49 01	Other Fin Scs Nutrient Offset Fee - Town	63,943.26	.00	.00	.00	.00	.00	.00	.00
49 80	Other Fin Scs Due from General Fund	.00	.00	5,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00	.00	.00
	Other Financing Sources Totals	$2,429,325.68	$1,250,000.00	$5,000,000.00	$5,000,000.00	$7,000,000.00	$5,000,000.00	$0.00	$2,000,000.00
Miscellaneous									
48 00	Misc Investment Earnings	1,691.15	3,653.06	41,613.22	50,000.00	50,000.00	59,700.00	41,500.00	41,500.00
48 10	Misc Debt Setoff Revenue	14,609.19	9,415.25	13,296.85	7,000.00	7,000.00	7,000.00	.00	7,000.00
48 60	Misc Reimburseable Projects	14,094.00	4,296.00	43,060.53	.00	.00	3,222.00	.00	.00
48 71	Misc Sale of Scrap	67,936.10	2,062.05	1,188.40	.00	.00	.00	.00	.00
48 72	Misc Sale of Real Property	.00	.00	34,250,000.00	.00	.00	.00	.00	.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**300 - WSF**								
REVENUE									
Miscellaneous									
48 73	Misc Sale of Surplus Equipment	.00	6,930.00	17,100.00	.00	.00	.00	.00	.00
48 97	Misc Miscellaneous	4,019.56	2,605.36	(235,302.77)	2,500.00	2,500.00	2,500.00	.00	2,500.00
	Miscellaneous Totals	$102,350.00	$28,961.72	$34,130,956.23	$59,500.00	$59,500.00	$72,422.00	$41,500.00	$51,000.00
Fund Balance and Capital Reserve									
48 99	Misc Fund Balance Appropriated	.00	.00	.00	.00	1,530,298.00	.00	.00	.00
	Fund Balance and Capital Reserve Totals	$0.00	$0.00	$0.00	$0.00	$1,530,298.00	$0.00	$0.00	$0.00
	REVENUE TOTALS	$26,254,464.54	$28,038,623.05	$70,110,833.86	$42,024,820.00	$45,555,118.00	$42,470,742.00	$51,133,820.00	$59,511,820.00
EXPENSE									
Personnel - Salaries									
50 00	Salaries Full-time	1,220,851.55	1,279,974.69	1,357,873.89	1,840,931.00	1,840,931.00	1,840,931.00	.00	2,194,946.00
50 02	Salaries Part-time	.00	.00	.00	.00	.00	.00	.00	104,000.00
50 04	Salaries Overtime	36,405.67	58,840.40	40,348.81	81,508.00	81,508.00	81,508.00	.00	82,000.00
	Personnel - Salaries Totals	$1,257,257.22	$1,338,815.09	$1,398,222.70	$1,922,439.00	$1,922,439.00	$1,922,439.00	$0.00	$2,380,946.00
Personnel - Benefits									
51 00	Benefits Longevity	14,700.00	14,650.00	14,100.00	16,500.00	16,500.00	16,500.00	.00	20,600.00
51 01	Benefits Stand-by Pay	27,646.99	29,541.19	24,137.65	40,000.00	40,000.00	40,000.00	.00	.00
51 10	Benefits FICA	94,167.67	103,703.76	103,643.20	151,432.00	151,432.00	151,432.00	.00	187,700.00
51 11	Benefits Group Insurance - Health	180,008.25	189,556.03	198,538.79	279,644.00	279,644.00	279,644.00	.00	426,268.00
51 15	Benefits Life Insurance	3,486.66	2,568.78	2,975.98	7,234.00	7,234.00	7,234.00	.00	5,997.00
51 20	Benefits Retirement - General Employees	131,583.03	153,006.87	170,974.93	253,122.00	253,122.00	253,122.00	.00	241,603.00
51 30	Benefits 401K - General Employees	51,906.31	55,102.88	57,302.71	79,159.00	79,159.00	79,159.00	.00	116,088.00
	Personnel - Benefits Totals	$503,498.91	$548,129.51	$571,673.26	$827,091.00	$827,091.00	$827,091.00	$0.00	$998,256.00
Contractual Services									
56 00	Cont Serv Professional Services	266,606.58	529,764.47	580,576.80	596,000.00	1,571,801.00	1,535,497.00	915,000.00	915,000.00
56 10	Cont Serv Contracts and Agreements	.00	.00	526.00	.00	.00	.00	.00	.00
56 11	Cont Serv Contract Services	187,598.72	208,780.35	293,343.14	380,581.00	431,066.00	430,906.00	836,160.00	850,910.00
56 50	Cont Serv Equipment Rental	2,507.28	2,716.22	2,023.20	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
56 51	Cont Serv Uniform Rental	9,376.14	9,458.77	9,852.33	.00	12,354.00	2,392.00	.00	.00
56 80	Cont Serv Johnston County Treatment	2,482,440.24	1,435,403.33	3,109,235.77	3,251,420.00	3,251,420.00	3,251,420.00	3,251,420.00	3,251,420.00
56 81	Cont Serv Raleigh Treatment	492,592.47	340,961.70	728,359.13	624,150.00	624,150.00	800,000.00	821,250.00	912,500.00
	Contractual Services Totals	$3,441,121.43	$2,527,084.84	$4,723,916.37	$4,857,151.00	$5,895,791.00	$6,025,215.00	$5,828,830.00	$5,934,830.00
Operating Expenses									
52 00	Op Exp Copy Expense	86.02	128.95	52.93	.00	.00	.00	.00	.00
52 01	Op Exp Postage and Shipping Expense	636.49	791.26	917.32	3,895.00	3,895.00	1,601.00	5,400.00	5,400.00
52 10	Op Exp Utility Exp - Town Electricity	342,324.01	347,105.38	369,818.31	408,000.00	408,000.00	408,000.00	408,000.00	408,000.00
52 11	Op Exp Utility Exp - Town W/S	28,145.18	24,284.46	33,304.89	65,860.00	65,860.00	65,860.00	33,600.00	33,600.00
52 12	Op Exp Utility Exp - Other	65,180.59	76,198.04	75,659.21	94,660.00	94,660.00	94,660.00	80,160.00	80,160.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**300 - WSF**								
EXPENSE									
Operating Expenses									
52 16	Op Exp Telephone Exp - Mobile	14,073.79	14,515.36	18,955.33	540.00	540.00	.00	.00	.00
52 25	Op Exp Advertising Expense	30.92	2,840.84	7,187.35	21,400.00	25,081.00	10,000.00	19,500.00	19,500.00
52 26	Op Exp Professional Development	7,097.64	13,573.76	16,158.45	73,936.00	73,936.00	31,000.00	92,086.00	95,690.00
52 27	Op Exp Local Mileage	.00	.00	.00	.00	.00	100.00	1,000.00	1,000.00
52 35	Op Exp Maint and Repair - Equipment	192,218.43	80,383.08	149,993.62	53,900.00	78,770.00	16,000.00	78,300.00	78,300.00
52 36	Op Exp Maint and Repair - Vehicles	9,962.59	14,752.32	21,032.46	41,020.00	41,020.00	18,900.00	43,270.00	43,270.00
52 37	Op Exp Maint and Repair - Buildings	349.53	580.51	44,989.98	2,500.00	2,500.00	1,500.00	.00	.00
52 38	Op Exp Maint and Repair - Grounds	67.90	334.80	979.06	7,750.00	7,750.00	1,500.00	1,750.00	1,750.00
52 39	Op Exp Maint and Repair - System	153,928.47	339,826.57	152,465.99	567,900.00	614,466.00	235,000.00	595,500.00	595,500.00
52 40	Op Exp Maint and Repair - Lift Stations	92,893.99	144,717.64	90,160.95	191,500.00	208,282.00	110,000.00	191,500.00	191,500.00
52 41	Op Exp Maint and Repair - Elevated Tank	23,864.52	5,680.55	1,977.80	7,000.00	7,000.00	3,000.00	9,000.00	9,000.00
52 50	Op Exp Contracted Vehicle Service	28,301.67	14,863.04	17,885.90	36,800.00	36,800.00	14,800.00	36,800.00	36,800.00
52 52	Op Exp Fuel	24,206.16	42,115.40	53,251.31	71,159.00	71,159.00	33,000.00	104,118.00	115,471.00
52 59	Op Exp Water Meters	151,798.95	156,811.25	142,664.97	304,200.00	304,200.00	.00	668,900.00	199,200.00
52 60	Op Exp Equipment Purchase	9,076.31	32,769.44	110,594.44	34,735.00	34,735.00	30,310.00	38,910.00	38,910.00
52 62	Op Exp Dues and Subscriptions	2,895.93	6,289.42	7,042.37	21,352.00	21,352.00	24,995.00	39,832.00	39,832.00
52 63	Op Exp Permits and Fees	15,877.35	18,737.00	18,209.09	25,203.00	25,203.00	17,590.00	38,165.00	38,165.00
52 64	Op Exp Software License & Subscription	.00	.00	.00	13,600.00	13,600.00	.00	.00	.00
52 70	Op Exp Safety	4,608.78	3,122.25	11,556.97	20,339.00	20,339.00	10,800.00	20,884.00	20,884.00
52 71	Op Exp Protective Clothing	6,066.44	6,128.81	11,830.93	25,125.00	25,125.00	10,100.00	23,300.00	23,300.00
52 72	Op Exp Uniform Purchase	.00	.00	.00	34,385.00	34,385.00	22,075.00	26,710.00	26,710.00
52 80	Op Exp Tools	5,622.12	9,529.89	8,762.49	22,140.00	22,140.00	7,185.00	19,555.00	19,555.00
52 81	Op Exp Chemicals	146,287.14	130,582.54	151,854.21	304,012.00	304,012.00	305,000.00	395,012.00	395,012.00
52 82	Op Exp Lab Supplies	12,502.81	17,760.99	18,444.82	25,985.00	25,985.00	25,985.00	30,735.00	30,735.00
52 85	Op Exp Departmental Supplies	10,188.07	12,355.32	14,557.58	35,370.00	35,370.00	17,000.00	27,920.00	27,920.00
53 01	Op Exp Insurance Deductible	.00	.00	5,000.00	.00	.00	.00	.00	.00
53 03	Op Exp Worker's Compensation Insurance	24,607.89	20,283.24	29,339.35	70,718.00	70,718.00	30,477.00	.00	.00
53 90	Op Exp New Employee Upfit	.00	1,396.26	.00	9,300.00	9,300.00	1,000.00	17,850.00	12,850.00
53 99	Op Exp Miscellaneous Expense	.00	.00	.00	.00	.00	1,975,300.00	.00	.00
	Operating Expenses Totals	$1,372,899.69	$1,538,458.37	$1,584,648.08	$2,594,284.00	$2,686,183.00	$3,522,738.00	$3,047,757.00	$2,588,014.00
Programs									
54 40	Programs Water Capacity Allocation	1,500,000.00	1,562,500.00	2,100,000.00	2,500,000.00	4,500,000.00	2,450,000.00	8,000,000.00	8,000,000.00
54 41	Programs Sewer Capacity Allocation	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00
54 43	Programs Liquid Sludge Disposal	375,177.15	555,502.57	499,878.87	1,036,400.00	1,036,400.00	1,036,400.00	980,400.00	1,000,000.00
54 50	Programs Purchase for Resale	3,955,886.19	4,107,247.82	4,289,422.73	5,100,000.00	5,100,000.00	5,100,000.00	6,000,000.00	6,000,000.00
	Programs Totals	$6,000,563.34	$6,394,750.39	$7,058,801.60	$8,805,900.00	$10,805,900.00	$8,755,900.00	$15,149,900.00	$15,169,500.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund **300 - WSF**									
EXPENSE									
Special Appropriations									
55 00	Spec App Salary Reserve	.00	.00	.00	119,721.00	119,721.00	119,721.00	.00	359,895.00
	Special Appropriations Totals	$0.00	$0.00	$0.00	$119,721.00	$119,721.00	$119,721.00	$0.00	$359,895.00
Debt Service									
57 018	Debt Service FY 07-08 Sewer Revolving Loan	268,455.97	262,786.54	.00	.00	.00	.00	.00	.00
57 019	Debt Service FY 07-08 Sewer Revolving Loan	210,240.00	206,460.00	202,680.00	198,900.00	198,900.00	198,900.00	195,120.00	195,120.00
57 043	Debt Service Elevated WaterStorage Tank RBAN	.00	70,736.10	.00	.00	.00	.00	.00	.00
57 044	Debt Service USDA Revenue Bond - Water Tank	70,576.10	.00	.00	.00	.00	.00	.00	.00
57 045	Debt Service Vactor Truck Capital Lease - W&S	280,953.98	127,953.98	127,953.98	127,954.00	127,954.00	127,954.00	127,954.00	127,954.00
57 050	Debt Service USDA Revenue Bond-ClaytonRaleigh	230,282.50	229,975.00	6,121,810.17	.00	.00	.00	.00	.00
57 051	Debt Service AMI Project	270,943.36	271,206.64	270,896.15	271,128.00	271,128.00	271,128.00	271,219.00	271,219.00
57 052	Debt Service Nutrient Credits	852,600.00	852,200.00	851,787.20	852,029.00	852,029.00	852,029.00	851,896.00	851,896.00
57 055	Debt Service W&S Revenue Bond, Series 2022	.00	.00	.00	5,013,614.00	5,013,614.00	5,013,614.00	4,501,000.00	4,501,000.00
	Debt Service Totals	$2,184,051.91	$2,021,318.26	$7,575,127.50	$6,463,625.00	$6,463,625.00	$6,463,625.00	$5,947,189.00	$5,947,189.00
Capital Outlay									
58 00	Cap Out Capital Projects	.00	683,699.37	672,629.92	11,053,375.00	11,144,258.00	9,800,000.00	14,000,000.00	15,115,260.00
58 02	Cap Out Easement Acquisition	.00	.00	2,100.00	250,000.00	250,000.00	250,000.00	.00	250,000.00
58 03	Cap Out Furniture Fixtures and Equipment	.00	.00	.00	.00	8,225.00	8,225.00	.00	.00
58 30	Cap Out Water Line Improvements	(18,234.28)	14,116.17	1,307,303.01	100,000.00	137,877.00	75,000.00	.00	.00
58 31	Cap Out Sewer Line Improvements	223,706.72	245,131.50	1,377,495.11	300,000.00	376,766.00	150,000.00	300,000.00	300,000.00
58 47	Cap Out Vehicles	36,926.00	220,755.11	.00	65,000.00	65,000.00	.00	486,500.00	379,000.00
58 48	Cap Out Heavy Equipment/Heavy Vehicles	884,934.12	290,887.34	13,925.63	40,000.00	191,883.00	192,000.00	286,000.00	.00
58 50	Cap Out Capital Outlay	131,219.00	.00	64,164.85	150,000.00	184,125.00	184,125.00	171,000.00	171,000.00
58 60	Cap Out Program Initiative	.00	.00	.00	500,000.00	500,000.00	1,250,000.00	1,800,000.00	1,800,000.00
	Capital Outlay Totals	$1,258,551.56	$1,454,589.49	$3,437,618.52	$12,458,375.00	$12,858,134.00	$11,909,350.00	$17,043,500.00	$18,015,260.00
Miscellaneous									
59 01	Misc Bad Debt Expense	.00	26,930.34	51,558.30	35,000.00	35,000.00	45,000.00	.00	45,000.00
59 06	Misc Miscellaneous	1,500,000.00	1,350,000.00	.00	.00	.00	.00	.00	.00
59 20	Misc Transfer to General Fund	.00	.00	2,250,000.00	.00	.00	.00	.00	.00
59 23	Misc Transfer to Capital Project Fund	500,000.00	.00	31,985,000.00	.00	.00	.00	.00	.00
59 31	Misc Transfer to SDF Capital Reserve	2,678,603.94	3,827,503.55	3,485,764.85	.00	.00	.00	.00	3,450,000.00
59 97	Misc Support Services - General Fund	2,092,910.88	2,807,956.92	3,151,877.04	3,941,234.00	3,941,234.00	3,941,234.00	.00	4,622,930.00
	Miscellaneous Totals	$6,771,514.82	$8,012,390.81	$40,924,200.19	$3,976,234.00	$3,976,234.00	$3,986,234.00	$0.00	$8,117,930.00
	EXPENSE TOTALS	$22,789,458.88	$23,835,536.76	$67,274,208.22	$42,024,820.00	$45,555,118.00	$43,532,313.00	$47,017,176.00	$59,511,820.00
	Fund **300 - WSF** Totals								
	REVENUE TOTALS	$26,254,464.54	$28,038,623.05	$70,110,833.86	$42,024,820.00	$45,555,118.00	$42,470,742.00	$51,133,820.00	$59,511,820.00
	EXPENSE TOTALS	$22,789,458.88	$23,835,536.76	$67,274,208.22	$42,024,820.00	$45,555,118.00	$43,532,313.00	$47,017,176.00	$59,511,820.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund **300 - WSF** Totals		$3,465,005.66	$4,203,086.29	$2,836,625.64	$0.00	$0.00	($1,061,571.00)	$4,116,644.00	$0.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund	**310 - EF**								
REVENUE									
Permits and Fees									
43 20	Per & Fees Late Fee Penalties	106,076.48	121,471.20	147,121.69	108,000.00	108,000.00	108,000.00	.00	150,000.00
43 21	Per & Fees Past Due Penalty	196,547.37	228,710.82	258,600.63	212,500.00	212,500.00	212,500.00	325,000.00	325,000.00
43 25	Per & Fees AMI Meter Fee	9,515.66	(13.36)	.00	.00	.00	.00	.00	.00
43 59	Per & Fees Meter Fees	38,466.00	47,566.20	62,822.84	42,500.00	42,500.00	100,000.00	102,500.00	102,500.00
43 65	Per & Fees Cut Seal Fee	.00	.00	180.00	.00	.00	.00	.00	.00
43 66	Per & Fees Meter Tampering Fee	1,000.00	500.00	.00	500.00	500.00	500.00	500.00	500.00
43 70	Per & Fees Solar Application Fee	.00	800.00	2,750.00	2,000.00	2,000.00	2,000.00	.00	.00
43 71	Per & Fees Underground Electric Fees	117,050.00	144,925.00	135,575.00	375,000.00	375,000.00	135,000.00	375,000.00	375,000.00
43 74	Per & Fees Connection Fees	79,531.49	83,067.00	72,408.38	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
43 80	Per & Fees Damage Reimbursement	18,532.38	11,856.41	76,222.98	.00	.00	47,981.00	.00	.00
43 99	Per & Fees Returned Check Fees	6,350.00	7,925.00	7,799.79	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
	Permits and Fees Totals	$573,069.38	$646,808.27	$763,481.31	$823,500.00	$823,500.00	$688,981.00	$886,000.00	$1,036,000.00
Sales and Services									
44 15	Sales & Serv Sale of Electricity	13,856,743.95	14,303,600.77	15,353,509.88	16,753,800.00	16,753,800.00	16,753,800.00	17,945,000.00	17,750,000.00
44 16	Sales & Serv Sale of Electricity - Gen Fund	249,937.93	258,085.72	271,931.58	275,000.00	275,000.00	275,000.00	285,000.00	285,000.00
44 17	Sales & Serv Sale of Electricity - W/S Fund	318,569.70	320,740.05	336,426.43	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00
44 18	Sales & Serv Sales Tax - Electricity	7,583.73	.00	.00	.00	.00	.00	.00	.00
	Sales and Services Totals	$14,432,835.31	$14,882,426.54	$15,961,867.89	$17,353,800.00	$17,353,800.00	$17,353,800.00	$18,555,000.00	$18,360,000.00
Other Financing Sources									
48 05	Misc Finance Capital	.00	.00	.00	1,222,429.00	1,222,429.00	1,222,429.00	.00	.00
	Other Financing Sources Totals	$0.00	$0.00	$0.00	$1,222,429.00	$1,222,429.00	$1,222,429.00	$0.00	$0.00
Miscellaneous									
48 00	Misc Investment Earnings	7,222.02	7,389.46	76,579.55	86,000.00	86,000.00	130,000.00	91,000.00	91,000.00
48 10	Misc Debt Setoff Revenue	48,440.91	33,312.38	44,201.45	15,000.00	15,000.00	15,000.00	.00	15,000.00
48 60	Misc Reimburseable Projects	12,997.33	64,060.80	43,084.87	.00	.00	7,871.00	.00	.00
48 71	Misc Sale of Scrap	7,536.16	8,124.23	4,024.82	3,000.00	3,000.00	3,000.00	.00	.00
48 73	Misc Sale of Surplus Equipment	8,650.00	11,702.00	68,500.00	.00	.00	17,600.00	.00	.00
48 94	Misc Conservation Program Repayments	2,987.60	5,781.79	7,853.16	5,000.00	5,000.00	6,000.00	.00	6,000.00
48 97	Misc Miscellaneous	11,071.66	10,947.97	9,354.92	6,000.00	6,000.00	5,000.00	.00	6,000.00
	Miscellaneous Totals	$98,905.68	$141,318.63	$253,598.77	$115,000.00	$115,000.00	$184,471.00	$91,000.00	$118,000.00
Fund Balance and Capital Reserve									
48 99	Misc Fund Balance Appropriated	.00	.00	.00	.00	546,299.00	.00	.00	.00
	Fund Balance and Capital Reserve Totals	$0.00	$0.00	$0.00	$0.00	$546,299.00	$0.00	$0.00	$0.00
	REVENUE TOTALS	$15,104,810.37	$15,670,553.44	$16,978,947.97	$19,514,729.00	$20,061,028.00	$19,449,681.00	$19,532,000.00	$19,514,000.00
EXPENSE									
Personnel - Salaries									
50 00	Salaries Full-time	794,032.82	750,659.82	949,444.09	938,638.00	938,638.00	938,638.00	.00	1,084,740.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund **310 - EF**									
EXPENSE									
Personnel - Salaries									
50 04	Salaries Overtime	18,852.93	19,457.62	24,225.26	33,000.00	33,000.00	30,067.00	.00	33,000.00
	Personnel - Salaries Totals	$812,885.75	$770,117.44	$973,669.35	$971,638.00	$971,638.00	$968,705.00	$0.00	$1,117,740.00
Personnel - Benefits									
51 00	Benefits Longevity	10,200.00	10,200.00	9,600.00	10,550.00	10,550.00	10,550.00	.00	12,050.00
51 01	Benefits Stand-by Pay	11,542.54	12,348.60	10,368.71	12,000.00	12,000.00	12,000.00	.00	.00
51 10	Benefits FICA	61,429.05	61,231.61	74,674.84	76,053.00	76,053.00	76,053.00	.00	83,200.00
51 11	Benefits Group Insurance - Health	85,410.10	77,763.65	93,063.03	89,688.00	89,688.00	89,688.00	.00	152,238.00
51 15	Benefits Life Insurance	2,274.85	1,492.91	2,057.17	1,909.00	1,909.00	1,909.00	.00	2,797.00
51 20	Benefits Retirement - General Employees	84,379.50	87,548.59	118,551.89	125,255.00	125,255.00	125,255.00	.00	138,846.00
51 30	Benefits 401K - General Employees	32,859.90	31,642.92	39,700.91	39,767.00	39,767.00	39,767.00	.00	53,190.00
	Personnel - Benefits Totals	$288,095.94	$282,228.28	$348,016.55	$355,222.00	$355,222.00	$355,222.00	$0.00	$442,321.00
Contractual Services									
56 00	Cont Serv Professional Services	91,323.92	206,158.14	206,390.74	390,200.00	460,492.00	460,492.00	390,200.00	390,200.00
56 11	Cont Serv Contract Services	145,650.31	215,877.30	60,011.30	254,200.00	403,716.00	403,713.00	254,200.00	459,876.00
56 50	Cont Serv Equipment Rental	1,556.76	1,686.49	842.18	1,000.00	1,000.00	34,224.00	1,000.00	1,000.00
56 51	Cont Serv Uniform Rental	10,865.40	8,971.26	19,993.62	.00	15,671.00	.00	.00	.00
	Contractual Services Totals	$249,396.39	$432,693.19	$287,237.84	$645,400.00	$880,879.00	$898,429.00	$645,400.00	$851,076.00
Operating Expenses									
52 01	Op Exp Postage and Shipping Expense	86.21	221.62	.00	800.00	800.00	500.00	500.00	800.00
52 16	Op Exp Telephone Exp - Mobile	9,706.14	9,371.69	10,010.67	.00	.00	.00	.00	.00
52 25	Op Exp Advertising Expense	4,422.83	.00	3,625.52	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
52 26	Op Exp Professional Development	375.00	6,457.59	20,287.23	31,900.00	31,900.00	31,900.00	31,900.00	31,900.00
52 27	Op Exp Local Mileage	.00	.00	119.31	450.00	450.00	450.00	450.00	450.00
52 35	Op Exp Maint and Repair - Equipment	2,958.26	3,975.16	2,902.66	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
52 36	Op Exp Maint and Repair - Vehicles	11,687.45	12,552.34	17,265.59	20,500.00	20,500.00	18,500.00	18,500.00	18,500.00
52 39	Op Exp Maint and Repair - System	264,387.93	187,167.96	260,352.43	100,000.00	102,170.00	100,000.00	270,000.00	270,000.00
52 50	Op Exp Contracted Vehicle Service	10,935.07	23,831.25	22,677.41	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
52 52	Op Exp Fuel	11,240.99	20,055.13	31,509.29	33,275.00	33,275.00	33,275.00	33,275.00	39,838.00
52 58	Op Exp Electric Meters	42,080.05	54,036.94	78,544.04	65,400.00	65,400.00	65,400.00	65,400.00	65,400.00
52 60	Op Exp Equipment Purchase	15,058.56	15,651.49	12,219.79	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
52 62	Op Exp Dues and Subscriptions	15,344.00	15,503.00	26,578.00	124,000.00	124,000.00	124,000.00	124,000.00	32,500.00
52 65	Op Exp Easement Acquisition	.00	.00	.00	40,000.00	57,500.00	40,000.00	40,000.00	40,000.00
52 70	Op Exp Safety	11,372.40	13,020.71	19,225.15	28,515.00	28,515.00	28,515.00	28,515.00	28,515.00
52 71	Op Exp Protective Clothing	6,127.41	4,178.09	9,049.63	23,072.00	23,072.00	23,072.00	23,072.00	23,072.00
52 80	Op Exp Tools	5,316.26	3,783.03	33,637.66	9,255.00	9,255.00	9,000.00	9,255.00	9,255.00
52 85	Op Exp Departmental Supplies	24,296.57	17,362.76	11,426.49	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
52 87	Op Exp System Expansion	58,993.53	107,027.38	268,688.07	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund **310 - EF**									
EXPENSE									
Operating Expenses									
53 01	Op Exp Insurance Deductible	.00	.00	2,500.00	.00	.00	2,500.00	.00	.00
53 03	Op Exp Worker's Compensation Insurance	17,244.98	20,994.26	23,048.52	50,743.00	50,743.00	2,352.00	.00	.00
53 05	Op Exp Employee In Service Training	1,213.96	7,080.93	.00	.00	.00	.00	.00	.00
53 99	Op Exp Miscellaneous Expense	.00	.00	2,383.52	.00	.00	646,677.00	.00	.00
	Operating Expenses Totals	$512,847.60	$522,271.33	$856,050.98	$781,410.00	$801,080.00	$1,379,641.00	$898,367.00	$813,730.00
Programs									
54 50	Programs Purchase for Resale	9,698,182.19	10,422,287.91	10,142,540.22	10,362,272.00	10,362,272.00	10,362,272.00	10,820,640.00	11,126,878.00
54 55	Programs Load Control Expense	87,439.32	48,405.40	46,184.40	.00	.00	16,402.00	.00	.00
54 56	Programs Electric Conservation Program	5,000.00	18,142.70	.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
54 60	Programs Recurring Program Initiative	.00	.00	.00	325,000.00	325,000.00	325,000.00	160,000.00	160,000.00
	Programs Totals	$9,790,621.51	$10,488,836.01	$10,188,724.62	$10,702,272.00	$10,702,272.00	$10,718,674.00	$10,995,640.00	$11,301,878.00
Special Appropriations									
55 00	Spec App Salary Reserve	.00	.00	.00	60,509.00	60,509.00	60,509.00	.00	72,163.00
	Special Appropriations Totals	$0.00	$0.00	$0.00	$60,509.00	$60,509.00	$60,509.00	$0.00	$72,163.00
Debt Service									
57 049	Debt Service Revenue Bond - Substation	442,391.51	434,937.16	427,482.83	420,029.00	420,029.00	420,029.00	412,574.00	412,574.00
57 051	Debt Service AMI Project	137,004.56	137,137.69	136,980.68	137,098.00	137,098.00	137,098.00	137,144.00	137,144.00
	Debt Service Totals	$579,396.07	$572,074.85	$564,463.51	$557,127.00	$557,127.00	$557,127.00	$549,718.00	$549,718.00
Capital Outlay									
58 00	Cap Out Capital Projects	798,298.40	413,051.34	24,908.05	.00	.00	.00	.00	.00
58 02	Cap Out Easement Acquisition	15,430.00	.00	23,050.00	.00	.00	.00	.00	.00
58 44	Cap Out Development Infrastructure Imp	220,077.23	734,147.22	2,115,038.48	.00	.00	.00	.00	.00
58 47	Cap Out Vehicles	.00	75,913.55	.00	.00	.00	.00	.00	.00
58 48	Cap Out Heavy Equipment/Heavy Vehicles	15,453.27	79,687.00	223,908.00	250,000.00	250,000.00	180,299.00	370,000.00	370,000.00
58 50	Cap Out Capital Outlay	9,630.89	.00	18,793.18	132,000.00	132,000.00	115,000.00	.00	.00
58 60	Cap Out Program Initiative	.00	.00	.00	3,500,000.00	3,791,150.00	3,791,150.00	2,200,000.00	2,200,000.00
	Capital Outlay Totals	$1,058,889.79	$1,302,799.11	$2,405,697.71	$3,882,000.00	$4,173,150.00	$4,086,449.00	$2,570,000.00	$2,570,000.00
Miscellaneous									
59 01	Misc Bad Debt Expense	.00	35,602.94	77,578.33	50,000.00	50,000.00	50,000.00	.00	50,000.00
59 96	Misc Payments in Lieu of Taxes	35,250.00	77,553.00	89,773.00	101,826.00	101,826.00	101,826.00	.00	110,819.00
59 97	Misc Support Services - General Fund	965,874.00	1,237,333.08	1,599,801.96	1,407,325.00	1,407,325.00	1,407,325.00	.00	1,634,555.00
	Miscellaneous Totals	$1,001,124.00	$1,350,489.02	$1,767,153.29	$1,559,151.00	$1,559,151.00	$1,559,151.00	$0.00	$1,795,374.00

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Estimated Amount	2025 Departmental Request	2025 Manager Recommended
Fund **310 - EF**									
	EXPENSE TOTALS	$14,293,257.05	$15,721,509.23	$17,391,013.85	$19,514,729.00	$20,061,028.00	$20,583,907.00	$15,659,125.00	$19,514,000.00
	Fund **310 - EF** Totals								
	REVENUE TOTALS	$15,104,810.37	$15,670,553.44	$16,978,947.97	$19,514,729.00	$20,061,028.00	$19,449,681.00	$19,532,000.00	$19,514,000.00
	EXPENSE TOTALS	$14,293,257.05	$15,721,509.23	$17,391,013.85	$19,514,729.00	$20,061,028.00	$20,583,907.00	$15,659,125.00	$19,514,000.00
	Fund **310 - EF** Totals	$811,553.32	($50,955.79)	($412,065.88)	$0.00	$0.00	($1,134,226.00)	$3,872,875.00	$0.00
	Net Grand Totals								
	REVENUE GRAND TOTALS	$77,161,461.70	$80,807,933.40	$138,429,444.14	$107,275,833.00	$118,359,499.00	$109,612,107.00	$107,881,794.00	$132,531,175.00
	EXPENSE GRAND TOTALS	$67,267,777.16	$75,402,460.27	$127,653,052.27	$107,275,833.00	$118,359,499.00	$119,147,434.00	$90,599,913.00	$132,531,175.00
	Net Grand Totals	$9,893,684.54	$5,405,473.13	$10,776,391.87	$0.00	$0.00	($9,535,327.00)	$17,281,881.00	$0.00

Town of Clayton
Ordinance Establishing Rates and Fees for Fiscal Year 2024-2025

Be it hereby adopted by the Town Council for the Town of Clayton, North Carolina that the following fees are established as noted herein:

1. Water Rates – Water rates shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
2. Sewer Rates – Sewer rates shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
3. Electric Rates – Electric rates shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
4. Planning Department Fees shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
5. Inspections Department Fees shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
6. Engineering Department Fees shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
7. Police Department Fees shall be adjusted as reflected in the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
8. Various fees and charges shall be adjusted, added, or eliminated as indicated on the Comprehensive List of Fees and Charges, which follows, effective July 1, 2024.
9. All other rates, fees, and charges for FY 24-25 shall remain as indicated in the Town of Clayton Comprehensive List of Fees and Charges for FY 24-25 unless the subject of another action.

Duly adopted this _____ day of June 2024 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM

_____
Jim Cauley
Town Attorney

Comprehensive List of Fees and Charges

Proposed Draft, 05/20/2024

Taxes & Fees	
Town of Clayton Tax Rate	~~$0.60~~ $0.65 / $100 valuation of property
~~Claytex Fire District Tax Rate~~	~~$0.15 / $100 valuation of property~~
Vehicle Fee (pursuant to NCGS 20-97 (b1)	$30 / vehicle

Document/Copy/Administrative Fees	
Copying up to 11'x17' (black & white)	$0.10 / sheet
Town meeting(s) audio or documents	$1.50 / storage device provided
Certified copy of Town records	In accordance with NCGS 161-10(9)
Paper Copy of Agenda	$10 (annually) Email free
Filing Fee for Office of Council Member	$5
Filing Fee for Office of Mayor	$10

Cemetery Fees	
Lot Purchase - including footstone	$1,200
Interment - Monday through Saturday	$900
Interment - Sundays and Holidays*	$1,200
Footstone Marker and Installation	$200
Cremains Interment - Monday through Saturday	$600
Cremains Interment - Sundays and Holidays*	$900
*Excludes New Year's Day, Good Friday, Easter Sunday, Thanksgiving Day, Christmas Eve, and Christmas Day	

Customer Deposits	
Residential Electric	$250 / $800 (high risk)
Residential Water	$50 / $120 (high risk)
Residential Sewer	$50 / $120 (high risk)
Residential Irrigation	$50 / $120 (high risk)
Non-residential Electric	2.5 times average bill for location or comparable use
Non-residential Water	2.5 times average bill for location or comparable use.
Non-residential Sewer	2.5 times average bill for location or comparable use.
Non-residential Irrigation	2.5 times average bill for location or comparable use

Customer Fees	
Connection Fee	$25
Returned Check/Draft Fee	$25
Non-Payment Penalty	$50
Late fee for charges unpaid by due date	5%
Bucket Truck Mobilization Fee	$500
Electric Meter Test Fee	$100 if no issues found with the meter

Solid Waste Fees	
Solid Waste Collection	$24.00 per month
Extra Garbage Cart	$4.18 / month
Extra Recycling Cart	$3.17 / month

Water & Sewer Utility Rates

Water

Base Rates

Meter Size:	In Town	Out of Town
5/8' Meter	~~$21.01~~ $23.32	~~$25.76~~ $28.59
3/4" Meter	~~$30.52~~ $33.88	~~$37.64~~ $41.78
1" Meter	~~$49.54~~ $54.99	~~$61.42~~ $68.18
1.5" Meter	~~$97.06~~ $107.74	~~$120.83~~ $134.12
2" Meter	~~$154.10~~ $171.05	~~$192.12~~ $213.25
3" Meter	~~$287.19~~ $318.78	~~$358.48~~ $397.91
4" Meter	~~$477.30~~ $529.80	~~$596.12~~ $661.69
6" Meter	~~$952.60~~ $1,057.39	~~$1190.25~~ $1,321.18
8" Meter	~~$1,522.95~~ $1,690.47	~~$1903.19~~ $2,112.54
10" Meter	~~$2,188.37~~ $2,429.09	~~$2734.96~~ $3,035.81

Non-Irrigation

Commodity Rates

Residential:	In Town	Out of Town
Block 1: 0 - 2,000 Gallons	~~$4.95~~ $5.49	~~$6.20~~ $6.88
Block 2: 2,001 - 4,000 Gallons	~~$5.21~~ $5.78	~~$6.51~~ $7.23
Block 3: 4,001 - 6,000 Gallons	~~$5.46~~ $6.06	~~$6.82~~ $7.57
Block 4: All Gallons > 6,000	~~$5.96~~ $6.62	~~$7.44~~ $8.26
Commercial:		
Block 1: 0 - 100,000 Gallons	~~$5.54~~ $6.15	~~$6.93~~ $7.69
Block 2: All Gallons > 100,000	~~$6.37~~ $7.07	~~$7.96~~ $8.84
Industrial:		
Block 1: 0 - 100,000 Gallons	~~$5.63~~ $6.25	~~$7.02~~ $7.79
Block 2: All Gallons > 100,000	~~$6.47~~ $7.18	~~$8.08~~ $8.97

Irrigation

Commodity Rates

Residential:	In Town	Out of Town
Block 1: 0 - 8,000 Gallons	~~$7.70~~ $8.55	~~$7.70~~ $8.55
Block 2: 8,001 - 16,000 Gallons	~~$9.60~~ $10.66	~~$9.60~~ $10.66
Block 3: All Gallons > 16,000	~~$11.81~~ $13.11	~~$11.81~~ $13.11
Non-Residential		
Block 1: 0 - 50,000 Gallons	~~$6.25~~ $6.94	~~$6.25~~ $6.94
Block 2: 50,001 to 100,000 Gallons	~~$8.62~~ $9.57	~~$8.62~~ $9.57
Block 3: All Gallons > 100,000	~~$10.14~~ $11.26	~~$10.14~~ $11.26

Sewer

Base Rates

Meter Size:	In Town	Out of Town
5/8' Meter	~~$34.25~~ $38.70	~~$42.82~~ $48.39
3/4" Meter	~~$51.39~~ $58.07	~~$64.23~~ $72.58
1" Meter	~~$85.63~~ $96.76	~~$107.05~~ $120.97
1.5" Meter	~~$171.28~~ $193.55	~~$214.10~~ $241.93
2" Meter	~~$274.06~~ $309.69	~~$342.59~~ $387.13
3" Meter	~~$513.87~~ $580.67	~~$642.32~~ $725.82
4" Meter	~~$856.42~~ $967.75	~~$1070.54~~ $1,209.71
6" Meter	~~$1712.88~~ $1,935.55	~~$2141.1~~ $2,419.44
8" Meter	~~$2740.59~~ $3,096.87	~~$3425.75~~ $3,871.10
10" Meter	~~$3939.60~~ $4,451.75	~~$4924.49~~ $5,564.67
12" Meter	~~$9076.66~~ $10,256.63	~~$11346.64~~ $12,821.70
Commodity Rates:		
All usage (per 1,000 gallons)	~~$11.02~~ $12.45	~~$13.79~~ $15.58
Flat Rate Sewer - No Meter:	~~$67.42~~ $76.18	~~$84.28~~ $95.24

Water & Sewer - Bulk	
Monthly Commodity Rates (Water):	~~$5.75~~ $6.00 / 1,000 gallons
High Strength Surcharge (Sewer):	
Biochemical Oxygen Demand (BOD)	$0.355 / pound for concentration in excess of 250 mg/liter
Total Suspended Solids (TSS)	$0.13 / pound for concentration in excess of 250 mg/liter
Ammonia Nitrogen (NH3-N)	$1.75 / pound for concentration in excess of 20 mg/liter
Total Dissolved Solids	$0.60 / pound for all flow in excess of 3,500 mg/liter
Industrial High Strength Surcharge	$4.00 / 1,000 gallons
Bulk Water Filling Station Usage:	
Base rate	$10
Minimum charge (less than 1,000 gallons)	$5.25
Above 1,000 gallons	~~$5.75~~ $6.00 / 1,000 gallons
Hydrant Meter Assemble Rental:	
Deposit	$1,500 (Refundable: Deposit refunds can take up to 30 days for processing pending damages)
Rental Fee	$350 / month
Hydrant Meter Set-Up Fee (initial or relocation)	$75
Hydrant Meter Reading Fee	$35
Town Adaptation/modificaion visit fee	$15
Hydrant Meter Damage Fee	$55 (in addition to replacement parts)
Hydrant Meter Bill Late Payment Charge	5%
Consumption Rate	$15 + $8.00 / 1,000 gallons
Adapter Fee	$25 / month

Electric Utility Rates	
Residential	
Monthly Base Charges:	
Single Phase Service	~~$20.50~~ $21.00
Three Phase Service	~~$23.50~~ $24.00
Monthly Energy Charge:	~~$0.13040~~ $0.13450 / kWh

Institutional	
Monthly Base Charge:	~~$42.00~~ $45.00
Monthly Energy Charge:	~~$0.15110~~ $0.15440 / kWh for first 600 kWh
	~~$0.13130~~ $0.13460 / kWh for next 1,900 kWh
	~~$0.11450~~ $0.11780 / kWh for all additional kWh

Small General Service	
Monthly Base Charge:	~~$32.00~~ $33.00
Monthly Demand Charge:	~~$0.14550~~ $0.15000 / kWh for the first 750 kWh*
	~~$0.14550~~ $0.15000 / kWh for the next 2,000 kWh
	~~$0.09740~~ $0.09950 / kWh for the additional kWh
***When the kW of billing demand exceeds 5kW, add into the first block 150 kWh for each additional kW of excess.**	

Medium General Service	
Monthly Base Charges:	~~$42.00~~ $45.00
Monthly Demand Charges:	~~$11.41~~ $12.50 / kWh
Monthly Energy Charge:	$0.08220 / kWh

Large General Service*	
Monthly Base Charge:	~~$240~~ $250
Monthly Demand Charge:	
CP Demand	~~$20.18~~ $21.20 / CP kW
Excess Demand	~~$1.685~~ $1.736 / kW
Monthly Energy Charge:	~~$0.06070~~ $0.06100 / kWh

***No existing customers**

Coincident Peak (CP)	
Monthly Base Charge:	~~$240~~ $250
Monthly Demand Charge:	
CP Demand	~~$21.37~~ $22.00 / CP kW
Excess Demand	~~$5.15~~ $5.39/ kW
Monthly Energy Charge:	~~$0.05740~~ $0.05900 / kWh

Town Facilities	
Monthly Base Charge:	~~$15.00~~ $15.50
Monthly Energy Charge:	~~$0.09370~~ $0.09650 / kWh

Time Of Use	
Monthly Base Charge:	~~$240.00~~ $250.00
Monthly Demand Charge:	~~$20.18~~ $21.20 / kW
Monthly Energy Charge:	~~$0.06070~~ $0.06100 / kWh

Area Lighting	
Monthly Rate Per Lighting Unit:	
Residential Unit	~~$13.42~~ $13.83
Small Commercial Unit	~~$17.81~~ $18.34
Large Commercial Unit	~~$40.64~~ $41.86
Underground Charge	~~$5.40~~ $5.56
Monthly Rate Per Pole Type:	
Wooden	~~$3.37~~ $3.47
Decorative	~~$7.41~~ $7.63
Monthly Energy Charge:	~~$0.09398~~ $0.09680 / kWh

Electric Department	
Residential Electric Meter	Cost of Meter + 10%
Small Commercial Meter	Cost of Meter + 10%
Large Commercial Meter	Cost of Meter + 10%
Underground Electric Fee	$1,000 + $5.00 per foot>120 feet
Solar Panel Permit Application	$250
Temporary Electrical Service Install	$175

Public Works

Water & Sewer Taps & Water & Sewer / Electric Meter Fees

**** Cost for an applicable boring or non-typical installation requirements (Actual Cost + 10%)**

Single Residential Lots Only ~~- No Commercial or Developers~~ (Not Part of a Subdivision Plan)

Service/Meter	Base Cost	Street Cut	Concrete Cut	Meter Only	Permit Fee
3/4 ~~&~~ / 5/8 Inch Water	~~$2,000~~ $2,500	~~$750~~ $1,000	~~$750~~ $1,000	Cost of Meter + End Point + 10%	N/A
1 Inch Water	~~$2,350~~ $3,000	~~$750~~ $1,000	~~$750~~ $1,000	Cost of Meter + End Point + 10%	N/A
~~1/5~~ 1/2 & 2 inch Water	~~$2,900~~ $3,600	~~$750~~ $1,000	~~$750~~ $1,000	Cost of Meter + End Point + 10%	N/A
4 Inch Sewer	~~$3,900~~ $4,800	~~$750~~ $1,000	~~$750~~ $1,000	N/A	N/A
Irrigation Split	~~$600~~ $750	N/A	N/A	N/A	N/A
Relocate Meter Box *For service adjustments within 30" of tap location. Greater than 30" will require a new tap.	~~$600~~ $750	N/A	N/A	N/A	N/A
Residential Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A
Small Commercial Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A
Large Commercial Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A

System Development Fees

Water Meter Testing:	Labor Cost + 10%			
Water Quality Sampling:	Labor Cost + Lab Fee + 10%			
Hydrant Flow ~~Testing~~ Test Witness Fee:	$150 per hydrant			
FOG Inspection:	$25			
Service/Meter Size	**Water**	**Sewer**	**Total**	
5/8 inch	~~$2,839~~ $3,265	~~$5,161~~ $5,935	~~$8,000~~ $9,200	New & Existing users expanding usage requiring meters greater than 2.0 inch require a Developer's Agreement.
3/4 inch	~~$4,259~~ $4,898	~~$7,741~~ $8,903	~~$12,000~~ $13,800	
1.0 inch	~~$7,098~~ $8,163	~~$12,902~~ $14,838	~~$20,000~~ $23,000	
1.5 inch	~~$14,195~~ $16,325	~~$25,805~~ $29,675	~~$40,000~~ $46,000	~~Current Cost per gallon based on 2023 SDF Study:~~
2.0 inch	~~$22,712~~ $26,120	~~$41,288~~ $47,480	~~$64,000~~ $73,600	Water = ~~$7.05~~ $8.00 per gallon per day (GPD)
				Sewer = ~~$17.70~~ $20.00 per gallon per day (GPD)

Nutrient Offset Fees	
Residential Tap	$450/ Tap
Non Residential Tap	$0.005 / gallon of annual wastewater capacity
Planning Department	
Public Notices Fees	
Mailed Notice	$1.00 per Mailed Notice
Public Notice Signs	$20 per Posted Sign
Development Submittal Fees	
Determination	$200
Development Agreement	$1,000
Fee-in-Lieu Request (By Applicant)	$300
Limited Subdivision	$250
Street Renaming/Closure	$300
Temporary Permit	$100
After-the-Fact Temporary Permit	$200
Vested Rights Certificate	$300
Administrative Adjustment	$150/Adjustment
Uniform Sign Plan	$150
Re-Advertisement	$200
Appeal	$350
Annexation	$300
Urban Archery Hunting Permit	$50
Major Subdivision/Conservation Subdivision	$500 + $15 / acre
Minor Subdivision (<5 lots)	$300 + $15 / acre
Conditional Zoning, Unlimited with Associated Concept Plan	$1,000 + $5 / acre
Small Cell Wireless	$100 ea for first 5 facilities, $50 ea additional
Zoning Compliance Inspection/Re-Inspection	$150
Resubmittal Fee	4th and each subsequent submittal - 1/2 the cost of the original submittal fee
Exempt Subdivision	$150
Final Plat Review	$300 + $15 / acre
Rezoning	$750 + $10 / acre

Conditional Rezoning, Limited Use and Limited Standard	$750 + $10 / acre
Alternative Sign Plan	$300
Sign - Permanent	$75 + $5 / additional sign
Sign - Temporary	$50
After-the-Fact Sign Permit	$150 +$10 / additional sign
Minor Modification	$250
Site Plan	$500 + $15 / acre
Special Use Permit	$750
Temporary Use / Special Event	$100
After-the-Fact Temporary Use/Special Event Permit	$200
Tree Clearing Certificate	$250
Variance Application	$500 ($1,000 after the fact)
Zoning Compliance	$100
Zoning Verification	$100
Family Health Care Structure	Initial Permit (Good for 1 Year): $100 Annual Renewal Fee (Due every year starting with Year 2): $50

Code Enforcement	
Civil Penalty for Violations of Unified Development Oridinance	First Notice of Violation $50; Second and Subsequent Notices of Violation - $100 (each day violation continues)
Tall Grass and Overgrowth	
0 to .25 acres	$150 + $100 Admin Fee
.26 to .50 acres	$200 + $100 Admin Fee
> 1.00 acres	$250 + $100 Admin Fee
Private Property Clean Up	Amount Billed by Contractor + $100 Admin Fee

Copies & Maps	
Copy < 11" x 17" (Black & White)	$0.10
Copy > 11" x 17" (Black & White)	$1
Copy < 11" x 17" (Color)	$0.40
Copy > 11" x 17" (Color)	$5
Map 18" x 24"	$10
Map 24" x 36"	$20
Map 36" x 48"	$30

Consultant Review Fees	
Tower Review, New Structure, One Related Meeting	$5,000
Tower Review, New Structure, Two Related Meetings	$6,500
Tower Review, Co-Location/Mod/Upgrade	$1,000
Traffic Assessment	$350

Recreation & Open Space Fees	
~~**Single-Family Detached, Attached, Duplex, and Manufactured Home Dwellings**~~ **Land Development Projects Subject to U.D.O. Section 6.7.2**	~~Pre-Development Cost of 1/35 of an Acre (Based on County Tax Assessor Data or Appraisal) Times the Number of Dwelling Units, Payable at Final Plat for each subdivision or phase of subdivision~~ (Number of residential lot or principal dwelling units) x (1,244 square feet of land) x (Pre-Development cost per acre based on County Assessor Data)

Building Inspections	
Plan Review Fee - Initial Review	Commercial Projects 0-25,000' = $250, over 25,000' = $500
Plan Review Fee - Permit Cancelled or Not Picked up/Issued	$100

Plan Review Fee - Subsequent Reviews (ea)	$150

New Dwelling (Single):	
Up to 1,200 sq. ft	$600 / dwelling
> 1,200 sq. ft.	$600 + $0.30 / sq. ft.

Residential - Additions/Remodel:	
0 - 400 sq. ft.	$300
> 400 sq. ft.	$300 + $0.30/sq. ft.
Additional per trade	$75

Multi-Family Dwelling Duplex/Triplex	
Up to 3 units	$600 + $0.30/sq ft > 1,200 sq ft
Each additional unit	$200

Mobile Homes	
Single-Wide (Building Only)	$250
Double - Wide (Building Only)	$275
Triple - Wide (Building Only)	$300
Quad - Wide (Building Only)	$325
Travel Trailers / Campers	$75
Poured Footing Inspection	$75
Mechanical Permit Fee	$75
Electrical Permit Fee	$75
Plumbing Permit Fee	$75

Dwelling Moved On	
Fee	$250
Trade Fee	$75

Residential Accessory Building (over 12'x12')	
Storage Building	$75
Garage / Carport	$100
Deck / Porch/ Gazebo	$75 + $0.30/sf for > 144 sf
Additional trade	$75

Trade Inspections	
Building, Electrical, Plumbing and Mechanical	$75

Farm Buildings	
Qualified Farm Building	$0
Electrical Permit Fee	$75

Permit Fee for Commercial Buildings (Based on cost per trade)	
$0 - $2,500	Trade fee (Minimum $75)
$2,501 - $25,000	$375
$25,001 - $50,000	$675
$50,001 - $100,000	$1,275
$100,001 - $200,000	$2,175
$200,001 - $350,000	$3,750
$350,001 - $500,000	$4,750
$500,001 - $750,000	$6,750
$750,001 - $1,000,000	$8,750
>$1,000,000	$8,750 + 0.2% for every dollar over $1,000,000

Re-Inspection Fees	
First Re-Inspection	~~75~~ $100 (per trade)

Additional Re-Inspection of Same Item	~~$150~~ $200 2nd trip, ~~$225~~ $300 3rd trip, ~~$300~~ $400 4th trip (+~~$75~~ $100 each additional trip thereafter)
Same Day Inspection Cancellation (Non Weather Related)	$200
Not Ready at Time of Inspection (No Inpsection)	$200
~~After Hours (Requires Special Approval)~~	~~$200/hour (3 hour minimum)~~
Commercial After Hours (Requires Special Approval)	$200/hour (3 hour minimum)
Residential After Hours (Requires Special Approval)	$100/hour (3 hour minimum)
Day Care Re-Certification	$100
ABC Permit Form	$150
Expired Permit Reissue	
Work Started / Code Changes	Original fee x 50%
No Work Started / No Code Changes	$150
Re-Review, Lost Plans / Update	$150

Service Pole Inspections	
Electrical ($1 Building if no permit exists)	$75

Update for Permits	
Contractor Change (Ord. 2017-09-01)	$50

Service Change Inspections	
Conditional Service (Ord. 2017-09-01)	$75
Building	$1
Electrical	$75

Sign	
Building	$75
Electrical	$75

Swimming Pools	
Building	$75
Electrical	$75

Pedestals	
Building	$1
Electrical	$75

LP Gas Tanks	
Building	$50
Electrical	$75

Tents (Per Building over 240 sq. ft.)	$75
ATM	Commercial Rate

Conditional Power/Gas - Single Family	$75 each
90 Day Temp Power - New Construction Residential	$75 each
Conditional Power/Gas - Multi Family	$75 first meter, $50 each additional
90 Day Temp Power - Commercial	$150

Reconnect Power - Building	$1
Reconnect Power - Electrical	$75

Demolition - Residential	$50 + asbestos report

Demolition - Commercial	$150
Sprinkler System	Commercial Rate

Penalty	
For work started before proper permitting is obtained, a penalty of one-half the cost of the permit(s) that should have been obtained shall apply. GS 160A-414.	
Irrigation of New Landscape	$75
One Time Extension - Irrigation New Landscape	$50

Engineering Department	
Review Fees	
Construction Plan (Subdivision)	~~$625~~ $750 + ~~$20~~ $35 per lot
Construction Plan Resubmittal	~~$500~~ $625
Construction Plan (Sites)	~~$625~~ $750 + ~~$35~~ $40 per acre
Planning & Engineering Combo Review Fee (Subdivision) – 4 Reviews	~~$1625~~ $1,800 + ~~$60~~ $35 per ~~acre~~ lot
Planning & Engineering Combo Review Fee (Sites) – 4 Reviews	~~$1625~~ $1,800 + $20/lot + ~~$20~~ $40/acre
Construction Plan (Infrastructure Only)	~~$625~~ $750 + ~~$0.40 per linear foot~~ $40/acre
Alternative Standard Request	$625
Construction Plan Revisions	$500 + $10 per sheet
Pump Station CD Review	~~$1,000~~ $350 plus cost of third party consultant review fee
Pump Station Review – Resubmittal	~~$750~~ $200 plus cost of third party review consultant
Special Study (Flood, Traffic Calming, etc.)	$350 + Cost of Consultant
Floodplain MGMT Document Review (LOMR, CLOMR, etc.)	~~$200~~ $300 per form
Record Drawing (Infrastructure/Stormwater)	$625
Record Drawing Resubmittal	$350
Bond Administration Fee (Surety/Letter of Credit)	$250
Bond Administration Fee (Cash/Check)	$250
Bond Administration Fee (Amendment/Reduction)	$125
Encroachment Agreement Application	$500
Water Extension Permit Application (all forms)	$325
Sewer Extension Permit Application (all forms)	$325
Water and/or Sewer Extension Permit Amendment	$175
Wastewater Allocation Requests	$500
Right-of-Way Closure Application / Processing Fee	$250/$350
Planning & Engineering Combo Resubmittal Fee	$750
Planning/Engineering Development Submittal Technology Fee Surcharge	~~4% of Fee Total (Planning & Engineering)~~ $4.00 per application for inspection $10.00 per application for planning and engineering

Inspection Fees	
New Public Streets	~~$1.75~~ $2.00 per linear foot
Curb and Gutter (new and replacement)	~~$0.75~~ $1.00 per linear foot
Application for Acceptance of Public Infrastructure – Utilities	$500
Acceptance of Public Infrastructure – Right-of-Way	$500

Acceptance of Public Infrastructure - Reinspection	$100
Pump Station	$1,500
Water System Extensions	~~$1.25~~ $1.50 per linear foot
Pump Station	$1,500
Stormwater SCM Inspection	$500
Sanitary Sewer System Extensions	~~$1.25~~ $1.50 per linear foot
Storm Drainage (Public and Private)	~~$0.75~~ $1.00 per linear foot
Greenways & Sidewalks	~~$0.75~~ $1.00 per linear foot
Residential Driveway – Initial	$100
Residential Driveway – Reinspection	$75
Fire Lanes	~~$1.75~~ $2.00 per linear foot
Sanitary Sewer Taps (not performed by Town)	~~$100~~ $150
Water Taps (not performed by Town)	~~$100~~ $150
Fee-in-lieu Admin Fee	$150
Reinspection Fee-Linear Footage Inspections	$100
Major Encroachment Inspection	$1.00 per linear feet of right of way impacted

Stormwater/Erosion Control	
All Stormwater and Erosion Control Fees include 2 Reviews, unless otherwise noted	
All Erosion Control Fees are rounded up to the next acre	
Erosion Control Plan Review	~~$275~~ $300 per acre
Erosion Control Plan Review Resubmittal	~~$500~~ $200 per acre
Erosion Control Plan Review Revision	~~$500~~ $150 per acre
Land Disturbance Permit – Initial (valid for 2 years)	$200 per acre
Land Disturbance Permit Renewal (valid for 1 year)	~~$750~~ $150 per acre
Erosion Control Permit – Single lot	$200
Stormwater Plan Review - up to 7 acres	$600 per acre
Stormwater Plan Review - greater than 7 acres	$4,200 + $150 per acre
Stormwater Plan Review Plan Review Resubmittal	500 + $100 per acre
Stormwater Plan Review Revision	$500 + $10 per sheet
Stormwater Permit	$500 per acre
Stormwater Permit Revision	$500 + $10 per sheet
~~Stormwater Combo Plan Review - up to 7 acres~~	~~$500 + $600 per acre (4 Reviews)~~
~~Stormwater Combo Plan Review - greater than 7 acres~~	~~$4,700 + $150 per acre (4 Reviews)~~
~~Erosion Control Combo Plan Review~~	~~$500 + $275 per acre~~

Police Department	
Mailed in Report Requests (Public Copies Only):	
Accident Report	~~$2~~ $3*
Incident Report	3*
*If more than one copy of a report is needed, the first copy will be $3.00, and any additional copies will be $1.00	
Fingerprinting	$17**
**Payment must be made online when appointment is scheduled	
Burglary False Alarms (Residential and Commercial)	$50 per occurrence***
***No charge for 1st false alarm per month if alarm is registered	
Animal Service Penalty Fees:	
Animal Cruelty	$500 per offense, per animal

Dangerous Dogs	$500 per offense, per animal
All Other Violations, including leash law violations:	
-First Notice of Violation	$100
-Second Notice of Violation	$200
-Third and Subsequent Notice of Violation(s)	$300

Fire Department	
Fire Inspection Fees	
Up to 3,000 sq. ft	no fee
3,001 - 5,000 sq. ft.	$75
5,001 - 10,000 sq. ft.	$150
10,001 - 25,000 sq. ft.	$375
25,001 - 50,000 sq. ft.	$500
50,001 - 100,000 sq. ft.	$625
100,001 - 500,000 sq. ft.	$750
500,001 sq. ft. or greater	$0.15 per sq. ft.
Re-Inspection Fees	
First Re-Inspection	$75
Second Reinspection	$150
Third Reinspection	$225
Fourth Reinspection, etc.	$300

Miscellaneous	
Blasting Permit Application	$200
Special Standby Operations	
Engine	$100 / hour (one hour minimum)
Personnel	$22.50 / hour (one hour minimum)
Hazmat Emergency Response Charges	
Engine, Tanker or Ladder Truck	$250 / hour
Support Vehicles	$50 / hour
All Responding Personnel	1.5 x hourly rate of pay
Materials Used	Replacement cost + 10%
Materials Damaged	Replacement cost + 10%
First False Alarm in Month	$0
Subsequent False Alarms in Month	$100 each

Recreation Department		
Athletics		
(Base fees listed below are calculated using market comparisons)		
Youth Sports (Officiated - O, and Unofficiated - U)	**Resident Fee**	**Non-Resident Fee**
Winter Basketball (O)	Range $30-$80	Range $30-$80 plus 50%
Spring Baseball (O)	Range $30-$80	Range $30-$80 plus 50%
Spring Softball (O)	Range $30-$80	Range $30-$80 plus 50%
Fall Volleyball (O)	Range $30-$80	Range $30-$80 plus 50%
Fall Softball (O)	Range $30-$80	Range $30-$80 plus 50%
Spring T-Ball (U)	Range $30-$80	Range $30-$80 plus 50%
Fall Soccer (U)	Range $30-$80	Range $30-$80 plus 50%

Adult Sports	Team Fee	Non-Resident Fee
Softball	$600	$25
Soccer	$600	$25
Basketball	$600	$25
Volleyball	$600	$25
Flag Football	$600	$25
Resident's Fees included in Team Fees		

Programs		
Classes	**Resident Fee**	**Non-Resident Fee**
Class fees vary according to the type of class, cost of the facility, instructor and number of participants	Range $2-$150	Range $2-$150 plus 50%

Facility Rentals*		
Community Center Gym	**Resident Fee**	Non-Resident Fee
Full Court	$60 / hour	$120 / hour
Half Court	$35 / hour	$70 / hour
Scoreboard	$10 / hour	$20 / hour
Tennis Courts	$5 / hour	$10 / hour
Ballfields		
Community Park Field #1	$20 / hour	$40 / hour
Community Park Field #2	$20 / hour	$40 / hour
Community Park Field #3	$20 / hour	$40 / hour
Municipal Park	$20 / hour	$40 / hour
East Clayton Community Park Baseball Field	$25 / hour	$50 / hour
East Clayton Community Park Soccer Field	$50 / hour	$100 / hour
East Clayton Community Park Multipurpose – Field 1 or 2	$75 / hour	$150 / hour
East Clayton Community Park Multipurpose – Field 1 and 2	$150 / hour	$300 / hour
CHS Football - Artificial Turf	$100 / hour	$200 / hour
CHS Soccer	$75 / hour	$150 / hour
CHS Baseball	$50 / hour	$100 / hour
CHS Softball	$40 / hour	$80 / hour
Field Rental Add Ons		
Lights (Community)	$20 / hour	
Lights (East Clayton Soccer & Baseball)	$20 / hour	
Lights - CHS Softball	$30 / hour	
Lights - CHS Baseball	$40 / hour	
Lights - CHS Soccer	$40 / hour	
Lights - CHS Football	$50 / hour	
Baseball / Softball Field Prep (All Fields)	$30 / hour	
East Clayton Soccer Field Paint - In Season	Included	
Soccer Field Paint - Off Season (Lacrosse/Rugby)	$200	
Football Field Paint	$350	
Seven vs. Seven Soccer or Smaller	$150	
Tournament Field Rentals & Add Ons		
Community Park - Full Day	$250 / field / day	
Community Park - Half Day	$125 / field / day	
East Clayton - Baseball	$350 / day	
Additional Field Prep	$30 / field	
Scoreboard	$25 / field / day	
Drying Agents	$10 / bag	

Admission Fee to Town	$50 / day
Concessions	Only CPRD Allowed
Other Vendors (Non-Food)	$50 / vendor / weekend

Picnic Shelters (Per 4-hour block)	**Resident Fee**	**Non-Resident Fee**
All Star Park	$32	$64
Community Park	$40	$80
East Clayton Community Park	$40	$80
Municipal Park - Cypress	$50	$100
Municipal Park - Birch	$40	$80
Municipal Park - Maple	$40	$80
Municipal Park Stage (Per 4-hour block)	**Resident Fee**	**Non-Resident Fee**
Up to 50 - includes shelter	$180	$360
51 to 150 - includes 2 shelters	$260	$520
151 to 499 - includes 3 shelters	$340	$680
Community Center Memberships - Calendar Year Basis		
Annual Memberships - Calendar Year Basis		
Individual	$0	$50
Family with Dependents	$0	$100
Daily Memberships	N/A	$5
Lost Cards	$5	$5
*Johnston County non-profits are eligible to receive the Resident Fee for Facilty Rentals. Does not impact tournament rentals or program registrations.		

Commercial Use Permit	$25	$25

Hocutt Ellington Memorial Library		
Library Cards	**Johnston County Resident**	**Non-Johnston County Residents**
Individual - Annual	$0	$25
Individual - Semi-Annual	$0	$15
Individual - Quarterly	$0	$10
Family - Annual	$0	$50
Education Employee (All Johnston County with ID)	$0	$0
Internet Usage		
With Valid Library Card	$0	$0
Without Valid Library Card	$0	$5 per hour
Library Fees		
Copy Machine or Computer Printouts	$0.20/page B&W; $0.25/page Color	$0.20/page B&W; $0.25/page Color
Lost Book	Replacement Cost	Replacement Cost
Library Card Replacement	$5	$5
IT Technology Lending		
Return of Device Kit In "After Hours" Book Drop	$10 plus cost of any damage*	$10 plus cost of any damage*
Device(s) Returned Late	$5 per day / max $25	$5 per day / max $25
Device(s) not Returned within 7 Days of Due Date	Full replacement cost*	Full replacement cost*
Lost or Damaged Technology or Accessories	Cost as indicated on checklist*	Cost as indicated on checklist*
* These costs/fees will be included on fully executed lending agreement		

Special Events		
Special Event Fees	**Resident Fee**	**Non-Resident Fee**
Application Review	$100	$200
Sanitation Deposit	$250	$250
Street Closure	$50 / day	$100 / day
Type III Barricade Rental	$5 / barricade / day	$25 + $5 / barricade / day
Police Detail Fee (3 hour minimum)	$35 / officer / hour	$35 / officer / hour + $100 Admin Fee

Garbage/Recycling Container Rental (minimum of 4)	$13 / container / day	$13 / container / day + $50 Admin Fee
Generating Notice Addresses (one hour minimum)	$25 / hour	$50 / hour
Emergency Notification Call / Mass Phone	$50	$100
No Parking Signage	$3 / sign	$3 / sign
Positive Barricades (filled and installed)	$45 per intersection	$45 per intersection
Utility Fees (Water and Electricity)		
Events longer than one day	$10 / utility	$20 / utility
Town/Horne Square Rental with Road Closure: (Special Event Application Fee, 8 Trash Cans, Road Closure Fee, 10 No Parking Signs, Water Barricades, and Town Square Rental)	$500	$750
Town/Horne Square Rental with No Road Closure: (Special Event Application Fee, 6 Trash Cans, and Horne Square Rental)	$250	$400

Non-Departmental Equipment Usage	
Sewer Jetter	$65 / hour
Leaf Machine	$65 / hour
Backhoe	$55 / hour
Line Truck	$50 / hour
Bucket Truck	$50 / hour
Sewer Rodding Machine	$40 / hour
Tractor & Bush Hog	$40 / hour
Mowing Machine	$40 / hour
Ditch Witch Trencher	$40 / hour
Asphalt Roller	$40 / hour
Riding Mower	$35 / hour
1/2 Ton Pickup Truck	$25 / hour
Air Hammer	$25 / hour
Soil Tamp	$25 / hour
Push Mower	$20 / hour
* Rates for usage of equipment not listed above shall be based on the rates published by FEMA plus 15% for billing, management, and overhead.	

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	Quasi-Judicial Hearing

Item Title

2023-189-SUP Full House Storage Unit

Presenter(s)

Bruce Venable, Planner II

Suggested Action

Approval of SUP

Strategic Priorities Alignment

☐ Think Clayton (Administrative)	☐ Think Arts & Culture	☐ Think Downtown	☐ Think Economic Development	☒ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☐ Think Public Services & Infrastructure

Public Hearing: Yes - Quasi

If Approved, Will Document Require Recordation? Yes

Does This Item Require a Communication Plan?

☒ Public Hearing (Required by GS)
☒ Newspaper Notice (Required by GS)
☐ Public Forum/Input Session
☐ E-News Distribution
☐ Social Media
☒ Special Mailing
☐ Public Hearing (Not Required by GS)
☐ Newspaper Notice (Not Required by GS)
☐ Press Release
☐ Website
☐ Survey
☐ None Required

Other/Special Instructions: Sign Posted on Site

Summary

The applicant is requesting a Special Use Permit to build an 84,000 square-foot 4-story climate-controlled self-storage building US-70 BUS (the "Site"). The facility will be climate-controlled, have internal elevator access, and contain approximately 549 units. with supporting infrastructure **Associated Site Plan:** 2023-188-SP

Pursuant to §155.711(D)(1), concurrent with a request for a Special Use Permit, the applicant was required to submit a Site Plan, which is attached to this staff report. The site plan has been reviewed by staff and is pending approval upon a decision from Council on this Special Use Permit.

Funding Source

N/A

Corresponding Documentation

1 2023-189-SUP Full House Application

2 2023-188-SP Full House Storage Site Plan

3 Neighborhood Meeting Materials

4 Staff Report Map

5 Full House Storage SUP (2023-189-SUP) Recommended conditions of approval (executed)

Wastewater Policy Allocation and Request (sealed)

Staff Report - 2023-189-SUP Full House Storage

2023-189-SUP Full House Storage SUP DOC

Submitted By: Bruce Venable, Planning

Reviewed By:

Conrad Olmedo, Planning Director	Approved - May 13 2024
Rich Cappola, Town Manager	Approved - May 13 2024
Heidi Holland, Town Clerk	Approved - May 14 2024

TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

SPECIAL USE PERMIT APPLICATION COVER SHEET

Name of Project: Full House Storage **Date:** December 13, 2023

Applicant Name: Advanced Civil Design, Inc.

The following checklist to be completed by applicant:

☑ Pre-Application Meeting on: September 14, 2023

☑ Application Review fee

Submit 1 hardcopy and 1 digital (via email or USB) of each of the following:

☑ Completed Application

☑ Owner's Consent Form

☑ Adjacent Property Owner's List

☑ Neighborhood Meeting Notice Letter (1 copy)

☑ Wastewater Allocation Request Form (if applicable)

☑ Adjacent Property Owner's List - Include Names, Full Mailing Addresses & Parcel/NC Tag #

☑ Associated Site Plan

Reviewed by: _____

TOWN OF CLAYTON
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SPECIAL USE PERMIT APPLICATION

Application Fee: $750.00

Public Noticing Fees (Mailing & Sign) will be confirmed/invoiced by town staff prior to payment.
Mailed Notice: $1.00 per mailed notice / Public Notice Signs: $20.00 per posted sign

☒ **New Special Use Permit** ☐ **Major Modification to an approved SUP**
Permit Modified: _____

SITE INFORMATION

Name of Project: Full House Storage

Acreage of Property: 2.122 acres **Zoning District:** B-3-SUD

County Tag #: 05G02002X **NC Pin #:** 165909-06-7862

Address/Location: Tew Court, Clayton, NC 27520

Existing Use: vacant **Proposed Use:** Storage, indoor

Is project within a Planned Development? ☒ **Yes** ☐ **No If yes, which:** Gateway Medical Park

Is project within an Overlay District? ☒ **Yes** ☐ **No If yes, which:** Thoroughfare Overlay District

APPLICANT INFORMATION

Applicant: Advanced Civil Design, Inc.
Mailing Address: 51 Kilmayne Drive, Suite 102, Cary, NC 27511
Phone Number: 919-481-6290 **Fax:** n/a
Contact Person: Cameron M. Rice, PE
Email Address: crice@advancedcivildesign.com

OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

PROPERTY OWNER INFORMATION

Name: Catz LLC | The Marzbani Family LP

Mailing Address: 4137 Swift Creek Rd, Smithfield, NC 27577 | 104 Charmwood Ct, Cary, NC 27518

Phone Number: 919-934-0948 | n/a **Fax:** n/a

Email Address: n/a | n/a

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

See attached addendum.

REQUIRED FINDINGS OF FACT

Section 155.711(I) of the Unified Land Development Code requires applications for a Special Use to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

1. 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.

   See attached addendum.

2. 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 and other applicable regulations.

See attached addendum.

3. 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.

See attached addendum.

4. 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.

See attached addendum.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make an application and petition to the Town Council of the Town of Clayton to approve the subject Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Cameron M Rice		December 12, 2023
Print Name	***Signature of Applicant***	***Date***

Special Use Permit Application Addendum

Explanation of Project

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

Full House Storage (the "Applicant") is proposing construction of an 84,000 square foot, four-story indoor self-storage building along US-70 BUS (the "Site"). The facility will be climate controlled, have internal elevator access, and contain approximately 549 units.

Required Findings of Fact

Section 155.711(I) of the Unified Land Development Code requires applications for a Special Use to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

1. 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.

a. The proposed use will not materially endanger the public health or safety if located where proposed because the Site is located along US HWY 70 Business and surrounded by existing commercial uses, including various medical offices, an event center, liquor store, and car wash. There are two industrial buildings under construction nearby, and a veterinary building and kennel under site plan review on the other side of the adjacent parcel to the southeast.

b. The proposed use will not materially endanger the public health or safety if developed according to the plans as submitted and approved because transportation/connectivity, stormwater, and site design will be addressed as follows:

i. The driveway entrance to the proposed development will be located at the end of the cul-de-sac on Tew Court and this connection will be made in accordance with all applicable design standards. This includes installation of appropriate curb and gutters, crosswalk lines, and a 5-foot wide sidewalk along Tew Court that will connect to a 4-foot sidewalk internal to the Site. The proposed development will have adequate parking and the proposed parking lot will have sufficient lighting. The Site will also have appropriate access for emergency service vehicles in accordance with applicable standards, including the N.C. Fire Code.

ii. The proposed development will connect to existing water and sewer facilities previously stubbed to the Site. The Site will also control and treat for stormwater by installing a wet pond partially enclosed by a 4-foot tall black aluminum picket fence and retaining wall. This stormwater control measure will comply with the Town's stormwater regulations for quantity and quality.

iii. The Site will be developed in accordance with all applicable setbacks and will install all required landscape buffers, including the required 25-foot Thoroughfare setback and 40-foot Throughfare landscape buffer along HWY 70.

2. That the application meets all required specifications and conforms to the standards and practices of sound land planning and the Town Code of Ordinances and other applicable regulations.

a. The proposed use is permitted as a special use in the B-3 district under the standards set by the Unified Development Code ("UDC") at the time this application was submitted, which included concurrent submittal of the site plan. The Applicant will work with Town staff during the site plan review process to ensure that the proposed development complies with all requirements for the use under the UDC as required at the time of application submittal.

3. 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.

a. The proposed use will not substantially injure the value of adjoining or abutting property because the use is consistent with the surrounding commercial and industrial uses in the immediate vicinity. As explained above, this currently includes various medical offices, an event center, liquor store, and car wash, and will eventually include a veterinary building and kennel. The proposed use will not be detrimental to the use or development of adjacent properties or other neighborhood uses because the site plan includes appropriate building setbacks and buffers from the highway and adjacent uses, including a 6-foot tall wooden opaque fence along the majority of the northern perimeter, a 7,019 square foot area of proposed tree save, and a stormwater pond, fence, and retaining wall.

b. The Applicant will admit an appraisal report at the evidentiary hearing that will discuss the effect of the proposed development on the value of adjacent properties in greater detail.

4. 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.

a. The proposed development is consistent with the property's Future Land Use designation "Employment Center" as the proposed use is consistent with the encouraged uses in this designation, including industrial, warehouse, office, recycling, assembly, and supporting commercial uses. The subject property is also zoned Highway Business (B-3). This district contemplates offices, service uses, and businesses located on major and minor thoroughfares. The majority of the parcels in the immediate vicinity are similarly designated Highway Business (B-3), while a few are designated Office-Institutional (O-I). The parcel to the north of the Site is zoned Residential Estate (R-E), but that parcel is under the control of the North Carolina Department of Agriculture and is used for crop research. As

such, the proposed use will not adversely affect adopted plans and policies of the Town as it is consistent with the Future Land Use and Zoning, and it will not violate the character of existing standards for development of the adjacent properties as those properties are similarly designated and zoned or under ownership and being used in a way that will not be affected by the proposed use.

TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

OWNER'S CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.

Project Name: Full House Storage **Address or PIN #:** ~~164900-88-7093~~ 165909-06-7862

AGENT/APPLICANT INFORMATION:

Advanced Civil Design, Inc.	51 Kilmayne Drive, Suite 102
(Name - type, print clearly)	(Address)
	Cary, NC 27511
	(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (***list applicable requests***):

Site Plan Package — Wastewater Allocation Request

Special Use Permit

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

N. Daniel Catz	4137 Swift Creek Road
(Name - type, print clearly)	(Address)
(Owner's Signature)	Smithfield, NC 27577
	(City, State, Zip)

STATE OF North Carolina
COUNTY OF Johnston

Sworn to and subscribed before me this day by _____.

Date: 11-15-23

SEAL

DEBORAH HODGE NARRON NOTARY PUBLIC JOHNSTON COUNTY, N.C.

Signature: Deborah Hodge Narron

Notary's Printed Name: Deborah Hodge Narron, **Notary Public**

My Commission Expires: 7-4-24

July 2018

TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

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	(City, State, Zip)

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OWNER AUTHORIZATION:

Siamak Marzbani	104 Charmwood Court
(Name - type, print clearly)	(Address)
Siamak Marzbani	Cary, NC 27518
(Owner's Signature)	(City, State, Zip)

STATE OF North Carolina
COUNTY OF Johnston

Sworn to and subscribed before me this day by I .

Date: 11-15-23

SEAL

DEBORAH HODGE NARRON NOTARY PUBLIC JOHNSTON COUNTY, N.C.

Signature: Deborah Hodge Narron

Notary's Printed Name: Deborah Hodge Narron, **Notary Public**

My Commission Expires: 7-4-24

July 2018

NORTH CAROLINA
JOHNSTON COUNTY

TOWN OF CLAYTON
2023-189-SUP

IN RE QUASI JUDICIAL APPROVAL OF FULL HOUSE STORAGE SPECIAL USE PERMIT FOR SELF-STORAGE FACILITY	AFFIDAVIT OF CAMERON RICE

I, CAMERON RICE, being duly sworn, hereby depose and say:

1. I am over the age of eighteen years old, am under no disability, and have personal knowledge of all matters stated in this Affidavit.

2. I am the civil engineer for the Full House Storage ("Full House") self-storage facility (the "Project") proposed for the approximately 2.144 acre parcel bearing PIN 165909-06-7862 located at 301 Tew Court in the Town of Clayton (the "Site").

3. I received my degree in civil engineering from North Carolina State University and am a licensed engineer in the State of North Carolina. I have worked in engineering in North Carolina for 25 years. I am a Senior Project Manager at Advanced Civil Design, Inc. and have supervised the submittal of the special use permit and site plan applications for the Project, and their compliance with the standards in the Town of Clayton Unified Development Code (the "UDC"). These standards relate to the Special Use Permit findings of fact in UDC §155.711(H).

4. I reviewed the special use permit and site plan applications for compliance with the UDC because these applications were submitted on or about December 13, 2023, before the new Unified Development Ordinance ("UDO") went into effect. Therefore, as permitted by state law, the applicant has elected to have the version of the ordinance that was applicable at the time the applications were submitted applied to the applications and use of the land.

5. The Project as proposed on the Site Plan will feature a fully-enclosed four-story building with 84,000 square feet of gross floor area. I have reviewed the affidavit of Sherrie

Chaffin and understand that Full House plans to provide climate-controlled indoor storage with this Project. I also understand that Full House is seeking to construct approximately 549 units that will be served by two internal elevators. According to Ms. Chaffin's affidavit, I understand that Full House intends for access to the building to be limited to specific hours and secured by a gate. I also understand that Full House intends for the building to be monitored by on site management and security cameras.

6. I have overseen the layout and design of the project (the "Site Plan"), and interacted with Town staff regarding all required specifications, UDC standards, and other applicable regulations, including requirements for buffers, utilities, access, and parking. This included review by the following Town departments and responses to all comments received: Planning, Engineering, Fire, Water and Sewer, Electric, Inspections, and Economic. The Site Plan is attached as **Exhibit A**.

7. Based on this review and approval process, it is my professional opinion that the special use permit and site plan applications meet all required specifications and conform to the standards of sound land planning and the Town Code of Ordinances and other applicable regulations. This includes all applicable standards based on the B-3 zoning district for which the proposed use is permitted as a special use (*see* UDC § 155.202), including the nonresidential dimensional standards in UDC § 155.203(K)(2), and the Overlay District Standards in UDC § 155.204(A) for the Thoroughfare Overlay District ("TOD").

8. The Project meets all of the applicable lot and building standards in UDC § 155.203(K)(2), including building height, building coverage, and impervious surface. The maximum building height is 60 ft. and the 4-story building as proposed on the Site Plan is 52 ft. The maximum building coverage is 50% of the Site and the Project's proposed building coverage

on the Site Plan is 23%. And finally, the maximum impervious surface is 75% and the proposed impervious surface on the Site Plan is 44%.

9. As shown on the Site Plan, the Project is also providing the minimum setbacks required, including the 25' street setback, 15' side interior setback, and 30' rear setback.

10. The Project meets all of the applicable TOD standards, including the TOD street yard and landscape requirements. As shown on the Site Plan, the Project provides the minimum 10' Class A Street Yard for commercial use within the TOD along Tew Court under UDC Table 2-6. The street yard area will be planted with 2 canopy trees, 2 understory trees, and 12 shrubs per 100 linear feet which also meets the minimum landscape requirement of 1 tree per 1000 sq. ft. of street yard and 5 shrubs per 1000 sq. ft. of street yard for commercial use within the TOD under UDC Table 2-7. As noted on the Site Plan, existing vegetation in the buffers and interior to the site will be preserved to the fullest extent practicable and supplemented only as needed to meet the requirements of the ordinance, consistent with UDC § 155.204(A)(6)(b).

11. I have also reviewed, and the Site Plan is compliant with, all four Specific Use Standards for Self-Storage in UDC § 155.305(W). The storage units will be contained within a fully-enclosed building, all required buffering of the building is also provided, including the Class C buffer, and according to Sherrie Chaffin's affidavit the uses listed in UDC § 155.305(W) will be prohibited.

12. The Site is bordered to the north by land owned by the North Carolina Department of Agricultural for crop research ("NCDA Parcel"); to the south by US Highway 70; to the east by Kids 'R' Kids ("Preschool Parcel"); and to the west by Pinecrest Memorial Park. The character of the area is predominately commercial. The surrounding commercial uses include various medical offices, an event center, liquor store, and car wash. There are also two industrial buildings under

construction nearby, and a veterinary building and kennel under site plan review on the other side of the Preschool Parcel.

13. The Project is consistent with the Highway Business (B-3) zoning which contemplates offices, service uses, and businesses located on major and minor thoroughfares. When the special use permit and site plan applications were submitted, the majority of the parcels in the immediate vicinity were also similarly designated Highway Business (B-3), with a few designated Office-Institutional (O-I). With respect to compliance with the Comprehensive Growth Plan, the Site is designated as Employment Center on the Town's Future Land Use Map (the "FLUM"). The Project is consistent with the encouraged uses in this designation, including industrial, warehouse, office, recycling, assembly, and supporting commercial uses.

14. Based on the Project's consistency with the zoning, FLUM, and character of the area, it is my professional opinion that the Project will not adversely affect adopted plans and policies of the Town, and will not violate the character of the standards for development of the adjacent properties that existed at the time the applications were submitted. Based on the surrounding uses, it is also my professional opinion that the proposed use will not materially endanger the public health or safety if located at the Site.

15. It is my professional opinion that the proposed use will also not materially endanger the public health or safety if developed according to the plans as submitted and approved because access, parking, stormwater, and buffering were all reviewed and addressed during the Site Plan review.

16. The driveway entrance to the Project will be located at the end of the cul-de-sac on Tew Court and complies with all applicable design standards for ingress/egress. This includes installation of 24" and 30" curb and gutter with appropriate transition, 8" white crosswalk lines, and a 5' wide sidewalk along Tew Court that will lead into the Site with handicap ramps along

both sides of the Site driveway and multiple curb ramps to crosswalks leading to and from the building on Site.

17. I discussed the requirement for cross access connections in UDC § 155.400(I) with Town staff during Site Plan review and Town staff confirmed that the applicant should not be required to provide any cross access connections to the Preschool Parcel or NCDA Parcel on the Site Plan. These connections were not provided on the Site Plan in order to ensure that the Project is only providing efficient and safe connections to the street system in accordance with the purpose and intent of UDC § 155.400. Further, because the Preschool Parcel never constructed a stub to the property line as required by UDC § 155.400, the applicant cannot complete a connection to any existing stub. Additionally, in my professional opinion and based on the circumstances, which are similar to instances where natural features preclude cross access connections, the applicant cannot provide a stub to either the NCDA parcel or Preschool Parcel property lines and is therefore exempt from providing any such connections under UDC § 155.400(I).

18. As shown on the Site Plan, the Project will be served by 11 parking spaces which exceeds the minimum number of 6 spaces that are required. The parking lot will also have sufficient lighting as shown on the Lighting Plan (Sheet C-4) of the Site Plan. The Site also has appropriate access for emergency service vehicles in accordance with the applicable standards, including the N.C. Fire Code.

19. The Project will connect to existing water and sewer facilities previously stubbed to the Site. As shown on the Site Plan, stormwater will be controlled and treated by a wet pond partially enclosed by a 4-foot tall black aluminum picket fence and retaining wall. This device is compliant with the Town's stormwater regulations for quantity and quality.

20. The Project is providing the required perimeter buffers, including the 10' Class A and C buffers and 40' Thoroughfare landscape buffer. As shown on the Site Plan, these buffers

will be supplemented by additional plantings, and 20% of the total lot area will be landscaped as required.

21. Although a Traffic Impact Analysis ("TIA") was not required for this Project under UDC § 155.708, I consulted Mark I Mann, PE, Advanced Civil Design's Director of Transportation Services within my office who has 38 years of experience in Traffic Services so that we could nevertheless understand the potential trip generation for the proposed use. The vehicle trip generation for the Site is attached as **Exhibit B**.

22. As shown on Exhibit B, the Institute of Transportation Engineer's Trip Generation Manual, 11th Edition, estimates a total of 13 peak hour trips for this project based on the general urban/suburban setting with the peak hour of adjacent street traffic being one hour between 4 and 6 pm.

23. Consulting an expert in the field of traffic impacts and reviewing these results which show minimal traffic will be generated from this Project further confirmed my professional opinion that this Project will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved.

24. In conclusion, it is my professional opinion that the Project will meet or exceed all criteria for issuance of a Special Use Permit under UDC § 155.711(H)(1), (2) and (4).

FURTHER, AFFIANT SAYETH NOT.

This the 29th day of Apr.1, 2024.

Cameron Rice

Wake County, North Carolina

Signed and sworn to before me this day by Cameron Rice

Date: April 29, 2024

Kristin D Malta
Official Signature of Notary Public

Kristin D Malta, Notary Public

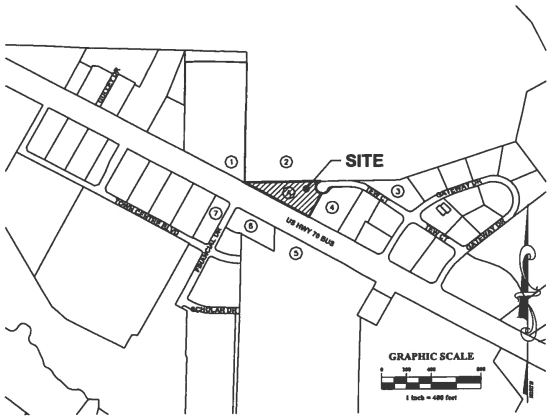
(Official Seal)

My commission expires: April 4, 2026

Kristin D Malta
NOTARY PUBLIC
Wake County, NC
My Commission Expires April 04, 2026

EXHIBIT A

UNIFIED DEVELOPMENT CODE CONSTRUCTION PLANS
FULL HOUSE STORAGE
2024



VICINITY MAP
SCALE: 1"=400'

DEVELOPER
SKYE PARTNERS, LLC
19000 DAVIDSON CONCORD ROAD
DAVIDSON, NC 28036
704-400-1348

ENGINEER/SURVEYOR
ADVANCED CIVIL DESIGN, INC.
51 KILMAYNE DRIVE, SUITE 102
CARY, NC 27511
919.481.6290

OWNER
THE MARZBANI FAMILY LP
104 CHAMBWOOD COURT
CARY, NC 27518

OWNER
CATZ LLC
4137 SWIFT CREEK ROAD
SMITHFIELD, NC 27577
919-934-0948

INDEX OF DRAWINGS

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UTILITY PLAN	C-8
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CIRCULATION PLAN	C-10
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LANDSCAPE PLAN	C-12
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LIGHTING PLAN	C-14
FLOOR PLAN	A-101
BUILDING ELEVATIONS	A-201

ADJACENT PROPERTY OWNERS				
	NAME	PIN	ZONING	USE
①	MCLAURIN FUNERAL HOME INC	1658.05-07-1781	B-3	CEMETARY
②	NORTH CAROLINA DEPARTMENT OF AGRICULTURE	1648.00-57-3537	A-E	RESEARCH
③	GATEWAY DENTAL CENTER LLC	1658.09-16-8801	B-3 SUD	OFFICE
④	ABERNATHY PROPERTY MANAGEMENT	1658.09-18-1739	B-3 SUD	DAY CARE CENTER
⑤	HEAMMER PROPERTIES 1997 LIMITED PARTNERSHIP	1658.09-05-9421	B-3	VACANT
⑥	JOHNSTON COUNTY BOARD OF ALCOHOLIC CONTROL	1658.09-06-5682	O-I	VACANT
⑦	EFM CLAYTON, LLC & EWG CLAYTON, LLC	1658.09-08-1658	B-3	OFFICE
PROPERTY OWNERS				
	NAME	PIN	ZONING	USE
①	THE MARZBANI FAMILY LP	1648.00-88-7093	B-3	VACANT
②	CATZ LLC	1648.00-88-7093	B-3	VACANT

DENSITY AND DIMENSIONAL STANDARDS	
MIN. LOT AREA	8,000 SF
MINIMUM LOT WIDTH	80 FT
MIN. STREET/FRONT SETBACK	25 FT
MIN. SIDE INTERIOR SETBACK	15 FT
MIN. SIDE STREET SETBACK	15 FT
MIN. REAR SETBACK	30 FT
MAX. BUILDING HEIGHT	60 FT
MAX. BUILDING COVERAGE	50%
MAX. IMPERVIOUS COVERAGE	75%

PROJECT NOTES

1. THE CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATIONS, GRADING, OR INSTALLATION OF UNDERGROUND UTILITIES ON OR ADJACENT TO THE PROJECT. ANY DIFFERENCES SHALL BE REPORTED TO THE OWNER, ENGINEER.
2. CONSTRUCTION OF ALL WATER, SEWER, AND STREETS SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS, INCLUDING THE N.C. BUILDING CODE, FIRE CODE, AND PLUMBING CODE, AND ACCESSIBILITY CODE, LATEST EDITIONS.
3. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
4. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES.
5. A TRAFFIC IMPACT ANALYSIS IS NOT REQUIRED FOR THIS PROJECT. THIS PROJECT DOES NOT MEET ANY OF THE APPLICABLE CONDITIONS OUTLINED IN UDC 155.708.
6. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON AND THE STATE OF NORTH CAROLINA STANDARDS AND SPECIFICATIONS.
7. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
8. CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO BEGINNING CONSTRUCTION.
9. ALL HVAC SYSTEMS WILL BE SCREENED FROM OFF SITE VIEWS.
10. ALL EXTERIOR SITE LIGHTING WILL BE DESIGNED TO PREVENT OFF-SITE GLARE.
11. ALL WORK MUST COMPLY WITH NORTH CAROLINA STATE BUILDING AND HANDICAPPED ACCESSIBILITY CODE VOL. 1C AND ADA STANDARDS.
12. UNLESS EXPLICITLY SPECIFIED IN THE NOTES ON THIS SITE PLAN, THE DEVELOPMENT OF THIS PROJECT SHALL COMPLY WITH THE TOWN OF CLAYTON UNIFIED DEVELOPMENT CODE (UDC), AND ALL OTHER APPLICABLE REGULATIONS AND GUIDELINES. IN THE EVENT OF A DISCREPANCY BETWEEN THE APPROVED SITE PLAN AND THE APPLICABLE REGULATIONS OR GUIDELINES, AND ABSENT CLARIFICATION OR APPROVAL OF SUCH STATED ON THE SITE PLAN OR OTHER RELATED APPROVAL, THE APPLICABLE REGULATION OR GUIDELINE SHALL APPLY.

SITE DATA TABLE

1.	PROJECT NAME:	FULL HOUSE STORAGE
2.	SITE ADDRESS:	301 TEW COURT CLAYTON, NC 27520
3.	EXISTING SITE AREA:	93,400 SF (2.144 AC)
4.	ZONING:	B-3 SUD
5.	INSIDE TOWN LIMITS:	YES
6.	ZONING OVERLAY DISTRICTS:	Thoroughfare Overlay District
7.	PARCEL ID. NUMBER(S):	165909-08-7862
8.	COUNTY TAG NUMBER:	0500200ZX
9.	EXISTING USE:	VACANT
10.	PROPOSED USE:	STORAGE, INDOOR
11.	EXISTING DENSITY:	0 UNITS/ACRE
12.	PROPOSED DENSITY:	0 UNITS/ACRE
13.	EXISTING INTENSITY (GROSS FLOOR AREA):	0 SF
14.	PROPOSED INTENSITY (GROSS FLOOR AREA):	84,000 SF
15.	FLOOR AREA:	21,360 SF
16.	BUILDING COVERAGE (% OF TOTAL SITE):	23%
17.	PROPOSED PERVIOUS SURFACE AREA:	52,354 SF (56%)
18.	PROPOSED IMPERVIOUS SURFACE:	41,0146 SF (44%)
19.	BUILDING HEIGHT:	52-FT (4 STORIES)
20.	PARKING SUMMARY: REQUIRED (STORAGE, INDOOR ONLY): NUMBER OF STORAGE BAYS: PROVIDED:	1 SPACES/100 STORAGE BAYS 349 BAYS 349/100 = 6 SPACES 1 VAN HANDICAP SPACE 10 STANDARD SPACES 11 SPACES
21.	DISTURBED AREA:	1.45 ACRES
22.	ELECTRIC PROVIDER:	DUKE ENERGY
23.	WATER PROVIDER (DOMESTIC SERVICE):	TOWN OF CLAYTON
24.	WATER PROVIDER (FIRE SERVICE):	JOHNSTON COUNTY
25.	SEWER PROVIDER:	TOWN OF CLAYTON
26.	TRASH & RECYCLING:	ALL STAR WASTE SERVICES LLC

PLAN PREPARED BY:
ADVANCED CIVIL DESIGN
51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph: 919.535.5537
ENGINEERING SURVEYING

PLAN PREPARED FOR:
SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520
FULL HOUSE STORAGE
SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
COVER SHEET

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049990 HEATHER M. RICE PRELIMINARY NOT FOR CONSTRUCTION
03/21/2024

Issue Status:	
11/08/2023	CLIENT REVIEW
12/13/2023	TOWN SUBMITTAL #1
01/23/2024	TOWN SUBMITTAL #2
02/21/2024	TOWN SUBMITTAL #3
03/21/2024	TOWN SUBMITTAL #4

Date: 03/21/2024
Scale: 1"=500'
Drawn By: AMK
Checked By: CMR
Project Number: 23-0001-1419
Sheet Number: C-0

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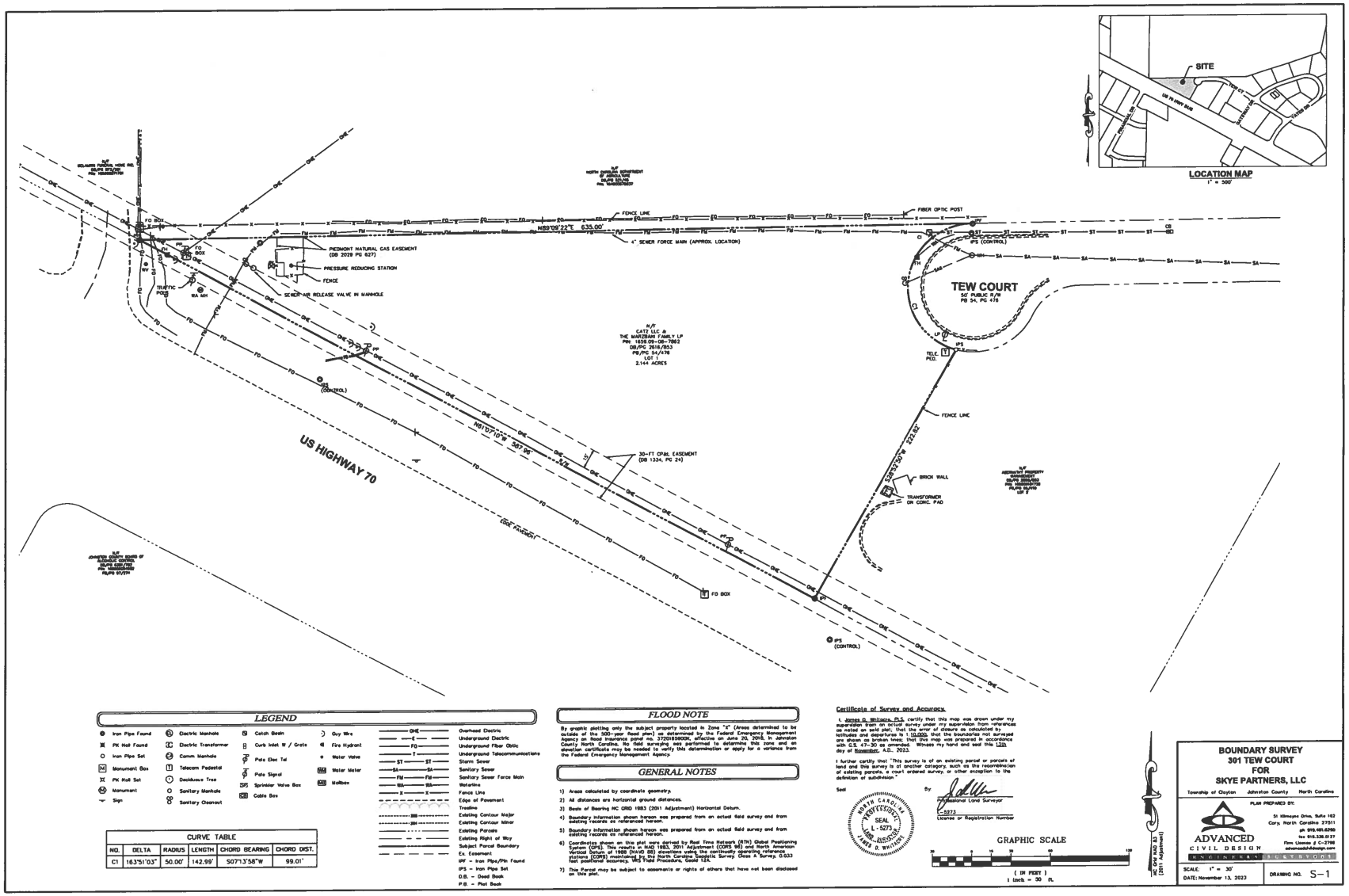

LEGEND

- Iron Pipe Found
- PK Nail Found
- Iron Pipe Set
- Monument Box
- PK Nail Set
- Monument
- Sign
- Electric Manhole
- Electric Transformer
- Comm Manhole
- Telecom Pedestal
- Deciduous Tree
- Sanitary Manhole
- Sanitary Cleanout
- Catch Basin
- Curb Inlet W / Grate
- Pole Elec Tel
- Pole Signal
- Sprinkler Valve Box
- Cable Box
- Guy Wire
- Fire Hydrant
- Water Valve
- Water Meter
- Mailbox
- Overhead Electric
- Underground Electric
- Underground Fiber Optic
- Underground Telecommunications
- Storm Sewer
- Sanitary Sewer
- Sanitary Sewer Force Main
- Waterline
- Fence Line
- Edge of Pavement
- Treeline
- Existing Contour Major
- Existing Contour Minor
- Existing Parcels
- Existing Right of Way
- Subject Parcel Boundary
- Ex. Easement

IPF - Iron Pipe/Pin Found
IPS - Iron Pipe Set
D.B. - Deed Book
P.B. - Plat Book

CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DIST.
C1	163°51'03"	50.00'	142.99'	S07°13'58"W	99.01'

FLOOD NOTE

By graphic plotting only the subject property located in Zone "X" (Areas determined to be outside of the 500-year flood plain) as determined by the Federal Emergency Management Agency on flood insurance panel no. 3720185800K, effective on June 20, 2018, in Johnston County North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

GENERAL NOTES

1) Areas calculated by coordinate geometry.
2) All distances are horizontal ground distances.
3) Basis of Bearing NC GRID 1983 (2011 Adjustment) Horizontal Datum.
4) Boundary information shown hereon was prepared from an actual field survey and from existing records as referenced hereon.
5) Boundary information shown hereon was prepared from an actual field survey and from existing records as referenced hereon.
6) Coordinates shown on this plat were derived by Real Time Network (RTN) Global Positioning System (GPS). This relates to NAD 1983, 2011 Adjustment (CORS 96) and North American Vertical Datum of 1988 (NAVD 88) elevations using the continuously operating reference stations (CORS) network. This survey meets the Class A Survey, 0.033 feet positional accuracy, 19A.2.9 Field Procedure, Sound 126.
7) This Parcel may be subject to easements or rights of others that have not been disclosed on this plat.

Certificate of Survey and Accuracy

I, James D. Williams, PLS, certify that this map was drawn under my supervision from an actual survey under my supervision from references as noted on said plat; that the error of closure as calculated by latitudes and departures is 1:10,000; that the boundaries not surveyed are clearly indicated as drawn from information found in book as noted; that this map was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this 13th day of November, A.D., 2023.

I further certify that "This survey is of an existing parcel or parcels of land and this survey is of another category, such as the recombination of existing parcels, a court ordered survey, or other exception to the definition of subdivision."

Seal

By

Professional Land Surveyor

L-5273

License or Registration Number

NORTH CAROLINA PROFESSIONAL SEAL L-5273 JAMES D. WILLIAMS

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)

1 inch = 30 ft.

BOUNDARY SURVEY
301 TEW COURT
FOR
SKYE PARTNERS, LLC

Township of Clayton Johnston County North Carolina

PLAN PREPARED BY:

ADVANCED CIVIL DESIGN ENGINEERS SURVEYORS
51 Wimsatte Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6388
fax 919.238.0177
Firm License # C-2788
advancedcivildesign.com

SCALE: 1" = 30'
DATE: November 13, 2023
DRAWING NO. S-1

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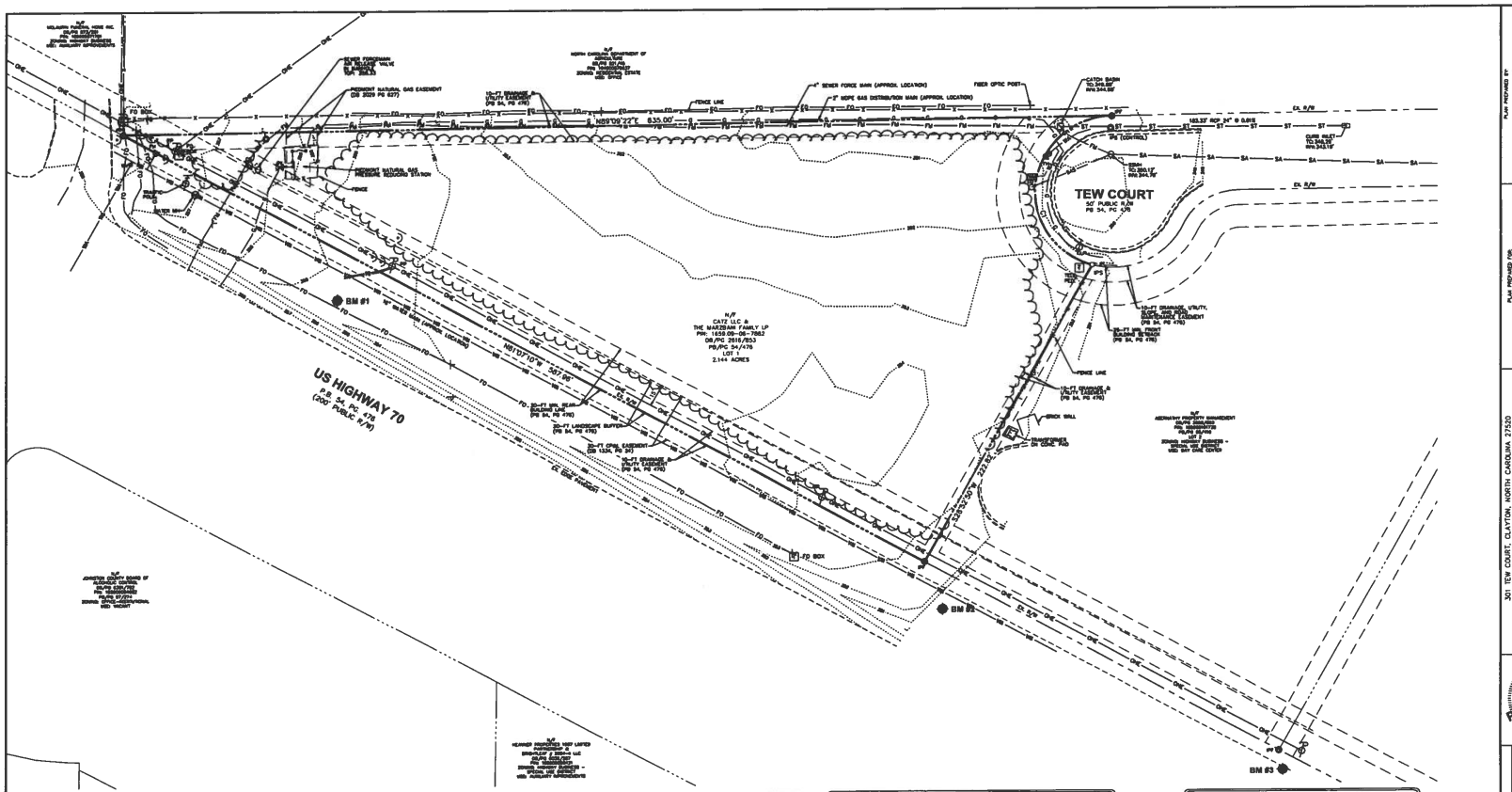
TEW COURT
50' PUBLIC R/W
PB 54, PG 476
US HIGHWAY 70
P.B. 54, PG 476
(200' PUBLIC R/W)
BM #1
BM #2
BM #3
N/F
CATO LLC &
THE MARZBAM FAMILY LP
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
N/F
JOHNSTON COUNTY BOARD OF
ALCOHOLIC CONTROL
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
N/F
NEARBY PROPERTIES NOW LISTED
FOR SALE BY
BROKERAGE FIRM OF BRENTA LLC
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
SPECIAL USE AGREEMENT
WITH AUGUSTA SUPERMARKETS
N/F
ALTERNATIVE PROPERTY MANAGEMENT
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
SPECIAL USE AGREEMENT
WITH NEW SOUTH ENTERPRISES
N/F
HEARNE PROPERTIES
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
SPECIAL USE AGREEMENT
WITH AUGUSTA SUPERMARKETS
N/F
NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
SPECIAL AGREEMENT WITH
NEW SOUTH ENTERPRISES
N/F
WILMINGTON PAVING WORKS INC.
PIN: 1850 09-08-7882
DB/PG 2618/853
PB/PG 54/476
LOT 1
2.144 ACRES
SPECIAL AGREEMENT WITH
AUGUSTA SUPERMARKETS
N 69°09'27" E
835.00'
N 81°07'10" E
367.95'
S 83°52'50" E
221.06'
S 06°52'50" E
25.00'
S 83°07'10" W
25.00'
S 06°52'50" E
25.00'
S 83°07'10" W
25.00'
N 06°52'50" W
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N 83°07'10" E
25.00'
N 06°52'50" W
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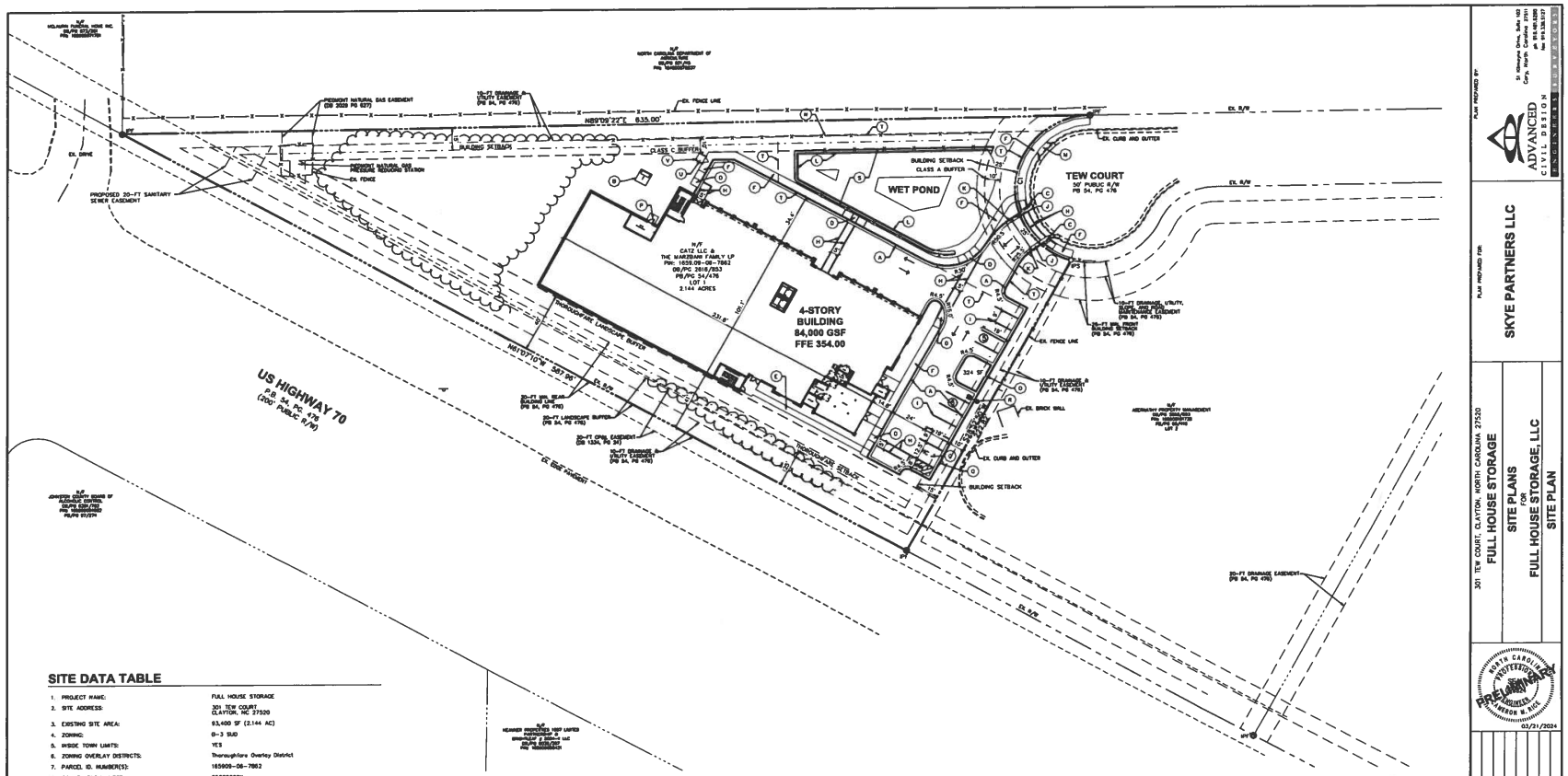
N 83°07'10" E
25.00


US HIGHWAY 70
(200' PUBLIC R/W)
TEW COURT
50' PUBLIC R/W
PB 54, PG 476
WET POND
4-STORY
BUILDING
84,000 GSF
FFE 354.00
N/F
CATZ LLC &
THE MARZBAHR FAMILY LP
PIN: 1838.09-08-7862
DB/PC 3818/853
PB/PG 54/476
LOT 1
2.144 ACRES
PROPOSED 20-FT SANITARY SEWER EASEMENT
PIEDMONT NATURAL GAS EASEMENT (DB 3938 PG 827)
PIEDMONT NATURAL GAS PRESSURE REDUCING STATION
10-FT DRAINAGE & UTILITY EASEMENT (PB 54, PG 476)
EX. FENCE LINE
EX. CURB AND GUTTER
EX. R/W
BUILDING SETBACK
CLASS A BUFFER
THOROUGHFARE LANDSCAPE BUFFER
30-FT DRAINAGE EASEMENT (PB 54, PG 476)
30-FT CP&L EASEMENT (DB 1324, PG 39)
EX. BRICK WALL
EX. EDGE OF PAVEMENT
BUILDING SETBACK
324 SF
N89°09'27"E 835.00'
N81°01'10"W 567.96'
233.8'
101.1'
84.5'
84.6'
84.7'
84.8'
84.9'
85.0'
85.1'
85.2'
85.3'
85.4'
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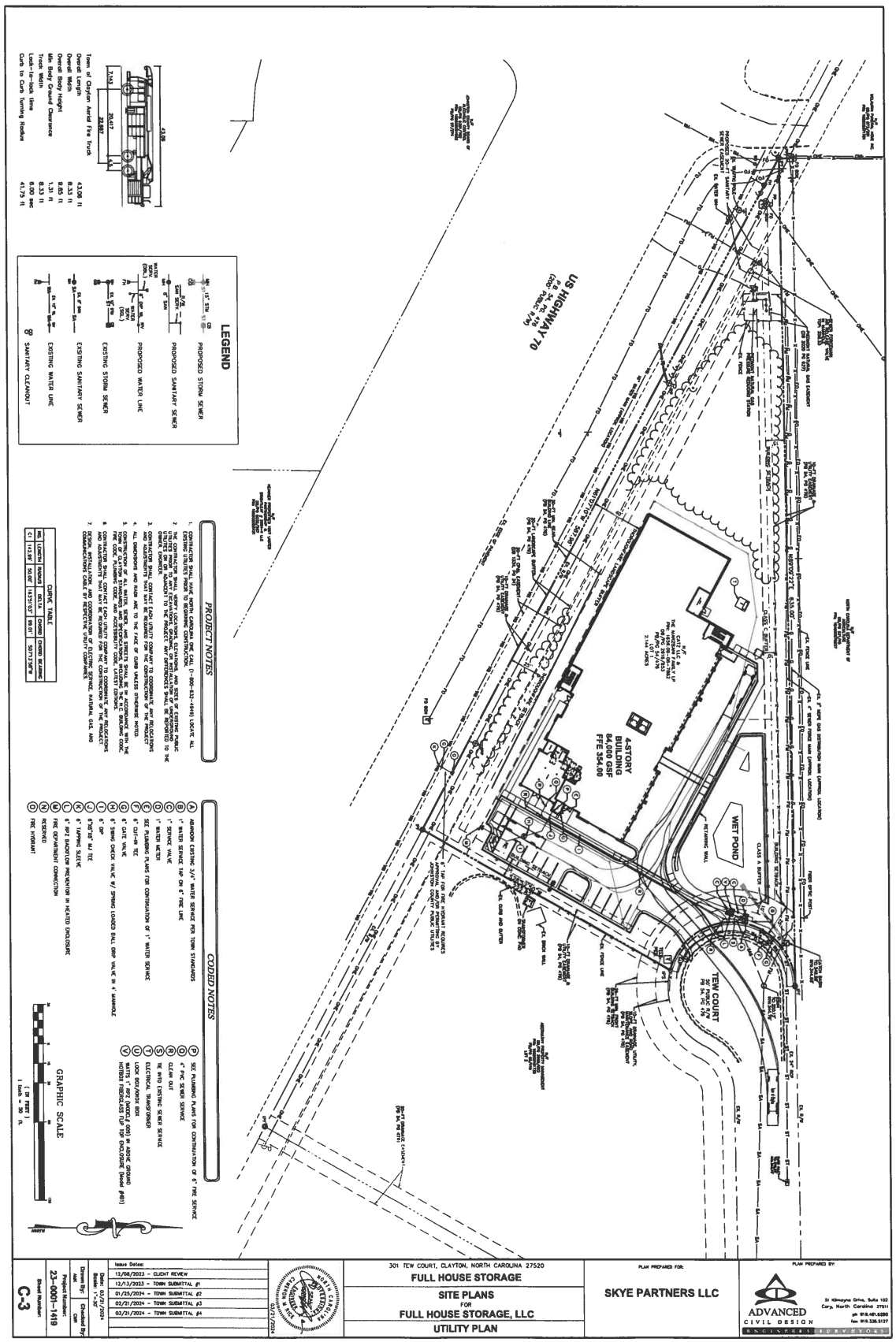
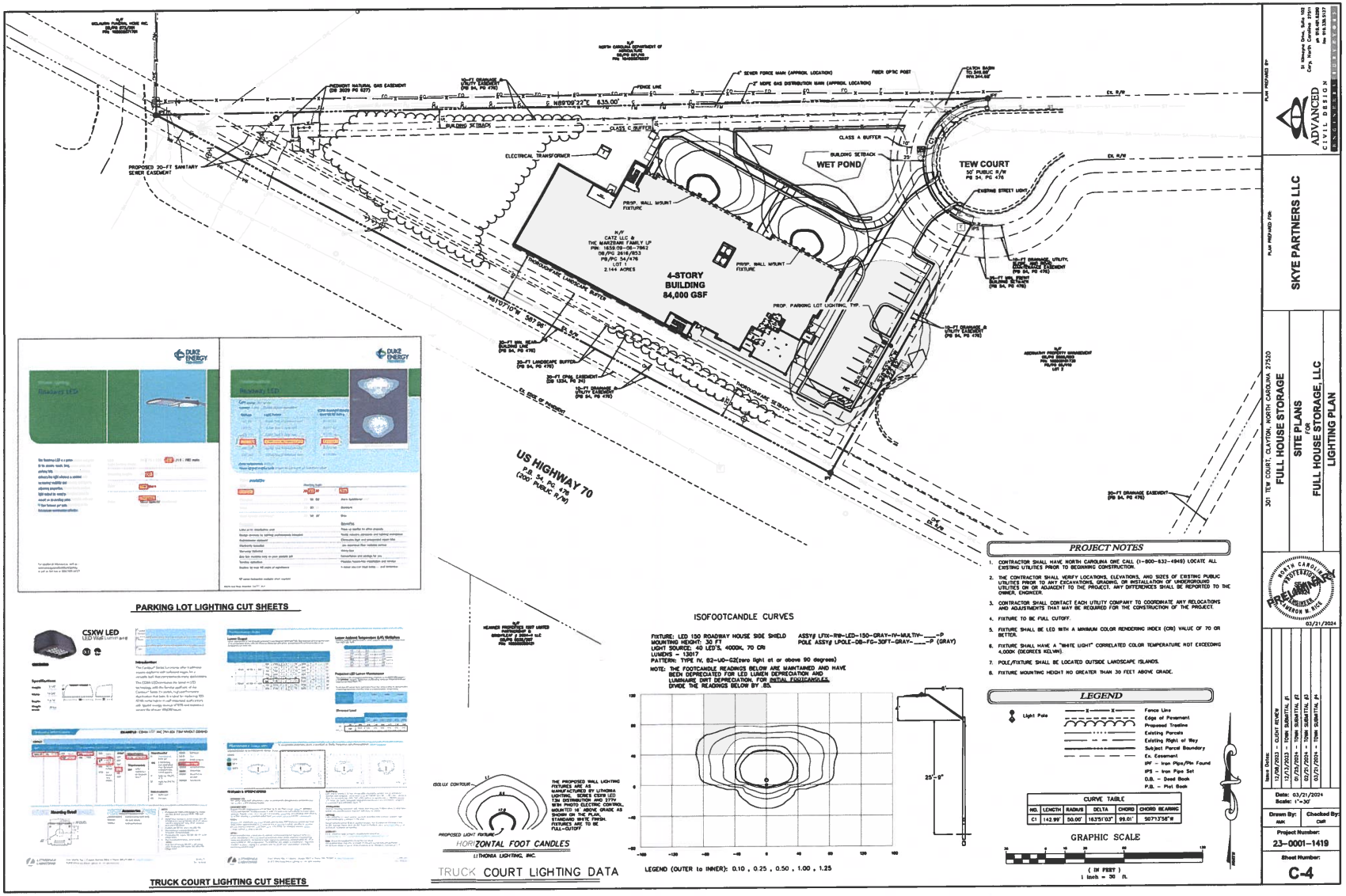
88.4'


LEGEND
PROPOSED STORM SEWER
PROPOSED SANITARY SEWER
PROPOSED WATER LINE
EXISTING STORM SEWER
EXISTING SANITARY SEWER
EXISTING WATER LINE
SANITARY CLEANOUT
Town of Clayton Aerial Fire Truck
Overall Length 43.08 ft
Overall Width 8.33 ft
Overall Body Height 8.85 ft
Min Body Ground Clearance 1.31 ft
Track Width 8.33 ft
Lock-to-lock time 6.00 sec
Curb to Curb Turning Radius 41.79 ft
PROJECT NOTES
1. CONTRACTOR SHALL MAKE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
2. THE LOCATIONS OF EXISTING UTILITIES, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATION, GRADING, OR INSTALLATION OF UNDERGROUND TO THE OWNER, ENGINEER.
3. ANY ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT
4. ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
5. CONSTRUCTION OF ALL WATER, SEWER, AND STREETS SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS, NCDOT STANDARDS, NC PLUMBING CODE, FIRE CODE, PLUMBING CODE, AND ACCESSIBILITY CODE, LATEST EDITIONS.
6. CONTRACTOR SHALL CONTACT ENGINEER FOR AS-BUILT FORM FOR CONSTRUCTION OF THE PROJECTS
7. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES
CURVE TABLE
NO. LENGTH RADIUS DELTA CHORD CHORD BEARING
C1 143.98' 360.00' 1459'00" 89.01' S87°13'58"W
CODED NOTES
A ABANDON EXISTING 3/4" WATER SERVICE PER TOWN STANDARDS
B 1" WATER SERVICE TAP ON 8" FIRE LINE
C 1" SERVICE VALVE
D 1" WATER METER
E SEE PLUMBING PLANS FOR CONTINUATION OF 1" WATER SERVICE
F 6" CUT-IN TEE
G 6" GATE VALVE
H 6" SWING CHECK VALVE W/ SPRING LOADED BALL ORP VALVE IN 4' MANHOLE
I 6" DIP
J 6"x6"x8" MJ TEE
K 6" TAPPING SLEEVE
L 6" RPZ BACKFLOW PREVENTER IN HEATED ENCLOSURE
M FIRE DEPARTMENT CONNECTION
N RESERVED
O FIRE HYDRANT
P SEE PLUMBING PLANS FOR CONTINUATION OF 6" FIRE SERVICE
Q 4" PVC SEWER SERVICE
R CLEAN OUT
S TIE INTO EXISTING SEWER SERVICE
T ELECTRICAL TRANSFORMER
U LOCK BOX/KNOX BOX
V WATTS 1" RPZ (MODEL 009) IN ABOVE GROUND HOTBOX ENCLOSURE TOP TOP ENCLOSURE (Model #811)
GRAPHIC SCALE
(IN FEET)
1 inch = 30 ft.
4-STORY BUILDING 84,000 GSF FFE 354.00
WET POND
TEW COURT
US HIGHWAY 70
301 TEW COURT, CLAYTON, NORTH CAROLINA 27520
FULL HOUSE STORAGE
SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
UTILITY PLAN
PLAN PREPARED FOR:
SKYE PARTNERS LLC
PLAN PREPARED BY:
ADVANCED CIVIL DESIGN
ENGINEERS | SURVEYORS
51 Kilmayne Drive, Suite 103
Cary, North Carolina 27511
ph 919.481.6280
fax 919.535.5137
Issue Dates:
12/08/2023 - CLIENT REVIEW
12/13/2023 - TOWN SUBMITTAL #1
01/25/2024 - TOWN SUBMITTAL #2
02/21/2024 - TOWN SUBMITTAL #3
03/21/2024 - TOWN SUBMITTAL #4
Date: 03/21/2024
Scale: 1"=30'
Drawn By: AM
Checked By: CM
Project Number: 23-0001-1419
Sheet Number: C-3



PROJECT NOTES

1. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BECOMING CONSTRUCTION.
2. THE CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATIONS, GRADING, OR INSTALLATION OF UNDERGROUND UTILITIES ON OR ADJACENT TO THE PROJECT. ANY DIFFERENCES SHALL BE REPORTED TO THE OWNER, ENGINEER.
3. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
4. FIXTURE TO BE FULL CUTOFF.
5. FIXTURE SHALL BE LED WITH A MINIMUM COLOR RENDERING INDEX (CRI) VALUE OF 70 OR BETTER.
6. FIXTURE SHALL HAVE A "WHITE LIGHT" CORRELATED COLOR TEMPERATURE NOT EXCEEDING 4,000K (DEGREES KELVIN).
7. POLE/FIXTURE SHALL BE LOCATED OUTSIDE LANDSCAPE ISLANDS.
8. FIXTURE MOUNTING HEIGHT NO GREATER THAN 30 FEET ABOVE GRADE.

LEGEND

- Light Pole
- Fence Line
- Edge of Pavement
- Proposed Treeline
- Existing Parcels
- Existing Right of Way
- Subject Parcel Boundary
- Ex. Easement
- IPF – Iron Pipe/Pin Found
- IPS – Iron Pipe Set
- D.B. – Deed Book
- P.B. – Plat Book

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°37'56"W

GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

PARKING LOT LIGHTING CUT SHEETS

TRUCK COURT LIGHTING CUT SHEETS

TRUCK COURT LIGHTING DATA

ISOFOOTCANDLE CURVES

FIXTURE: LED 150 ROADWAY HOUSE SIDE SHIELD
MOUNTING HEIGHT: 30 FT
LIGHT SOURCE: 40 LED'S, 4000K, 70 CRI
LUMENS = 13017
PATTERN: TYPE IV, B2-U0-G2(zero light at or above 90 degrees)
NOTE: THE FOOTCANDLE READINGS BELOW ARE MAINTAINED AND HAVE BEEN DEPRECIATED FOR LED LUMEN DEPRECIATION AND LUMINAIRE DIRT DEPRECIATION. FOR INITIAL FOOTCANDLES, DIVIDE THE READINGS BELOW BY .85.

ASSY# LTIX-R9-LED-150-GRAY-IV-MULTIV-____-P
POLE ASSY# LPOLE-DB-FG-30FT-GRAY-____-P (GRAY)

LEGEND (OUTER to INNER): 0.10 , 0.25 , 0.50 , 1.00 , 1.25

THE PROPOSED WALL LIGHTING FIXTURES ARE AS MANUFACTURED BY LITHONIA LIGHTING, SERIES #TWR1 LED 1A 3000 GW DDBTXD, 120V, 13W, LED, WALL MOUNTED ELECTRIC CONTROL, MOUNTED 16 ABOVE GRADE AS SHOWN ON THE PLAN. STANDARD WHITE FINISH. FIXTURES ARE TO BE FULL-CUTOFF.

HORIZONTAL FOOT CANDLES
LITHONIA LIGHTING, INC.

PLAN PREPARED BY:
ADVANCED CIVIL DESIGN
ENGINEERING | SURVEYING
51 Glenaire Drive, Suite 102
Cary, North Carolina 27511
ph: 919.535.5320
fax: 919.535.5321

PLAN PREPARED FOR:
SKYE PARTNERS LLC

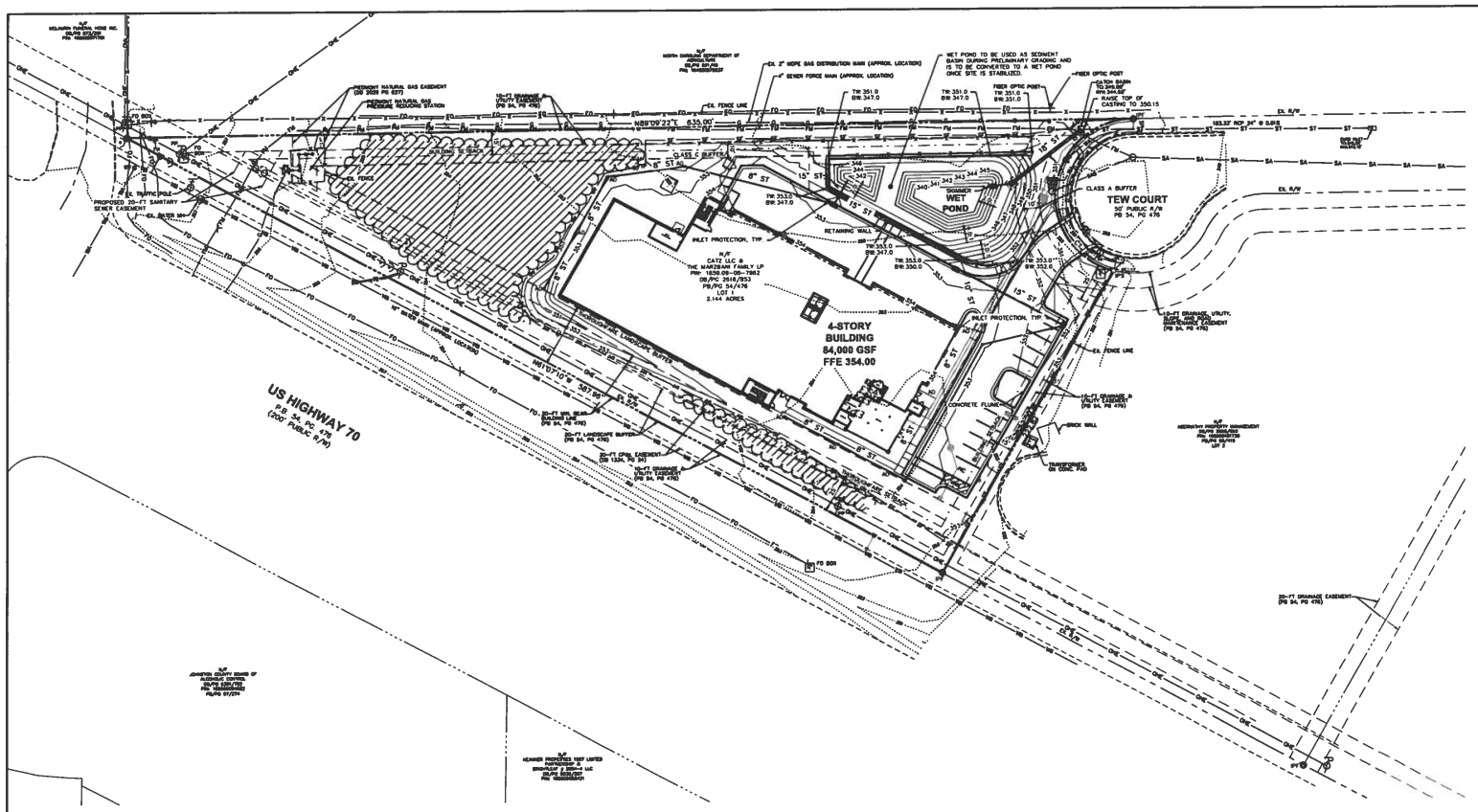
301 TEW COURT, CLAYTON, NORTH CAROLINA 27520
FULL HOUSE STORAGE
SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
LIGHTING PLAN

NORTH CAROLINA REGISTERED PROFESSIONAL ENGINEER SEAL 049618 CAMERON M. RICE
03/21/2024

Issue Dates:	
12/09/2023	CLIENT REVIEW
12/13/2023	TOWN SUBMITTAL #1
01/25/2024	TOWN SUBMITTAL #2
02/21/2024	TOWN SUBMITTAL #3
03/21/2024	TOWN SUBMITTAL #4

Date: 03/21/2024
Scale: 1"=30'
Drawn By: AMK
Checked By: CMR
Project Number: 23-0001-1419
Sheet Number: C-4

O:\23-0001-1419\CAD\Civil\Production Drawings\SITE\CLOPMENT PLAN\0000-1419-CIVTHIC PLAN.dwg, LIGHTING PLAN, Mar 21, 2024 - 1:23:27pm cmck



LEGEND

- ST — Ex. Storm Line
- SA — Ex. Sanitary Line
- SAS — Ex. Sanitary Service
- WL — Ex. Water Line
- FM — Ex. Force Main
- G — Ex. Gas Line
- OHE — Ex. Overhead Electric Line
- Ex. Property Line
- Right of Way
- Property Line
- AD — Area Drain
- Surface Flow Arrow
- 8" WA — Prop. Water Line
- 12" ST — Prop. Storm Sewer
- 8" SA — Prop. Sanitary Sewer
- 261 — Ex. Minor Contour
- 260 — Ex. Major Contour
- 261 — Prop. Minor Contour
- 260 — Prop. Major Contour
- Prop. Tree Save Area
- SF — Silt Fence / LOD
- S/TP — Silt & Tree Protection Fence / LOD
- TP — Tree Protection Fence / LOD
- LOD — Limits of Disturbance
- TC 0.00 — Top of Casting/Top of Curb Elevation
- 0.00 — Pavement or Ground Elevation
- EX. 0.00 — Existing Pavement or Ground Elevation

PROJECT NOTES

1. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
2. THE CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATIONS, GRADING, OR INSTALLATION OF UNDERGROUND UTILITIES ON OR ADJACENT TO THE PROJECT. ANY DIFFERENCES SHALL BE REPORTED TO THE OWNER, ENGINEER.
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5. CONSTRUCTION OF ALL WATER, SEWER, AND STREETS SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS, INCLUDING THE N.C. BUILDING CODE, FIRE CODE, PLUMBING CODE, AND ACCESSIBILITY CODE, LATEST EDITIONS.
6. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
7. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES.
8. ROOF DRAINS AND/OR DOWNSPOUTS SHALL CONNECT TO THE AREA DRAINS ALONG THE PERIMETER OF THE BUILDING. AREA DRAIN PIPE SIZING SHALL BE VERIFIED DURING PREPARATION OF THE CONSTRUCTION PLANS. DETAILS FOR THE AREA DRAINS AND CONNECTIONS TO THE ROOF DRAINS SHALL BE PROVIDED WITH THE CONSTRUCTION PLANS.

FLOOD NOTE

By graphic plotting only the subject property located in Zone "X" (Areas determined to be outside of the 500-year flood plain) as determined by the Federal Emergency Management Agency on the Insurance panel no. 3720455600K effective on June 20, 2018, in Johnston County North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

CURVE TABLE

NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'56"W

BASIN DIMENSIONS

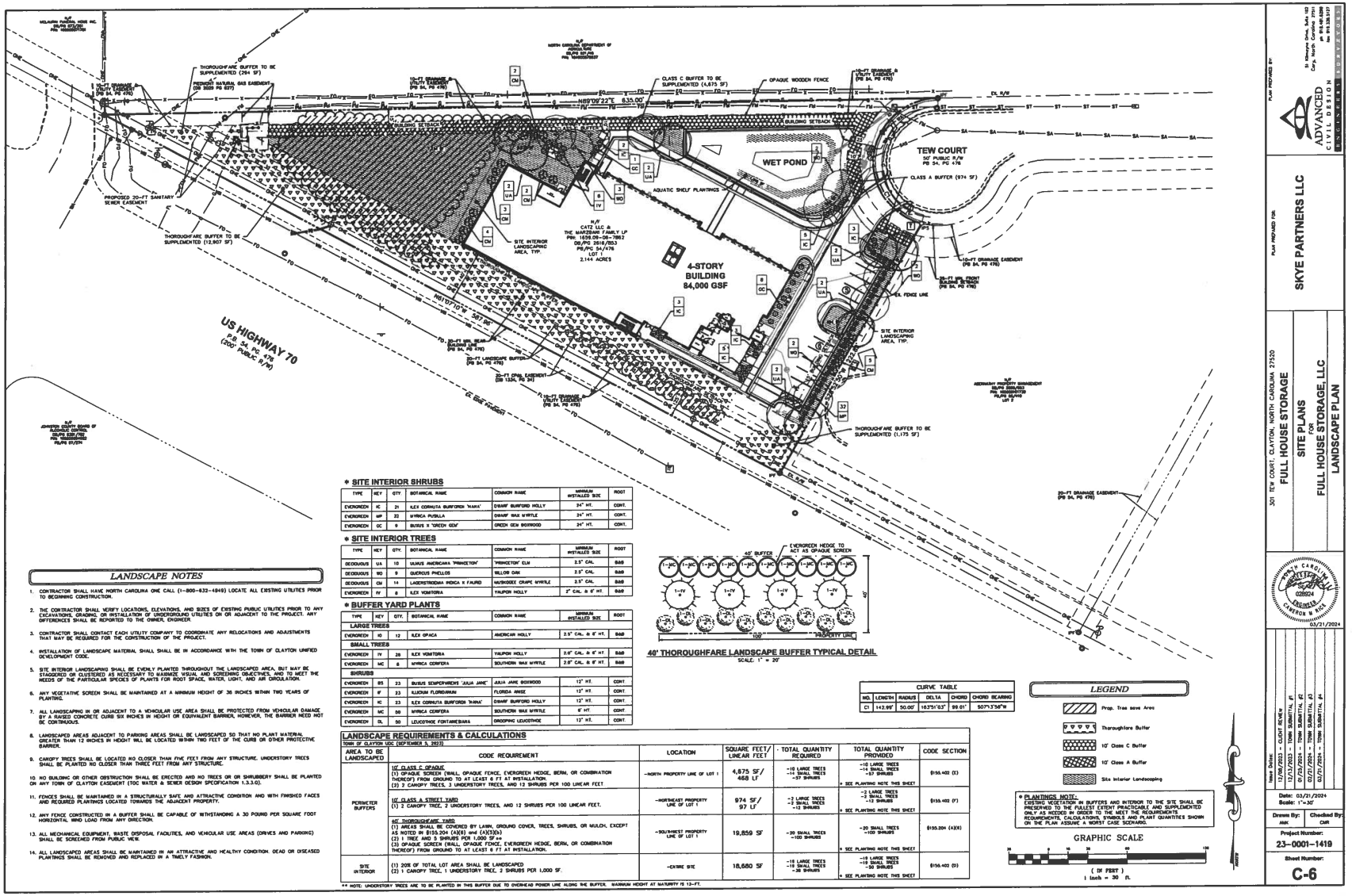
MAIN POND BOTTOM ELEV.: 341.00
MAIN POND BOTTOM SEDIMENT ELEV.: 340.00
FOREBAY BOTTOM ELEVATIONS: 343.00
FOREBAY BOTTOM SEDIMENT ELEV.: 342.00
MAIN POND PERMANENT POOL ELEV.: 345.50
TEMPORARY POOL ELEV.: 348.00
LOWER VEGETATIVE SHELF ELEV.: 345.00
UPPER VEGETATIVE SHELF ELEV.: 346.00
MAIN POND BERM ELEVATION: 350.00
FOREBAY BERM ELEVATION: 345.00
FOREBAY SPILLWAY ELEV.: 347.50

SURFACE AREA AT PERMANENT POOL: 3,173 SF
SURFACE AREA AT TEMPORARY POOL: 3,324 SF

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL — JEREMY B. RAY — 03/21/2024

Issue Dates:	
12/08/2023	CLIENT REVIEW
12/13/2023	TOWN SUBMITTAL #1
01/25/2024	TOWN SUBMITTAL #2
02/21/2024	TOWN SUBMITTAL #3
03/21/2024	TOWN SUBMITTAL #4

Date: 03/21/2024
Scale: 1" = 30'
Drawn By: AMK
Checked By: CMR
Project Number: 23-0001-1419
Sheet Number: C-5



40' THOROUGHFARE LANDSCAPE BUFFER TYPICAL DETAIL
SCALE: 1" = 20'

LANDSCAPE NOTES

1. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
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3. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
4. INSTALLATION OF LANDSCAPE MATERIAL SHALL SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON UNIFIED DEVELOPMENT CODE.
5. SITE INTERIOR LANDSCAPING SHALL BE EVENLY PLANTED THROUGHOUT THE LANDSCAPED AREA, BUT MAY BE STAGGERED OR CLUSTERED AS NECESSARY TO MAXIMIZE VISUAL AND SCREENING OBJECTIVES, AND TO MEET THE NEEDS OF THE PARTICULAR SPECIES OF PLANTS FOR ROOT SPACE, WATER, LIGHT, AND AIR CIRCULATION.
6. ANY VEGETATIVE SCREEN SHALL BE MAINTAINED AT A MINIMUM HEIGHT OF 36 INCHES WITHIN TWO YEARS OF PLANTING.
7. ALL LANDSCAPING IN OR ADJACENT TO A VEHICULAR USE AREA SHALL BE PROTECTED FROM VEHICULAR DAMAGE BY A RAISED CONCRETE CURB SIX INCHES IN HEIGHT OR EQUIVALENT BARRIER, HOWEVER, THE BARRIER NEED NOT BE CONTINUOUS.
8. LANDSCAPED AREAS ADJACENT TO PARKING AREAS SHALL BE LANDSCAPED SO THAT NO PLANT MATERIAL GREATER THAN 12 INCHES IN HEIGHT WILL BE LOCATED WITHIN TWO FEET OF THE CURB OR OTHER PROTECTIVE BARRIER.
9. CANOPY TREES SHALL BE LOCATED NO CLOSER THAN FIVE FEET FROM ANY STRUCTURE. UNDERSTORY TREES SHALL BE PLANTED NO CLOSER THAN THREE FEET FROM ANY STRUCTURE.
10. NO BUILDING OR OTHER OBSTRUCTION SHALL BE ERECTED AND NO TREES OR OR SHRUBBERY SHALL BE PLANTED ON ANY TOWN OF CLAYTON EASEMENT (TOC WATER & SEWER DESIGN SPECIFICATION 1.3.3.O).
11. FENCES SHALL BE MAINTAINED IN A STRUCTURALLY SAFE AND ATTRACTIVE CONDITION AND WITH FINISHED FACES AND REQUIRED PLANTINGS LOCATED TOWARDS THE ADJACENT PROPERTY.
12. ANY FENCE CONSTRUCTED IN A BUFFER SHALL BE CAPABLE OF WITHSTANDING A 30 POUND PER SQUARE FOOT HORIZONTAL WIND LOAD FROM ANY DIRECTION.
13. ALL MECHANICAL EQUIPMENT, WASTE DISPOSAL FACILITIES, AND VEHICULAR USE AREAS (DRIVES AND PARKING) SHALL BE SCREENED FROM PUBLIC VIEW.
14. ALL LANDSCAPED AREAS SHALL BE MAINTAINED IN AN ATTRACTIVE AND HEALTHY CONDITION. DEAD OR DISEASED PLANTINGS SHALL BE REMOVED AND REPLACED IN A TIMELY FASHION.

* SITE INTERIOR SHRUBS

TYPE	KEY	QTY.	BOTANICAL NAME	COMMON NAME	MINIMUM INSTALLED SIZE	ROOT
EVERGREEN	IC	21	ILEX CORNUTA BURFORDII 'NANA'	DWARF BURFORD HOLLY	24" HT.	CONT.
EVERGREEN	MP	22	MYRICA PUSILLA	DWARF WAX MYRTLE	24" HT.	CONT.
EVERGREEN	OC	9	BUXUS X 'GREEN GEM'	GREEN GEM BOXWOOD	24" HT.	CONT.

* SITE INTERIOR TREES

TYPE	KEY	QTY.	BOTANICAL NAME	COMMON NAME	MINIMUM INSTALLED SIZE	ROOT
DECIDUOUS	UA	10	ULMUS AMERICANA 'PRINCETON'	'PRINCETON' ELM	2.5" CAL.	B&B
DECIDUOUS	WO	9	QUERCUS PHELLOS	WILLOW OAK	2.5" CAL.	B&B
DECIDUOUS	CM	14	LAGERSTROEMIA INDICA X FAUREI	NATCHEZ CRAPE MYRTLE	2.5" CAL.	B&B
EVERGREEN	IV	8	ILEX VOMITORIA	YAUPON HOLLY	2" CAL. & 8' HT.	B&B

* BUFFER YARD PLANTS

TYPE	KEY	QTY.	BOTANICAL NAME	COMMON NAME	MINIMUM INSTALLED SIZE	ROOT
LARGE TREES						
EVERGREEN	IO	12	ILEX OPACA	AMERICAN HOLLY	2.5" CAL. & 8' HT.	B&B
SMALL TREES						
EVERGREEN	IV	28	ILEX VOMITORIA	YAUPON HOLLY	2.0" CAL. & 6' HT.	B&B
EVERGREEN	MC	6	MYRICA CERIFERA	SOUTHERN WAX MYRTLE	2.0" CAL. & 8' HT.	B&B
SHRUBS						
EVERGREEN	BS	23	BUXUS SEMPERVIRENS 'JULIA JANE'	JULIA JANE BOXWOOD	12" HT.	CONT.
EVERGREEN	IF	33	ILEXVOM FLORIDANUM	FLORIDA ANISE	12" HT.	CONT.
EVERGREEN	IC	23	ILEX CORNUTA BURFORDII 'NANA'	DWARF BURFORD HOLLY	12" HT.	CONT.
EVERGREEN	MC	58	MYRICA CERIFERA	SOUTHERN WAX MYRTLE	6' HT.	CONT.
EVERGREEN	DL	50	LEUCOTHOE FONTANESIANA	DROOPING LEUCOTHOE	12" HT.	CONT.

LANDSCAPE REQUIREMENTS & CALCULATIONS

TOWN OF CLAYTON UDC (SEPTEMBER 5, 2023)

AREA TO BE LANDSCAPED	CODE REQUIREMENT	LOCATION	SQUARE FEET/ LINEAR FEET	- TOTAL QUANTITY REQUIRED	TOTAL QUANTITY PROVIDED	CODE SECTION
PERIMETER BUFFERS	10' CLASS C OPAQUE (1) OPAQUE SCREEN (SMALL OPAQUE FENCE, EVERGREEN HEDGE, BERM, OR COMBINATION THEREOF) FROM GROUND TO AT LEAST 6 FT AT INSTALLATION. (2) 2 CANOPY TREES, 3 UNDERSTORY TREES, AND 12 SHRUBS PER 100 LINEAR FEET	-NORTH PROPERTY LINE OF LOT 1	4,675 SF/ 468 LF	-10 LARGE TREES -14 SMALL TREES -57 SHRUBS	-10 LARGE TREES -14 SMALL TREES -57 SHRUBS * SEE PLANTING NOTE THIS SHEET	§156.402 (E)
	10' CLASS A STREET YARD (1) 2 CANOPY TREE, 2 UNDERSTORY TREES, AND 12 SHRUBS PER 100 LINEAR FEET.	-NORTHEAST PROPERTY LINE OF LOT 1	974 SF/ 97 LF	-2 LARGE TREES -2 SMALL TREES -12 SHRUBS	-2 LARGE TREES -2 SMALL TREES -12 SHRUBS * SEE PLANTING NOTE THIS SHEET	§155.402 (F)
	40' THOROUGHFARE YARD (1) AREAS SHALL BE COVERED BY LAWN, GROUND COVER, TREES, SHRUBS, OR MULCH, EXCEPT AS NOTED IN §155.204 (A)(6) and (A)(3)(k) (2) 1 TREE AND 5 SHRUBS PER 1,000 SF.** (3) OPAQUE SCREEN (SMALL OPAQUE FENCE, EVERGREEN HEDGE, BERM, OR COMBINATION THEREOF) FROM GROUND TO AT LEAST 6 FT AT INSTALLATION.	-SOUTHWEST PROPERTY LINE OF LOT 1	19,859 SF	-20 SMALL TREES -100 SHRUBS	-20 SMALL TREES -100 SHRUBS * SEE PLANTING NOTE THIS SHEET	§155.204 (A)(6)
SITE INTERIOR	(1) 20% OF TOTAL LOT AREA SHALL BE LANDSCAPED (2) 1 CANOPY TREE, 1 UNDERSTORY TREE, 2 SHRUBS PER 1,000 SF.	-ENTIRE SITE	18,680 SF	-18 LARGE TREES -18 SMALL TREES -36 SHRUBS	-18 LARGE TREES -18 SMALL TREES -50 SHRUBS * SEE PLANTING NOTE THIS SHEET	§156.402 (D)

** NOTE: UNDERSTORY TREES ARE TO BE PLANTED IN THIS BUFFER DUE TO OVERHEAD POWER LINE ALONG THE BUFFER. MAXIMUM HEIGHT AT MATURITY IS 12-FT.

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'36"W

LEGEND

- Prop. Tree save Area
- Thoroughfare Buffer
- 10' Class C Buffer
- 10' Class A Buffer
- Site Interior Landscaping

PLANTINGS NOTE:
EXISTING VEGETATION IN BUFFERS AND INTERIOR TO THE SITE SHALL BE PRESERVED TO THE FULLEST EXTENT PRACTICABLE AND SUPPLEMENTED ONLY AS NEEDED IN ORDER TO MEET THE REQUIREMENTS. REQUIREMENTS, CALCULATIONS, SYMBOLS AND PLANT QUANTITIES SHOWN ON THE PLAN ASSUME A WORST CASE SCENARIO.

GRAPHIC SCALE
(IN FEET)
1 inch = 30 ft.

PLAN PREPARED BY:
ADVANCED CIVIL DESIGN
ENGINEERS | SURVEYORS
31 Woodlyn Drive, Suite 102
Cary, North Carolina 27511
ph: 919.535.5537
fax: 919.535.5537

PLAN PREPARED FOR:
SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520
FULL HOUSE STORAGE
SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
LANDSCAPE PLAN

NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT
CHRISTOPHER M. RAY
029924
03/21/2024

Issue Dates:
12/08/2023 - CLIENT REVIEW
12/13/2024 - TOWN SUBMITTAL #1
01/23/2024 - TOWN SUBMITTAL #2
02/22/2024 - TOWN SUBMITTAL #3
03/07/2024 - TOWN SUBMITTAL #4

Date: 03/21/2024
Scale: 1"=30'
Drawn By: AMK
Checked By: CMR
Project Number: 23-0001-1419
Sheet Number: C-6

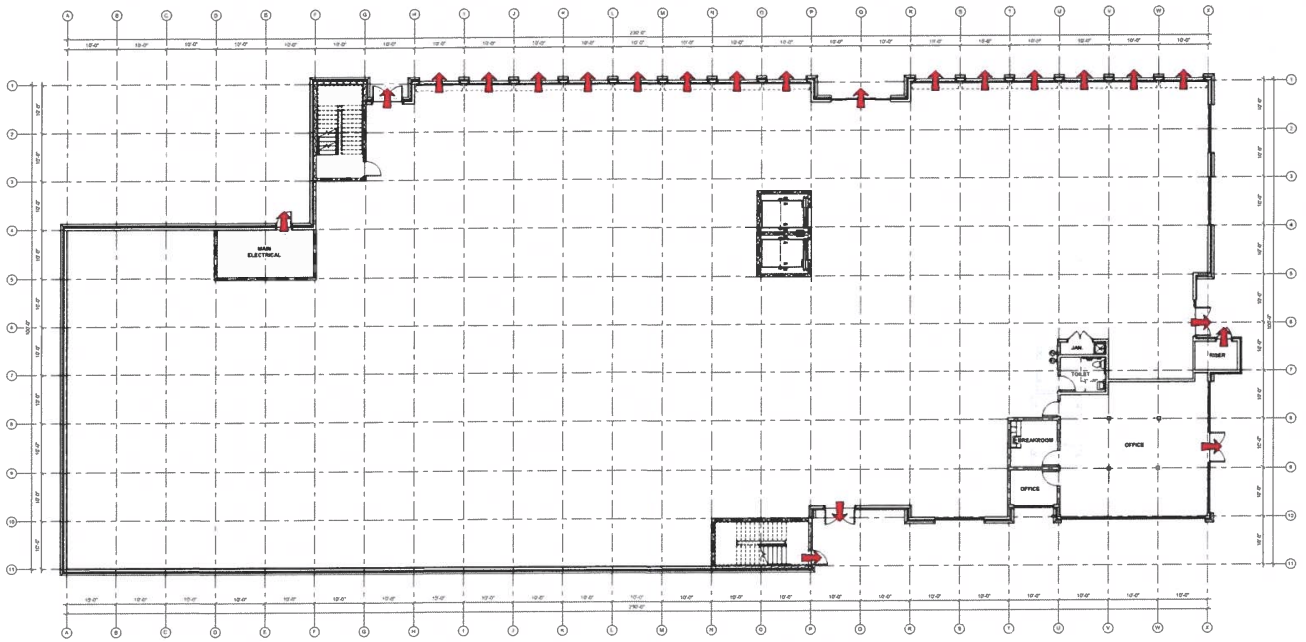
G:\23-0001-1419\CIVIL\Drawings\Production Drawings\DEVELOPMENT PLANS\0001-1419-LANDSCAPE PLAN.dwg LANDSCAPE PLAN Mar 21, 2024 - 11:25:48am arhe

ODA Architecture
2010 South Tryon St., Suite 1a
Charlotte, NC, 28203
704.522.1515
www.oda.us.com

SEAL

PROGRESS PRINT
NOT FOR
CONSTRUCTION

CONSULTANT



1 FIRST FLOOR scale 1/8" = 1'-0"

CLAYTON FULL
HOUSE

CLAYTON, NORTH CAROLINA

ODA Project No. Project Number

SCHEMATIC DESIGN

2023.10.21

REVISIONS

No.	Description	Date

FLOOR PLANS

A-101

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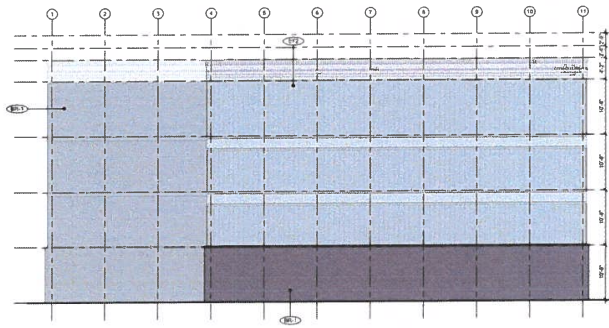
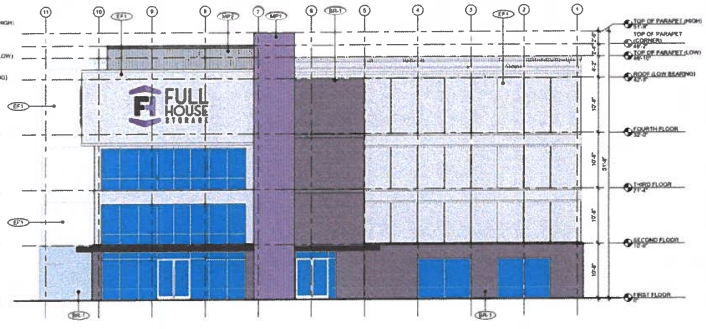
NOTES:

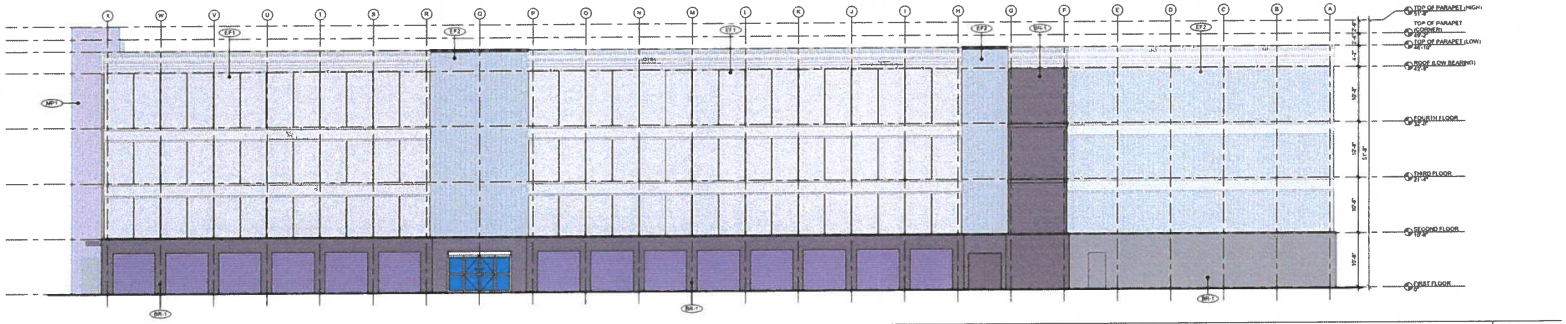
1) 4-stories, 51'-8" from FFE to highest point on building.
2) Materials identified on elevations.
3) Construction Type = II-B
4) Rooftop units will be screened by parapet
5) Less than 10% metal
6) At least 25% of building facade is masonry material



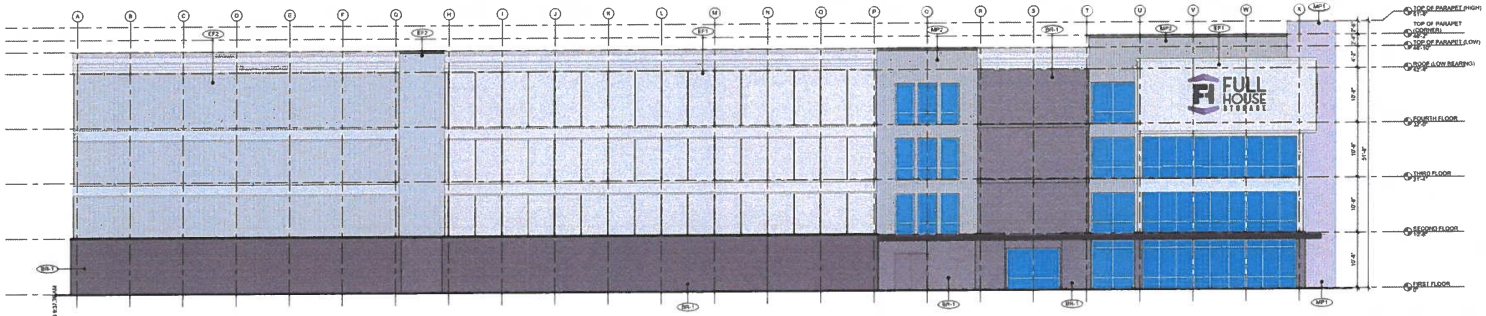
4 WEST ELEVATION scale: 1/8" = 1'-0"



3 EAST ELEVATION scale: 1/8" = 1'-0"



2 NORTH ELEVATION scale: 1/8" = 1'-0"



1 SOUTH ELEVATION scale: 1/8" = 1'-0"

EXTERIOR ELEVATION NOTES

KEY	COMMENTS
1	ALL EXTERIOR MATERIALS ARE NOTED ON ELEVATIONS. SEE G-SHEETS FOR ASSEMBLY DETAILS
2	SEE SCHEDULES AND SPECIFICATIONS FOR WINDOWS, DOORS AND STOREFRONT SYSTEMS.
3	ALL MECHANICAL GRILLS, WALL EXHAUST HOODS, AND WALL VENTS TO BE PAINTED TO MATCH ADJACENT MATERIAL UNLESS OTHERWISE NOTED
4	HOLLOW METAL DOORS AND FRAMES TO BE PAINTED TO MATCH ADJACENT MATERIAL UNLESS OTHERWISE NOTED
5	GUTTERS AND DOWNSPOUTS TO BE PREFINISHED ALUMINUM UNLESS OTHERWISE NOTED. SUBMIT COLOR CHART TO ODA ARCHITECTURE FOR SELECTION
6	VERTICAL CONTROL JOINTS TO BE MAXIMUM 20 FEET O.C., EXTEND CONTROL JOINT TO TOP OF BRICKWORK, INCLUDING PARAPETS
7	HORIZONTAL CONTROL JOINTS TO BE LOCATED BELOW SHELF ANGLES AS INDICATED ON DRAWINGS
8	PROVIDE HORIZONTAL BRICK RELIEF ANGLES AT EACH FLOOR LINE, U.N.O.
9	MASONRY WALLS TO HAVE VERTICAL CONTROL JOINTS AT CORNERS AND 30'-0" O.C. EITHER INDICATED ON DRAWINGS OR NOT
10	EXTERIOR INSULATION FINISH SYSTEMS, HARD COAT AND STUCCO SYSTEMS TO HAVE HORIZONTAL EXPANSION JOINTS AT ALL FLOOR LEVELS WHETHER ILLUSTRATED OR NOT.
11	WALL SIGNAGE TO BE PERMITTED AND INSTALLED BY OTHERS. CONTRACTOR TO COORDINATE ANY BLOCKING AND SUPPORTS FOR OWNER PROVIDED SIGNAGE
12	EXTERIOR SCUPPERS AND DOWNSPOUTS OR ROOF DRAINS TO HAVE A SECONDARY / OVERFLOW WALL SCUPPER WHETHER INDICATED ON ELEVATIONS OR NOT
13	MASONRY GROUT COLOR TO BE DETERMINED BY THE ARCHITECT

EXT. FINISH LEGEND

EP1	EIFS 1	MANUF. COLOR: LIGHT GRAY COMMENTS: FINE TEXTURE
EP2	EIFS 2	MANUF. COLOR: DARK GRAY COMMENTS: FINE TEXTURE
MP1	METAL PANEL 1	MANUF. COLOR: PURPLE COMMENTS: CORRUGATED
MP2	METAL PANEL 2	MANUF. COLOR: LIGHT GRAY COMMENTS: CORRUGATED
BR1	BRICK 1	MANUF. COLOR: MEDIUM GRAY COMMENTS: WIRE CUT

ODA Architecture
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Charlotte, NC, 28203
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SEAL

PROGRESS PRINT
NOT FOR
CONSTRUCTION

CONSULTANT

CLAYTON FULL HOUSE

CLAYTON, NORTH CAROLINA

ODA Project No. 233788

SCHEMATIC DESIGN

2023.12.12

REVISIONS

No	Description	Date

BUILDING ELEVATIONS

A-201

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EXHIBIT
B

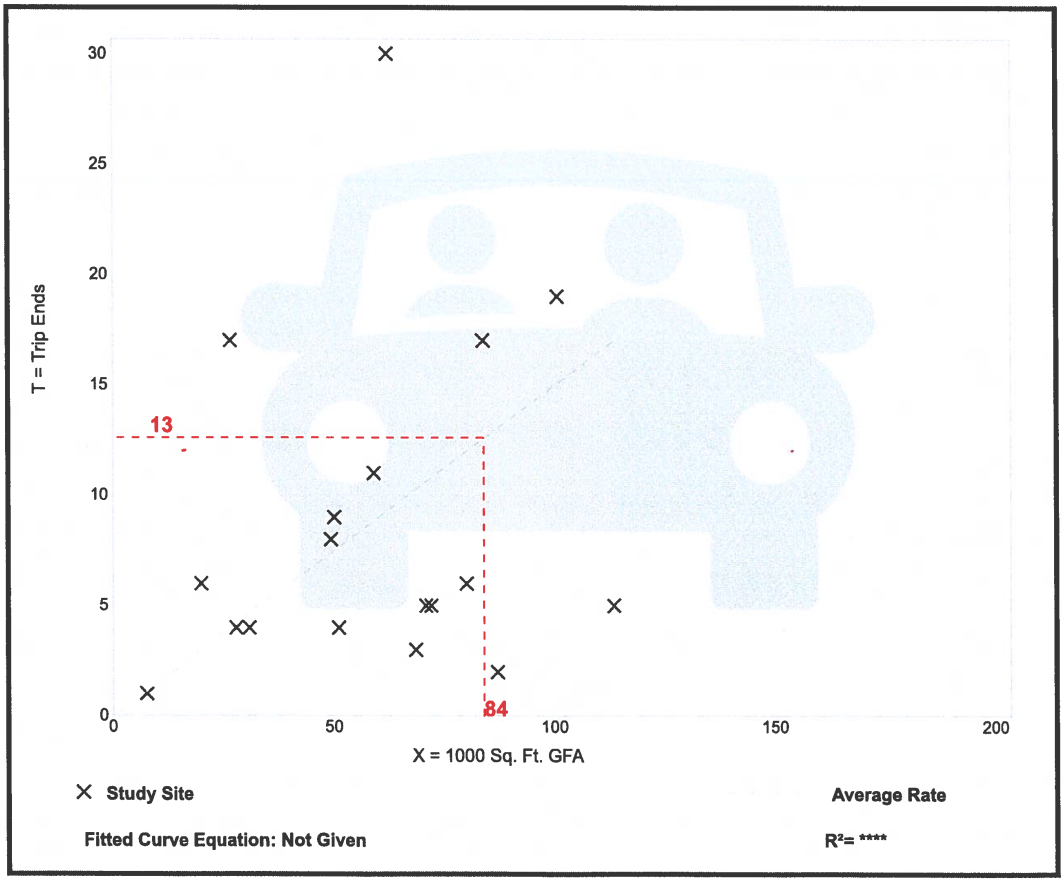
Mini-Warehouse
(151)

Vehicle Trip Ends vs: **1000 Sq. Ft. GFA**
On a: **Weekday,**
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.
Setting/Location: **General Urban/Suburban**
Number of Studies: 18
Avg. 1000 Sq. Ft. GFA: 59
Directional Distribution: 47% entering, 53% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
0.15	0.02 - 0.64	0.14

Data Plot and Equation



Trip Gen Manual, 11th Edition • Institute of Transportation Engineers

NORTH CAROLINA
JOHNSTON COUNTY

TOWN OF PITTSBORO
2023-189-SUP

IN RE QUASI JUDICIAL APPROVAL OF FULL HOUSE STORAGE SPECIAL USE PERMIT FOR SELF-STORAGE FACILITY

AFFIDAVIT OF
RICHARD KIRKLAND

I, RICHARD KIRKLAND, being duly sworn, do hereby certify, depose, and state under oath as follows:

1. I am over the age of eighteen years old, am under no disability, and have personal knowledge of all matters stated in this Affidavit.

2. I am a licensed appraiser and have been a Member of the Appraisal Institute since 2001.

3. I am a State Certified General Real Estate Appraiser in the state of North Carolina.

4. I have evaluated the Full House Storage Site Plans (the "Project"), the approximately 2.144 acre parcel bearing PIN 165909-06-7862 located at 301 Tew Court in the Town of Clayton (the "Site"), and the adjacent properties with regard to the Project's harmony with the intensity, scale, and character of development in the area and impact on the value of adjoining or abutting properties which relate to the Special Use Permit finding of fact in UDC § 155.711(H)(3).

5. I have completed a property impact analysis and report (the "Impact Report") for the Project which is attached hereto as **Exhibit A.** To conduct that analysis, I reviewed the Project features for compatibility with the adjacent area. The character of the adjacent area is largely commercial and industrial. The Project proposes development of a four-story self-storage building with a gross floor area of 84,000 square feet with appropriate setbacks and

buffering consistent with the surrounding area. The proposed height of 52 feet, although higher than most buildings in the immediate vicinity, is in harmony with the surrounding area.

6. Based on my experience, the zoning of the Site, and the uses of the properties adjacent to and near the proposed Project, it is my professional opinion that the Project will be in harmony with the intensity, scale, and character of development existing or planned in the surrounding area.

7. To evaluate impact on adjoining property value, I considered the impacts of self-storage facilities on residential dwellings by looking at the following self-storage facilities throughout the Triangle for recent sales activity for matched pair analysis: Lakeside Storage in Fuquay Varina, Country Stor-House in Cary, and Life Storage in Cary. The reason I conducted this analysis using residential dwellings is because this type of analysis works best when there are lots of potential data sets to consider and the variables can be more easily isolated. For commercial uses, such as the adjacent day care, it can be rather challenging to conduct a paired sales analysis because the factors that motivate a buyer/seller are more heavily influenced by other factors. Further, even if you find a similar mix of commercial uses for analysis, the other adjoining uses are never the same. As such, based on the industry standard in my field, I conducted the paired sales analysis in this manner.

8. Sales data of homes adjacent to self-storage facilities show that storage facilities with reasonable setbacks are not impacting residential dwellings. Therefore, because residential dwellings are much more sensitive to the impacts from adjoining uses, this strongly supports a finding of no impact on the adjoining day care.

9. Based on my experience and analysis, it is my professional opinion that the Project 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.

FURTHER, AFFIANT SAYETH NOT.

This the 2 day of April, 2024.

Richard Kirkland

Signed and sworn to before me this day by Richard Kirkland.

Date: 4/2/2024

Official Signature of Notary Public

Matthew Marquise, Notary Public

My commission expires: 3/11/2029

(Official Seal)

MATTHEW MARQUISE
My Commission Expires
NOTARY
PUBLIC
March 11, 2029
JOHNSTON COUNTY, NC

PPAB 10639134v12

EXHIBIT
A

Kirkland Appraisals, LLC

Richard C. Kirkland, Jr., MAI
9408 Northfield Court
Raleigh, North Carolina 27603
Phone (919) 414-8142
rkirkland2@gmail.com
www.kirklandappraisals.com

April 2, 2024

Ms. Marie V. Farmer
Parker Poe
PNC Plaza
301 Fayetteville Street, Suite 1400
Raleigh, NC 27601

Ms. Farmer

I have considered the likely impact of the proposed Full House Storage to be located at 301 Tew Court, Clayton, Johnston County, North Carolina.

The scope of this assignment is to address the likely impact this may have on adjoining properties. To this end I have reviewed the site plan, landscaping plan, and application as a starting point for considering the potential impacts on adjoining properties. I have not been asked to assign any value to any specific property.

This letter is a real property appraisal consulting assignment and subject to the limiting conditions attached to this letter. My client is Parker Poe represented to me by Marie Farmer. The intended use is to assist in the application for Special Use Permit to allow for a ministorage use. The effective date of this consultation is April 2, 2024.

The analysis supporting the below conclusion is attached in the following pages.

Conclusion

The property is zoned Corridor Commercial (CRM), which is intended for the "widest range of commercial development types, including large floorplate shopping uses likely to generate significant amounts of traffic. So any use of the subject property would be for a commercial use consistent with this zoning and any comparison of the project impacts on adjoining parcels must consider what is presently allowed on this commercial site.

The property was formerly zoned Highway Business, B-3 under the old UDO, which allows for self-storage facilities and was the zoning in place when this permit was originally filed.

The proposed project is modern with a good appearance that is in keeping with the nearby uses and general uses along the US 70 corridor.

Matched pair analysis shows no negative impact on adjoining homes to self-storage facilities. Residential uses are typically more sensitive to impacts from adjoining uses. The adjoining agricultural research and day care uses are even less likely to be impacted by this use. I therefore see no basis for an impact on value for the adjoining properties to the subject property.

It is my professional opinion that the proposed project adequately protects other property from potential adverse effects of proposed development. Similarly, it is my professional opinion that the proposed use or development of the land will not substantially injure the value of adjoining or abutting property.

It is my professional opinion that the plan provides harmony and unity with the development of nearby properties. It is my professional opinion that the proposed use or development will be in harmony with the scale, bulk, coverage, density, and character of the area or neighborhood in which it is located.

If you have any further questions please call me any time.

Sincerely,

Richard C. Kirkland, Jr., MAI
State Certified General Appraiser A4359

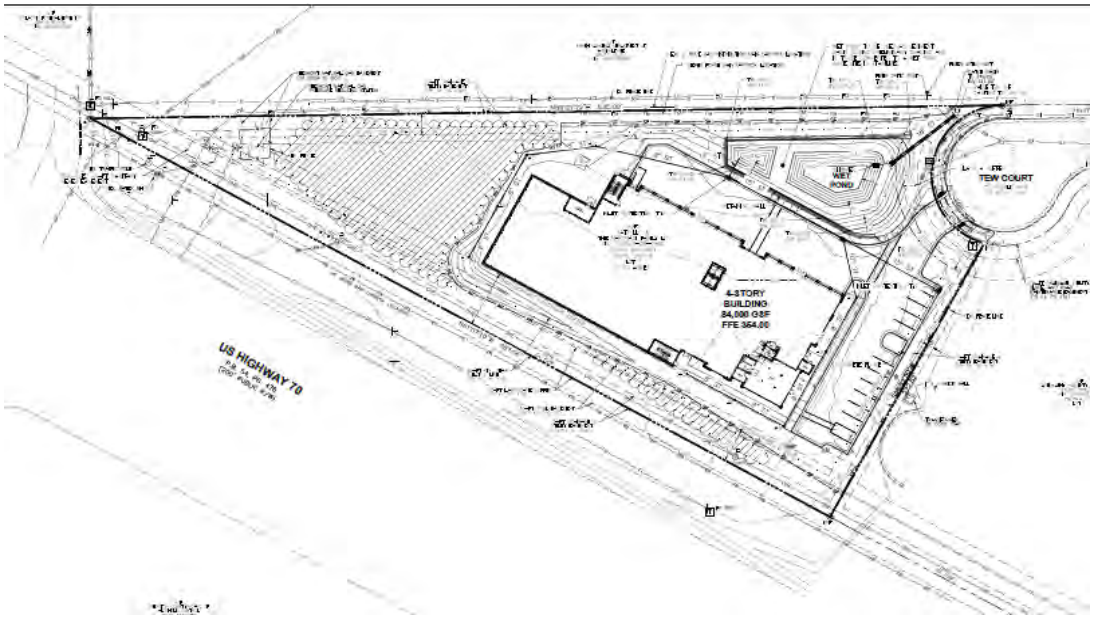
Impact Analysis

Proposed Use Description

The property is comprised of 2.12 acres at 301 Tew Court, Clayton, NC and is proposed to be developed with a four-story self-storage building with a gross floor area of 84,000 square feet.

The adjoining parcels are essentially the NC Department of Agriculture property to the north which includes 448.85 acres of research farm land and the Kids R Kids day care to the east along Tew Court. The other nearby uses include the McLaurin Funeral Home property that touches the property to the west and the commercial and vacant land south of US 70 from the subject property.

Proposed Site Plan



The subject property and adjoining land to the west, east and south are currently zoned Corridor Commercial (CRM). The ag land to the north is zoned for Residential Large Lot (RLL), but owned by the NC Department of Agriculture for a research farm.

Given the zoning on the subject property, the storage facility is likely to be a lower traffic generator than typical CRM zoning uses such as the Wal-Mart Shopping Center located to the southwest.

The surrounding zoning is consistent with the self-storage use proposed but also the self-storage use is a lower impact use than many allowed in the area. Self-storage facilities are often located as buffers between corridors and residential uses.

The property was formerly zoned Highway Business, B-3 under the old UDO, which allows for self-storage facilities and was the zoning in place when this permit was originally filed.

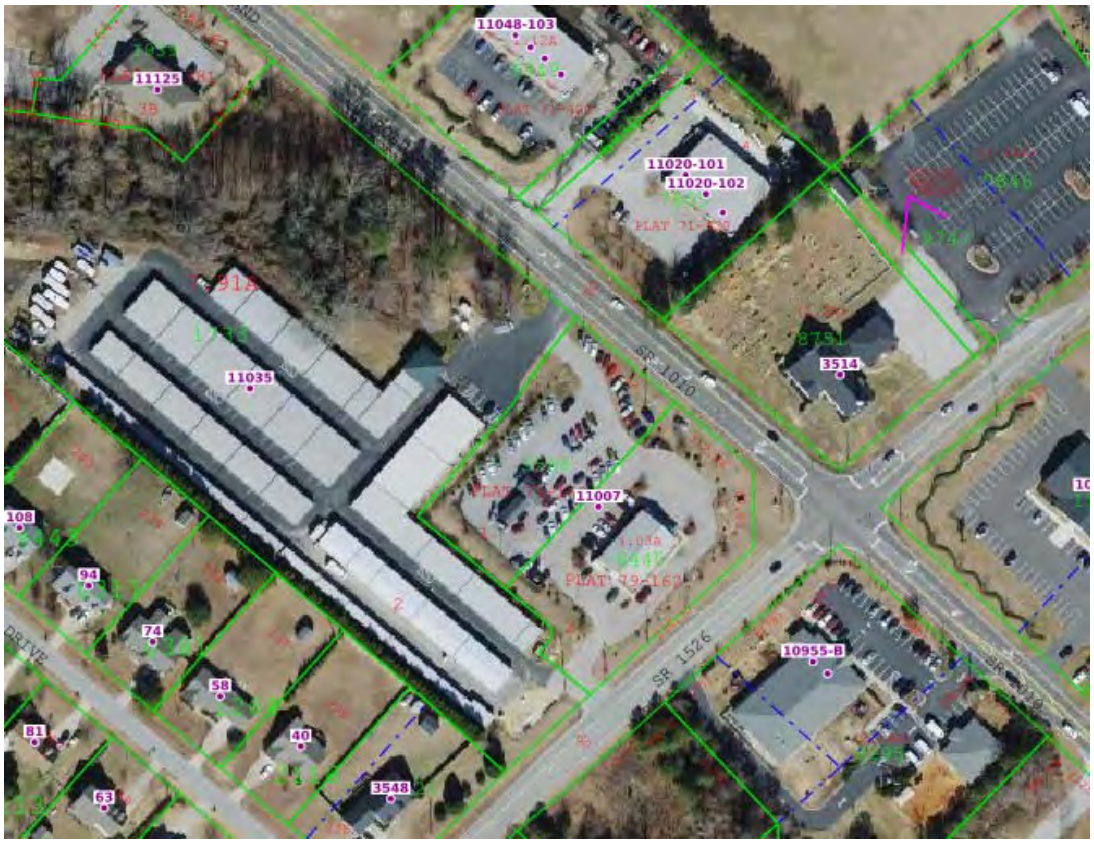
Data Sets

The subject property is proposed to adjoin retail uses and residential uses. I address each of these categories below.

Retail Adjoining Uses

Self-storage facilities are often clustered along main thoroughfares but the significant growth of residential uses in Johnston County is increasing demand for uses that serve those residential communities such as day care facilities, convenience stores, and storage facilities.

The compatibility of self-storage and retail uses is well established throughout the Triangle with storage facilities taking inferior commercial sites that are convenient but are not necessarily high visibility or ease of access areas. The adjoining day care facility is another example of this and both of these uses are typically located in similar such areas. Just as an example I have shown in the aerial image below a similar pairing of these uses in Johnston County that I'm familiar with at Cleveland Road and South Shiloh Road. The Cleveland Storage facility is located directly across the street from Little Stepping Stones Childcare. Other examples could be found, but they are compatible uses.



In my experience and supported by the example above, it is my professional opinion that the proposed project will have no impact on adjoining day care or other retail uses.

Paired Sales Data

Paired sales or matched pair analysis is typically the way used to measure property value impacts. This type of analysis works best with either land or residential dwellings where there are lots of potential data sets to consider and the variables can more easily be isolated. For commercial uses, paired sales analysis can be rather challenging as the factors that motivate a buyer/seller are much more impacted by other factors and even if you find a similar mix of commercial uses for analysis, the other adjoining uses are never the same. So paired sales analysis is difficult to accomplish for something like a day care.

Instead, I have considered the impacts of storage facilities on residential dwellings in this analysis. I have done this as typically residential dwellings are much more sensitive to impacts from adjoining uses. Therefore, I would expect a larger impact to be identified on homes than a day care. As shown in these examples, storage facilities with reasonable setbacks are not impacting residential dwellings. This strongly supports a finding of no impact on the adjoining day care.

Residential Adjoining Uses

Lakeside Storage, NC 55 Highway, Fuquay Varina

This is a 2-story building with 76,361 s.f. that was built in 2019. The adjoining homes to the east are as closed as 190 feet from the closest point on this building.

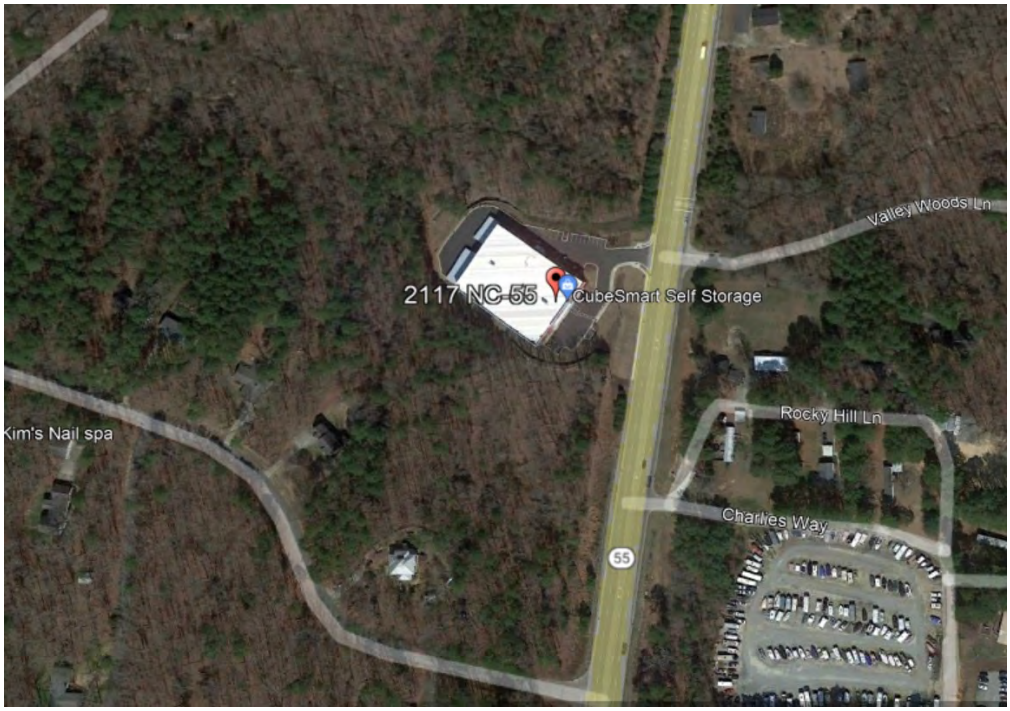
The adjoining homes are all within the South Lakes subdivision off of NC 55 Highway. Access to this self-storage facility is off of NC 55 as well as Jones Lake Road, which is the primary entrance to this adjoining subdivision.

Creedmoor Road Site, Raleigh, NC

The site identified above was rezoned in 2020 and being developed with a 3-story storage facility with construction beginning in 2023 and anticipated to be complete in 2024. The adjoining homes to the east will be in close proximity.

This is an example of a similar development with a 3-story self-storage facility in close proximity to single family housing.

Cube Smart Self Storage, 2117 NC 55 Highway, Cary, NC



The adjoining homes to the south are 360 to 465 feet away with an average distance of 413 feet. These homes have assessed values ranging from $276,444 to $481,885 for homes built between 1978 and 1997.

This is a 3-story building.

Space Shop Self Storage, 601 Maynard Crossing Ct, Cary, NC

The adjoining homes to the north are within 280 feet at the closest point while those to the west are about 310 feet to the closest point of the building. The eastern building is 3 stories, while the western is a single-story building.

Space Station, 3301 NC 55 Highway, Cary, NC

Adjoining homes in Highcroft are as close as 160 feet from the existing self-storage facility. The West Cary Apartments to the south are at 100 feet. This is a one-story facility.

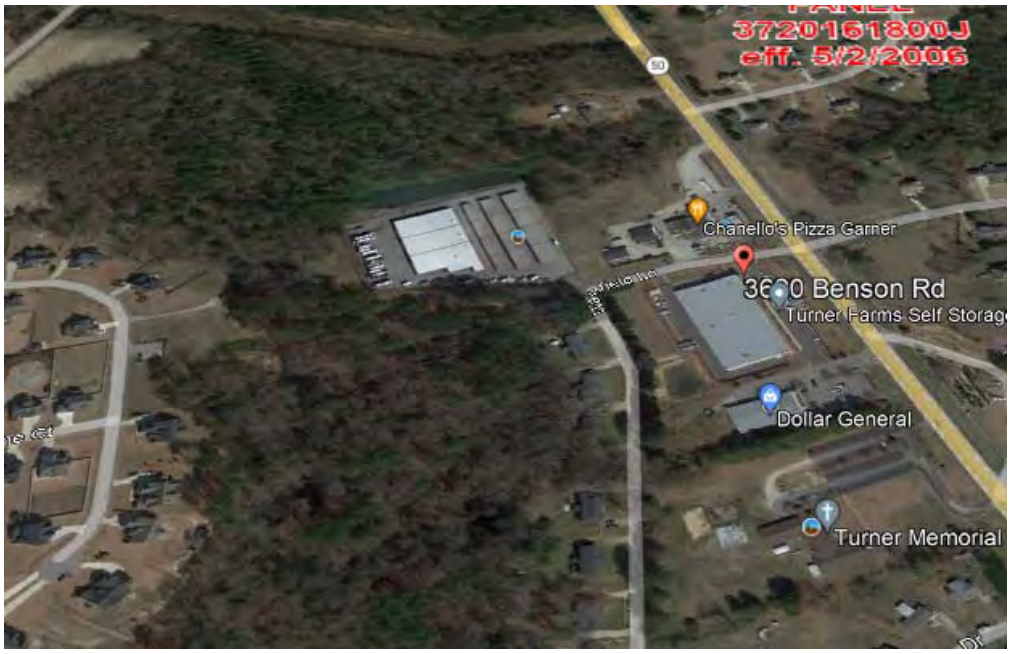
Turner Farms Self Storage, 3620 Benson Road, Garner, NC

I have appraised the above self-storage facility for the construction loan when it was built in 2018. There was an existing one-story facility as seen in the northwest section of the yellow highlighted parcel. That facility was expanded with a modern two-story facility on Benson Road in the southeast yellow highlighted parcel.

This facility is in front of existing residential dwellings as well as across the street from Turner Farms Subdivision. The use just to the south is a Dollar General and south of that is a church.

It shows larger lot homes adjoining self-storage and in close proximity with no visual buffers from Turner Farms subdivision to the east.

The map below shows the old storage facility and proximity to homes to the west of that one-story facility as well as the newer 2-story facility with homes both to the west and east.



As detailed above, I found several examples of single-family development and self-storage compatibility around the Triangle.

There is a 50-foot setback tree preservation area along the northern property line to buffer existing dwellings.

The main differences in these examples are that most of the self-storage facilities with similar proximity to residential housing are one-story buildings. Given that difference it may be important to ensure a good landscaping buffer is installed with mature plantings to maintain adjoining property values. However, this is true of any commercial use of this site. Alternative uses at this location would all have similar potential issues. I have discussed this further in the next section.

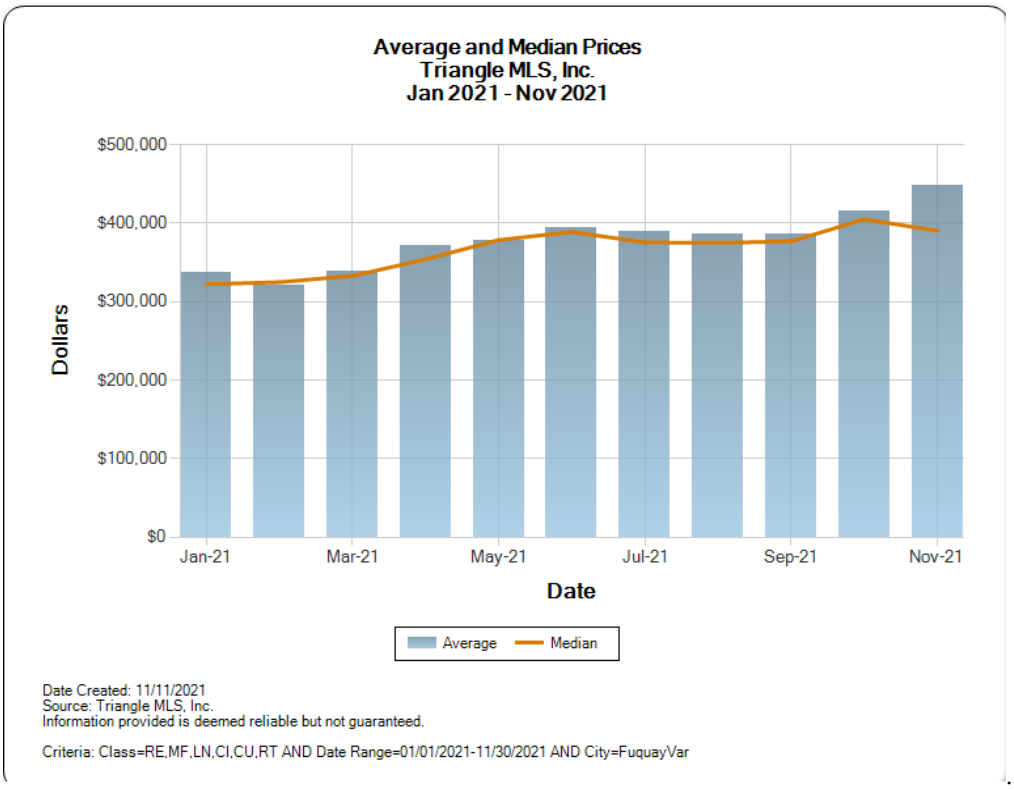
Matched Pairs

I considered the following self-storage facility for recent sales activity for matched pair analysis.

Lakeside Storage, NC 55 Highway, Fuquay Varina, NC

I considered the June 14, 2021 sale of 812 Alligator Lake Court for $406,000 for this 2,383 s.f. dwelling that is 275 feet from the closest point on the building. This same home was purchased by the first owner on July 11, 2017 for $328,000 prior to development of the storage facility. Based on the MLS over that period the average and median prices have increased by 28%. This adjustment somewhat overstates value increases in that time period as it only addresses home prices and includes a significant number of newer homes being built larger than historical homes. Still it provides a good basis and I have therefore considered a 25% increase for the 2017 sale as the anticipated increase for 812 Alligator Lake Court. Therefore the anticipated sales price would be $410,000, which is very similar to the actual sales price in 2021 after the self-storage facility was built.

Based on this sale and resale of the same property, I conclude that the self-storage facility had no impact on the value of this property.


Average and Median Prices
Triangle MLS, Inc.
Jan 2021 - Nov 2021
$500,000
$400,000
$300,000
$200,000
$100,000
$0
Dollars
Jan-21
Mar-21
May-21
Jul-21
Sep-21
Nov-21
Date
Average
Median
Date Created: 11/11/2021
Source: Triangle MLS, Inc.
Information provided is deemed reliable but not guaranteed.
Criteria: Class=RE,MF,LN,CI,CU,RT AND Date Range=01/01/2021-11/30/2021 AND City=FuquayVar

Country Stor-House, 6728 Charlie Way

Adjoining homes in Deveraux are as close as 110 feet from the existing self-storage facility. This is a one-story facility located on a hill.

I considered 1102 Wakehurst Drive that is a two-story dwelling with 4BR/2.5BA with 1,957 square feet and a two-car garage built in 2000 that sold on June 19, 2019 for $330,000 or $168.63 per square foot. This home is 120 feet to the closest self-storage building.

I compared this to 104 Calebra Way that is a two-story dwelling with 4 BR/2.5BA with 2,059 square feet and a two-car garage built in 1999. This home sold on July 18, 2018 for $337,900, or $164.11 per square foot. Adjusting this upward by 3% for growth in the market over time the adjusted price per square foot is $169.03 per square foot which is very similar and therefore supports a finding of no impact on property value.

I also considered 215 Calebra Way that is a two-story brick dwelling built in 2000 with 4BR/2.5BA and 2,297 square feet with a garage. This home sold on June 14, 2018 for $350,000, or $152.37 per square foot. This home is 115 feet from the nearest self-storage building.

I compared this to 103 Holmhurst Court in the same neighborhood but not near the self-storage facility. This home is a two-story brick dwelling with 4BR/2.5BA with 2,306 square feet with a 2-car

garage built in 2001. This property sold on May 10, 2018 for $348,000, or $150.91 per square foot. No adjustments are needed between these two homes and they sold at very similar prices. This strongly supports no impact from the adjoining self-storage facility.

Finally, I considered 211 Calebra Way that is a two-story dwelling built in 2000 with 5BR/2.5 BA with 2,927 square feet with a two-car garage. This home sold on June 14, 2017 for $395,000, or $134.95 per square foot. This home is 130 feet from the nearest self-storage building.

I compared this to 2107 Templeton Gap Drive which is a two-story dwelling built in 2003 with 5BR/2.5BA with 2,796 square feet and a two-car garage. This home sold on April 17, 2018 for $400,000, or $143.06 per square foot. Adjusting this downward by 1% for year built and 3% for time, the adjusted indicated price is $137.34 per square foot. This is within 2% of the price for the home on Calebra Way, which is within the standard deviation expected in typical market transactions. I therefore conclude this supports a finding of no impact due to the adjacency of the self-storage facility.

Life Storage, 160 Havensite Court

Adjoining townhomes in Weatherfield are as close as 100 feet from the existing self-storage facility and moreover most of these homeowners have to drive past the entrance to the self-storage and have a clear view of it on the way into the townhomes. The self-storage building was built before the townhomes.

740 Davenbury Way sold on January 10, 2019 for $270,000 for an interior unit with 1,657 s.f., or $162.95 per s.f. This unit backs up to the self-storage at just over 100 feet away. A similar unit located at 1014 Contessa Drive with no view of the self-storage facility sold on March 27, 2018 for $275,000 for 1,712 s.f., or $160.63 per s.f. This shows no significant impact on the price per square foot of these units.

Conclusions

Based on the similar projects considered, the distance between the proposed self-storage facility and the adjoining homes are similar to other such uses in the market and is a better layout scenario than what the underlying zoning would allow for other retail or office uses that did not require a Special Use Permit.

Based on the matched pairs I conclude that the proposed self-storage facility will not have a negative impact on adjoining property value given that residential dwellings are showing no impact and a day care is even less likely to receive a negative impact.

For these reasons I conclude that the proposed project will not have a negative impact on adjoining property value and I further conclude that this is a harmonious use for this site.

Limiting Conditions and Assumptions

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

- The basic limitation of this and any appraisal is that the appraisal is an opinion of value, and is, therefore, not a guarantee that the property would sell at exactly the appraised value. The market price may differ from the market value, depending upon the motivation and knowledge of the buyer and/or seller, and may, therefore, be higher or lower than the market value. The market value, as defined herein, is an opinion of the probable price that is obtainable in a market free of abnormal influences.

- I do not assume any responsibility for the legal description provided or for matters pertaining to legal or title considerations. I assume that the title to the property is good and marketable unless otherwise stated.

- I am appraising the property as though free and clear of any and all liens or encumbrances unless otherwise stated.

- I assume that the property is under responsible ownership and competent property management.

- I believe the information furnished by others is reliable, but I give no warranty for its accuracy.

- I have made no survey or engineering study of the property and assume no responsibility for such matters. All engineering studies prepared by others are assumed to be correct. The plot plans, surveys, sketches and any other illustrative material in this report are included only to help the reader visualize the property. The illustrative material should not be considered to be scaled accurately for size.

- I assume that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. I take no responsibility for such conditions or for obtaining the engineering studies that may be required to discover them.

- I assume that the property is in full compliance with all applicable federal, state, and local laws, including environmental regulations, unless the lack of compliance is stated, described, and considered in this appraisal report.

- I assume that the property conforms to all applicable zoning and use regulations and restrictions unless nonconformity has been identified, described and considered in this appraisal report.

- I assume that all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.

- I assume that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in this report.

- I am not qualified to detect the presence of floodplain or wetlands. Any information presented in this report related to these characteristics is for this analysis only. The presence of floodplain or wetlands may affect the value of the property. If the presence of floodplain or wetlands is suspected the property owner would be advised to seek professional engineering assistance.

- For this appraisal, I assume that no hazardous substances or conditions are present in or on the property. Such substances or conditions could include but are not limited to asbestos, urea-formaldehyde foam insulation, polychlorinated biphenyls (PCBs), petroleum leakage or underground storage tanks, electromagnetic fields, or agricultural chemicals. I have no knowledge of any such materials or conditions unless otherwise stated. I make no claim of technical knowledge with regard

to testing for or identifying such hazardous materials or conditions. The presence of such materials, substances or conditions could affect the value of the property. However, the values estimated in this report are predicated on the assumption that there are no such materials or conditions in, on or in close enough proximity to the property to cause a loss in value. The client is urged to retain an expert in this field, if desired.

- Unless otherwise stated in this report the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act (effective 1/26/92). The presence of architectural and/or communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value, marketability, or utility.

- Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.

- Possession of this report, or a copy thereof, does not carry with it the right of publication.

- I have no obligation, by reason of this appraisal, to give further consultation or testimony or to be in attendance in court with reference to the property in question unless further arrangements have been made regarding compensation to Kirkland Appraisals, LLC.

- Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of Kirkland Appraisals, LLC, and then only with proper qualifications.

- Any value estimates provided in this report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the value estimate, unless such proration or division of interests has been set forth in the report.

- Any income and expenses estimated in this report are for the purposes of this analysis only and should not be considered predictions of future operating results.

- This report is not intended to include an estimate of any personal property contained in or on the property, unless otherwise state.

- This report is subject to the Code of Professional Ethics of the Appraisal Institute and complies with the requirements of the State of North Carolina for State Certified General Appraisers. This report is subject to the certification, definitions, and assumptions and limiting conditions set forth herein.

- The analyses, opinions and conclusions were developed based on, and this report has been prepared in conformance with, our interpretation of the guidelines and recommendations set forth in the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA).

- This is a Real Property Appraisal Consulting Assignment as formerly identified in Standard 4 of USPAP and reported following Standard 5 of USPAP.

Certification – Richard C. Kirkland, Jr., MAI

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct;

2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, unbiased professional analyses, opinions, and conclusions;

3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved;

4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;

5. My engagement in this assignment was not contingent upon developing or reporting predetermined results;

6. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of the appraisal;

7. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute;

8. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.

9. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives;

10. I have not made a personal inspection of the property that is the subject of this report, and;

11. No one provided significant real property appraisal assistance to the person signing this certification.

12. As of the date of this report I have completed the requirements of the continuing education program of the Appraisal Institute;

13. I have appraised this property within the last three years for the same client as noted earlier. I provided an earlier draft of this report on March 24, 2020.

Disclosure of the contents of this appraisal report is governed by the bylaws and regulations of the Appraisal Institute and the National Association of Realtors.

Neither all nor any part of the contents of this appraisal report shall be disseminated to the public through advertising media, public relations media, news media, or any other public means of communications without the prior written consent and approval of the undersigned.

Richard C. Kirkland, Jr., MAI
State Certified General Appraiser

NORTH CAROLINA
JOHNSTON COUNTY

TOWN OF CLAYTON
2023-189-SUP

IN RE QUASI JUDICIAL APPROVAL OF FULL HOUSE STORAGE SPECIAL USE PERMIT FOR SELF-STORAGE FACILITY

AFFIDAVIT OF SHERRIE CHAFFIN

I, SHERRIE CHAFFIN, being duly sworn, hereby depose and say:

1. I am over the age of eighteen years old, am under no disability, and have personal knowledge of all matters stated in this Affidavit.

2. I am a Founding Partner of Skye Partners, LLC, an investor for Full House Storage, LLC ("Full House") and the self-storage facility (the "Project") proposed for the approximately 2.144 acre parcel bearing PIN 165909-06-7862 located at 301 Tew Court in the Town of Clayton (the "Site").

3. I received a Bachelor of Science in Design and a Minor in Business and Building Science from Auburn University. Prior to founding Skye Partners, I was Director of Development for Trinity Capital Advisors and spent 11 years with the firm delivering millions of square footage of new office and industrial development. I have over 25 years of experience in the real estate industry.

4. Full House provides high-quality professionally managed storage for customers' needs and works with the local community to be a good neighbor.

5. Full House developed a three-story climate-controlled building in Wilson, North Carolina to meet the demand for storage in Wilson driven by the continued residential growth in the area. I managed the development and all activities associated with the delivery of the building in Wilson.

6. Similar to our Wilson location, our plan for the Project is to provide approximately 549 climate-controlled units that are served by two elevators accessed by interior corridors.

7. In terms of security, we plan to install security cameras that are monitored as well as hiring on site management. We also plan to have a gate to provide secure access to the building. We plan for the gate access hours to be limited, with access only available from 6 a.m. to 10 p.m.

8. Similar to our Wilson location, we also plan on limiting our hours of operation to Monday through Friday from 9:30 a.m. to 5:50 p.m., Saturday from 9:00 a.m. to 2 p.m., and generally closed on Sundays.

9. The following uses will be prohibited on the Site:

a) Commercial, wholesale or retail sales, flea markets or peddling, or miscellaneous or garage sales. However, once a month, the management of the self-storage facility may conduct a one-day auction or sale of abandoned or stored materials to settle unpaid storage bills in accordance with state regulations.

b) Servicing, repair, or fabrication of motor vehicles, boats, trailers, lawn mowers, appliances, or other similar equipment

c) Operation of a transfer-and-storage business

d) Operation of power tools, spray painting equipment, table saws, lathes, compressors, welding equipment, kilns, or other similar equipment except when needed for maintenance of the use.

e) Any activity that is noxious or offensive because of odors, dust, noise, fumes, or vibrations

f) Storage of hazardous chemicals, flammable liquids, or combustible and explosive materials

g) Habitation of storage units by humans or animals

FURTHER, AFFIANT SAYETH NOT.

This the 9th day of April, 2024.

Sherrie Chaffin

Signed and sworn to before me this day by Sherrie Chaffin

Date: 4-9-24

Official Signature of Notary Public

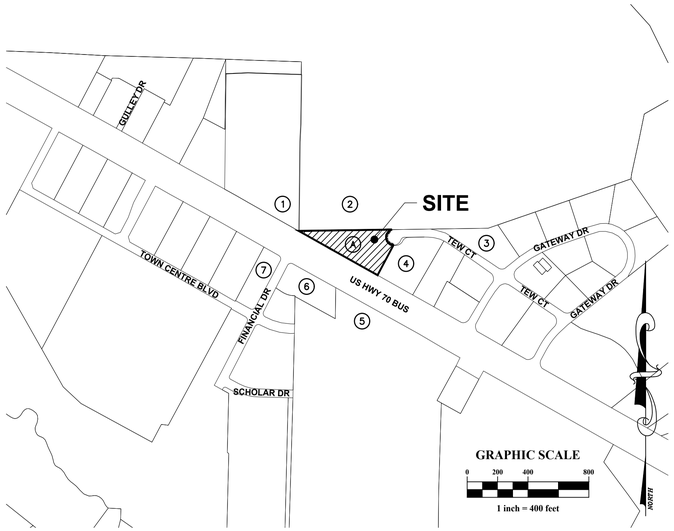
(Official Seal)

HEATHER BRUCE NOTARY PUBLIC LINCOLN COUNTY, NC

Heather Bruce Notary Public

My commission expires: 3-11-29

UNIFIED DEVELOPMENT CODE SITE PLANS
FULL HOUSE STORAGE
2023



VICINITY MAP
SCALE: 1"=400'

DEVELOPER
SKYE PARTNERS, LLC
19000 DAVIDSON CONCORD ROAD
DAVIDSON, NC 28036
704-400-1348

ENGINEER/SURVEYOR
ADVANCED CIVIL DESIGN, INC.
51 KILMAYNE DRIVE, SUITE 102
CARY, NC 27511
919.481.6290

OWNER
THE MARZBANI FAMILY LP
104 CHARMWOOD COURT
CARY, NC 27518

OWNER
CATZ LLC
4137 SWIFT CREEK ROAD
SMITHFIELD, NC 27577
919-934-0948

INDEX OF DRAWINGS

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GRADING PLAN	C-5
LANDSCAPE PLAN	C-6
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BUILDING ELEVATIONS	A-201

ADJACENT PROPERTY OWNERS				
	NAME	PIN	ZONING	USE
1	MCLAURIN FUNERAL HOME INC	1659.05-07-1781	B-3	CEMETARY
2	NORTH CAROLINA DEPARTMENT OF AGRICULTURE	1649.00-57-5937	R-E	RESEARCH
3	GATEWAY DENTAL CENTER LLC	1659.09-16-6801	B-3 SUD	OFFICE
4	ABERNATHY PROPERTY MANAGEMENT	1659.09-16-1739	B-3 SUD	DAY CARE CENTER
5	HEAVNER PROPERTIES 1997 LIMITED PARTNERSHIP	1659.09-05-8421	B-3	VACANT
6	JOHNSTON COUNTY BOARD OF ALCOHOLIC CONTROL	1659.09-06-4682	O-I	VACANT
7	CFM CLAYTON, LLC & EWG CLAYTON, LLC	1659.09-06-1659	B-3	OFFICE
PROPERTY OWNERS				
	NAME	PIN	ZONING	USE
A	THE MARZBANI FAMILY LP	1649.00-88-7093	B-3	VACANT
A	CATZ LLC	1649.00-88-7093	B-3	VACANT

DENSITY AND DIMENSIONAL STANDARDS	
MIN. LOT AREA	8,000 SF
MINIMUM LOT WIDTH	60 FT
MIN. STREET/FRONT SETBACK	25 FT
MIN. SIDE INTERIOR SETBACK	15 FT
MIN. SIDE STREET SETBACK	15 FT
MIN. REAR SETBACK	30 FT
MAX. BUILDING HEIGHT	60 FT
MAX. BUILDING COVERAGE	50%
MAX. IMPERVIOUS COVERAGE	75%

PROJECT NOTES

1. THE CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATIONS, GRADING, OR INSTALLATION OF UNDERGROUND UTILITIES ON OR ADJACENT TO THE PROJECT. ANY DIFFERENCES SHALL BE REPORTED TO THE OWNER, ENGINEER.
2. CONSTRUCTION OF ALL WATER, SEWER, AND STREETS SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS, INCLUDING THE N.C. BUILDING CODE, FIRE CODE, AND PLUMBING CODE, AND ACCESSIBILITY CODE, LATEST EDITIONS.
3. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
4. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES.
5. A TRAFFIC IMPACT ANALYSIS IS NOT REQUIRED FOR THIS PROJECT. THIS PROJECT DOES NOT MEET ANY OF THE APPLICABLE CONDITIONS OUTLINED IN UDC 155.708.
6. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON AND THE STATE OF NORTH CAROLINA STANDARDS AND SPECIFICATIONS.
7. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
8. CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO BEGINNING CONSTRUCTION.
9. ALL HVAC SYSTEMS WILL BE SCREENED FROM OFF SITE VIEWS.
10. ALL EXTERIOR SITE LIGHTING WILL BE DESIGNED TO PREVENT OFF-SITE GLARE.
11. ALL WORK MUST COMPLY WITH NORTH CAROLINA STATE BUILDING AND HANDICAPPED ACCESSIBILITY CODE VOL. 1C AND ADA STANDARDS.
12. UNLESS EXPLICITLY SPECIFIED IN THE NOTES ON THIS SITE PLAN, THE DEVELOPMENT OF THIS PROJECT SHALL COMPLY WITH THE TOWN OF CLAYTON UNIFIED DEVELOPMENT CODE (UDC), AND ALL OTHER APPLICABLE REGULATIONS AND GUIDELINES. IN THE EVENT OF A DISCREPANCY BETWEEN THE APPROVED SITE PLAN AND THE APPLICABLE REGULATIONS OR GUIDELINES, AND ABSENT CLARIFICATION OR APPROVAL OF SUCH STATED ON THE SITE PLAN OR OTHER RELATED APPROVAL, THE APPLICABLE REGULATION OR GUIDELINE SHALL APPLY.

SITE DATA TABLE

1.	PROJECT NAME:	FULL HOUSE STORAGE
2.	SITE ADDRESS:	301 TEW COURT CLAYTON, NC 27520
3.	EXISTING SITE AREA:	93,400 SF (2.144 AC)
4.	ZONING:	B-3 SUD
5.	INSIDE TOWN LIMITS:	YES
6.	ZONING OVERLAY DISTRICTS:	Thoroughfare Overlay District
7.	PARCEL ID. NUMBER(S):	165909-06-7862
8.	COUNTY TAG NUMBER:	05G02002X
9.	EXISTING USE:	VACANT
10.	PROPOSED USE:	STORAGE, INDOOR
11.	EXISTING DENSITY:	0 UNITS/ACRE
12.	PROPOSED DENSITY:	0 UNITS/ACRE
13.	EXISTING INTENSITY (GROSS FLOOR AREA):	0 SF
14.	PROPOSED INTENSITY (GROSS FLOOR AREA):	84,000 SF
15.	FLOOR AREA:	21,360 SF
16.	BUILDING COVERAGE (% OF TOTAL SITE):	23%
17.	PROPOSED PERVIOUS SURFACE AREA:	52,354 SF (56%)
18.	PROPOSED IMPERVIOUS SURFACE:	41,0146 SF (44%)
19.	BUILDING HEIGHT:	52-FT (4 STORIES)
20.	PARKING SUMMARY: REQUIRED (STORAGE, INDOOR ONLY): NUMBER OF STORAGE BAYS: PROVIDED:	1 SPACES/100 STORAGE BAYS 549 BAYS 549/100 = 6 SPACES 1 VAN HANDICAP SPACE 10 STANDARD SPACES 11 SPACES
21.	DISTURBED AREA:	1.45 ACRES
22.	ELECTRIC PROVIDER:	DUKE ENERGY
23.	WATER PROVIDER (DOMESTIC SERVICE):	TOWN OF CLAYTON
24.	WATER PROVIDER (FIRE SERVICE):	JOHNSTON COUNTY
25.	SEWER PROVIDER:	TOWN OF CLAYTON
26.	TRASH & RECYCLING:	ALL STAR WASTE SERVICES LLC

PLAN PREPARED BY:
ADVANCED CIVIL DESIGN ENGINEERS SURVEYORS
51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

PLAN PREPARED FOR:
SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520
FULL HOUSE STORAGE
SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
COVER SHEET

NORTH CAROLINA PROFESSIONAL SEAL 049911 ENGINEER CAMERON M REE
PRELIMINARY
02/21/2024

Issue Dates:
12/06/2023 - CLIENT REVIEW
12/13/2023 - TOWN SUBMITTAL #1
01/20/2024 - TOWN SUBMITTAL #2
02/21/2024 - TOWN SUBMITTAL #3

Date: 02/21/2024
Scale: 1"=500'

Drawn By:	Checked By:
AMK	CMR

Project Number:
23-0001-1419

Sheet Number:
C-0

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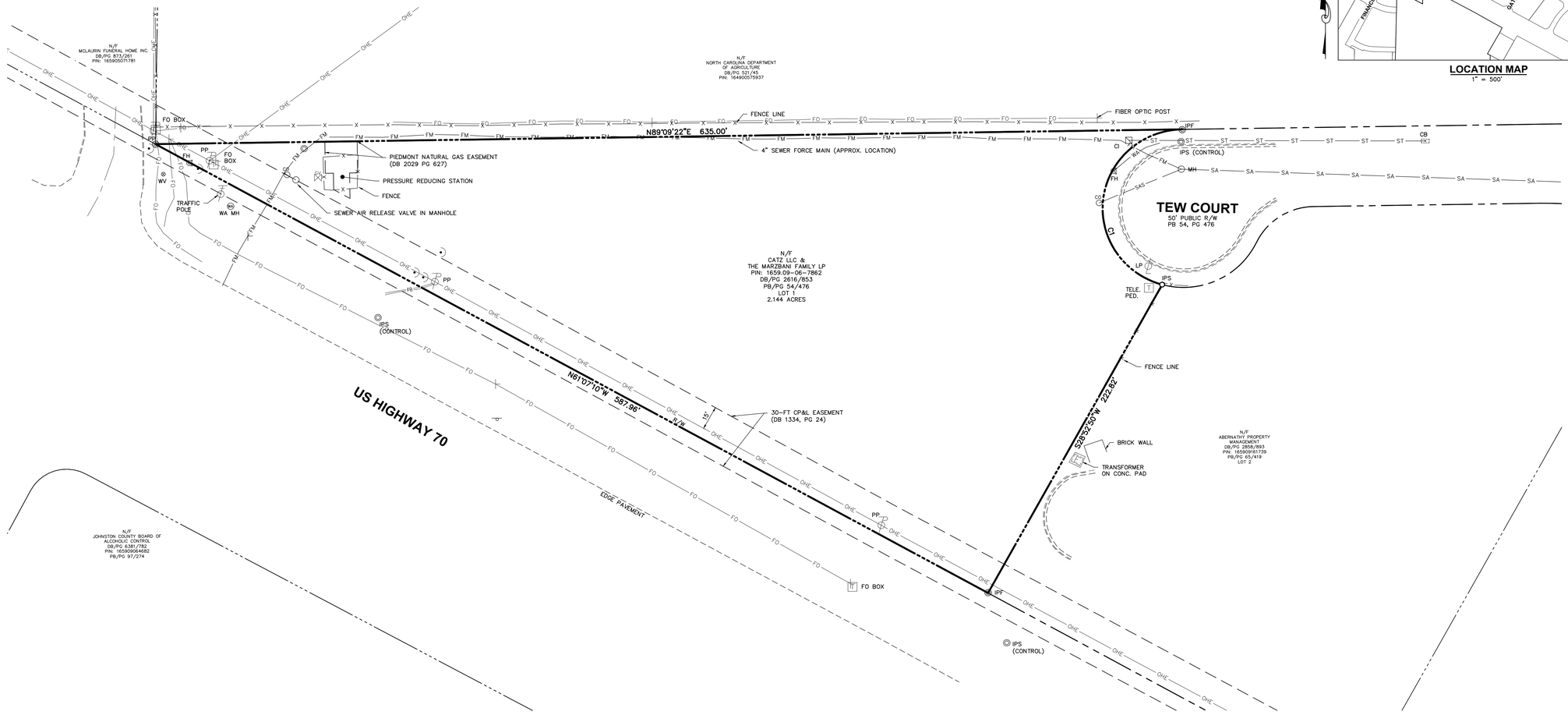

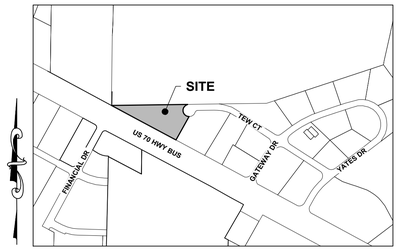

LOCATION MAP
1" = 500'

LEGEND

Iron Pipe Found	Electric Manhole	Catch Basin	Guy Wire
PK Nail Found	Electric Transformer	Curb Inlet W / Grate	Fire Hydrant
Iron Pipe Set	Comm Manhole	Pole Elec Tel	Water Valve
Monument Box	Telecom Pedestal	Pole Signal	Water Meter
PK Nail Set	Deciduous Tree	Sprinkler Valve Box	Mailbox
Monument	Sanitary Manhole	Cable Box	
Sign	Sanitary Cleanout		

OHE	Overhead Electric
E	Underground Electric
FO	Underground Fiber Obtic
T	Underground Telecommunications
ST	Storm Sewer
SA	Sanitary Sewer
FM	Sanitary Sewer Force Main
WA	Waterline
X	Fence Line
	Edge of Pavement
	Treeline
265	Existing Contour Major
264	Existing Contour Minor
	Existing Parcels
	Existing Right of Way
	Subject Parcel Boundary
	Ex. Easement
	IPF – Iron Pipe/Pin Found
	IPS – Iron Pipe Set
	D.B. – Deed Book
	P.B. – Plat Book

CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DIST.
C1	163°51'03"	50.00'	142.99'	S07°13'58"W	99.01'

FLOOD NOTE

By graphic plotting only the subject property located in Zone "X" (Areas determined to be outside of the 500-year flood plan) as determined by the Federal Emergency Management Agency on flood insurance panel no. 3720165900K, effective on June 20, 2018, in Johnston County North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

GENERAL NOTES

1) Areas calculated by coordinate geometry.
2) All distances are horizontal ground distances.
3) Basis of Bearing NC GRID 1983 (2011 Adjustment) Horizontal Datum.
4) Boundary information shown hereon was prepared from an actual field survey and from existing records as referenced hereon.
5) Boundary information shown hereon was prepared from an actual field survey and from existing records as referenced hereon.
6) Coordinates shown on this plat were derived by Real Time Network (RTN) Global Positioning System (GPS). This results in NAD 1983, 2011 Adjustment (CORS 96) and North American Vertical Datum of 1988 (NAVD 88) elevations using the continually operating reference stations (CORS) maintained by the North Carolina Geodetic Survey. Class A Survey, 0.033 feet positional accuracy, VRS Field Procedure, Geoid 12A.
7) This Parcel may be subject to easements or rights of others that have not been disclosed on this plat.

Certificate of Survey and Accuracy.

I, James D. Whitacre, PLS, certify that this map was drawn under my supervision from an actual survey under my supervision from references as noted on said plat; that the error of closure as calculated by latitudes and departures is 1:10,000, that the boundaries not surveyed are shown as broken lines; that this map was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this 13th day of November, A.D., 2023.

I further certify that "This survey is of an existing parcel or parcels of land and this survey is of another category, such as the recombination of existing parcels, a court ordered survey, or other exception to the definition of subdivision."

Seal

NORTH CAROLINA PROFESSIONAL SEAL L-5273 LAND SURVEYOR JAMES D. WHITACRE

By: _____
Professional Land Surveyor

L-5273
License or Registration Number

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NC Grid NAD 83
(2011 Adjustment)

BOUNDARY SURVEY
301 TEW COURT
FOR
SKYE PARTNERS, LLC

Township of Clayton Johnston County North Carolina

PLAN PREPARED BY:

ADVANCED CIVIL DESIGN
51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127
Firm License # C-2798
advancedcivildesign.com
ENGINEERS SURVEYORS

SCALE: 1" = 30'
DATE: November 13, 2023

DRAWING NO. S-1

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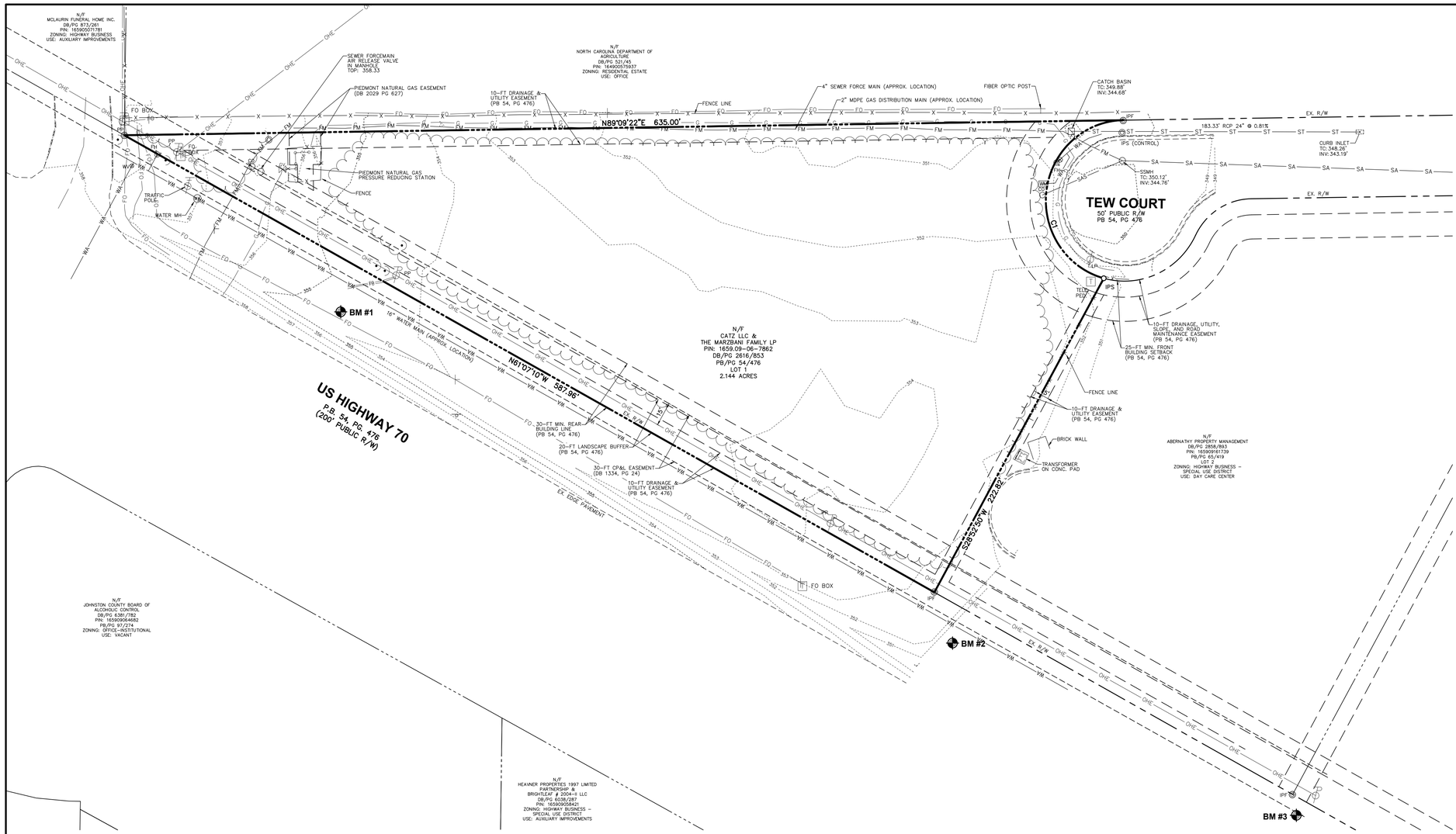

LEGEND

- Iron Pipe Found
- PK Nail Found
- Iron Pipe Set
- Monument Box
- PK Nail Set
- Monument
- Sign
- Electric Manhole
- Electric Transformer
- Comm Manhole
- Telecom Pedestal
- Deciduous Tree
- Sanitary Manhole
- Sanitary Cleanout
- Catch Basin
- Curb Inlet W / Grate
- Pole Elec Tel
- Pole Signal
- Sprinkler Valve Box
- Cable Box
- Guy Wire
- Fire Hydrant
- Water Valve
- Water Meter
- Mailbox
- Overhead Electric
- Underground Electric
- Underground Fiber Optic
- Underground Telecommunications
- Underground Gas
- Storm Sewer
- Sanitary Sewer
- Sanitary Sewer Force Main
- Waterline
- Fence Line
- Edge of Pavement
- Treeline
- Existing Contour Major
- Existing Contour Minor
- Existing Parcels
- Existing Right of Way
- Subject Parcel Boundary
- Ex. Easement
- IPF – Iron Pipe/Pin Found
- IPS – Iron Pipe Set
- D.B. – Deed Book
- P.B. – Plat Book

CURVE TABLE

NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'58"W

FLOOD NOTE

By graphic plotting only the subject property located in Zone "X" (Areas determined to be outside of the 500-year flood plain) as determined by the Federal Emergency Management Agency on flood insurance panel no. 3720165900K, effective on June 20, 2018, in Johnston County North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

GENERAL NOTES

1. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
2. THE CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATIONS, GRADING, OR INSTALLATION OF UNDERGROUND UTILITIES ON OR ADJACENT TO THE PROJECT. ANY DIFFERENCES SHALL BE REPORTED TO THE OWNER, ENGINEER.
3. FEMA FLOODPLAIN AND WETLANDS ARE NOT PRESENT ON SITE.
4. BOUNDARY INFORMATION IS FROM A SURVEY PREPARED BY ADVANCED CIVIL DESIGN, DATED NOVEMBER 13, 2023.
5. TOPOGRAPHIC INFORMATION IS FROM A SURVEY PREPARED BY ADVANCED CIVIL DESIGN. FIELD WORK COMPLETED ON NOVEMBER 14, 2023.
6. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.

BENCHMARKS

SOURCE: Coordinates were derived by Real Time Network (RTN) Global Positioning System (GPS). This results in NAD 1983, 2011 Adjustment (CORS 96) and North American Vertical Datum of 1988 (NAVD 88) elevations using the continually operating reference stations (CORS) maintained by the North Carolina Geodetic Survey. Class A Survey, 0.033 feet positional accuracy, VRS Field Procedure, Geoid 12A.

BM #1: Iron Pipe Set with Cap at the northern right-of-way of U.S. Highway 70. Located west of western line of 301 Tew Court. Elevation: 355.04'

BM #2: Iron Pipe Set with Cap at the northern right-of-way of U.S. Highway 70. Located southeast of southern property corner of 301 Tew Court. Elevation: 351.99'

BM #3: Iron Pipe Set with Cap at northern right-of-way of U.S. Highway 70. Located south of southern property corner of 307 Tew Court. Elevation: 347.06'

NOTE: SURVEY INFORMATION COMPLETED BY ADVANCED CIVIL DESIGN, INC. IN 2023.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NORTH

PLAN PREPARED BY:

ADVANCED CIVIL DESIGN
ENGINEERS | SURVEYORS | PLANNERS

51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

PLAN PREPARED FOR:

SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520

FULL HOUSE STORAGE

SITE PLANS
FOR
FULL HOUSE STORAGE, LLC

EXISTING CONDITIONS

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 042424 CHERON M. RICE

PRELIMINARY

02/21/2024

Issue Dates:
12/08/2023 – CLIENT REVIEW
12/13/2023 – TOWN SUBMITTAL #1
01/25/2024 – TOWN SUBMITTAL #2
02/21/2024 – TOWN SUBMITTAL #3

Date: 02/21/2024
Scale: 1"=30'

Drawn By: AMK
Checked By: CMR

Project Number: 23-0001-1419

Sheet Number: C-1

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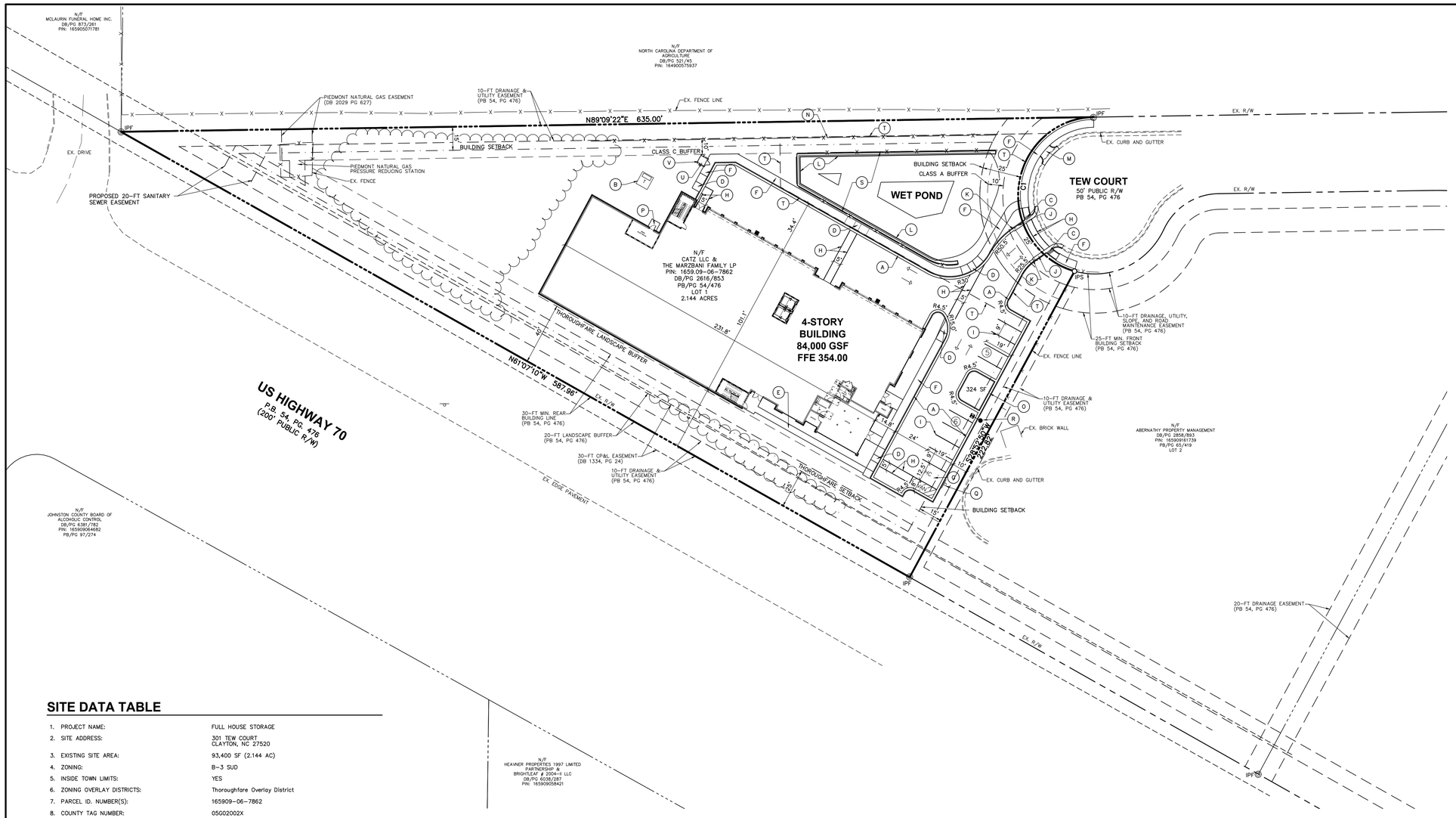

SITE DATA TABLE

1.	PROJECT NAME:	FULL HOUSE STORAGE
2.	SITE ADDRESS:	301 TEW COURT CLAYTON, NC 27520
3.	EXISTING SITE AREA:	93,400 SF (2.144 AC)
4.	ZONING:	B-3 SUD
5.	INSIDE TOWN LIMITS:	YES
6.	ZONING OVERLAY DISTRICTS:	Thoroughfare Overlay District
7.	PARCEL ID. NUMBER(S):	165909-06-7862
8.	COUNTY TAG NUMBER:	05002002X
9.	EXISTING USE:	VACANT
10.	PROPOSED USE:	STORAGE, INDOOR
11.	EXISTING DENSITY:	0 UNITS/ACRE
12.	PROPOSED DENSITY:	0 UNITS/ACRE
13.	EXISTING INTENSITY (GROSS FLOOR AREA):	0 SF
14.	PROPOSED INTENSITY (GROSS FLOOR AREA):	84,000 SF
15.	FLOOR AREA:	21,360 SF
16.	BUILDING COVERAGE (% OF TOTAL SITE):	23%
17.	PROPOSED PERVIOUS SURFACE AREA:	52,354 SF (56%)
18.	PROPOSED IMPERVIOUS SURFACE:	41,0146 SF (44%)
19.	BUILDING HEIGHT:	52-FT (4 STORIES)
20.	PARKING SUMMARY: REQUIRED (STORAGE, INDOOR ONLY): NUMBER OF STORAGE BAYS: PROVIDED:	1 SPACES/100 STORAGE BAYS 549 BAYS 549/100 = 6 SPACES 1 VAN HANDICAP SPACE 10 STANDARD SPACES 11 SPACES
21.	DISTURBED AREA:	1.45 ACRES
22.	ELECTRIC PROVIDER:	DUKE ENERGY
23.	WATER PROVIDER (DOMESTIC SERVICE):	TOWN OF CLAYTON
24.	WATER PROVIDER (FIRE SERVICE):	JOHNSTON COUNTY
25.	SEWER PROVIDER:	TOWN OF CLAYTON
26.	TRASH & RECYCLING:	ALL STAR WASTE SERVICES LLC

LEGEND

Iron Pipe Found	Fence Line
PK Nail Found	Edge of Pavement
Iron Pipe Set	Proposed Treeline
Monument Box	Existing Parcels
PK Nail Set	Existing Right of Way
Monument	Subject Parcel Boundary
Sign	Ex. Easement
Traffic Circulation Arrow	IPF – Iron Pipe/Pin Found
	IPS – Iron Pipe Set
	D.B. – Deed Book
	P.B. – Plat Book

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'58"W

PROJECT NOTES

1. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
2. THE CONTRACTOR SHALL VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF EXISTING PUBLIC UTILITIES PRIOR TO ANY EXCAVATIONS, GRADING, OR INSTALLATION OF UNDERGROUND UTILITIES ON OR ADJACENT TO THE PROJECT. ANY DIFFERENCES SHALL BE REPORTED TO THE OWNER, ENGINEER.
3. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
4. ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
5. CONSTRUCTION OF ALL WATER, SEWER, AND STREETS SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS, INCLUDING THE N.C. BUILDING CODE, FIRE CODE, PLUMBING CODE, AND ACCESSIBILITY CODE, LATEST EDITIONS.
6. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
7. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES.
8. WHEELCHAIR RAMP LOCATIONS ARE APPROXIMATE ONLY. WHEELCHAIR RAMPS SHOULD BE LOCATED AND CONSTRUCTED IN ACCORDANCE WITH THE TOWN OF CLAYTON AND NCDOT STANDARDS.
9. ALL FACE OF CURB RADII ARE 4.5' UNLESS OTHERWISE NOTED.

CODED NOTES

- (A) 24" CURB & GUTTER
- (B) ELECTRICAL TRANSFORMER ON CONC. PAD
- (C) HANDICAP RAMP IN SIDEWALK WITH DETECTABLE WARNING INDICATORS.
- (D) CURB RAMP
- (E) 4' SIDEWALK
- (F) 5' SIDEWALK
- (G) ACCESSIBLE PARKING SPACE. ("VAN" – INDICATES VAN ACCESSIBLE SPACE)
- (H) CROSSWALK LINE, 8" WHITE
- (I) PARKING STALL LINE, 4" WHITE, TYPICAL
- (J) 30" STANDARD CURB AND GUTTER
- (K) TRANSITION FROM 30" CURB & GUTTER TO 24" CURB & GUTTER
- (L) RETAINING WALL
- (M) 10' WIDE CONC. DRIVEWAY APRON TO ACCESS EXISTING SANITARY SEWER FORCEMAIN (TOC DETAIL #404.01)
- (N) 6-FT TALL WOODEN OPAQUE FENCE
- (O) 12-IN WIDE CONCRETE FLUME
- (P) 6'x6' CONCRETE PAD
- (Q) HANDICAP PARKING SIGN (VAN ACCESSIBLE)
- (R) LIGHT POLE
- (S) 4-FT TALL BLACK ALUMINUM PICKET FENCE
- (T) SCM MAINTENANCE AND ACCESS EASEMENT
- (U) 5'x5' CONCRETE PAD FOR 96-GALLON TRASH CART.
- (V) 4-FT TALL WOODEN OPAQUE FENCE WITH GATE

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NORTH

PLAN PREPARED BY:

ADVANCED CIVIL DESIGN
ENGINEERS • SURVEYORS • PLANNERS

51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

PLAN PREPARED FOR:

SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520

FULL HOUSE STORAGE

SITE PLANS
FOR
FULL HOUSE STORAGE, LLC

SITE PLAN

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049722 CAMERON M. REES

PRELIMINARY

02/21/2024

Issue Dates:
12/08/2023 – CLIENT REVIEW
12/13/2023 – TOWN SUBMITTAL #1
01/25/2024 – TOWN SUBMITTAL #2
02/21/2024 – TOWN SUBMITTAL #3

Date: 02/21/2024
Scale: 1"=30'

Drawn By:	Checked By:
AMK	CMR

Project Number:
23-0001-1419

Sheet Number:
C-2

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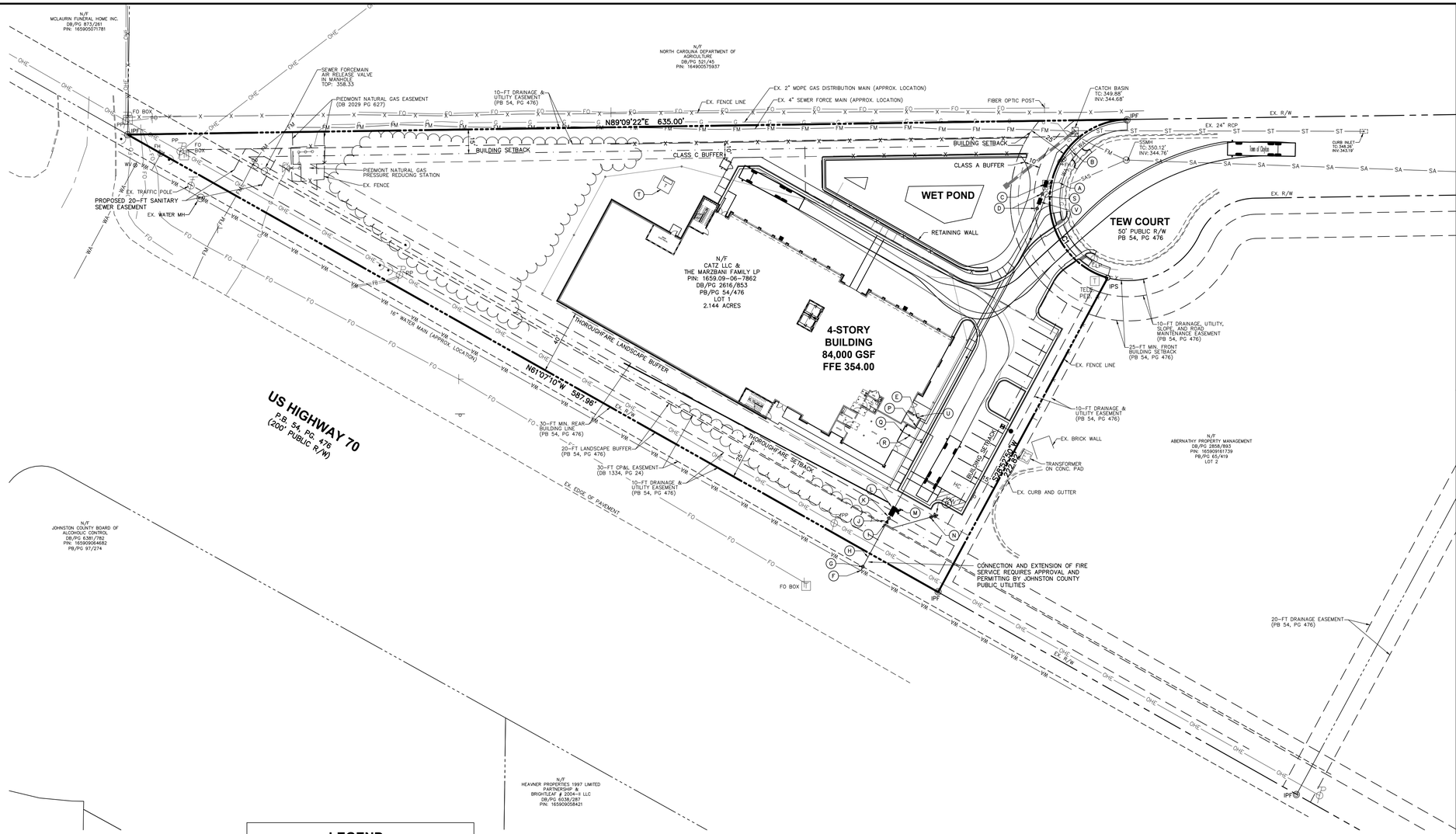

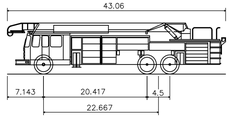

Town of Clayton Aerial Fire Truck	
Overall Length	43.06 ft
Overall Width	8.33 ft
Overall Body Height	9.85 ft
Min Body Ground Clearance	1.31 ft
Track Width	8.33 ft
Lock-to-lock time	6.00 sec
Curb to Curb Turning Radius	41.75 ft

LEGEND

- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATER LINE
- EXISTING STORM SEWER
- EXSITING SANITARY SEWER
- EXISTING WATER LINE
- SANITARY CLEANOUT

PROJECT NOTES

1. CONTRACTOR SHALL HAVE NORTH CAROLINA ONE CALL (1-800-632-4949) LOCATE ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.
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7. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES.

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'58"W

CODED NOTES

- (A) VERIFY EX. WATER SERVICE SIZE. IF 3/4" ABANDON IN PER TOWN STANDARDS
- (B) NEW 1" WATER SERVICE TAP ON 6" MAIN. (IF NECESSARY)
- (C) 1" SERVICE VALVE
- (D) 1" WATER METER
- (E) SEE PLUMBING PLANS FOR CONTINUATION OF 1" WATER SERVICE
- (F) 8" TAP & SLEEVE
- (G) 8" GATE VALVE
- (H) 8" DUCTILE IRON PIPE
- (I) 8"x8"x6" MJ TEE
- (J) 8"x6" REDUCER
- (K) 6" GATE VALVE
- (L) 6" RPZ BACKFLOW PREVENTOR IN HEATED ENCLOSURE
- (M) FIRE DEPARTMENT CONNECTION
- (N) 6" GATE VALVE
- (O) FIRE HYDRANT
- (P) SEE PLUMBING PLANS FOR CONTINUATION OF 6" FIRE SERVICE
- (Q) 4" PVC SEWER SERVICE
- (R) CLEAN OUT
- (S) TIE INTO EXISTING SEWER SERVICE
- (T) ELECTRICAL TRANSFORMER
- (U) LOCK BOX/KNOX BOX
- (V) WATTS 1" DCVA (MODEL# LF007) IN ABOVE GROUND HOTBOX FIBERGLASS FLIP TOP ENCLOSURE (Model #HB1)

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NORTH

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fax 919.336.5127

PLAN PREPARED FOR:
SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520
FULL HOUSE STORAGE
SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
UTILITY PLAN

NORTH CAROLINA PROFESSIONAL ENGINEER 028914 CAMERON M. RICE
02/21/2024

Issue Dates:	
12/08/2023	- CLIENT REVIEW
12/13/2023	- TOWN SUBMITTAL #1
01/25/2024	- TOWN SUBMITTAL #2
02/21/2024	- TOWN SUBMITTAL #3

Date: 02/21/2024
Scale: 1"=30'

Drawn By:	Checked By:
AMK	CMR

Project Number: 23-0001-1419

Sheet Number: C-3

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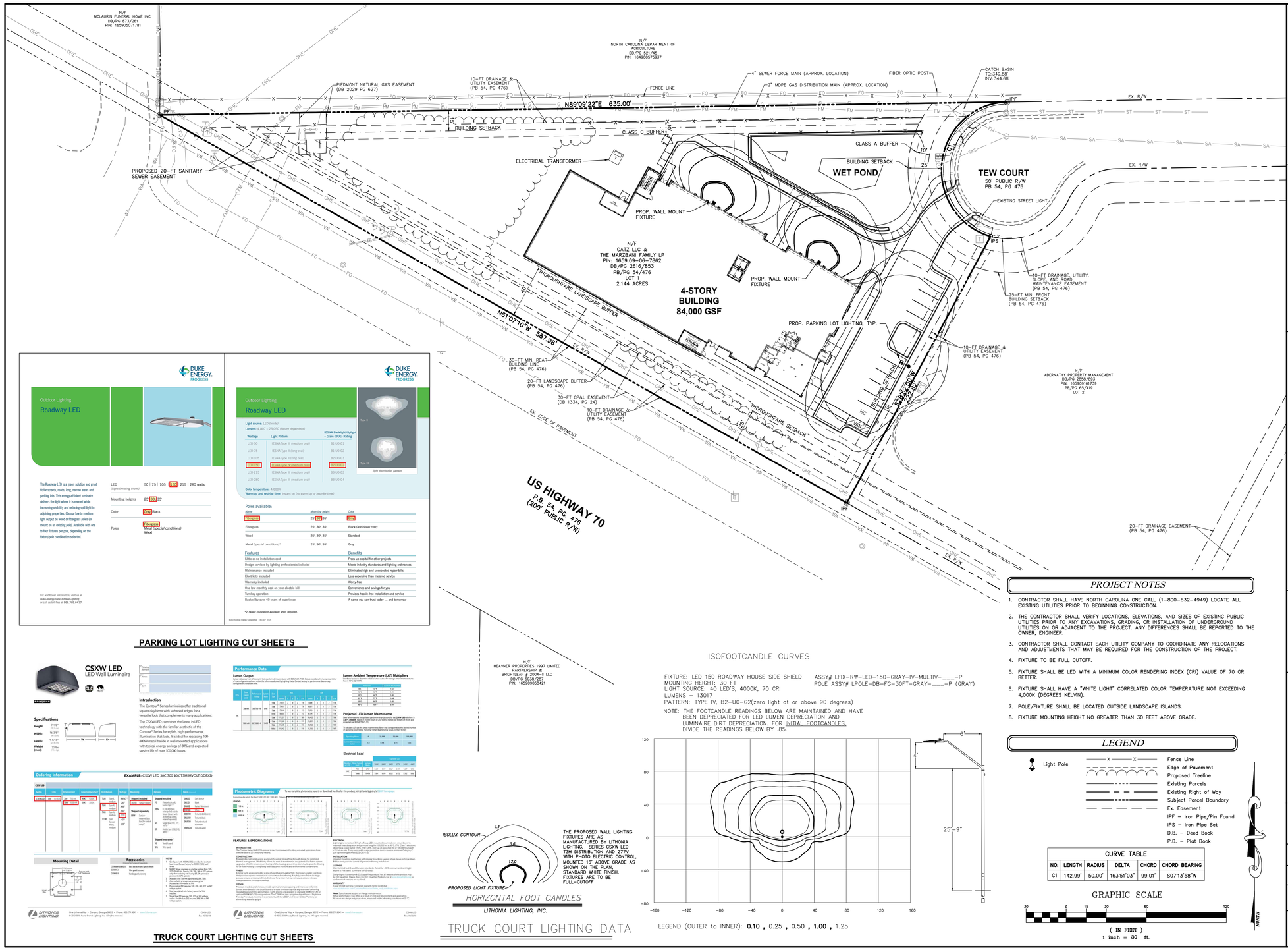

PARKING LOT LIGHTING CUT SHEETS

TRUCK COURT LIGHTING CUT SHEETS

THE PROPOSED WALL LIGHTING FIXTURES ARE AS MANUFACTURED BY LITHONIA LIGHTING, SERIES CSXW LED T3M DISTRIBUTION and 277V WITH PHOTO ELECTRIC CONTROL, MOUNTED 16' ABOVE GRADE AS SHOWN ON THE PLAN. STANDARD WHITE FINISH. FIXTURES ARE TO BE FULL-CUTOFF

TRUCK COURT LIGHTING DATA

ISOFOOTCANDLE CURVES

FIXTURE: LED 150 ROADWAY HOUSE SIDE SHIELD
MOUNTING HEIGHT: 30 FT
LIGHT SOURCE: 40 LED'S, 4000K, 70 CRI
LUMENS = 13017
PATTERN: TYPE IV, B2-U0-G2(zero light at or above 90 degrees)

ASSY# LFIX-RW-LED-150-GRAY-IV-MULTIV-____-P
POLE ASSY# LPOLE-DB-FG-30FT-GRAY-____-P (GRAY)

NOTE: THE FOOTCANDLE READINGS BELOW ARE MAINTAINED AND HAVE BEEN DEPRECIATED FOR LED LUMEN DEPRECIATION AND LUMINAIRE DIRT DEPRECIATION. FOR INITIAL FOOTCANDLES, DIVIDE THE READINGS BELOW BY .85.

LEGEND (OUTER to INNER): **0.10** , 0.25 , 0.50 , **1.00** , 1.25

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4. FIXTURE TO BE FULL CUTOFF.
5. FIXTURE SHALL BE LED WITH A MINIMUM COLOR RENDERING INDEX (CRI) VALUE OF 70 OR BETTER.
6. FIXTURE SHALL HAVE A "WHITE LIGHT" CORRELATED COLOR TEMPERATURE NOT EXCEEDING 4,000K (DEGREES KELVIN).
7. POLE/FIXTURE SHALL BE LOCATED OUTSIDE LANDSCAPE ISLANDS.
8. FIXTURE MOUNTING HEIGHT NO GREATER THAN 30 FEET ABOVE GRADE.

LEGEND

- Light Pole
- Fence Line
- Edge of Pavement
- Proposed Treeline
- Existing Parcels
- Existing Right of Way
- Subject Parcel Boundary
- Ex. Easement
- IPF – Iron Pipe/Pin Found
- IPS – Iron Pipe Set
- D.B. – Deed Book
- P.B. – Plat Book

CURVE TABLE					
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C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'58"W

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NORTH

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ADVANCED CIVIL DESIGN
ENGINEERS • PLANNERS • SURVEYORS
51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

PLAN PREPARED FOR:

SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520

FULL HOUSE STORAGE

SITE PLANS
FOR
FULL HOUSE STORAGE, LLC

LIGHTING PLAN

PRELIMINARY
NOT FOR CONSTRUCTION
02/21/2024

Issue Dates:
12/08/2023 – CLIENT REVIEW
12/15/2023 – TOWN SUBMITTAL #1
01/25/2024 – TOWN SUBMITTAL #2
02/21/2024 – TOWN SUBMITTAL #3

Date: 02/21/2024
Scale: 1"=30'

Drawn By: AMK
Checked By: CMR

Project Number: 23-0001-1419

Sheet Number: C-4

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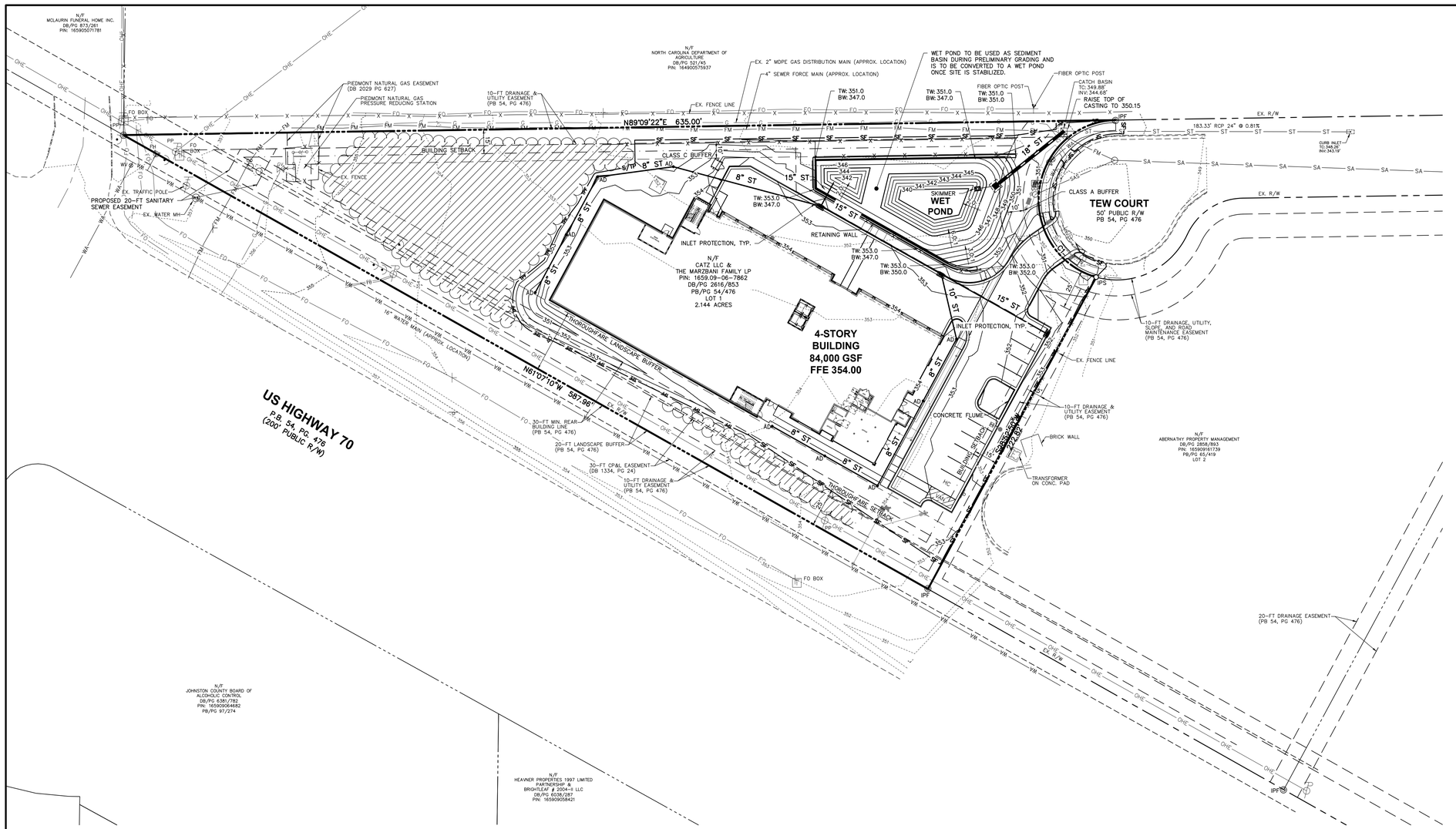

LEGEND

- ST — Ex. Storm Line
- SA — Ex. Sanitary Line
- SAS — Ex. Sanitary Service
- WA — Ex. Water Line
- FM — Ex. Force Main
- G — Ex. Gas Line
- OHE — Ex. Overhead Electric Line
- Ex. Property Line
- Right of Way
- Property Line
- AD — Area Drain
- SIP — Inlet Protection
- SFO — Silt Fence Outlet Protection
- 8" WA — Prop. Water Line
- 12" ST — Prop. Storm Sewer
- 8" SA — Prop. Sanitary Sewer
- 261 — Ex. Minor Contour
- 260 — Ex. Major Contour
- 261 — Prop. Minor Contour
- 260 — Prop. Major Contour
- Prop. Tree Save Area
- SF — Silt Fence / LOD
- S/TP — Silt & Tree Protection Fence / LOD
- TP — Tree Protection Fence / LOD
- LOD — Limits of Disturbance

PROJECT NOTES

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7. DESIGN, INSTALLATION, AND COORDINATION OF ELECTRIC SERVICE, NATURAL GAS, AND COMMUNICATIONS CABLE BY RESPECTIVE UTILITY COMPANIES.
8. ROOF DRAINS AND/OR DOWNSPOUTS SHALL CONNECT TO THE AREA DRAINS ALONG THE PERIMETER OF THE BUILDING. AREA DRAIN PIPE SIZING SHALL BE VERIFIED DURING PREPARATION OF THE CONSTRUCTION PLANS. DETAILS FOR THE AREA DRAINS AND CONNECTIONS TO THE ROOF DRAINS SHALL BE PROVIDED WITH THE CONSTRUCTION PLANS.

FLOOD NOTE

By graphic plotting only the subject property located in Zone "X" (Areas determined to be outside of the 500-year flood plain) as determined by the Federal Emergency Management Agency on flood insurance panel no. 3720165900K, effective on June 20, 2018, in Johnston County North Carolina. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

CURVE TABLE

NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	142.99'	50.00'	163°51'03"	99.01'	S07°13'58"W

BASIN DIMENSIONS

MAIN POND BOTTOM ELEV.: 341.00
MAIN POND BOTTOM SEDIMENT ELEV.: 340.00
FOREBAY BOTTOM ELEVATIONS: 343.00
FOREBAY BOTTOM SEDIMENT ELEV.: 342.00
MAIN POND PERMANENT POOL ELEV.: 345.50
TEMPORARY POOL ELEV.: 348.00
LOWER VEGETATIVE SHELF ELEV.: 345.00
UPPER VEGETATIVE SHELF ELEV.: 346.00
MAIN POND BERM ELEVATION: 351.00
FOREBAY BERM ELEVATION: 345.00
FOREBAY SPILLWAY ELEV.: 343.50

SURFACE AREA AT PERMANENT POOL: 3,173 SF
SURFACE AREA AT TEMPORARY POOL: 5,224 SF

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NORTH

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PLAN PREPARED BY:

ADVANCED CIVIL DESIGN
ENGINEERS • SURVEYORS • PLANNERS

51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
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PLAN PREPARED FOR:

SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520

FULL HOUSE STORAGE

SITE PLANS
FOR
FULL HOUSE STORAGE, LLC

GRADING PLAN

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049161 CAMERON M. RICE
02/21/2024

Issue Dates:
- 12/08/2023 – CLIENT REVIEW
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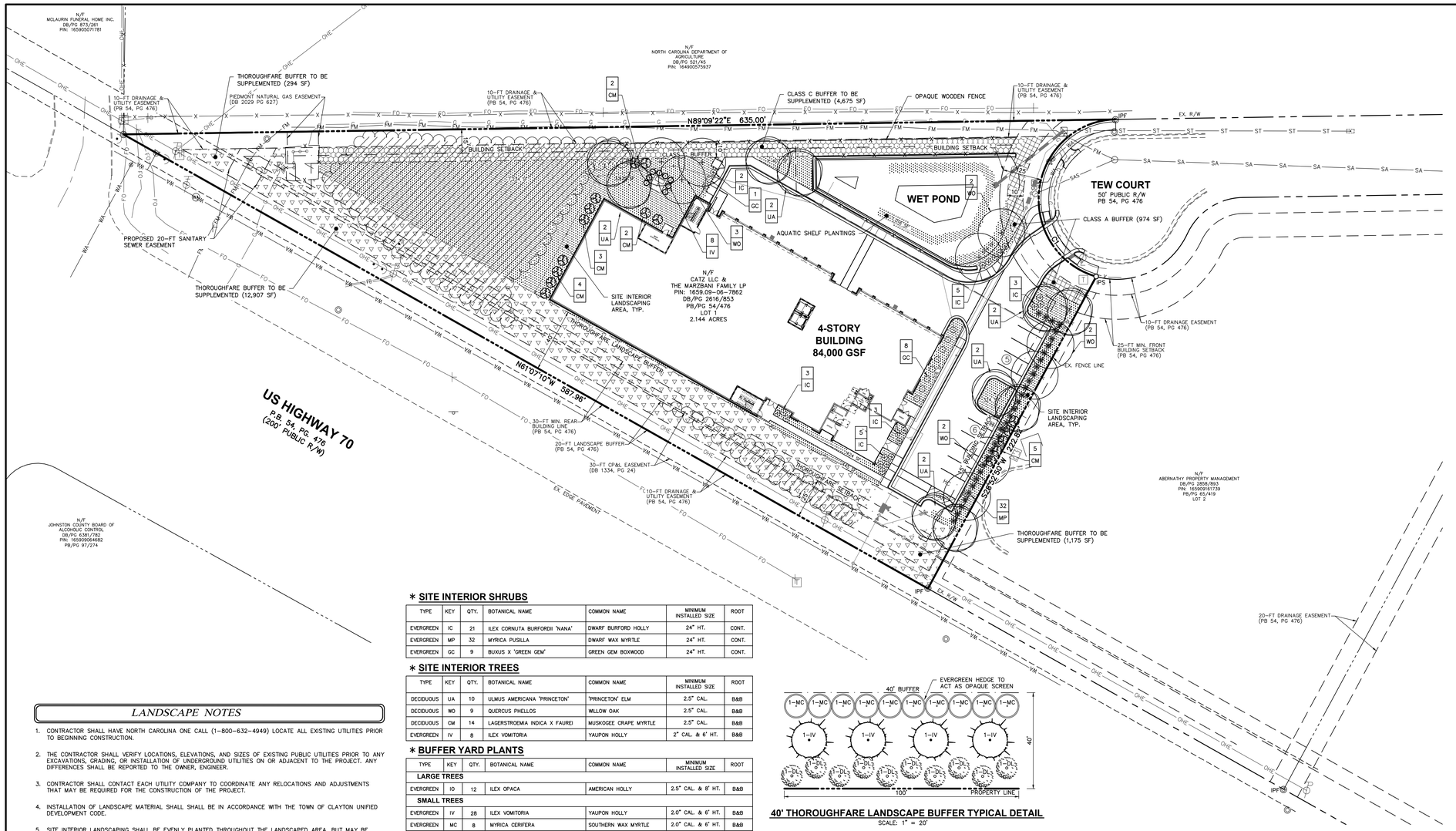
Date: 02/21/2024
Scale: 1"=30'

Drawn By: AMK
Checked By: CMR

Project Number: 23-0001-1419

Sheet Number: C-5



* SITE INTERIOR SHRUBS

TYPE	KEY	QTY.	BOTANICAL NAME	COMMON NAME	MINIMUM INSTALLED SIZE	ROOT
EVERGREEN	IC	21	ILEX CORNUTA BURFORDII 'NANA'	DWARF BURFORD HOLLY	24" HT.	CONT.
EVERGREEN	MP	32	MYRICA PUSILLA	DWARF WAX MYRTLE	24" HT.	CONT.
EVERGREEN	GC	9	BUXUS X 'GREEN GEM'	GREEN GEM BOXWOOD	24" HT.	CONT.

* SITE INTERIOR TREES

TYPE	KEY	QTY.	BOTANICAL NAME	COMMON NAME	MINIMUM INSTALLED SIZE	ROOT
DECIDUOUS	UA	10	ULMUS AMERICANA 'PRINCETON'	'PRINCETON' ELM	2.5" CAL.	B&B
DECIDUOUS	WO	9	QUERCUS PHELLOS	WILLOW OAK	2.5" CAL.	B&B
DECIDUOUS	CM	14	LAGERSTROEMIA INDICA X FAUREI	MUSKOGEE CRAPE MYRTLE	2.5" CAL.	B&B
EVERGREEN	IV	8	ILEX VOMITORIA	YAUPON HOLLY	2" CAL. & 6' HT.	B&B

* BUFFER YARD PLANTS

TYPE	KEY	QTY.	BOTANICAL NAME	COMMON NAME	MINIMUM INSTALLED SIZE	ROOT
LARGE TREES						
EVERGREEN	IO	12	ILEX OPACA	AMERICAN HOLLY	2.5" CAL. & 8' HT.	B&B
SMALL TREES						
EVERGREEN	IV	28	ILEX VOMITORIA	YAUPON HOLLY	2.0" CAL. & 6' HT.	B&B
EVERGREEN	MC	8	MYRICA CERIFERA	SOUTHERN WAX MYRTLE	2.0" CAL. & 6' HT.	B&B
SHRUBS						
EVERGREEN	BS	23	BUXUS SEMPERVIRENS 'JULIA JANE'	JULIA JANE BOXWOOD	12" HT.	CONT.
EVERGREEN	IF	23	ILLICIUM FLORIDANUM	FLORIDA ANISE	12" HT.	CONT.
EVERGREEN	IC	23	ILEX CORNUTA BURFORDII 'NANA'	DWARF BURFORD HOLLY	12" HT.	CONT.
EVERGREEN	MC	50	MYRICA CERIFERA	SOUTHERN WAX MYRTLE	6' HT.	CONT.
EVERGREEN	DL	50	LEUCOTHOE FONTANESIANA	DROOPING LEUCOTHOE	12" HT.	CONT.

LANDSCAPE REQUIREMENTS & CALCULATIONS

TOWN OF CLAYTON UDC (SEPTEMBER 5, 2023)

AREA TO BE LANDSCAPED	CODE REQUIREMENT	LOCATION	SQUARE FEET/ LINEAR FEET	TOTAL QUANTITY REQUIRED	TOTAL QUANTITY PROVIDED	CODE SECTION
PERIMETER BUFFERS	10' CLASS C OPAQUE (1) OPAQUE SCREEN (WALL, OPAQUE FENCE, EVERGREEN HEDGE, BERM, OR COMBINATION THEREOF) FROM GROUND TO AT LEAST 6 FT AT INSTALLATION. (2) 2 CANOPY TREES, 3 UNDERSTORY TREES, AND 12 SHRUBS PER 100 LINEAR FEET.	-NORTH PROPERTY LINE OF LOT 1	4,675 SF/ 468 LF	-10 LARGE TREES -14 SMALL TREES -57 SHRUBS	-10 LARGE TREES -14 SMALL TREES -57 SHRUBS * SEE PLANTING NOTE THIS SHEET	§155.402 (E)
	10' CLASS A STREET YARD (1) 2 CANOPY TREE, 2 UNDERSTORY TREES, AND 12 SHRUBS PER 100 LINEAR FEET.	-NORTHEAST PROPERTY LINE OF LOT 1	974 SF/ 97 LF	-2 LARGE TREES -2 SMALL TREES -12 SHRUBS	-2 LARGE TREES -2 SMALL TREES -12 SHRUBS * SEE PLANTING NOTE THIS SHEET	§155.402 (F)
	40' THOROUGHFARE YARD (1) AREAS SHALL BE COVERED BY LAWN, GROUND COVER, TREES, SHRUBS, OR MULCH, EXCEPT AS NOTED IN §155.204 (A)(6) and (A)(5)(b) (2) 1 TREE AND 5 SHRUBS PER 1,000 SF** (3) OPAQUE SCREEN (WALL, OPAQUE FENCE, EVERGREEN HEDGE, BERM, OR COMBINATION THEREOF) FROM GROUND TO AT LEAST 6 FT AT INSTALLATION.	-SOUTHWEST PROPERTY LINE OF LOT 1	19,859 SF	-20 SMALL TREES -100 SHRUBS	-20 SMALL TREES -100 SHRUBS * SEE PLANTING NOTE THIS SHEET	§155.204 (A)(6)
SITE INTERIOR	(1) 20% OF TOTAL LOT AREA SHALL BE LANDSCAPED (2) 1 CANOPY TREE, 1 UNDERSTORY TREE, 2 SHRUBS PER 1,000 SF.	-ENTIRE SITE	18,680 SF	-19 LARGE TREES -19 SMALL TREES -38 SHRUBS	-19 LARGE TREES -19 SMALL TREES -50 SHRUBS * SEE PLANTING NOTE THIS SHEET	§155.402 (D)

** NOTE: UNDERSTORY TREES ARE TO BE PLANTED IN THIS BUFFER DUE TO OVERHEAD POWER LINE ALONG THE BUFFER. MAXIMUM HEIGHT AT MATURITY IS 12-FT.

40' THOROUGHFARE LANDSCAPE BUFFER TYPICAL DETAIL

SCALE: 1" = 20'

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
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3. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY TO COORDINATE ANY RELOCATIONS AND ADJUSTMENTS THAT MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
4. INSTALLATION OF LANDSCAPE MATERIAL SHALL SHALL BE IN ACCORDANCE WITH THE TOWN OF CLAYTON UNIFIED DEVELOPMENT CODE.
5. SITE INTERIOR LANDSCAPING SHALL BE EVENLY PLANTED THROUGHOUT THE LANDSCAPED AREA, BUT MAY BE STAGGERED OR CLUSTERED AS NECESSARY TO MAXIMIZE VISUAL AND SCREENING OBJECTIVES, AND TO MEET THE NEEDS OF THE PARTICULAR SPECIES OF PLANTS FOR ROOT SPACE, WATER, LIGHT, AND AIR CIRCULATION.
6. ANY VEGETATIVE SCREEN SHALL BE MAINTAINED AT A MINIMUM HEIGHT OF 36 INCHES WITHIN TWO YEARS OF PLANTING.
7. ALL LANDSCAPING IN OR ADJACENT TO A VEHICULAR USE AREA SHALL BE PROTECTED FROM VEHICULAR DAMAGE BY A RAISED CONCRETE CURB SIX INCHES IN HEIGHT OR EQUIVALENT BARRIER, HOWEVER, THE BARRIER NEED NOT BE CONTINUOUS.
8. LANDSCAPED AREAS ADJACENT TO PARKING AREAS SHALL BE LANDSCAPED SO THAT NO PLANT MATERIAL GREATER THAN 12 INCHES IN HEIGHT WILL BE LOCATED WITHIN TWO FEET OF THE CURB OR OTHER PROTECTIVE BARRIER.
9. CANOPY TREES SHALL BE LOCATED NO CLOSER THAN FIVE FEET FROM ANY STRUCTURE. UNDERSTORY TREES SHALL BE PLANTED NO CLOSER THAN THREE FEET FROM ANY STRUCTURE.
10. NO BUILDING OR OTHER OBSTRUCTION SHALL BE ERECTED AND NO TREES OR OR SHRUBBERY SHALL BE PLANTED ON ANY TOWN OF CLAYTON EASEMENT (TOC WATER & SEWER DESIGN SPECIFICATION 1.3.3.0).
11. FENCES SHALL BE MAINTAINED IN A STRUCTURALLY SAFE AND ATTRACTIVE CONDITION AND WITH FINISHED FACES AND REQUIRED PLANTINGS LOCATED TOWARDS THE ADJACENT PROPERTY.
12. ANY FENCE CONSTRUCTED IN A BUFFER SHALL BE CAPABLE OF WITHSTANDING A 30 POUND PER SQUARE FOOT HORIZONTAL WIND LOAD FROM ANY DIRECTION.
13. ALL MECHANICAL EQUIPMENT, WASTE DISPOSAL FACILITIES, AND VEHICULAR USE AREAS (DRIVES AND PARKING) SHALL BE SCREENED FROM PUBLIC VIEW.
14. ALL LANDSCAPED AREAS SHALL BE MAINTAINED IN AN ATTRACTIVE AND HEALTHY CONDITION. DEAD OR DISEASED PLANTINGS SHALL BE REMOVED AND REPLACED IN A TIMELY FASHION.

LEGEND

- Prop. Tree save Area
- Thoroughfare Buffer
- 10' Class C Buffer
- 10' Class A Buffer
- Site Interior Landscaping

*** PLANTINGS NOTE:**
EXISTING VEGETATION IN BUFFERS AND INTERIOR TO THE SITE SHALL BE PRESERVED TO THE FULLEST EXTENT PRACTICABLE AND SUPPLEMENTED ONLY AS NEEDED IN ORDER TO THE MEET THE REQUIREMENTS. REQUIREMENTS, CALCULATIONS, SYMBOLS AND PLANT QUANTITIES SHOWN ON THE PLAN ASSUME A WORST CASE SCENARIO.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NORTH

PLAN PREPARED BY:

ADVANCED CIVIL DESIGN
ENGINEERS | SURVEYORS | PLANNERS
51 Kilmayne Drive, Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.336.5127

PLAN PREPARED FOR:

SKYE PARTNERS LLC

301 TEW COURT, CLAYTON, NORTH CAROLINA 27520

FULL HOUSE STORAGE

SITE PLANS
FOR
FULL HOUSE STORAGE, LLC
LANDSCAPE PLAN

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049024 ENGINEER CAMERON M. RICE
02/21/2024

Issue Dates:
12/08/2023 – CLIENT REVIEW
12/15/2023 – TOWN SUBMITTAL #1
01/25/2024 – TOWN SUBMITTAL #2
02/21/2024 – TOWN SUBMITTAL #3

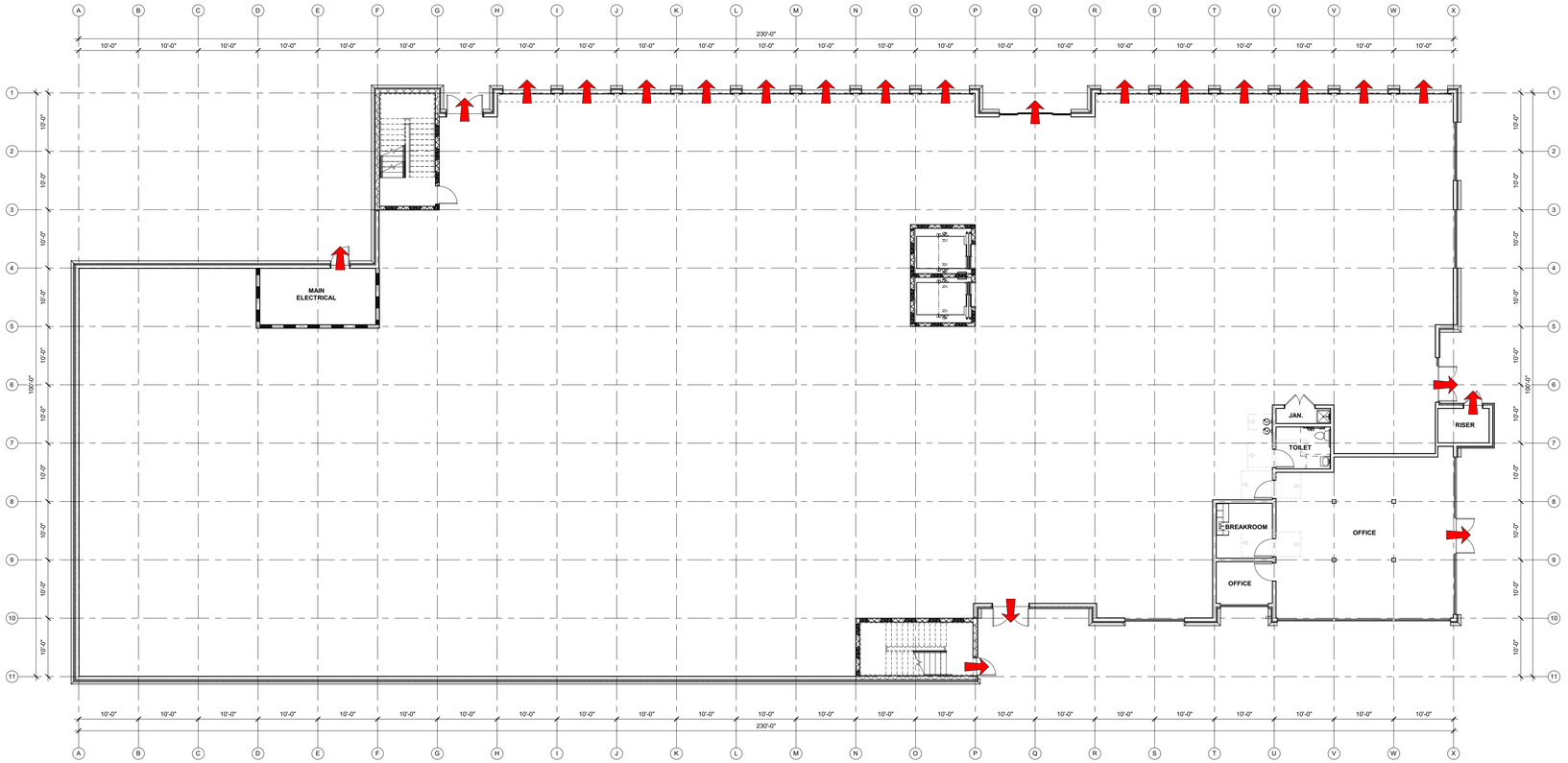
Date: 02/21/2024
Scale: 1"=30'

Drawn By:	Checked By:
AMK	CMR

Project Number:
23-0001-1419

Sheet Number:
C-6

O:\23-0001-1419\CIVIL\Production Drawings\DEVELOPMENT PLAN\0001-1419-LANDSCAPE PLAN.dwg LANDSCAPE PLAN Feb 21, 2024 - 8:40:55am crice



1 FIRST FLOOR — scale: 1/8" = 1'-0"

11/21/2023 10:40:45 AM

ODA Architecture
2010 South Tryon St., Suite 1a
Charlotte, NC, 28203
704.332.1615
www.oda.us.com

SEAL:

PROGRESS PRINT
NOT FOR
CONSTRUCTION

CONSULTANT:

CLAYTON FULL HOUSE

CLAYTON, NORTH CAROLINA

ODA Project No. Project Number

SCHEMATIC DESIGN

2023.10.21

REVISIONS		
No.	Description	Date

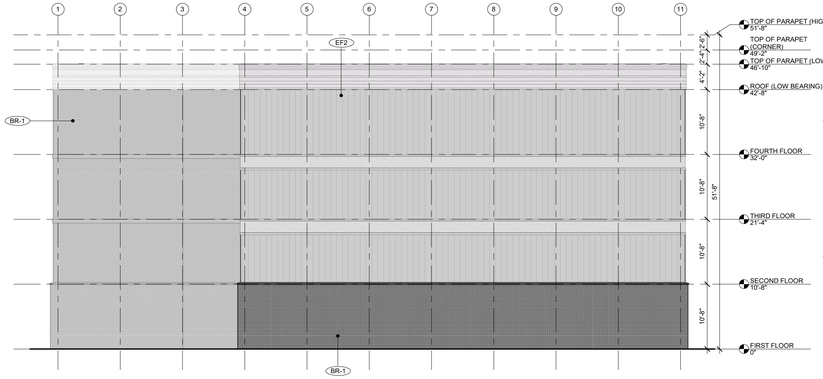
FLOOR PLANS

A-101

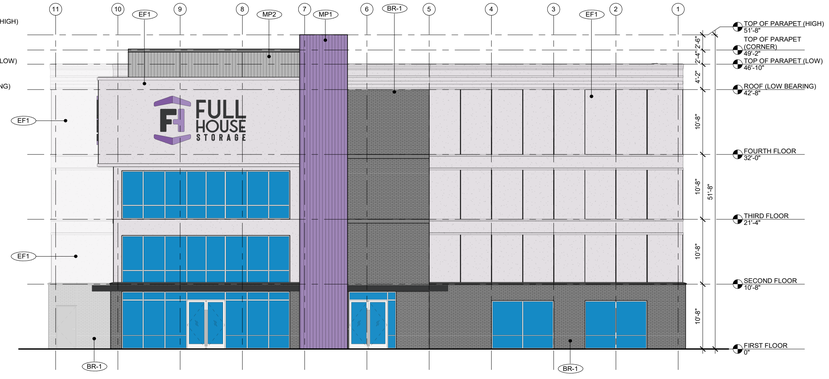
Copyright 2023 ODA Architecture

NOTES:

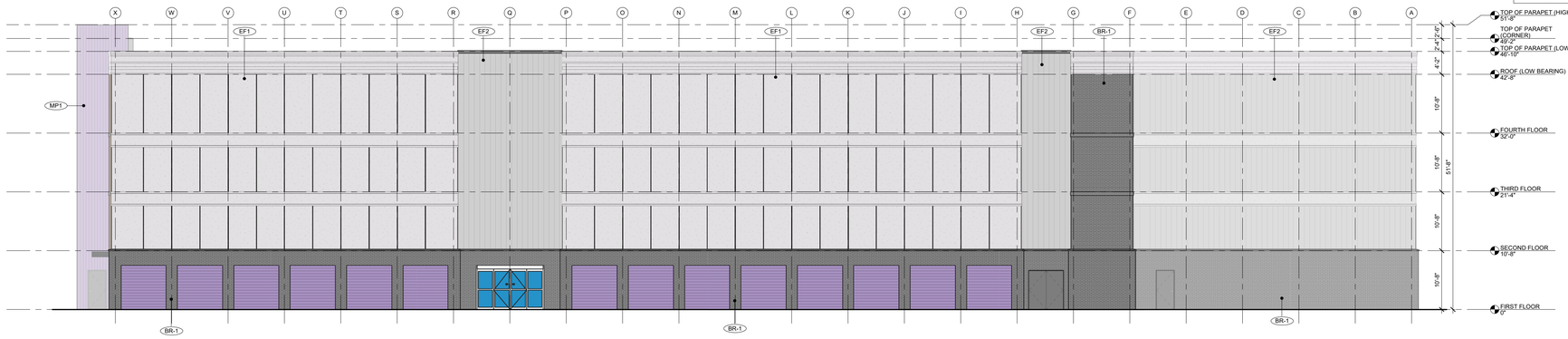
1) **4-stories, 51'-8" from FFE to highest point on building.**
2) **Materials identified on elevations.**
3) **Construction Type = II-B**
4) **Rooftop units will be screened by parapet**
5) **Less than 10% metal**
6) **At least 25% of building facade is masonry material**



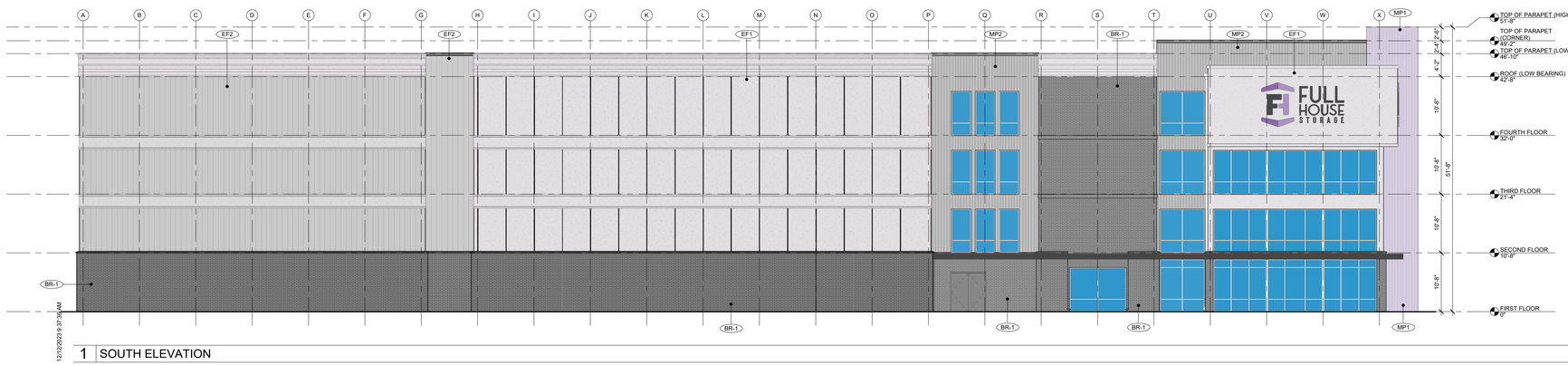
4 WEST ELEVATION — scale: 1/8" = 1'-0"



3 EAST ELEVATION — scale: 1/8" = 1'-0"



2 NORTH ELEVATION — scale: 1/8" = 1'-0"



1 SOUTH ELEVATION — scale: 1/8" = 1'-0"

12/7/2023 9:37:36 AM

EXTERIOR ELEVATION NOTES

KEY	COMMENTS
1	ALL EXTERIOR MATERIALS ARE NOTED ON ELEVATIONS. SEE G-SHEETS FOR ASSEMBLY DETAILS.
2	SEE SCHEDULES AND SPECIFICATIONS FOR WINDOWS, DOORS, AND STOREFRONT SYSTEMS.
3	ALL MECHANICAL GRILLS, WALL EXHAUST HOODS, AND WALL VENTS TO BE PAINTED TO MATCH ADJACENT MATERIAL UNLESS OTHERWISE NOTED.
4	HOLLOW METAL DOORS AND FRAMES TO BE PAINTED TO MATCH ADJACENT MATERIAL UNLESS OTHERWISE NOTED.
5	GUTTERS AND DOWNSPOUTS TO BE PREFINISHED ALUMINUM UNLESS OTHERWISE NOTED; SUBMIT COLOR CHART TO ODA ARCHITECTURE FOR SELECTION.
6	VERTICAL CONTROL JOINTS TO BE MAXIMUM 20 FEET O.C.; EXTEND CONTROL JOINT TO TOP OF BRICKWORK, INCLUDING PARAPETS.
7	HORIZONTAL CONTROL JOINTS TO BE LOCATED BELOW SHELF ANGLES AS INDICATED ON DRAWINGS.
8	PROVIDE HORIZONTAL BRICK RELIEF ANGLES AT EACH FLOOR LINE U.N.O.
9	MASONRY WALLS TO HAVE VERTICAL CONTROL JOINTS MAXIMUM 20 FEET O.C. WHETHER INDICATED ON DRAWINGS OR NOT.
10	EXTERIOR INSULATION FINISH SYSTEMS, HARD COAT, AND STUCCO SYSTEMS TO HAVE HORIZONTAL EXPANSION JOINTS AT ALL FLOOR LEVELS WHETHER ILLUSTRATED OR NOT.
11	WALL SIGNAGE TO BE PERMITTED AND INSTALLED BY OTHERS. CONTRACTOR TO COORDINATE ANY BLOCKING AND SUPPORTS FOR OWNER PROVIDED SIGNAGE.
12	EXTERIOR SCUPPERS AND DOWNSPOUTS, OR ROOF DRAINS, TO HAVE A SECONDARY / OVERFLOW WALL SCUPPER WHETHER INDICATED ON ELEVATIONS OR NOT.
13	MASONRY GROUT COLOR TO BE DETERMINED BY THE ARCHITECT.

EXT. FINISH LEGEND

- EF1 **EIFS 1** — MANUF: — COLOR: LIGHT GRAY — COMMENTS: FINE TEXTURE
- EF2 **EIFS 2** — MANUF: — COLOR: DARK GRAY — COMMENTS: FINE TEXTURE
- MP1 **METAL PANEL 1** — MANUF: — COLOR: PURPLE — COMMENTS: CORRUGATED
- MP2 **METAL PANEL 2** — MANUF: — COLOR: LIGHT GRAY — COMMENTS: CORRUGATED
- BR1 **BRICK 1** — MANUF: — COLOR: MEDIUM GRAY — COMMENTS: WIRE CUT

ODA Architecture
2010 South Tryon St., Suite 1a
Charlotte, NC, 28203
704.332.1615
www.oda.us.com

SEAL:

PROGRESS PRINT NOT FOR CONSTRUCTION

CONSULTANT:

CLAYTON FULL HOUSE

CLAYTON, NORTH CAROLINA

ODA Project No. 233788

SCHEMATIC DESIGN

2023.12.12

REVISIONS

No.	Description	Date

BUILDING ELEVATIONS

A-201

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ADVANCED
CIVIL DESIGN
ENGINEERS SURVEYORS

51 Kilmayne Drive
Suite 102
Cary, North Carolina 27511
ph 919.481.6290
fax 919.481.6291

December 13, 2023

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date:
Meeting Time:
Meeting Location:

Type of Application: Site Plan
Project Name: Full House Storage
Project Address: 301 Tew Court
Project Description: Indoor Storage Facility

Upcoming Planning Board Meeting Date:
Upcoming Town Council Meeting Date:

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal. If you have any questions prior to or after this meeting, you may contact me at 919-481-6290. You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,

ADVANCED CIVIL DESIGN, INC.

Cameron M. Rice

Cameron M. Rice, PE
Senior Project Manager

cc: 23-0001-1419
Skye Partners
Town of Clayton Planning Dept.

ADJACENT PROPERTY OWNERS LIST

Project Name: Full House Storage

The following are all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the property (including across street rights of way) subject to this request. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property. Please use a separate sheet if necessary

It is the responsibility of the applicant to correctly identify the current owner, based upon records in the Johnston County GIS Office, for all property owners of land within the required public notice radius.

PARCEL NUMBER	NAME	ADDRESS
164900-97-7433	McLaurin Funeral Home, Incorporated	P.O. Box 130548, Houston, TX 77219-0548
164900-57-5937	North Carolina Department of Agriculture	Central Crops Research Station, 13223 US Hwy 70 West, Clayton, NC 27520
165909-16-1739	Abernathy Property Management	402 Lake Royale, Louisburg, NC 27549
165909-06-1659	CFM CLAYTON, LLC and EWG CLAYTON, LLC	804 Green Valley Road, Suite 202, Greensboro, NC 27408-7044
165909-06-4682	Johnston County Board of Alcoholic Control	P.O. Box 909, Smithfield, NC 27577-0909
165909-05-8421	Heavner Properties 1997 Limited Partnership and Brightleaf #2004-II, LLC	P.O. Box 2346, Smithfield, NC 27577-2346

Parker Poe
Attorneys & Counselors at Law

mariefarmer@parkerpoe.com
919.835.4050

January 19, 2024

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of two applications filed with the Town of Clayton for a landuse change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: January 30, 2024 Meeting Time: 6:00PM

Meeting Location: Gateway Conference & Event Center; 501 Yates Drive, Clayton, NC 27520

Type of Application: Special Use Permit Application and Site Plan Application

Project/proposal property address: Tew Court, Clayton, NC 27520 (PIN 165909-06-7862)

Description of project/proposal: The Applicant has submitted Special Use Permit and Site Plan Applications to the Town of Clayton order to construct a 84,000 sf indoor self-storage facility.

Upcoming public meetings for this application (Planning Board and/or Town Council): TBD

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to these applications for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact me at 919-835-4050 or by email at mariefarmer@parkerpoe.com. You may also contact the Town of Clayton Planning Department at 919-553-5002.

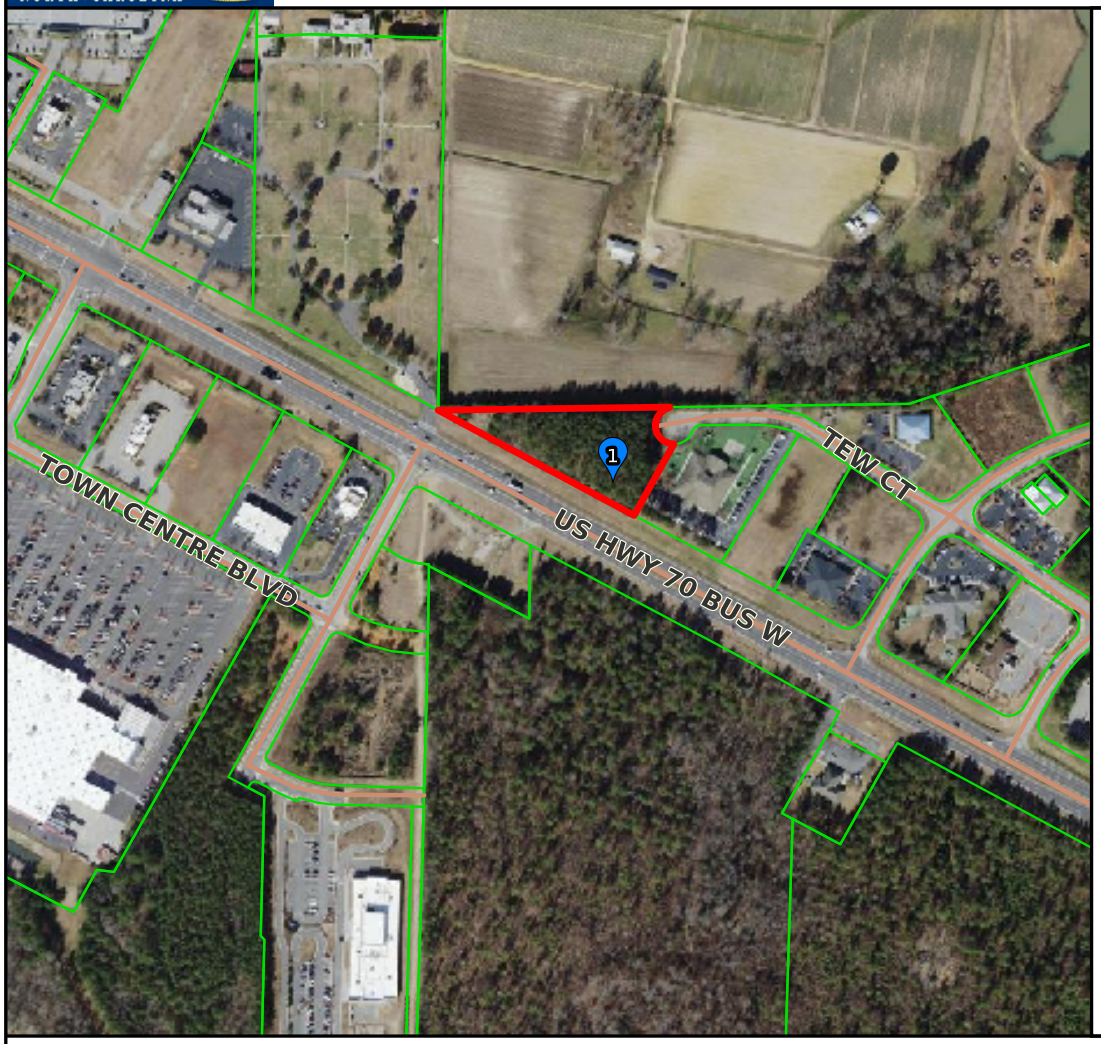
Sincerely,

Marie V. Farmer
Attorney for Applicant

Cc: Town of Clayton Planning Department

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Result

Tag:	05G02002X
NCPin:	165909-06-7862
Mapsheet No:	165909
Owner Name 1:	CATZ LLC
Owner Name 2:	THE MARZBANI FAMILY LIMITED PARTNERSHIP
Mail Address 1:	
Mail Address 2:	PO BOX 571
Mail Address 3:	SMITHFIELD, NC 27577-0571
Site Address 1:	
Site Address 2:	
Book:	02616
Page:	0853
Assessed Acreage:	2.140
Calc. Acreage:	2.122

Scale: 1:5304 - 1 in. = 442 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
November 30, 2023

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: Full House Storage

Application: Special Use Permit and Site Plan Applications

Location/Date: Gateway Conference & Event Center (501 Yates Drive, Clayton, NC 27520) January 30, 2024

	NAME	ADDRESS
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NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Application: Full House Storage

Date of Mailing: January 19, 2024

Date of Meeting: January 30, 2024 Time of Meeting: 6:00PM

Location of Meeting: Gateway Conference & Event Center (501 Yates Drive, Clayton, NC 27520)

I hereby attest that letters were mailed to the addresses listed on the Adjacent Property Owners List (attached) ten days prior to the Neighborhood Meeting, and that all required information was presented at the Meeting:

Printed Name: Marie Farmer Signature: Marie V. Farmer

Meeting Summary/Minutes: *provide a summary of the discussion held at the meeting, including issues raised and any resolution discussed, and any changes made to the application as a result of the meeting.*

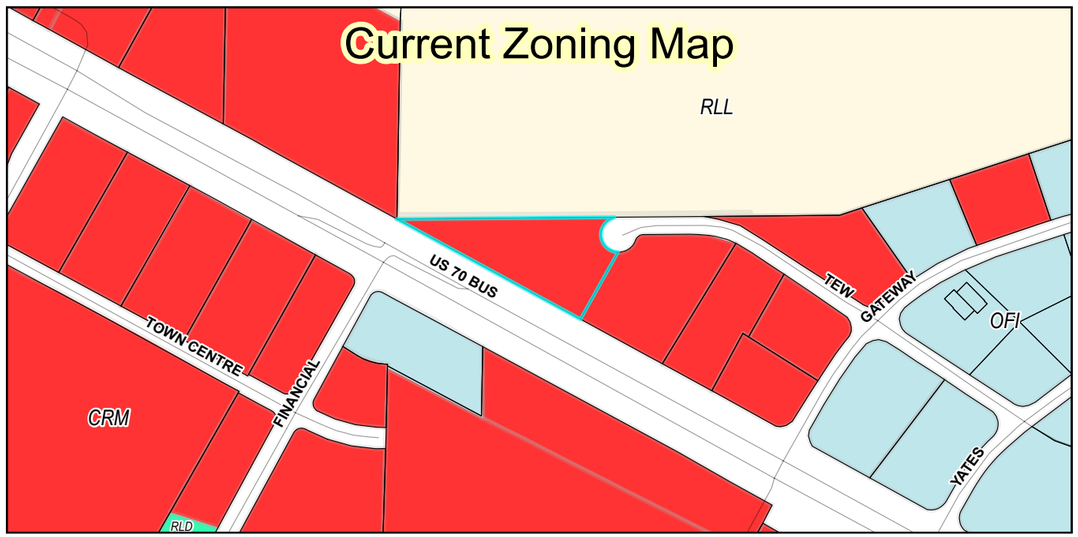
See attached addendum.

Please write clearly (or submit a typed summary). Use additional sheets if necessary.

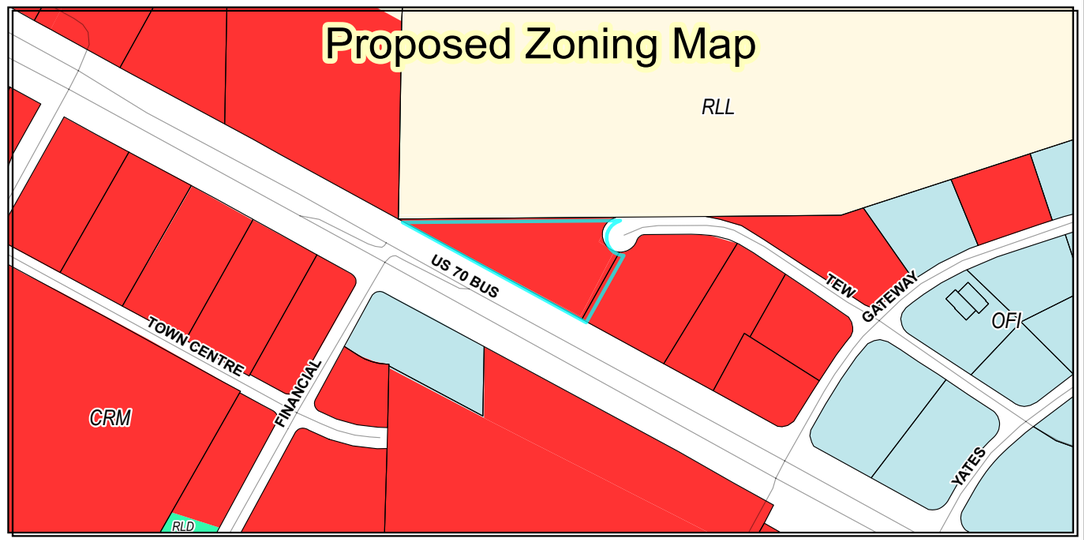
Neighborhood Meeting Summary Form Addendum

The neighborhood meeting was unattended by anyone from the public. Marie Farmer with Parker Poe Adams & Bernstein LLP and Cameron Rice with Advanced Civil Design, Inc. were present at the meeting location to present and answer questions as representatives for the project and waited at the meeting location for over thirty minutes for attendees. The applicant prepared the following materials to be presented at the meeting: (1) copies of the special use permit application and site plan application, (2) a potential schedule for the public meeting for the special use permit application, (3) a vicinity map showing the project location and neighboring properties and roads at a scale appropriate to the project, and (4) sheet C-2 of the site plan depicting the development proposal. Given the lack of attendance, no discussion occurred at the meeting, no issues were raised, and no changes were made to the application as a result of the meeting.

Current Zoning Map

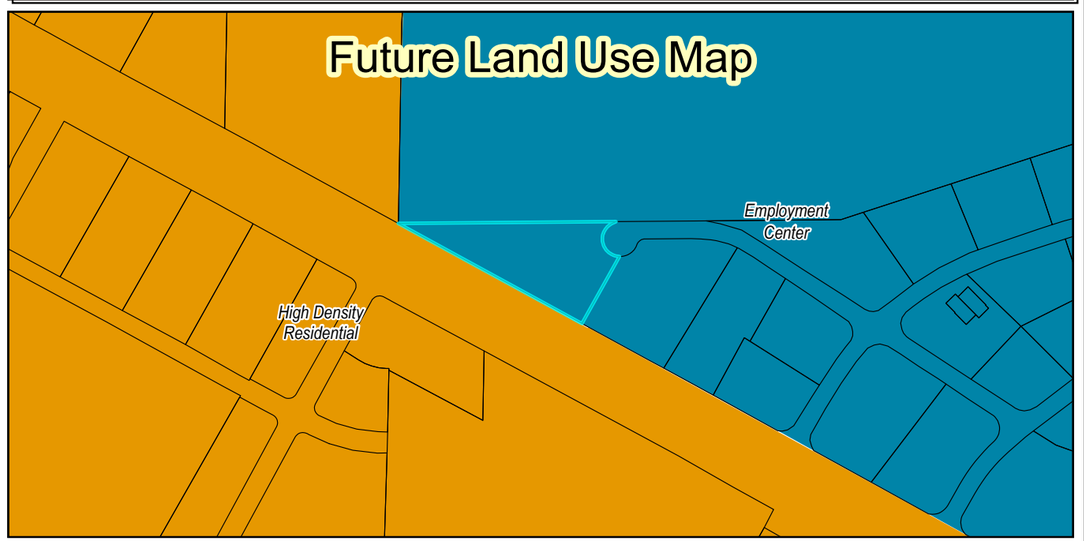


Proposed Zoning Map



Aerial

Future Land Use Map



Request: Special Use Permit to allow Indoor Storage

Project Name: Full House Indoor Storage

Project Number: 2023-189-SUP

Applicant: Advance Civil Design, Inc.

Property Owner: Catzs, LLC

Tag #: 05G02022X

Site

0 0.2 0.4 Miles

N

Staff Report Map

Prepared by: TOC Planning Department

May 13, 2024

Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Document Path: C:\Users\bvenable\OneDrive - Town of Clayton, NC\Documents\ArcGIS\Packages\StaffReport_3d3ea5\p30\StaffReport.aprx

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

April 22 2024

Re: 2023-189-SUP Full House Storage

To Whom It May Concern,

The Town of Clayton Planning staff is recommending to the Town Council that conditions of approval be placed upon the above-referenced application, which proceeds to the Town Council on Monday, May 20, 2024. These recommended conditions of approval are outlined on the back of this letter.

Please read through these potential conditions of approval, and sign below if you are in agreement with the conditions as proposed. If you are not in agreement, please respond accordingly in writing. This will be included within the agenda packet for Town Council review.

Thank you.

Sincerely,

Bruce Venable
Planner II

Recommended Conditions of Approval (2023-189-SUP Full House Storage):

1. The Development shall be constructed in substantial conformance with the Special Use Permit as approved by the Clayton Town Council and the associated Site Plan and Renderings (2023-188-SP) as approved by Town staff.
2. Any conditions imposed as part of the Site Plan (2023-188-SP) approval shall remain in effect.

APPLICANT AFFIDAVIT

I/We, the undersigned, do herby certify that I have reviewed the recommended conditions of approval and am in agreement with the conditions as they are outlined within this letter.

Sunnie Claffin		4/22/24
Print Name	*Signature of Applicant*	*Date*

TOWN OF CLAYTON
Engineering & Inspections Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

WASTEWATER ALLOCATION REQUEST

The Town of Clayton, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

Wastewater Allocation Request Review Fee: $500

Application MUST be completed and sealed by a registered engineer unless otherwise approved by staff.

SITE INFORMATION

Name of Project: Full House Storage **Acreage of Property:** 2.144

County Tag Number: 05G02002X **NC PIN:** 165909-06-7862

Address/Location: 301 Tew Court

Zoning District: B-3 SUD

Town Limits / ETJ: ■ Town Limits ☐ ETJ (Extra-Territorial Jurisdiction)

APPLICANT INFORMATION – Applicant must be a registered engineer unless otherwise approved by Town Engineer

Applicant: Advanced Civil Design, Inc.

Mailing Address: 51 Kilmayne Drive, Suite 102, Cary, NC 27511

Phone Number: 919-481-6290 **Fax:** n/a

Contact Person: Cameron M. Rice, PE

Email Address: crice@advancedcivildesign.com

PROPERTY OWNER INFORMATION

Name: Full House Storage, LLC

Mailing Address: 2619 Western Blvd., Raleigh, NC 27606

Phone Number: 919-821-8933 **Fax:** n/a

Email Address: n/a

FOR OFFICE USE ONLY

Date Received: _____ File Number: _____ Associated Project Number: _____

PROJECT INFORMATION

Use: ☒ **New** ☐ **Expanded** ☐ **Change** **Use Type:** ☐ **Residential** ☒ **Non-Residential**

Proposed Use(s): indoor storage **Existing Use(s):** vacant

Invoice shall be mailed to the following:

Developer Name: Skye Partners, LLC

Mailing Address: 19000 Davidson Concord Road, Davidson, NC 28036

Phone Number: 704-400-1348 **Fax Number:** n/a

Email Address: sherrie@skyepartnersllc.com

ALLOCATION REQUEST

The following is required:

- **For non-residential construction, submit a floor plan of proposed building.**
- **Use additional sheets if necessary.**
- **Provide any documentation supporting/justifying the request as an attachment (using a comparable use is recommended).**
- **If a phasing / take-down schedule is proposed, include as an attachment.**

Residential:

Gross Acreage: _____

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units	0	0	0
3 Bedroom Units	0	0	0
>3 Bedroom Units	0	0	0
Total	0	———	0

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units	0	0	0
3 Bedroom Units	0	0	0
>3 Bedroom Units	0	0	0
Total	0	———	0

Non-Residential: ***(Design Flow Guideline provided as Appendix A)****

**If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: 2.144 ac

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
Indoor Storage	1 leasable storage unit	520	0.02	10.4
Total			———	10.4

TOTAL REQUESTED GALLONS PER DAY: 10.4 **

**** Note: Engineer was not able to obtain 12 months of water bills from the Town of Clayton. According to Town records Extra Space Storage located at 12984 US 70 Hwy., which is similar in building square footage, uses on average 240 gallons/month. This equates to 8 gallons/day (240 gpm * 12 month / 365 days). A 30% contingency was added to get to 10.4 gallons/day.**

NOTE TO APPLICANT:

Invoicing:
Invoices are generated on the following schedule:

Non-Residential:
Generated with the application for a Zoning Compliance Permit.

Residential:
Multi-Family / Apartments:
Generated with the application for a Zoning Compliance Permit.

Subdivision / Subdivided Lots:
Generated at Final Plat submittal.

Fee Development:
Development Fees are calculated and invoiced based on the Town of Clayton adopted Comprehensive List of Fees and Charges. Invoiced fees include acreage fees, capacity fees, nutrient offset fees, recreation fees, fees-in-lieu, and electric department lot deposit. Please speak with Town staff with questions.

Approval:
Requests over 10,000 GPD are approved by the Town Council, by resolution. All other requests are approved by the Town Manager.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town of Clayton to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Cameron M Rice
Print Name

Signature of Applicant

12/7/23
Date

Engineer Seal:

TOWN OF CLAYTON OFFICE USE ONLY:

Approved by: ☐ Town Manager

☐ Town Council (*requests of 10,000 GPD or more require Council approval by resolution)*

The **Town Manager / Town Council (circle one)** has authorized the allocation of _____

gallons per day for project # _____.

Date of Approval: _____

Signed:

_____

Town Manager

If approved by Town Council:
Attach a copy of the resolution and any associated documentation.

APPENDIX A: DESIGN FLOW RATES

The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
Barber and Beauty Shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, Offices and Factories	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
Churches	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
Fire, Rescue and Emergency Response	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and Drink Facilities	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
Hotels and Motels	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
Medical, Dental and Veterinary Facilities	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
Schools, Pre-school and Day Care	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
Service Stations and Car Wash Facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports Centers	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
Stores, Shopping Centers, Malls and Flea Markets	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
Transportation Terminals	
Air, bus, train, ferry, port and dock	5 gal/passenger

Source: North Carolina Administrative Code 02T.0114, January 1, 2007

WATER & WASTEWATER ALLOCATION CRITERIA

TOTAL POINTS = **0** ***MINIMUM 50 POINTS REQUIRED***

	Category	Points	Calc.	Notes
DEVELOPMENT TYPE[1] (**choose 1 from this category**)	Government/Public Admin./Public Safety	50		
	Non-residential (Commercial) - Retail & Restaurant	30		
	Non-residential (Commercial) - Office	20		
	Non-residential (Commercial) - Warehouse	15		
	Non-residential (Commercial) - Medical	25		
	Non-residential (Commercial) - Hotel/Motel	35		
	Industrial/Manufacturing	30		
	Institutional	15		
	Residential Existing Lot- Single Family Detached	40		Individual Existing Lot construction
	Residential Subdivision - Single Family Detached (> 0.25 Acre Lots)	20		Single Family Homes on Individual Lots greater than 0.25 acres
	Residential Subdivision - Single Family Detached (< 0.25 Acre Lots)	15		Single Family Homes on Individual Lots less than 0.25 Acres
	Residential Subd.- Single Family Attached (> 1,500 SF Heated Space)	10		Townhomes with heated square-footage greater than 1,500 SF
	Residential Subd.- Single Family Attached (< 1,500 SF Heated Space)	5		Townhomes with heated square-footage less than 1,500 SF
	Residential - Multifamily (Apartments)	10		
	Mixed-Residential	25		Mix of various lot sizes of Single-family, Townhomes, and Apartments
	Mixed-Use Commercial & Residential	30		Mix of Residential and Non-residential (Commercial) uses
	Downtown Redevelopment	30		
	Infill Development	25	25	Utilities already exist within 300 Feet of property
FUTURE TAX STATUS (Choose 1 from this category)	Exempt	0		
	Residential	5		
	Non-residential	10	10	
	Industrial	10		
COMMUNITY BENEFIT BONUS POINTS (Choose All that apply from this category)	Cultural Arts/Entertainment for Public	10		
	Sports/Recreation for Public	10		
	Town Electric Customer	20		
	Expansion of existing non-residential use	10		
	Re-development of an existing property	5	5	Must result in increased property value
	Residential Subdivision - Additional amenities included	5 - 15		Pool, Clubhouse, sports courts, etc. - 5 pts per, max 15 pts
	Job Creation - 10 to 25 new jobs	5		
	Job Creation - 26 to 100 new jobs	10		
	Job Creation - 100+ new jobs	15		
	Job creation - Jobs created will have salaries at or above median income	5		Must be greater than 50% of jobs added with documentation to confirm
	Residential - Multiple-Car Garages provided	5		
	Residential - Overflow Parking provided	5		Subject to Planning and Engineering support
	Masonry Elements included in Building Construction	10	10	
	Sustainable/High Efficiency Products and appliances used	5 - 15		5 pts per, max 15 pts
	Private trail connection to Public Greenway	10		
COMMUNITY IMPACT DEDUCT POINTS (Choose All that apply from this category)	Pump Station Improvements required[2]	-10	0	Subject to Town policy and standards
	New Pump Station Required[2]	-20	0	Subject to Town policy and standards
	Out-of Town Status (After construction)	-10	0	
	Outside Fire District	-5	0	
	Inconsistent with Comp Plan	-5	0	

CLARIFICATIONS

1 Any Development Type Category not listed is subject to Town Council discretion with staff recommendation.

2 The Town Engineer may waive these deductions if the improvments are consistent with Future utility service plans, replace/offline an aging station, or are in the best interest of the Town.

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

STAFF REPORT

Application Number: 2023-189-SUP
Project Name: Full House Storage – Special Use Permit

Tag #:	05G02002X
Location:	TEW CT & GATEWAY DRIVE
Applicant:	Advance Civil Design, Inc.
Owner:	Catz LLC & THE MARZBANI FAMILY LIMITED PARTNERSHIP
Project Planner:	Bruce Venable, Planner II

Public Noticing Dates:

- **Neighborhood Meeting:** - January 30, 2024
- **Sign Posted: -05/03/2024**
- **Newspaper Ad Published: 05/08/2024, 05/08/2024**
- **Letters Mailed: 05/10/2024**-

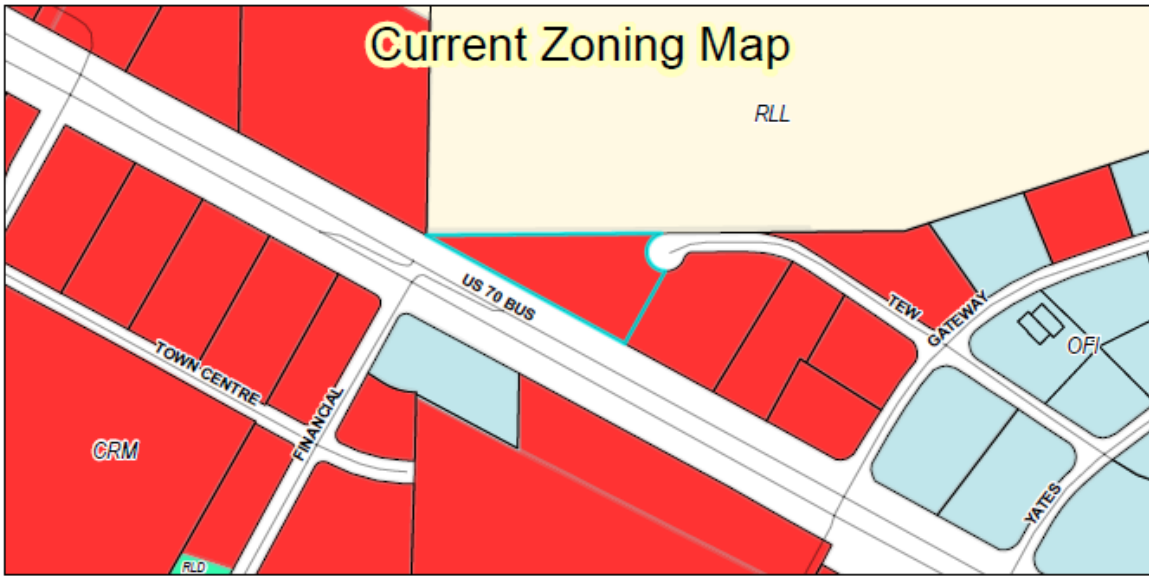
REQUEST: Applicant is requesting a Special Use Permit to build an 84,000 square-foot along 4-story climate-controlled self-storage building US-70 BUS (the "Site"). The facility will be climate-controlled, have internal elevator access, and contain approximately 549 units. with supporting infrastructure.

SITE DATA:

Acreage:	2.14 acres
Zoning:	Corridor Commercial (CRM)
Existing Use:	Vacant

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	Residential Large Lot (RLL)	Agricultural
South	Corridor Commercial (CRM)/OFI	Retail; ABC STORE
West	Corridor Commercial (CRM)	Pinecrest Memorial Park
East	Corridor Commercial (CRM)	Day care Center, Medical Office.



DEVELOPMENT DATA:

Proposed Use: Indoor Self-Storage Facility

Building Height: 52 feet- 4-story building.

Impervious Surface: Current: 2.14 Ac/ 0. %; Proposed: .94 Ac./ 44%

Parking: Proposed: 11 spaces, including 1 ADA space; Required: 6 spaces. 1 ADA Space.

Access/Streets: The proposed development will be accessed off Tew Ct and Gateway Dr. Located near US HWY 70 BUS. W.

STAFF ANALYSIS AND COMMENTARY:

Overview:

The applicant is requesting a Special Use Permit to build an 84,000 square-foot 4-story climate-controlled self-storage building US-70 BUS (the "Site"). The facility will be climate-controlled, have internal elevator access, and contain approximately 549 units. with supporting infrastructure **Associated Site Plan:** 2023-188-SP

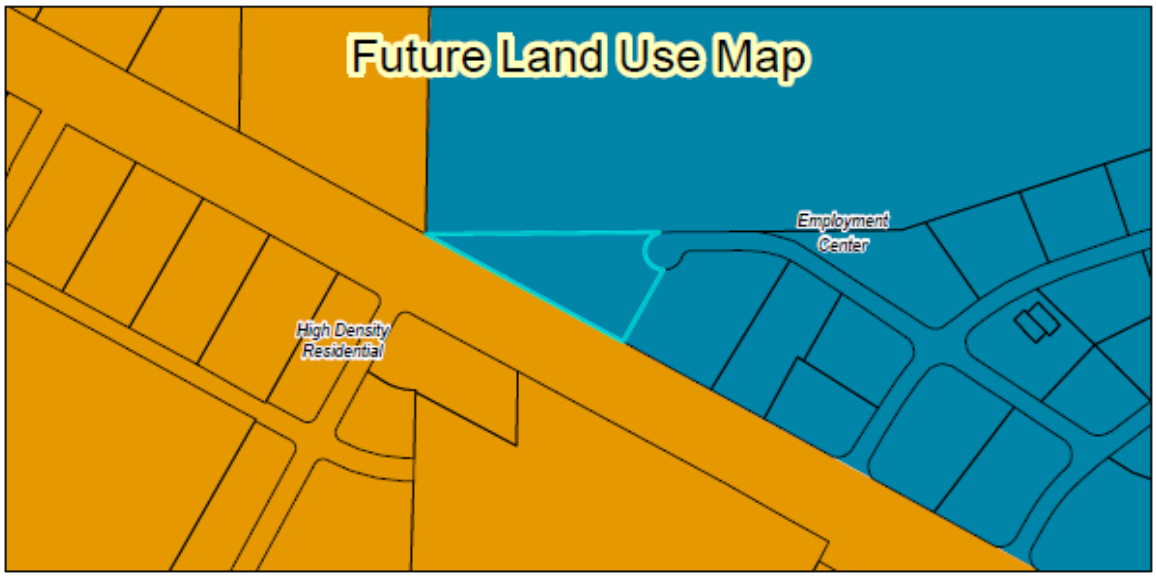
Pursuant to §155.711(D)(1), concurrent with a request for a Special Use Permit, the applicant was required to submit a Site Plan, which is attached to this staff report. The site plan has been reviewed by staff and is pending approval upon a decision from Council on this Special Use Permit.

Consistency with Adopted Plans:

- **Comprehensive Growth Plan 2045**
  The Future Land Use Map (below) shows that this area is designated as Employment Center, which calls uses such as:. Employment Center land uses may also include a limited amount of supporting commercial uses, such as restaurants and convenience retailers to serve employees.
- **Unified Development Code**
  If the Special Use Permit is approved, the proposed development will meet the code requirements as outlined in the Unified Development Code, including dimensional standards, parking, and landscaping. The proposed expansion of the use of "Self-Storage" requires a Special Use Permit in B-3 zones, which is the purpose of this application.

CONSIDERATIONS:

- The Town Council shall make final decisions regarding Special Use Permits.
- Special Use Permits shall address specific Findings of Fact, with the burden of proof for meeting the Findings of Fact on the applicant. These Findings all must be met for a Special Use Permit to be approved.
- The Technical Review Committee has reviewed the SUP and associated Site Plan.
- Staff has worked with the applicant on the proposed conditions, and the applicant has agreed to all proposed conditions in writing.
- The Town Council shall consider the recommendation(s) in this staff report, and may approve the SUP with the proposed conditions, add or remove conditions (with the agreement of the applicant), deny the application upon finding that one or more of the Findings of Fact are not met, or may send the application back to the Technical Review Committee for additional consideration.



FINDINGS OF FACT:

Special Use Permits shall address the following findings, with the burden of proof for meeting the Findings of Fact on the applicant. Please see below for the applicant's response to each finding, as well as staff's commentary.

1. *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.*

   Applicant Response:

1. The proposed use will not materially endanger the public health or safety if located where proposed because the Site is located along US HWY 70 Business and surrounded by existing commercial uses, including various medical offices, an event center, liquor store, and car wash. There are two industrial buildings under construction nearby, and a veterinary building and kennel under site plan review on the other side of the adjacent parcel to the southeast.

b. The proposed use will not materially endanger the public health or safety if developed according to the plans as submitted and approved because transportation/connectivity, stormwater, and site design will be addressed as follows:

i. The driveway entrance to the proposed development will be located at the end of the cul-de-sac on Tew Court and this connection will be made in accordance with all applicable design standards. This includes installation of appropriate curb and gutters, crosswalk lines, and a 5-foot wide sidewalk along Tew Court that will connect to a 4-foot sidewalk internal to the Site. The proposed development will have adequate parking and the proposed parking lot will have sufficient lighting. The Site will also have appropriate access for emergency service vehicles in accordance with applicable standards, including the N.C. Fire Code.

ii. The proposed development will connect to existing water and sewer facilities previously stubbed to the Site. The Site will also control and treat for stormwater by installing a wet pond partially enclosed by a 4-foot tall black aluminum picket fence and retaining wall. This stormwater control measure will comply with the Town's stormwater regulations for quantity and quality.

iii. The Site will be developed in accordance with all applicable setbacks and will install all required landscape buffers, including the required 25-foot thoroughfare setback and 40-foot Throughfare landscape buffer along HWY 70.

Staff Commentary:

Staff believes that this project does not constitute a danger to public health or safety.

2. *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 and other applicable regulations.*

Applicant Response:

The proposed use is permitted as a special use in the B-3 district under the standards set by the Unified Development Code ("UDC") at the time this application was submitted, which included concurrent submittal of the site plan. The Applicant will work with Town staff during the site plan review process to ensure that the proposed development complies with all requirements for the use under the UDC as required at the time of application submittal.

Staff Commentary:

The applicant has provided a site plan that meets all requirements in the Town of Clayton Unified Development Code and other guidelines **minus one**. **The applicant has failed to provide cross-access connections to all adjacent properties as is required by UDC Section: 155.400(H)(3)(I)(1-2):**

(I) Cross access connections.

(1) Internal driveway connections to adjacent existing or future development shall be provided for residential and commercial development, and clearly identified. All driveway connections shall be constructed and stubbed to the property line except in instances where natural features (slope, topography, streams) or similar circumstances preclude the stub to the property line, and future development of adjacent property shall complete a connection to any existing stub.

(2) Access easements may be required to ensure outparcels or adjacent developments have adequate access if ownership patterns change.

3. *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.*

Applicant Response:

The proposed use will not substantially injure the value of adjoining or abutting property because the use is consistent with the surrounding commercial and industrial uses in the immediate vicinity. As explained above, this currently includes various medical offices, an event center, liquor store, and car wash, and

will eventually include a veterinary building and kennel. The proposed use will not be detrimental to the use or development of adjacent properties or other neighborhood uses because the site plan includes appropriate building setbacks and buffers from the highway and adjacent uses, including a 6-foot tall wooden opaque fence along the majority of the northern perimeter, a 7,019 square foot area of proposed tree save, and a stormwater pond, fence, and retaining wall.

b. The Applicant will admit an appraisal report at the evidentiary hearing that will discuss the effect of the proposed development on the value of adjacent properties in greater detail.

Staff Commentary:

Staff has no comment with respect to whether the site will affect the value of abutting property. With respect to use or development of surrounding properties, staff does not believe the application as proposed will have any effect on adjacent development.

4. *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.*

Applicant Response:

The proposed development is consistent with the property's Future Land Use designation "Employment Center" as the proposed use is consistent with the encouraged uses in this designation, including industrial, warehouse, office, recycling, assembly, and supporting commercial uses. The subject property is also zoned Highway Business (B-3). This district contemplates offices, service uses, and businesses located on major and minor thoroughfares. The majority of the parcels in the immediate vicinity are similarly designated Highway Business (B- 3), while a few are designated Office-Institutional (O-I). The parcel to the north of the Site is zoned Residential Estate (R-E), but that parcel is under the control of the North Carolina Department of Agriculture and is used for crop research. As such, the proposed use will not adversely affect adopted plans and policies of the Town as it is consistent with the Future Land Use and Zoning, and it will not violate the character of existing standards for development of the adjacent properties as those properties are similarly designated and zoned or under ownership and being used in a way that will not be affected by the proposed use.

Staff Commentary:

Staff believe that this request does not adversely affect adopted plans and policies of the Town nor does it harm the character of existing standards and is compatible with nearby uses of adjacent properties.

RECOMMENDED CONDITIONS OF APPROVAL:

If approved, staff is recommending conditions of approval be placed upon the application. The recommended conditions are listed below, and the applicant's signed acceptance of the recommended conditions is provided as an attachment.

1. The Development shall be constructed in substantial conformance with the Special Use Permit as approved by the Clayton Town Council and associated Site Plan (2023-188-SP) as approved by Town staff.
2. Any conditions imposed as part of the Site Plan (2023-188-SP) approval shall remain in effect.

ATTACHMENTS:

1) Special Use Permit Application
2) Site Plan
3) Neighborhood Meeting Materials
4) Staff Report Maps
5) Recommended Conditions of Approval – Signed by Applicant

Return to:
Town of Clayton
Town Clerk Heidi Holland
PO BOX 879
Clayton, NC 27528

TOWN OF CLAYTON
SPECIAL USE PERMIT
#2023-189-SUP

On the date listed below, the Town Council for the Town of Clayton met and held an evidentiary hearing to consider the following application:

Applicant:	Advance Civil Design, Inc.
Property Owner:	Catz LLC & THE MARZBANI FAMILY LIMITED PARTNERSHIP
Property Location:	End of Tew Ct and Gateway Drive
Brief Property Description:	2.14-acre site parcel Tew Ct and Gateway Drive Vacant Parel
Tax Parcel Number:	05G02002X
Proposed Use of Property:	Indoor Storage
Hearing Date:	May 20, 2024

Having heard all the evidence and argument presented at the hearing, the Town Council makes the following findings:

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

CONDITIONS:

1. The Development shall be constructed in substantial conformance with the Special Use Permit as approved by the Clayton Town Council and associated Site Plan (2023-188-SP) as approved by Town staff.

2. Any conditions imposed as part of the Site Plan (2023-188-SP) approval shall remain in effect.

TOWN OF CLAYTON

BY: _____
Jody L. McLeod
Mayor

DATE: May 20, 2024

ATTEST:

_____(SEAL)
Heidi L. Holland, CMC and NCCMC
Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	OLD BUSINESS

Item Title

Budget Amendments

Presenter(s)

Robert McKie - Finance Director

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment

☐ Think Clayton (Administrative)	☒ Think Arts & Culture	☐ Think Downtown	☒ Think Economic Development	☒ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☒ Think Public Services & Infrastructure

Public Hearing: No

Applicable General Statute Number: G.S. 159-13.2; G.S. 159-15

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)
☐ Public Hearing (Not Required by GS)
☐ Newspaper Notice (Required by GS)
☐ Newspaper Notice (Not Required by GS)
☐ Public Forum/Input Session
☐ Press Release
☐ E-News Distribution
☐ Website

☐ Social Media
☐ Special Mailing
☐ Survey
☐ None Required

Updates Since Previous Presentation

Realignment of monies currently budgeted in the General Fund and Water & Sewer Fund

Summary

These budget amendments will realign monies currently budgeted to the respective Capital Project Budget Ordinances for the public safety complex, library renovation, Copper District, and water and sewer infrastructure replacement.

Recommendation

The Executive Team recommends adoption of the budget ordinances.

Funding Source

General Fund, Water & Sewer Fund, Developer Contribution, and Debt issuance.

Cost

Yes

Corresponding Documentation

Fund 619 Budget Amendment_Public Safety Complex

Capital Project Budget Ordinance_Library Renovation

Fund 644 Budget Amendment_Copper District

Fund 645 Budget Amendment_Water & Sewer Infrastructure Replacement

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Submitted By: Robert McKie, Finance Department

Reviewed By:

Robert McKie, Finance Director	Approved - May 08 2024
Rich Cappola, Town Manager	Approved - May 13 2024
Heidi Holland, Town Clerk	Approved - May 13 2024

Ordinance #2024-05-03

Town of Clayton
Amendment to the Capital Project Budget Ordinance

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following amendments shall be made to the Public Safety Complex Capital Project Budget Ordinance:

Fund: 619 – Public Safety Complex

Line Item	Previous Appropriation	Adjustment	Revised Appropriation
Revenues			
619-48 05	Misc. Finance Capital $12,000,000	+400,000	$12,400,000
619-49 80	Due From General Fund $100,000	+750,000	$850,000
Expenditures			
619-58 01	Construction $12,000,000	+1,150,000	$13,150,000

Explanation: Amending the capital project budget ordinance to reflect an updated cost projection. This amendment is required for compliance with G.S. 159-13.2.

Duly adopted this ____ day of _____, 2024 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Sam Johnson-Phillips
Deputy Town Clerk

APPROVED AS TO FORM

_____
Jim Cauley
Town Attorney

Ordinance #2024-05-04

TOWN OF CLAYTON
LIBRARY RENOVATION
CAPITAL PROJECT BUDGET ORDINANCE

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following ordinance shall be established to undertake a major renovation to Hocutt-Ellington Memorial Library:

Revenues

Line Item	Description	Amount
622-45 20	Grant Funds	$250,000
622-48 05	Misc. Finance Capital	$2,000,000
622-49 80	Due from General Fund	$250,000
	Total	$2,500,000

Expenditures

Line Item	Description	Amount
622-58 20	Building Improvements	$2,250,000
622-58 24	Design	$250,000
	Total	$2,500,000

Duly adopted this ____ day of _____, 2024 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Sam Johnson-Phillips
Deputy Town Clerk

APPROVED AS TO FORM

_____
Jim Cauley
Town Attorney

Ordinance #2024-05-05

Town of Clayton
Amendment to the Capital Project Budget Ordinance

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following amendments shall be made to the Copper District Capital Project Budget Ordinance:

Fund: 644 – Copper District

Line Item		Previous Appropriation	Adjustment	Revised Appropriation
Revenues				
644-49 20	Developer Contribution	-	+2,900,000	$2,900,000
644-49 81	Due From Water & Sewer Fund	-	+700,000	$700,000
Expenditures				
644-58 30	Water Line Improvements	$7,000,000	+3,600,000	$10,600,000

Explanation: Amending the capital project budget ordinance to reflect the change in scope for the construction of the elevated water storage tank for the Copper District. This amendment is required for compliance with G.S. 159-13.2.

Duly adopted this ____ day of _____, 2024 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Sam Johnson-Phillips
Deputy Town Clerk

APPROVED AS TO FORM

_____
Jim Cauley
Town Attorney

Ordinance #2024-05-06

Town of Clayton
Amendment to the Capital Project Budget Ordinance

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following amendments shall be made to the Water & Sewer Infrastructure Replacement Capital Project Budget Ordinance:

Fund: 645 – Water & Sewer Infrastructure Replacement

Line Item	Previous Appropriation	Adjustment	Revised Appropriation
Revenues			
645-49 81	Due From Water & Sewer Fund		
	$1,610,000	+9,550,000	$11,160,000
Expenditures			
645-58 02	Easement Acquisition		
	-	+250,000	$250,000
645-58 30	Water Line Improvements		
	$617,000	+1,300,000	$1,917,000
645-58 31	Sewer Line Improvements		
	$993,000	+8,000,000	$8,993,000

Explanation: Amending the capital project budget ordinance to reflect the realignment of monies budgeted in the Water & Sewer Fund for the following projects:

1. Country Lane Pump Station Improvements – $1,000,000
2. Starmount Pump Station Abandonment – $1,500,000
3. W. Main and Liberty Pump Station Abandonment – $2,000,000
4. Walmart Pump Station Abandonment – $3,750,000
5. Water Interconnect Master Meter – $1,000,000
6. Capital Improvement Plan Provision – $300,000

This amendment is required for compliance with G.S. 159-13.2.

Duly adopted this ____ day of _____, 2024 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Sam Johnson-Phillips
Deputy Town Clerk

APPROVED AS TO FORM

_____
Jim Cauley
Town Attorney

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	OLD BUSINESS

Item Title

Series Resolution for the Issuance of Revenue Bonds.

Presenter(s)

Robert McKie - Finance Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment

☒ Think Clayton (Administrative)	☐ Think Arts & Culture	☐ Think Downtown	☒ Think Economic Development	☒ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☒ Think Public Services & Infrastructure

Public Hearing: No

Applicable General Statute Number: G.S. 159-80

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)
☐ Public Hearing (Not Required by GS)
☐ Newspaper Notice (Required by GS)
☐ Newspaper Notice (Not Required by GS)
☐ Public Forum/Input Session
☐ Press Release
☐ E-News Distribution
☐ Website

☐ Social Media
☐ Special Mailing
☐ Survey
☐ None Required

Updates Since Previous Presentation

An application has been submitted to the Local Government Commission for approval of issuing a $6 million revenue bond for the Town's Electric System.

Summary

Series Resolution providing for the issuance of a $6 million Revenue Bond, Series 2024 for the Electric System, which will be a private placement with Webster Bank.

Recommendation

The Executive Team recommends approval of the resolution.

Funding Source

Revenue Bonds

Cost

Yes

Corresponding Documentation

Clayton - 2024 Electric System Revenue Bond - Series Resolution(187754237.3)

Town of Clayton NC Bid Summary 5.2.24

Submitted By: Robert McKie, Finance Department

Reviewed By:

Robert McKie, Finance Director	Approved - May 13 2024
Rich Cappola, Town Manager	Approved - May 13 2024
Heidi Holland, Town Clerk	Approved - May 14 2024

Resolution # 2024-50

SERIES RESOLUTION PROVIDING FOR THE ISSUANCE OF A $6,000,000 ELECTRIC SYSTEM REVENUE BOND, SERIES 2024

WHEREAS, the Town of Clayton, North Carolina (the "Issuer" or "Town") has determined that the issuance of the bonds herein authorized to finance the cost of the acquisition, construction and installation of electric transmission lines, poles and other distribution equipment to expand the Town's electric system (the "Project") will benefit and be in the best interests of the Issuer; and

WHEREAS, on June 16, 2008, the Governing Body (the "Governing Body") of the Issuer adopted a bond order (the "Original Bond Order") entitled:

> **BOND ORDER AUTHORIZING THE ISSUANCE OF ELECTRIC SYSTEM REVENUE BONDS TO PROVIDE FUNDS TO CONSTRUCT IMPROVEMENTS TO THE ELECTRIC SYSTEM; PROVIDING FOR THE ISSUANCE OF ADDITIONAL REVENUE BONDS; PROVIDING FOR THE ISSUANCE OF REVENUE BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF REVENUE BONDS; PROVIDING FOR THE CREATION OF CERTAIN SPECIAL FUNDS; PLEDGING TO THE PAYMENT OF THE PRINCIPAL OF AND THE INTEREST ON THE REVENUE BONDS AND NOTES CERTAIN REVENUES OF THE ELECTRIC SYSTEM; SETTING FORTH THE RIGHTS AND REMEDIES OF HOLDERS; AND SETTING FORTH THE DETAILS OF CERTAIN RELATED MATTERS;** and

WHEREAS, on June 1, 2015, the Governing Body of the Issuer adopted a First Supplement to Bond Order amending certain provisions of the Original Bond Order (such Original Bond Order, as amended and supplemented by the First Supplement to Bond Order, referred to herein as the "Bond Order"); and

WHEREAS, the Bond Order authorizes the issuance of Additional Bonds (as defined in the Original Bond Order) in accordance with Section 3.02 thereof in order to finance System Improvements (as defined in the Bond Order); and

WHEREAS, the Governing Body of the Issuer proposes issuing Additional Bonds in order to finance the Project, which constitutes System Improvements;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer:

ARTICLE I
DEFINITIONS

Section 1.01. Meaning of Words and Terms. Unless otherwise required by the context, capitalized words and terms used herein which are defined in the Bond Order shall have the

meanings assigned to them therein, and the following capitalized words and terms shall have the following meanings:

"Bond Order" means the Bond Order adopted by the Governing Body on June 16, 2008, together with the First Supplement to Bond Order adopted by the Governing Body on June 1, 2015, and all orders amendatory thereof and all orders supplemental thereto as therein permitted.

"Bond Registrar" means the Finance Officer of the Issuer, as designated by Section 2.01.

"Business Day" means a day that is not a Saturday or a Sunday and is a day that the Bond Registrar is open for the conducting of business.

"Closing" means the delivery of and payment for the Series 2024 Bond.

"Closing Date" means the date of the Closing.

"Costs of Issuance" means costs and expenses incurred in connection with the issuance of the Series 2024 Bond.

"Payment Date" means each July 1, beginning July 1, 2025.

"Project Fund" means the Series 2024 Project Fund created pursuant to Section 4.02.

"Purchaser" means Webster Bank, National Association.

"Rate Adjustment Event" means any determination by the Internal Revenue Service, any federal administrative agency or any court that the Issuer has taken an action, or failed to take an action, with the result that the interest on the Series 2024 Bond is includable in gross income of the owners thereof for federal income tax purposes as a result of (i) any action the Issuer takes, or fails to take, or (ii) any representation made by the Issuer being a misrepresentation.

"Regular Record Date" means the Business Day next preceding any Payment Date.

"Series 2024 Bond" means the $6,000,000 Town of Clayton, North Carolina Electric System Revenue Bond, Series 2024 issued pursuant to the Bond Order and this Series Resolution.

Section 1.02. Rules of Construction. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, words used herein shall include the plural as well as the singular number. References herein to particular articles or sections are references to articles or sections of this Series Resolution unless some other reference is indicated.

ARTICLE II
AUTHORIZATION, FORM, ISSUANCE AND DELIVERY OF THE SERIES 2024 BOND

Section 2.01. Authorization and Issuance of Series 2024 Bond. The Issuer hereby authorizes the issuance of the Series 2024 Bond designated "Town of Clayton, North Carolina

Electric System Revenue Bond, Series 2024" in the aggregate principal amount of $6,000,000 for the purpose of providing funds, together with any other available funds, to (a) pay the costs of the Project and (b) pay the other costs and expenses incurred in connection with the issuance of the Series 2024 Bond. The Series 2024 Bond shall be issued under and pursuant to the Constitution and the laws of the State, including the Act, the Bond Order and this Series Resolution, subject to the conditions set forth herein and therein. The Series 2024 Bond constitutes an Additional Bond under the Bond Order.

The Finance Officer of the Issuer is hereby appointed as Bond Registrar for the Series 2024 Bond pursuant to the provisions of the Bond Order and this Series Resolution.

Section 2.02. Form of Series 2024 Bond. The definitive Series 2024 Bond shall be initially issued as one fully registered bond without coupons numbered R-1 in the aggregate principal amount of $6,000,000, and shall be initially registered in the name of the Purchaser. The definitive Series 2024 Bond shall be substantially in the form set forth in Exhibit A attached hereto and made a part hereof, with such appropriate variations, omissions and insertions as are permitted or required by the Bond Order or this Series Resolution. Notwithstanding anything in the Bond Order to the contrary, the Series 2024 Bond may be transferred in the manner specified in the Bond Order, but may not be exchanged for any denomination other than the outstanding principal amount thereof.

Notwithstanding any other provisions of the Bond Order or this Series Resolution to the contrary, the Bond Registrar shall not register the transfer of the Series 2024 Bond to any person other than a bank, insurance company or similar financial institution unless such transfer has been previously approved by the Commission. The provisions of this paragraph may not be amended without the prior written consent of the Commission.

Section 2.03. Details of Series 2024 Bond. The Series 2024 Bond shall be dated the Closing Date, shall bear interest at a rate of 4.51% per annum (computed on the basis of a 360-day year consisting of twelve 30-day months), except as provided below, with interest being payable annually in arrears on each Payment Date, and principal payable annually on each Payment Date, beginning July 1, 2025 with all unpaid principal and accrued interest due and payable on July 1, 2034 (the "Maturity Date") (subject to the right of prior redemption), all as set forth in the form of the Series 2024 Bond included in Exhibit A attached hereto and made a part hereof.

From and after a Rate Adjustment Event, the annualized interest rate used to calculate the interest on the Series 2024 Bond shall change to such rate as the then current Holder of the Series 2024 Bond may reasonably determine shall be appropriate to provide such Holder with the same tax equivalent yield as it enjoyed prior to the Rate Adjustment Event; provided, however, that such Holder shall provide to the Issuer a description of the methodology used to determine such tax equivalent yield. Upon each Rate Adjustment Event, the schedule for payment of principal interest on the Series 2024 Bond shall be adjusted from and after the date of such Rate Adjustment Event to reflect level annual debt service payments for the remaining term of the Series 2024 Bond based on the new interest rate to be borne by the Series 2024 Bond. The Issuer shall additionally pay to such Holder or to any prior Holder any taxes, interest, penalties or other charges assessed against or payable by such Holder or prior Holder and attributable to a Rate

Adjustment Event, notwithstanding the repayment of the entire principal amount of the Series 2024 Bond or any transfer or assignment of the Series 2024 Bond.

Both principal of and interest on the Series 2024 Bond shall be paid by wire transfer of immediately available funds or by check mailed to the Holder thereof in the manner specified by the Holder of the Series 2024 Bond to the Issuer.

Section 2.04. Terms and Condition for Issuance of Series 2024 Bond. The Series 2024 Bond shall be executed substantially in the form and in the manner herein and in the Bond Order set forth and shall be deposited with the Bond Registrar for authentication, but before the Series 2024 Bond shall be authenticated and delivered to the State Treasurer for redelivery to the Purchaser, there shall be filed with the Bond Registrar and the Purchaser, in addition to the items required to be delivered pursuant to Section 3.02 of the Bond Order, the following:

(a) a certified copy of this Series Resolution;

(b) a certificate of the Commission approving the sale of the Series 2024 Bond and confirming the interest rates thereof;

(c) an opinion of bond counsel to the Issuer to the effect that the Series 2024 Bond has been validly issued in accordance with the provisions of the Bond Order and this Series Resolution in form and substance satisfactory to the Purchaser;

(d) a certificate, signed by an Issuer Representative stating that, to his or her knowledge, no event of default shall have occurred and be continuing under the Bond Order; and

(e) a certificate, signed by an Issuer Representative, stating that the sum of (i) Net Revenues for each of the two complete Fiscal Years next preceding the issuance of the proposed Series 2024 Bond and (ii) 20% of the Unrestricted Net Position of the System as of the last day of the corresponding two complete Fiscal Years next preceding the issuance of the proposed Series 2024 Bond were equal to at least 120% of the Debt Service Requirement on all Bonds then outstanding during each such Fiscal Years; and

(f) a statement, signed by an Issuer Representative, to the effect that the sum of the (i) estimated Net Revenues for each of the two complete Fiscal Years next following the date of issuance of the proposed Series 2024 Bond and (ii) 20% of the estimated Unrestricted Net Position of the System as of the last day of each of the corresponding two complete Fiscal Years next following the date of issuance of the proposed Series 2024 Bond will be at least 120% of the Debt Service Requirements on all outstanding Bonds and the proposed Series 2024 Bonds for each such Fiscal Year; and

(g) When the documents mentioned in Section 3.02 of the Bond Order and subsections (a) to (f), inclusive, of this Section shall have been filed with the Bond Registrar and the Purchaser, and when the Series 2024 Bond shall have been executed and authenticated as required by the Bond Order and this Series Resolution, the Series 2024 Bond shall be delivered to or upon the order of the State Treasurer for redelivery to or upon the order of the Purchaser, but only upon the deposit with the Bond Registrar of the purchase price of the Series 2024 Bond.

ARTICLE III
REDEMPTION OF SERIES 2024 BOND

Section 3.01. Redemption of Series 2024 Bond.

(a) The principal installment of the Series 2024 Bond shall not be subject to redemption prior to its maturity or payment dates except as provided in this Article and in Article IV of the Bond Order.

(b) The principal installments of the Series 2024 Bond are subject to redemption prior to their stated payment dates, at the option of the Issuer, from any moneys that may be available for such purpose, in whole or in part, on any Business Day occurring (i) on or after June 1, 2027, at a redemption price equal to 101% of the principal amount of the Series 2024 Bond to be redeemed, plus accrued interest to the redemption date, and (ii) on or after June 1, 2028, at a redemption price equal to 100% of the principal amount of the Series 2024 Bond to be redeemed, plus accrued interest to the redemption date, without penalty or premium.

(c) In connection with any partial redemption of the principal amount of the Series 2024 Bond in accordance with this Section, such redemption shall be in a minimum amount of $300,000 and only one such partial redemption shall be permitted in any calendar year. Such redemption shall be applied in inverse order of the maturing principal installments unless otherwise agreed to by the Holder in writing, and the schedule for payment of principal and interest on the Series 2024 Bond shall be modified accordingly from and after the redemption date to reflect such partial redemption.

Section 3.02. Redemption Notice. At least thirty (30) days but not more than sixty (60) days prior to the date on which any principal amount of the Series 2024 Bond to be redeemed, the Bond Registrar shall cause a notice of any such redemption signed by the Bond Registrar to be mailed, first class, postage prepaid, to the Holder of the Series 2024 Bond. A copy of such notice shall also be given by first class mail, postage prepaid, to the Commission; provided, however, that failure to give such notice to the Commission or any defect therein shall not affect the sufficiency of the proceedings for redemption.

Each such notice shall set forth the date fixed for redemption, the principal installments and amounts of the Series 2024 Bond to be redeemed, the redemption price to be paid, the address and phone number of the Bond Registrar and the date of the redemption notice.

Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Bond Registrar on or prior to the redemption date of moneys sufficient to pay the principal of and premium, if any, and interest on the principal installments of the Series 2024 Bond to be redeemed and that if such moneys are not so received such notice shall be of no force or effect and such principal installments of the Series 2024 Bond shall not be required to be redeemed. In the event that such notice contains such a condition and moneys sufficient to pay the principal of and premium, if any, and interest on such principal installments of the Series 2024 Bond to be redeemed are not received by the Bond Registrar on or prior to the redemption date, the redemption shall not be made, and the Bond Registrar shall within a reasonable time

thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

ARTICLE IV
ACCOUNTS, REVENUES AND FUNDS; OTHER COVENANTS

Section 4.01. Payment of Series 2024 Bonds. The Issuer shall, subject to the provisions of Section 5.04 of the Bond Order, cause the Net Revenues deposited in the Revenue Fund to be used to pay the principal of, premium, if any, and interest on the Series 2024 Bond on each Payment Date or any redemption date for the Series 2024 Bond.

Section 4.02. Establishment of Project Fund; Deposit of Series 2024 Bond Proceeds to the Disbursement of Money in Project Fund. The Issuer hereby establishes and creates an account designated the "Series 2024 Project Fund" to be held by the Issuer. The proceeds of the Series 2024 Bond shall be deposited into the Project Fund, and shall be used to pay the costs of the Project and the Costs of Issuance. If the moneys held in the Project Fund and any other moneys provided by the Issuer are insufficient to pay all of the costs of the Project and Costs of Issuance of the Series 2024 Bond, the Issuer shall provide any balance of the funds needed to complete the acquisition, construction and equipping of the Project. Any moneys remaining in the Project Fund after completion of the acquisition, construction and equipping of the Project, as evidenced by a written certificate of completion executed by an Issuer Representative and delivered to the Purchaser stating that the Project has been completed and there are no mechanic's or other liens against the Project for labor or materials furnished in connection with the Project, may be used to reimburse the Issuer for interest previously paid with respect to the Series 2024 Bond or may be used for such other purpose as will not, in the opinion of bond counsel, have an adverse effect on the exclusion of the interest on the Series 2024 Bond from gross income for federal income tax purposes.

Section 4.03. Disbursements from the Project Fund. On the Closing Date, a portion of the proceeds of the Series 2024 Bond deposited to the Project Fund shall be used to reimburse the Issuer for payment of Costs of Issuance and costs of the Project incurred prior to such Closing Date in accordance with a closing memorandum executed by the Issuer on the Closing Date. Thereafter, prior to making disbursements from the Project Fund to pay costs of the Project or Costs of Issuance, the Issuer shall file a requisition in substantially the form attached hereto as Exhibit B with the Purchaser, accompanied by an invoice or other appropriate documentation evidencing such costs, and, with respect to costs of the Project other than Costs of Issuance, stating by general classification the purpose for which each disbursement is to be made and that such work was actually performed, such service was actually rendered or such materials, supplies or equipment actually delivered, installed or fabricated. Upon receipt of Purchaser's acknowledgement of such requisition, the Issuer may make the disbursement from the Project Fund for the payment of such costs of the Project or Costs of Issuance, as applicable.

Section 4.04. Investment of Money. Money held for the credit of the Project Fund shall be continuously invested and reinvested by the Issuer in Qualified Investments to the extent practicable. Any such Qualified Investments shall mature not later than the dates when the money held for the credit of the Project Fund will be required for the purposes intended. The Issuer shall sell or reduce to cash in a commercially reasonable manner a sufficient amount of

such Qualified Investments whenever it is necessary to do so in order to provide money to make any payment from the Project Fund.

Section 4.05. Payment of Principal, Interest and Premium and Pledge of Net Revenues. The Issuer covenants that it will promptly pay the principal of and the interest on the Series 2024 Bond issued under the provisions of this Series Resolution at the place, on the dates and in the manner provided herein and in the Series 2024 Bond, and any premium required for the retirement of the Series 2024 Bond in whole or in part by purchase or redemption, according to the true intent and meaning thereof. The Issuer further covenants that it will faithfully perform at all times all of its covenants, undertakings and agreements contained in this Series Resolution and the Bond Order, or in any Series 2024 Bond executed, authenticated and delivered hereunder or in any proceedings of the Issuer pertaining thereto. The Issuer represents and covenants that it is duly authorized under the Constitution and laws of the State, particularly the Act, to issue the Series 2024 Bond authorized hereby and to pledge the Net Revenues in the manner and to the extent herein and in the Bond Order set forth; that all action on its part for the issuance of the Series 2024 Bond has been duly and effectively taken; and that such Series 2024 Bond in the hands of the Holders thereof is and will be a valid and binding special obligation of the Issuer payable according to its terms. The Series 2024 Bond shall be secured pari passu as to the pledge of Net Revenues and shall be entitled to the same benefit and security under the Bond Order as all other Bonds issued or incurred thereunder and then outstanding.

ARTICLE V
OTHER COVENANTS

Section 5.01. Tax Covenants. The Issuer covenants to do and perform all acts and things permitted by law in order to assure that interest paid on the Series 2024 Bond which was excludable from the gross income of its Holders for federal income taxes on the date of its issuance shall continue to be so excludable.

ARTICLE VI
THE TRUSTEE

Section 6.01. Designation of Trustee. The Issuer may at any time, with the approval of the Commission, appoint a Trustee to administer the provisions of the Bond Order and this Series Resolution and may adopt such supplements to the Bond Order and this Series Resolution as shall be necessary or desirable to effectuate such appointment.

ARTICLE VII
SUPPLEMENTAL RESOLUTIONS

Section 7.01. Modification Without Consent of Holders. The Issuer may, from time to time and at any time, without the consent of any Holders of the Bonds, execute and deliver such resolutions supplemental hereto (which supplemental resolutions shall thereafter form a part hereof) as shall be substantially consistent with the terms and provisions of this Series Resolution and shall not materially and adversely affect the interest of the Holders:

(a) to cure any ambiguity or formal defect or omission, to correct or supplement any provision herein that may be inconsistent with any other provision herein, to make any other

provisions with respect to matters or questions arising under this Series Resolution or to modify, alter, amend, add to or rescind, in any particular manner, any of the terms or provisions contained in this Series Resolution, as is substantially consistent with the terms and provisions of this Series Resolution and does not materially and adversely affect the interest of the Holders;

(b) to grant or to confer upon the Holders any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the Holders;

(c) to add to the covenants and agreements of the Issuer in this Series Resolution other covenants and agreements thereafter to be observed by the Issuer or to surrender any right or power herein reserved to or conferred upon the Issuer; or

(d) to permit the qualification of this Series Resolution under any federal statute now or hereafter in effect or under any state blue sky laws, and, in connection therewith, if the Issuer so determines, to add to this Series Resolution or any supplemental series resolution such other terms, conditions and provisions as may be permitted or required by such federal statute or blue sky laws.

At least thirty (30) days prior to the execution and delivery of any supplemental series resolution for any of the purposes of this Section, the Bond Registrar shall cause a notice of the proposed supplemental series resolution to be mailed first-class, postage prepaid, to the Commission and to the Holder of the Series 2024 Bond. Such notice shall briefly set forth the nature of the proposed supplemental series resolution and shall state that copies thereof are on file at the principal office of the Bond Registrar for inspection by the Holders of the Series 2024 Bond. A failure on the part of the Bond Registrar to mail the notice required by this Section shall not affect the validity of such supplemental series resolution.

Section 7.02. Modification of Series Resolution With Consent of Holder. Subject to the terms and provisions contained in this Section, and not otherwise, the Holder of the Series 2024 Bond shall have the right, from time to time, anything contained in this Series Resolution to the contrary notwithstanding, to consent to and approve the adoption by the Issuer of such supplemental series resolutions as shall be deemed necessary or desirable by the Issuer for the purpose of modifying, altering, amending, adding to or rescinding, in any particular, any of the terms or provisions contained in this Series Resolution or in any supplemental series resolution. Nothing herein contained, however, shall be construed as making necessary the approval by the Holder of the Series 2024 Bond of the execution and delivery of any supplemental series resolution as authorized in Section 7.01.

The Bond Registrar shall, at the expense of the Issuer, such expense to be paid from the Revenue Fund or from any other available moneys, cause notice of the proposed supplemental series resolution to be mailed, postage prepaid, to the Commission and the Holder of the Series 2024 Bond as of the date such notice is mailed. Such notice shall briefly set forth the nature of the proposed supplemental series resolution and shall state that copies thereof are on file at the principal office of the Bond Registrar for inspection by such Holder.

Whenever, at any time after the date of the mailing of such notice, the Issuer receives an instrument in writing purporting to be executed by the Holder of the Series 2024 Bond, which

instrument shall refer to the proposed supplemental series resolution described in such notice and shall specifically consent to and approve the adoption thereof in substantially the form of the copy thereof referred to in such notice, thereupon, but not otherwise, the Issuer may adopt such supplemental series resolution in substantially such form, without liability or responsibility to such Holder.

If the Holder of the Series 2024 Bond has consented to and approved the adoption thereof as herein provided, to the extent permitted by law, the Holder shall have no right to object to the adoption of such supplemental series resolutions, to object to any of the terms and provisions contained therein or the operation thereof, to question the propriety of the adoption thereof, or enjoin or restrain the Issuer from adopting the same or from taking any action pursuant to the provisions thereof.

Upon the adoption of any supplemental series resolution pursuant to the provisions of this Section or Section 7.01, this Series Resolution shall be and be deemed to be modified and amended in accordance therewith, and the respective rights, duties and obligations under this Series Resolution of the Issuer, the Bond Registrar and the Holder of the Series 2024 Bond shall thereafter be determined, exercised and enforced in all respects pursuant to the provisions of this Series Resolution, as so modified and amended.

Section 7.03. Responsibilities of Issuer Under this Article. The Issuer shall be entitled to exercise its discretion in determining whether or not any proposed supplemental series resolution or any term or provision therein contained is desirable, after considering the purposes of such instrument, the needs of the Issuer and the rights and interests of the Holder of the Series 2024 Bond.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 8.01. Manner of Giving Notice. All notices, demands and requests to be given to or made hereunder by the Issuer, the Commission or the Bond Registrar shall be given or made in writing and shall be deemed to be properly given or made if sent by United States registered or certified mail, return receipt requested, addressed as follows:

(a) As to the Issuer or Bond Registrar

Town of Clayton, North Carolina
Post Office Box 879
Clayton, North Carolina 27528-0879
Attention: Finance Officer

(b) As to the Local Government Commission

North Carolina Local Government Commission
3200 Atlantic Avenue, Longleaf Building
Raleigh, North Carolina 27604
Attention: Secretary

(c) As to the Purchaser

Webster Bank, National Association
360 Lexington Ave., 5th Floor
New York, NY 10017
Attention: Public Sector Finance

Any such notice, demand or request may also be transmitted to the appropriate above-mentioned party by telegram or telephone and shall be deemed to be properly given or made at the time of such transmission if, and only if, such transmission of notice shall be confirmed in writing and sent as specified above.

Any of such addresses may be changed at any time upon written notice of such change sent by United States registered or certified mail, postage prepaid, to the other parties by the party effecting the change.

Section 8.02. Substitute Mailing. If, because of the temporary or permanent suspension of postal service, the Issuer, the Commission or the Bond Registrar shall be unable to mail any notice required to be given by the provisions of this Series Resolution, such party shall give notice in such other manner as in the judgment of such party shall most effectively approximate mailing, and the giving of notice in such manner shall for all purposes of this Series Resolution be deemed to be in compliance with the requirement for the mailing thereof.

Section 8.03. Issuer, Bond Registrar and Holder Alone Have Rights Under Series Resolution. Except as herein otherwise expressly provided, including, without limitation, nothing in this Series Resolution, express or implied, is intended or shall be construed to confer upon any person, firm or corporation, other than the Issuer, the Bond Registrar and the Holder of the Series 2024 Bond, any right, remedy or claim, legal or equitable, under or by reason of this Series Resolution or any provision being intended to be and being for the sole and exclusive benefit of the Issuer, the Bond Registrar and the Holder of the Series 2024 Bond.

Section 8.04. Effect of Partial Invalidity. In case any one or more of the provisions of this Series Resolution or the Series 2024 Bond shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this Series Resolution or the Series 2024 Bond, but this Series Resolution and the Series 2024 Bond shall be construed and enforced as if such illegal or invalid provisions had not been contained therein. In case any covenant, stipulation, obligation or agreement contained in this Series Resolution or the Series 2024 Bond shall for any reason be held to be in violation of law, then such covenant, stipulation, obligation or agreement shall be deemed to be the covenant, stipulation, obligation or agreement of the Issuer to the full extent permitted by law.

Section 8.05. Effect of Covenants; Governing Law. All covenants, stipulations, obligations and agreements of the Issuer contained in this Series Resolution shall be deemed to be covenants, stipulations, obligations and agreements of the Issuer to the full extent permitted by the Constitution and laws of the State. This Series Resolution is executed and delivered with the intent that the laws of the State shall govern this construction.

Section 8.06. Headings. Any heading preceding the text of the several articles hereof, any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Series Resolution, nor shall they affect its meaning, construction or effect.

Section 8.07. Further Authority. The officers, attorneys, employees and other agents of the Issuer are hereby authorized to do all acts and things required of them by this Series Resolution for the full, punctual and complete performance of all of the terms, covenants and agreements contained in the Series 2024 Bond and this Series Resolution.

The Mayor, the Town Manager, the Finance Officer and the Clerk, or any of them or their deputies, are further authorized and directed (without limitation except as expressly provided herein) to take such action and to execute and deliver such documents, certificates, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effect the transactions contemplated by the Bond Order and this Series Resolution. The Mayor, the Town Manager, the Finance Officer and the Clerk are authorized and directed to make such modifications to the form of the Series 2024 Bond and the provisions of this Series Resolution as may be required by the Purchaser; provided that the interest rate shall not exceed 4.51%, the term shall be not later than 2034, and the amount of the Series 2024 Bond shall be not more than $6,000,000.

Section 8.08. Payment Due on Holidays. If the date for making any payment or the last day for performance of any act or the exercising of any right as provided in this Series Resolution is not a Business Day, such payment may be made or act performed or right exercised on the next Business Day with the same force and effect as if done on the date provided in this Series Resolution.

Section 8.09. Multiple Counterparts. This Series Resolution may be executed in multiple counterparts, each of which shall be regarded for all purposes as an original, and such counterparts shall constitute but one and the same instrument.

Section 8.10. Series Resolution Effective. This Series Resolution shall take effect upon its adoption.

Councilman _____ moved the passage of the foregoing resolution and Councilman _____ seconded the motion and the resolution was passed by the following vote:

Ayes: _____

Nays: _____

Not voting: _____

* * * * * * *

I, Heidi Holland, Clerk for the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council for the Town at a regular meeting duly called and held May 20, 2024, as it relates in any way to the resolution hereinabove referenced and that such proceedings are recorded in Minute Book ____ of the minutes of the Town Council. Pursuant to G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Town Council for the Town is on file in my office.

WITNESS my hand and the common seal of the Town, this 20th day of May, 2024.

_____
Heidi Holland, Clerk
Town of Clayton, North Carolina

(SEAL)

EXHIBIT A

FORM OF SERIES 2024 BOND

R-1 $6,000,000

United States of America
State of North Carolina

TOWN OF CLAYTON, NORTH CAROLINA
ELECTRIC SYSTEM REVENUE BOND
SERIES 2024

The Town of Clayton, North Carolina (the "Issuer"), a municipal corporation in existence under the laws of the State of North Carolina, for value received, hereby promises to pay, but solely from the sources and in the manner hereinafter provided, to Webster Bank, National Association or registered assigns or legal representative, the principal sum of SIX MILLION DOLLARS ($6,000,000) in annual installments of principal on the days and in the years and amount set forth in Schedule A attached hereto and made a part hereof, and to pay, but solely from such sources, interest from the date hereof on the unpaid portion of such principal sum until payment thereof (computed on the basis of a 360-day year consisting of twelve 30-day months) at the rate of 4.51% per annum (subject to adjustment as provided below), such interest being payable annually in arrears on July 1 of each year, beginning July 1, 2025, as set forth in Schedule A attached hereto (each such date being an "Payment Date").

Payment of the final installment of principal shall be made only upon the presentation and surrender hereof at the principal office of the Finance Officer of the Issuer (the "Bond Registrar"). The interest so payable and punctually paid or duly provided for on any Payment Date will be paid to the person in whose name this bond is registered at the close of business on the Regular Record Date for such interest, which shall be the Business Day next preceding such Payment Date. Any such interest not so punctually paid or duly provided for shall forthwith cease to be payable to the registered owner on such Regular Record Date, and may be paid to the person in whose name this bond is registered at the close of business on a special record date for the payment of such defaulted interest to be fixed by the Bond Registrar, notice whereof being given to the registered owners not less than ten (10) days prior to such special record date, or may be paid at any time in any other lawful manner not inconsistent with the requirements of any securities exchange on which the Bonds (hereinafter mentioned) may be listed and upon such notice as may be required by such exchange, or as more fully provided in the Bond Order (hereinafter defined). All such payments shall be made in such coin or currency of the United States of America as at the time of payment is legal tender for payment of public and private debts. Both principal of and interest on this bond shall be paid by wire transfer of immediately available funds or by check mailed to the Holder thereof in the manner specified by the Holder of this bond.

From and after a Rate Adjustment Event, the annualized interest rate used to calculate the interest on this bond shall change to such rate as the then current Holder of this bond may reasonably determine shall be appropriate to provide such Holder with the same tax equivalent

yield as it enjoyed prior to the Rate Adjustment Event; provided that such Holder shall provide to the Issuer a description of the methodology used to determine such tax equivalent yield. Upon each Rate Adjustment Event, the schedule for payment of principal and interest on this bond shall be adjusted from and after the date of such Rate Adjustment Event to reflect level annual debt service payments for the remaining term of this bond based on the new interest rate to be borne by this bond. The Issuer shall additionally pay to such Holder or to any prior Holder of this bond any taxes, interest, penalties or other charges assessed against or payable by such Holder or prior Holder and attributable to a Rate Adjustment Event, notwithstanding the repayment of the entire principal amount of the Series 2024 Bond or any transfer or assignment of this bond.

This bond is a duly authorized revenue bond of the Issuer designated "Town of Clayton, North Carolina Electric System Revenue Bond, Series 2024" issued under and pursuant to the Constitution and laws of the State of North Carolina, including the Act, an order of the Issuer adopted on June 16, 2008, and supplemented on June 1, 2015 (as amended, the "Bond Order"), and a Series Resolution adopted on May 20, 2024 (the "Series Resolution"), authorizing the issuance of this bond. This bond is being issued for the purpose of providing funds, together with any other available funds, to (a) pay the costs of acquiring, constructing and installing the Project (as defined in the Bond Order and the Series Resolution) and (b) pay the costs and expenses incurred in connection with the issuance of this bond. Capitalized terms used herein and not otherwise defined have the meanings given such terms in the Bond Order and the Series Resolution.

The Bond Order provides for the issuance or incurrence from time to time under the conditions, limitations and restrictions set forth therein of additional bonds, notes or other evidences of indebtedness secured pari passu as to the pledge of Net Revenues with this bond and any additional bonds, notes or other evidences of indebtedness issued or incurred pursuant to the Bond Order.

This bond is a special obligation of the Issuer secured by a pledge, charge and lien upon Net Revenues on a pari passu basis with any Outstanding Bonds issued or incurred pursuant to the Bond Order. The Issuer is not obligated to pay the principal of or the interest on this bond except as provided in the Bond Order from Net Revenues or certain other monies made available therefor under the Bond Order, and neither the faith and credit nor the taxing power of the State of North Carolina or any political subdivision thereof or the Issuer is pledged to the payment of the principal of and the interest on this bond.

Reference is made to the Bond Order and the Series Resolution for a more complete statement of the provisions thereof and of the rights of the Issuer and the registered owner of this bond. Copies of the Bond Order and the Series Resolution are available for inspection by the registered owner of this bond at all reasonable times at the principal office of the Bond Registrar. By the purchase and acceptance of this bond, the registered owner hereof signifies assent to all of the provisions of the Bond Order and the Series Resolution.

The Bond Registrar shall keep at its principal office books for the registration of transfer of this bond. The transfer of this bond may be registered only upon such books and as otherwise provided in the Bond Order upon the surrender hereof to the Bond Registrar together with an

assignment duly executed by the registered owner hereof or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar. Upon any such registration of transfer, the Bond Registrar shall deliver in exchange for this bond a new bond registered in the name of the transferee in an aggregate principal amount equal to the principal amount of this bond, containing the same principal installments and bearing interest at the same rate. This bond may not be exchanged for any denomination other than the outstanding principal amount thereof.

Notwithstanding any other provisions of the Bond Order or the Series Resolution to the contrary, the Bond Registrar shall not register the transfer of this bond to any person other than a bank, insurance company or similar financial institution unless such transfer has been previously approved by the Commission.

The principal installments of this bond are subject to redemption prior to their stated payment dates, at the option of the Issuer, from any moneys that may be available for such purpose, in whole or in part on any Business Day occurring (a) on or after June 1, 2027, at a redemption price equal to 101% of the principal amount of the Series 2024 Bond to be redeemed, plus accrued interest to the redemption date, and (b) on or after June 1, 2028, at a redemption price equal to 100% of the principal amount of the Series 2024 Bond to be redeemed, plus accrued interest to the redemption date, without penalty or premium.

In connection with any partial redemption of the principal amount of this bond, such redemption shall be in the minimum amount of $300,000 and only one such partial redemption shall be permitted in any calendar year. Such redemption shall be applied in inverse order of the maturing principal installments unless otherwise agreed to by the Holder in writing, and the schedule for payment of principal and interest on this bond shall be modified accordingly from and after the redemption date to reflect such partial redemption.

At least thirty (30) days but not more than sixty (60) days prior to the redemption date of any principal amount of the Bonds to be redeemed, the Bond Registrar shall cause a notice of any such redemption signed by the Bond Registrar to be mailed, first class, postage prepaid, to the registered owner of this bond.

Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Bond Registrar on or prior to the redemption date of moneys sufficient to pay the principal of and premium, if any, and interest on the principal installments of this bond to be redeemed and that if such moneys are not so received such notice shall be of no force or effect and such principal installments shall not be required to be redeemed. In the event that such notice contains such a condition and moneys sufficient to pay the principal of and premium, if any, and interest on such principal installments of this bond to be redeemed are not received by the Bond Registrar on or prior to the redemption date, the redemption shall not be made, and the Bond Registrar shall within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

On the date designated for redemption, notice having been given as aforesaid, the portion of the principal installment of this bond so called for redemption shall become due and payable at the redemption price provided for redemption of such principal installments on such date plus accrued interest to such date.

The registered owner of this bond shall have no right to enforce the provisions of the Bond Order or to institute action to enforce the covenants therein, or to take any action with respect to any event of default under the Bond Order, or to institute, appear in or defend any suit or other proceeding with respect thereto, except as provided in the Bond Order.

Modifications or alterations of the Bond Order and the Series Resolution or in any supplemental series resolution thereto may be made only to the extent and in the circumstances permitted by the Bond Order and the Series Resolution, as the case may be.

This bond, notwithstanding the provisions for registration of transfer stated herein and contained in the Bond Order and the Series Resolution, at all times shall be, and shall be understood to be, an investment security within the meaning of and for all the purposes of Article 8 of the Uniform Commercial Code of North Carolina. This bond is issued with the intent that the laws of the State of North Carolina shall govern its construction.

All acts, conditions and things required to happen, exist and be performed precedent to and in the issuance of this bond and the execution and delivery of the Bond Order and the Series Resolution have happened, exist and have been performed as so required.

This bond shall not be valid or become obligatory for any purpose or be entitled to any benefit or security under the Bond Order or the Series Resolution until it shall have been authenticated by the execution by the Bond Registrar of the certificate of authentication endorsed hereon.

IN WITNESS WHEREOF, the Town of Clayton, North Carolina, by order duly passed by its Governing Body, has caused this bond to be manually signed by the Town Manager and the Town Clerk and its official seal to be impressed hereon, all as of the __ day of June, 2024.

_____
Town Manager

[SEAL]

_____
Town Clerk

CERTIFICATE OF LOCAL GOVERNMENT COMMISSION

The issuance of the within bond has been approved under the provisions of The State and Local Government Revenue Bond Act.

_____
Secretary, Local Government Commission

CERTIFICATE OF AUTHENTICATION

This bond is a bond of the series designated therein and issued under the provisions of the within mentioned Bond Order and Series Resolution.

By:_____
Town Finance Officer, as Bond Registrar

Date of authentication: _____

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto _____

_____

_____

PLEASE INSERT SOCIAL SECURITY NUMBER
OR OTHER IDENTIFYING NUMBER OF ASSIGNEE

_____

_____

_____

PLEASE PRINT OR TYPEWRITE NAME AND ADDRESS OF TRANSFEREE

_____

the within bond and all right thereunder, and hereby irrevocably constitutes and appoints _____ _____, attorney, to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated:_____

In the presence of:

_____

NOTICE: Signature must be guaranteed by an institution which is a participant in the Securities Transfer Agent Medallion Program (STAMP) or similar program.

_____

The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever.

SCHEDULE A

Payment Date	Principal Amount	Interest	Total Payment	Balance
07/01/2025	$480,000	$279,620.00	$759,620.00	$5,520,000
07/01/2026	511,000	248,952.00	759,952.00	5,009,000
07/01/2027	534,000	225,905.90	759,905.90	4,475,000
07/01/2028	558,000	201,822.50	759,822.50	3,917,000
07/01/2029	583,000	176,656.70	759,656.70	3,334,000
07/01/2030	609,000	150,363.40	759,363.40	2,725,000
07/01/2031	637,000	122,897.50	759,897.50	2,088,000
07/01/2032	666,000	94,168.80	760,168.80	1,422,000
07/01/2033	695,000	64,132.20	759,132.20	727,000
07/01/2034	727,000	32,787.70	759,787.70	0

EXHIBIT B

FORM OF REQUISITION

REQUISITION NO. ___

Webster Bank, National Association
New York, New York

Re: Disbursement from the Project Fund relating the Town of Clayton, North Carolina Electric System Revenue Bond, Series 2024 (the "Series 2024 Bond")

The Series 2024 Project Fund (the "Project Fund") was created pursuant to a series resolution adopted by the Town Council of the Town of Clayton, North Carolina (the "Town") on May 20, 2024 (the "Series Resolution"), relating to the Series 2024 Bond. Pursuant to Section 4.03 of the Series Resolution, the Town hereby requests approval of a disbursement from the Project Fund in the amounts set forth on Schedule A attached hereto.

In connection herewith, the undersigned hereby certifies as follows:

1. Obligations in the stated amounts have been incurred by the Town.

2. The amounts to be paid are proper charges against the Project Fund and have not been paid or been the subject of a previous requisition.

3. The bills or statements of account for such obligations are attached hereto or are on file with the Town.

Dated this ___ day of _____, 20__.

TOWN OF CLAYTON, NORTH CAROLINA

By: _____
Name and Title:_____

ACKNOWLEDGED:

WEBSTER BANK, NATIONAL ASSOCIATION

By: _____
Title: _____

SCHEDULE A

Payee	Purpose	Amount

Bid Summary – 2024 Electric Revenue Bond

Town of Clayton, North Carolina

May 2, 2024

DAVENPORT 1863
PUBLIC FINANCE
Member NYSE | FINRA | SIPC

Bank Loan RFP Overview

- An RFP for a Direct Bank Loan financing was distributed on April 8, 2024 to over 50 National, Regional and Local lending institutions to finance the reimbursement and future extension of electric transmission lines, poles and other distribution equipment to expand the electric system to additional service areas to meet customer demand and related costs of issuance.

- After the initial distribution, Davenport reached out to the potential bidders to assess their interest in the financing and address any questions they had.

- Responding institutions were asked to provide proposals for an Electric Revenue Bond in an amount of approximately $6,000,000 with either a 10-year term or a 15-year term.
  - The Town asked responding institutions to provide Bank Qualified and Non-Bank Qualified interest rate proposals. However, given the increased borrowing amount to $6,000,000 and the Town's $4,500,000 GO Bonds issued in February 2024, the Town will be required to designate the Electric Revenue Bonds as a Non-Bank Qualified obligation.

- The Town received 6 proposals from the following banks:

  - Capital One Public Funding ("Capital One");
  - First National Bank ("First National");
  - JPMorgan Chase Bank, NA ("JPMorgan");
  - Pinnacle Financial Partners ("Pinnacle");
  - Truist Bank ("Truist");
  - Webster Bank N.A. ("Webster").

- A summary of all the Non-Bank Qualified proposals received is shown on the following page. A summary of both Bank Qualified and Non-Bank Qualified proposals can be found in the Appendix.

Summary of Rates

	A		B	C	D	E
	Lender		**10-years**	**15-years**	**Rate Lock**	**Call Provisions**
1	Webster Bank		4.51%	4.62%	Rates locked through 6/21/2024 if accepted by 5/21/2024.	10-years: After 6/1/2027 on any date at 101% through 5/31/2028 and par thereafter. 15-years: After 6/1/2028 on any date at 101% through 5/31/2029 and par thereafter.
2	JPMorgan Chase Bank		**Option 1:** 4.69%	**Option 1:** 4.64% **Option 2:** 4.72%	The rates provided are exclusively for indicative purposes, based upon market conditions as of April 30, 2024, and are good through May 1, 2024. The actual rate of interest borne by the Installment Payments will be set by mutual agreement between Bank and the Town upon receipt of signed Addendum. Closing must occur not later than 45 days after the receipt of the signed term sheet.	**Option 1:** Noncallable **Option 2:** Prepayable in whole or part at par after 6/1/2034.
3	Pinnacle Bank		4.71%	4.81%	Rates locked through 6/21/2024 if accepted by 5/7/2024.	10-year: Prepayable at 103% through year 1, 102% through year 2, 101% through year 3 and at par thereafter. 15-year: Prepayable at 105% through year 1, 104% through year 2, 103% through year 3, 102% through year 4, 101% through year 5 and at par thereafter.
4	First National Bank		4.73%	-	Rates locked through 6/28/2024 if accepted by 5/30/2024.	Prepayable in whole or in part (up to $250,000) on any principal payment date at par.
5	Capital One		4.770%	4.840%	Rates locked through 6/21/2024 if accepted by 5/7/2024.	10-year: No call until 6/1/2029, thereafter prepayable in whole on any date or in part on any payment date. 15-year: No call until 6/1/2032, thereafter prepayable in whole on any date or in part on any payment date.
6	Truist Bank	Option A	4.860%	4.880%	Rates locked through 7/8/2024 if accepted by 5/30/2024.	Subject to a "Make Whole Call"
		Option B	-	4.900%		10-year Par Call
		Option C	4.880%	4.970%		7-year Par Call

Interest rates indicative and subject to change.

Summary of Bids

Webster Bank & First National Bank

	A	B	C	D
	Lender	Webster Bank		First National Bank
	Term	10-Year Term	15-Year Term	10-Year Term
1	Interest Rates (NBQ)	4.51%	4.62%	4.73%
2	Prepayment Language	Non-callable through 5/31/2027, callable on or after 6/1/2027 on any date at 101% through 5/31/2028 and par thereafter. Partial prepayments will be allowed on any date, one time per year at a minimum of $300,000 and will be applied in inverse order.	Non-callable through 5/31/2028, callable on or after 6/1/2028 on any date at 101% through 5/30/2029 and par thereafter.	Prepayable in whole or in part (up to $250,000) on any principal payment date at par.
3	Acceptance / Rate Expiration	May 21st Acceptance / June 21st Expiration		May 30th Acceptance / June 28th Expiration
4	Bank Fees	NTE $3,000		NTE $750
5	Escrow/Project Fund Requirements	The 2024 IFC proceeds may be held in any account of the Town's choosing. The Bank will require a requisition process for drawing funds prior to drawing if held at Webster Bank.		- The proceeds of the Revenue Bond would be required to be held at First National Bank. - The current earnings rate of the Bank's Collateralized Money Market account is 4.00% and the Insured Cash Sweep 4.25%.
6	Credit Approval	Subject to final credit approval.		Fully Approved.
7	Lender's Counsel	Gilmore & Bell		Maynard Nexsen (To be Confirmed)

Debt Service Comparison

Webster Bank & First National Bank

		10-Years		15-Years
	A	B	C	D
1	**Lender**	**Webster**	**First National Bank**	**Webster**
2	Interest Rate	4.51%	4.73%	4.62%
3	**Sources of Funds**			
4	Par Amount*	$ 6,000,000	$ 6,000,000	$ 6,000,000
5	**Total**	**$ 6,000,000**	**$ 6,000,000**	**$ 6,000,000**
6	**Uses of Funds**			
7	Project Fund	$ 5,847,000	$ 5,849,250	$ 5,847,000
8	Cost of Issuance*	150,000	150,000	150,000
9	Bank Fees*	3,000	750	3,000
10	**Total**	**$ 6,000,000**	**$ 6,000,000**	**$ 6,000,000**
11	Closing Date*	6/19/2024	6/19/2024	6/19/2024
12	First Interest Payment	12/1/2024	12/1/2024	12/1/2024
13	First Principal Payment	6/1/2025	6/1/2025	6/1/2025
14	Final Maturity	6/1/2034	6/1/2034	6/1/2039
15	**Debt Service***			
16	**Fiscal Year**			
17	2025	$ 724,070	$ 731,610	$ 536,340
18	2026	761,538	769,947	564,587
19	2027	761,447	769,919	564,727
20	2028	761,319	769,755	564,221
21	2029	762,108	769,409	565,067
22	2030	761,724	769,833	564,174
23	2031	761,168	769,933	564,588
24	2032	761,394	769,661	564,217
25	2033	761,313	769,970	565,061
26	2034	761,878	769,766	565,026
27	2035	-	-	564,114
28	2036	-	-	564,324
29	2037	-	-	564,564
30	2038	-	-	564,787
31	2039	-	-	564,948
32	**Total**	**$ 7,577,959**	**$ 7,659,804**	**$ 8,440,746**

* Preliminary and subject to change.

Recommendation and Next Steps

Recommendation

- To be Discussed.

Next Steps

Date	Task
May 2nd	Conference Call to discuss bids and determine a recommended winning bidder (4:00pm)
May 6th	▪ Town Council Meeting [April 29th Agenda Deadline] – Town Council considers adopting a Preliminary Findings Resolution
May 7th	Deadline to Submit LGC Application
May 20th	▪ Town Council Meeting [May 13th Agenda Deadline] – Town Council considers approval of winning bidder – Town Council considers adopting a Series Resolution
June 3rd (6:00pm)	▪ Town Council Meeting [May 27th Agenda Deadline] – Town Council considers adopting a Series Resolution (if not done previously)
June 4th	LGC Considers approving the financing
June 19th	Close on Financing
By June 21st	Deadline to close on Financing

Appendix

Summary of Rates | BQ and NBQ

	A		B	C	D	E
	Lender		**10-years**	**15-years**	**Rate Lock**	**Call Provisions**
1	Webster Bank		BQ or NBQ: 4.51%	BQ or NBQ: 4.62%	Rates locked through 6/21/2024 if accepted by 5/21/2024.	10-years: After 6/1/2027 on any date at 101% through 5/31/2028 and par thereafter. 15-years: After 6/1/2028 on any date at 101% through 5/31/2029 and par thereafter.
2	JPMorgan Chase Bank		**Option 1:** BQ: 4.60% NBQ: 4.69%	**Option 1:** BQ: 4.55% NBQ: 4.64% **Option 2:** BQ: 4.63% NBQ: 4.72%	The rates provided are exclusively for indicative purposes, based upon market conditions as of April 30, 2024, and are good through May 1, 2024. The actual rate of interest borne by the Installment Payments will be set by mutual agreement between Bank and the Town upon receipt of signed Addendum. Closing must occur not later than 45 days after the receipt of the signed term sheet.	**Option 1:** Noncallable **Option 2:** Prepayable in whole or part at par after 6/1/2034.
3	Pinnacle Bank		BQ or NBQ: 4.71%	BQ or NBQ: 4.81%	Rates locked through 6/21/2024 if accepted by 5/7/2024.	10-year: Prepayable at 103% through year 1, 102% through year 2, 101% through year 3 and at par thereafter. 15-year: Prepayable at 105% through year 1, 104% through year 2, 103% through year 3, 102% through year 4, 101% through year 5 and at par thereafter.
4	First National Bank		BQ: 4.58% NBQ: 4.73%	-	Rates locked through 6/28/2024 if accepted by 5/30/2024.	Prepayable in whole or in part (up to $250,000) on any principal payment date at par.
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6	Truist Bank	Option A	4.860%	4.880%	Rates locked through 7/8/2024 if accepted by 5/30/2024.	Subject to a "Make Whole Call"
		Option B	-	4.900%		10-year Par Call
		Option C	4.880%	4.970%		7-year Par Call

Interest rates indicative and subject to change.

* Did not specify BQ or NBQ in proposal.

Municipal Advisor Disclosure

The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the "SEC") has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC ("Davenport") has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons.

This material was prepared by public finance, or other non-research personnel of Davenport. This material was not produced by a research analyst, although it may refer to a Davenport research analyst or research report. Unless otherwise indicated, these views (if any) are the author's and may differ from those of the Davenport fixed income or research department or others in the firm. Davenport may perform or seek to perform financial advisory services for the issuers of the securities and instruments mentioned herein.

This material has been prepared for information purposes only and is not a solicitation of any offer to buy or sell any security/instrument or to participate in any trading strategy. Any such offer would be made only after a prospective participant had completed its own independent investigation of the securities, instruments or transactions and received all information it required to make its own investment decision, including, where applicable, a review of any offering circular or memorandum describing such security or instrument. That information would contain material information not contained herein and to which prospective participants are referred. This material is based on public information as of the specified date, and may be stale thereafter. We have no obligation to tell you when information herein may change. We make no representation or warranty with respect to the completeness of this material. Davenport has no obligation to continue to publish information on the securities/instruments mentioned herein. Recipients are required to comply with any legal or contractual restrictions on their purchase, holding, sale, exercise of rights or performance of obligations under any securities/instruments transaction.

The securities/instruments discussed in this material may not be suitable for all investors or issuers. Recipients should seek independent financial advice prior to making any investment decision based on this material. This material does not provide individually tailored investment advice or offer tax, regulatory, accounting or legal advice. Prior to entering into any proposed transaction, recipients should determine, in consultation with their own investment, legal, tax, regulatory and accounting advisors, the economic risks and merits, as well as the legal, tax, regulatory and accounting characteristics and consequences, of the transaction. You should consider this material as only a single factor in making an investment decision.

The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein. This material may not be sold or redistributed without the prior written consent of Davenport.

Version 01.01.24 CW | MB | TC

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
May 20, 2024	OLD BUSINESS

Item Title

2023-115-CZM Carolina Overlook North Conditional Rezoning

Presenter(s)

Conrad Olmedo, Planning Director

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment

☐ Think Clayton (Administrative)	☐ Think Arts & Culture	☐ Think Downtown	☐ Think Economic Development	☒ Think Land Use & Housing	☐ Think Mobility	☐ Think Parks, Recreation & Natural Resources	☐ Think Public Services & Infrastructure

Public Hearing: Yes - Legislative

If Approved, Will Document Require Recordation? Yes

Does This Item Require a Communication Plan?

- ☒ Public Hearing (Required by GS)
- ☒ Newspaper Notice (Required by GS)
- ☐ Public Forum/Input Session
- ☐ E-News Distribution
- ☐ Social Media
- ☒ Special Mailing
- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Press Release
- ☐ Website
- ☐ Survey
- ☐ None Required

Other/Special Instructions: Signs posted

Updates Since Previous Presentation

Town Council allowed the applicant to continue the previously scheduled meeting on April 15, 2024.

The applicant is proposing revisions to the associated master plan and conditions of approval as provided:

20. The TIA recommends monitoring the signal at Brookhill Drive and Covered Bridge Road for a period of one year, to commence at the time of issuance of the first Certificate of Occupancy for the project. If at that time, the signal is not warranted, the applicant will monitor the intersection for an additional year.

21. Michael Way Extension.

- A 40' foot ~~undisturbed~~ buffer will be provided along the northern boundary that abuts the Olde Mill Stream Subdivision east of Brookhill Drive. ~~The undisturbed buffer will be supplemented where necessary to provide a Type C buffer.~~ The buffer will be supplemented with plantings or fencing where homes or roadway abuts existing homes.
- Lots on the "inside loop" of Michael Way will be a minimum of 10,000 square feet.
- A maximum of 13 units will be located along the Michael Way extension.

25. Subject to review and approval by the Town and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive

26. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

27. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

28. The following Architectural Standards shall be met:

- Units will be a mixture of one-story, one and one-half stories, and two-story with a variety of elevations. Units of the same elevation shall not be side by side. Exterior color schemes will not be repeated side by side.
- Townhome units shall be limited to no more than three attached units per building.
- All homes will have a combination of two or more of the following materials on the front façade: stone, brick, lap siding, fiber cement siding, shakes or board and batten. Vinyl may be used for soffits, facia, and corner boards.
- Vinyl siding will not be used on front, side, or rear facades with the exception of trim such as soffits, facia, and corner boards.

- A minimum of~~fifty~~ seventy percent of all residential units shall have a covered front porch or stoop.
- Architectural style shingles to used.
- All garage doors will have windows.
- All front doors will have windows.
- Rear concrete pads~~/patio~~ will be provided on ~~a minimum of fifty percent of~~ all residential units. Patios may replace the requirement when added as an option by the homeowner.
- To accommodate larger garage spaces and façade features, garage doors may constitute more than 50% of the width of the proposed townhomes.

29. In order to reduce impervious surface, grading, and environmental impacts; and to further protect existing trees, there will only be sidewalk on one side of the following four sections of roadway: SEE ATTACHED DOCUMENT "CONDITIONALS OF APPROVAL"

30.Internal roadways will provide an alternate 50' right-of-way roadway section that places street trees between the sidewalk and the curb. Subject to review and approval by Town staff at time of major subdivision plan.

SEE ATTACHED DOCUMENT "CONDITIONALS OF APPROVAL

Summary

The applicant has petitioned the Town of Clayton to Rezone an approximately 357 acre parcel located off of Covered Bridge Rd, from R-8 & R-10 (RMD & RLD per the new UDO) to a Conditional Zoning – Residential District (CZ-R). The Conditional Zoning District would allow for up to 750 units, or a density of up to 2.1 units per acre, along with a recreation center, and active and passive open space with related uses. The Conditional Zoning District is accompanied by a Master Plan and Master Plan Narrative.

Background/History

Planning Board Recommended Approval of the Conditional Zoning with Master Plan on March 25, 2024. This item was heard at the April 15, 2024 Town Council meeting and was continued to the May 20, 2024 Town Council meeting.

Recommendation

Staff recommends approval of the conditional rezoning.

Funding Source

N/A

Corresponding Documentation

Staff Report TC - 2023-115-CZM - Carolina Overlook N - 5-13-24

Staff Report Maps - Carolina Overlook N

1. Application 2023-115-CZM Carolina Overlook North

1.1 Owner Consent Form 1 _ 2023-115-CZM Carolina Overlook North

1.2 Owner Consent Form 2 _ 2023-115-CZM Carolina Overlook North

2 - Master Plan Narrative - TC Updated - 2023-115-CZM Carolina Overlook North

3- Updated Master Plan 5-13 2023-115-CZM Carolina Overlook North

4 - Neighborhood Meeting Invitation Carolina Overlook North CZM 2023-115-CZM

5-Wastewater Resolution Carolina Overlook North UPDATE

6 - TIA - Steeplechase 2023-115-CZM Carolina Overlook North

7 2024-0513 Carolina Overlook North Revised Conditions of Approval (SIGNED)UPDATED 5-13-24

8 - Consistency Statements Sheet - Town Council - 2023-115-CZM - Carolina Overlook North

OLD - Staff Report TC - 2023-115-CZM - Carolina Overlook N - 4.10.24

OLD- Wastewater Allocation - WWA Application 2023-62-WWA Carolina Overlook North

OLD-3 - Master Plan - 2023-115-CZM Carolina Overlook North

OLD- 7 - TC Updated - Conditions of Approval (SIGNED) - 20240408_CarolinaOverlookNorth

5-13 Ordinance Approving CZM

Submitted By: Conrad Olmedo, Planning

Reviewed By:

Conrad Olmedo, Planning Director	Approved - May 13 2024
Heidi Holland, Town Clerk	Approved - May 14 2024

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

Town Council Regular Meeting April 15, 2024
Town Council Regular Meeting May 20, 2024

STAFF REPORT

Application Number: 2023-115-CZM
Project Name: Carolina Overlook North

Tag #: 05H02009B
Location: 1603 NC Hwy 42, Clayton NC 27527
Existing Zoning District: R-8, R-10 (RMD, RLD)
Proposed Zoning District: CZ-R
Acreage: 362.75 +/- acres
Existing Use: Vacant
Consultant: WithersRavenel
Applicant: Pulte Homes Corporation
Owner(s): Raymond Elmore Earp Jr Family Trust; Nancy Crews Earp Trustee
Public Noticing:

- Neighborhood meeting: November 14, 2023
- Signs posted: April 5, 2024
- Letters mailed: April 4, 2024

REQUEST: This is a request to rezone property currently zoned Residential Medium Density (RMD) and Residential Low Density (RDL) to be Conditional Zoning – Residential District (CZ-R). The property is located on the north side of Covered Bridge Rd., between Smith Rd. and the Neuse River, consists of approximately 362.75 acres, and is identified as Johnston County Tag# 05H02009B.

PROJECT OVERVIEW

The applicant is requesting a Conditional Zoning – Residential District (CZ-R) with an associated Master Plan to allow for 750 residential dwellings and an Assembly Use on 362.75 +/- acres. The Conditional Zoning District would allow for up to 750 units consisting of both single-family detached units ranging in lot sizes from 4,700 square feet to 8,000 square feet and single-family attached units with a minimum lot size of 4,400 square feet. The project density based on gross acreage will up 2.1 units per acre. The project includes a community center with a clubhouse, pool, and mail kiosk. The Conditional Zoning – Residential District (CZ-R) is accompanied by a Master Plan illustrating the overall development, a Master Plan Narrative providing a project overview, and a list of Recommended Conditions of Approval accepted by staff and signed by the applicant.

SITE ANALYSIS

ADJACENT ZONING, LAND USES, AND FUTURE LAND USE MAP

Direction	Zoning	Existing Use(s)	Future Land Use Map
North	Residential Large Lot (RLL)	Single-family residential	Low Density Residential and Recreation and Open Space
South	Planned District Residential (PD-R), Neighborhood Commercial (NCM), and Planned District Multi Use (PD-MU)	Single-family residential/Vacant/Under Development	Medium Density Residential
East	Residential Medium Density (RMD), Residential Large Lot (RLL)	Neuse River/Single-family residential	Low Density Residential and Medium Density Residential
West	Residential Large Lot (RLL)	Single-family residential	Low Density Residential and Recreation and Open Space

DEVELOPMENT INFORMATION

Proposed Uses:	Residential (detached single-family homes and 2-unit attached single-family homes), clubhouse, park, parking lot, temporary parking lot, food truck, and associated residential accessory uses.
Proposed Density:	Up to 750 units are proposed at an overall proposed residential density of 2.1 units/acre for the development.
Fire Protection:	Town of Clayton
Access/Streets:	2 additional access points will be provided on Covered Bridge Rd. with connections providing access throughout Brookhill Dr., which bisects the proposed development. An access road is also proposed to connect to the existing stub at Michael Way.
Water/Sewer Provider:	Town of Clayton
Electric Provider:	Duke Energy

TRANSPORTATION IMPROVEMENTS

The development will be accessed predominately from Covered Bridge Road through Brookhill Drive and will consist of internal streets built to Town standards with sidewalks, curb and gutter. The consultant group Ramey Kemp has performed a trip generation assessment of the proposed Carolina Overlook North Development rezoning. While no formal unit count for the project has been identified to-date, it was assumed for the purposes of these calculations that the project would include up to 750 units in the form of "Senior Adult—Single-Family Housing". Trip generation calculations for this site were performed using data from the 11th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. Those calculations are summarized

below in Table 1 Trip Generation and the provided Traffic Impact Analysis (Attachment 7).

Table 1 Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Senior Adult – Single Family Housing (251)	750 units	3,285	59	121	130	84

Traffic Impact Analysis Recommended Improvements:
Based on the findings in the TIA, the improvements below have been recommended to be constructed by the developer to mitigate traffic impacts by the proposed development. These improvements are also outlined in Chapter 6 of the Master Plan Narrative and in the Conditions of Approval.

Roadway/Intersection	Recommended Improvements
Covered Bridge & Shotwell Road	• Signal timings modification. • Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3	• Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
Covered Bridge Road & Site Access #2	• Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
Brookhill Drive & Site Access #3	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #4	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #5	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #6	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #7	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #8	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #9	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #10	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

STORM
The pro water manager yton Stormwater Design Manual and the Stormwater Management Ordinance in effect at the time of approval, as outlined in Section 158 of the Clayton UDO. A network of underground piping will convey storm drainage from impervious areas to the proposed Stormwater Control Measures. The number, location, and adequate sizing for these devices will be verified during final site design. All SCMs will be required to meet North Carolina Department of Environmental Quality and Town of Clayton design requirements at the time of site construction drawing submittal.

WATER AND SEWER SERVICE
A public waterline currently exists along the frontage of the site and a wastewater allocation request has been filed in conjunction with the Conditional Zoning/Master Plan submittal which shows a

total score of 55 points. All water and sewer lines will be designed to meet Town of Clayton Standards and Specifications. Additionally, a downstream sewer analysis is currently being conducted. Utility easements will be procured through the Ashcroft Section 2 site to access the Town's new Neuse River Water Reclamation Facility.

ELECTRICITY

Electric power will be provided by Duke Energy. A street/site lighting plan will be provided, in compliance with all municipal lighting standards, as part of the Construction Drawing review.

LANDSCAPING, BUFFERING AND SCREENING

A minimum 20' wide Type C landscape buffer will be provided along all project boundaries of the neighborhood per section 155.402 of the UDC. There will be a planted buffer in areas where there is no existing vegetation or where vegetation is removed or damaged during construction of Carolina Overlook North. All landscaping will be per UDC requirements in place at the time of final approval.

ARCHITECTURAL STANDARDS

Elevation examples for the development are provided in Chapter 7 of the Mater Plan Narrative. Architectural standards are provided in Chapter 10 of the Master Plan Narrative and in the Conditions of Approval.

CONDITIONAL ZONING AND MASTER PLAN APPROVAL CRITERIA

Conditional Zoning District Approval Criteria

See Master Plan Narrative for Applicant Responses

In connection with its legislative decision on a conditional zoning district request, the Town Council may consider factors including, but not limited to, the following:

1. Consistency with the adopted plans and policies of the Town

Staff Commentary: The 2045 Growth Plan Future Land Use Map designates this area as Low-Density Residential, Medium-Density Residential, and Recreation and Open Space along the river frontage. The Low-Density Residential areas are "intended to remain predominantly suburban in character and provide for low-density, single-family residential development on small lots than those in Rural Residential areas." The Plan continues, "However, a mix of residential housing types may occur under a conditional zoning district to support conservation of open space, as long as a density of 3 units per acre is not exceeded." The Plan calls for the predominate unit type to be single-family detached homes, with "no more than 20 percent of the residential units... be constructed as Townhome units." The Recreation and Open Space land use category, which is located along the Neuse River frontage, "applies to parks, public recreational areas, conservation areas and floodplains." The Plan states that "uses include active and passive recreation (including trails and greenways), wildlife management, environmental restoration/mitigation/preservation, and educational uses." The Plan does allow for structures that "support or are associated with the intended uses."

Based on the guidance in the Land Use Plan, the proposed development is consistent with the density in the Low-Density Residential land use category and preserves the land along the river as

recommended by the Recreation and Open Space land use category. The proposed development is also consistent with the recommendation of primarily single-family detached units and up to 25% single-family attached units.

2. **Suitability of the subject property for uses permitted by the current versus the proposed conditional district.**

Staff Commentary: The current zoning districts for the proposed development are MDR and LDR (R-8 and R-10 at the time of application, per the UDC), and is adjacent to other single-family home developments of similar character, and the Neuse River. Staff believes that with the proposed density and the proposed road improvements, the subject property is suitable for the proposed residential development.

3. **Whether the proposed change tends to improve the balance of uses or meets a specific demand in the Town.**

Staff Commentary: The surrounding area is primarily single-family residential. The proposed development consists primarily of residential uses, with a clubhouse, and active and passive open space uses. The proposed conditional zoning district will allow for additional suburban-style residential development, and provide a private clubhouse and active open space amenities which are not present in the given area.

4. **The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment and water supply facilities and stormwater drainage facilities for the proposed conditional district.**

Staff Commentary: The proposed development would be served by Johnston County schools (Cooper Elementary, Riverwood Middle, Clayton High), with Cooper Elementary and Clayton High School on the County's "capped" list for the 2023-2024 school year. Access to the development will be provided by Covered Bridge Road, with Brookhill Drive and an internal network of streets providing access to the homes. The development will be required to meet the Town's Recreation and Open Space requirements in Section 155.203(I). The development will be required to meet the requirements in the Town's Stormwater Ordinance. The property has access to public water along Covered Bridge Road and will install sanitary sewer throughout the development. Staff believes that there is adequate capacity of public services and facilities to serve the proposed development.

5. **It has been determined that the legal purposes for which zoning exists are not contravened.**

Staff Commentary: Staff does not believe that legal purposes for which zoning exists will be contravened by the approval of the conditional zoning district.

6. **It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.**

Staff Commentary: The proposed development will consist of suburban-style, low-density residential development. The overall density of the development is comparable to the

surrounding developments and area.

7. **It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.**

Staff Commentary: While the owners/developers may benefit from the development, staff believes that with the proposed conditions there will be no detriment to the general public.

Master Plan Approval Criteria
The master plan shall include and the applicant shall be responsible for successfully addressing the following:

- Compliance with § 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter;
- Consistency with the Clayton General Design Guidelines;
- Conformance of the proposal with the stated purpose of the requested conditional zoning district;
- Compatibility of the proposed development with the adjacent community;
- The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out;
- Compatible relationships between each component of the overall project;
- Self-sufficiency of each phase of the overall project;
- The fiscal impact of the proposal and the proposed financing of required improvements;
- The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community; and
- The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

Staff Commentary: The applicant has provided a Master Plan Narrative providing details of the proposal. Through the Master Plan, Narrative and proposed conditions, staff believes that the applicant has successfully met the criteria.

TOWN COUNCIL UPDATE # 1

Since the March 25th Planning Board Meeting, the applicant has provided additional Conditions of Approval. The complete Conditions of Approval are included in the attached materials with the new conditions provided in red in the document. The items added to the Conditions of Approval are as follows:

24. Subject to review and approval by the T own and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive.

25. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

26. A minimum of two educational signs shall be posted near riparian buffers and trails on

the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

TOWN COUNCIL UPDATE # 2

On April 15th the applicant requested a continuation of their project until the May 20th Town Council meeting. Since that continuation, the applicant has proposed the additional changes:

Town Council allowed the applicant to continue the previously scheduled meeting on April 15, 2024.

The applicant is proposing the following changes to their master plan:

20. The TIA recommends monitoring the signal at Brookhill Drive and Covered Bridge Road for a period of one year, to commence at the time of issuance of the first Certificate of Occupancy for the project. If at that time, the signal is not warranted, the applicant will monitor the intersection for an additional year.

21. Michael Way Extension.

- A 40' foot ~~undisturbed~~ buffer will be provided along the northern boundary that abuts the Olde Mill Stream Subdivision east of Brookhill Drive. ~~The undisturbed buffer will be supplemented where necessary to provide a Type C buffer.~~ The buffer will be supplemented with plantings or fencing where homes or roadway abuts existing homes.
- Lots on the "inside loop" of Michael Way will be a minimum of 10,000 square feet.
- A maximum of 13 units will be located along the Michael Way extension.

25. Subject to review and approval by the Town and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive

26. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

27. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

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- All homes will have a combination of two or more of the following materials on the front façade: stone, brick, lap siding, fiber cement siding, shakes or board and batten. Vinyl may be used for soffits, facia, and corner boards.
- Vinyl siding will not be used on front, side, or rear facades with the exception of trim such as soffits, facia, and corner boards.
- A minimum of ~~fifty~~ seventy percent of all residential units shall have a covered front porch or stoop.
- Architectural style shingles to used.
- All garage doors will have windows.
- All front doors will have windows.
- Rear concrete pads~~/patio~~ will be provided on ~~a minimum of fifty percent of~~ all residential units. Patios may replace the requirement when added as an option by the homeowner.
- To accommodate larger garage spaces and façade features, garage doors may constitute more than 50% of the width of the proposed townhomes.

29. In order to reduce impervious surface, grading, and environmental impacts; and to further protect existing trees, there will only be sidewalk on one side of the following four sections of roadway: SEE ATTACHED DOCUMENT "CONDITIONALS OF APPROVAL"

30.Internal roadways will provide an alternate 50' right-of-way roadway section that places street trees between the sidewalk and the curb. Subject to review and approval by Town staff at time of major subdivision plan.
SEE ATTACHED DOCUMENT "CONDITIONALS OF APPROVAL"

TOWN COUNCIL CONSIDERATIONS

- If approved, the conditional zoning district, master plan, and narrative will be recorded with Johnston County and shall guide futuredevelopment for this land. The conditional zoning district, master plan, and narrative shall not expire and will run with the land.

- Town Council may recommend conditions be added or removed. The developer must agree to any imposed conditions.

STAFF RECOMMENDATION

Staff recommends approval of the Conditional Zoning – Residential (CZ-R) District per Option 2 in the provided consistency statements sheet, approval while inconsistent with the Future Land Use Map, and based on the provided recommended Conditions of Approval, project 2023-115-CZM, Carolina Overlook North.

PLANNING BOARD RECOMMENDATION

At the March 25th Planning Board meeting, the Planning Board voted 6-3 to recommend approval of the Conditional Rezoning to the Town Council with the following consistency statement:

> *"I make a motion to recommend approval of this rezoning request. While the request is inconsistent with the Future Land Use Map in the adopted 2045 Comprehensive Growth Plan, in that:*

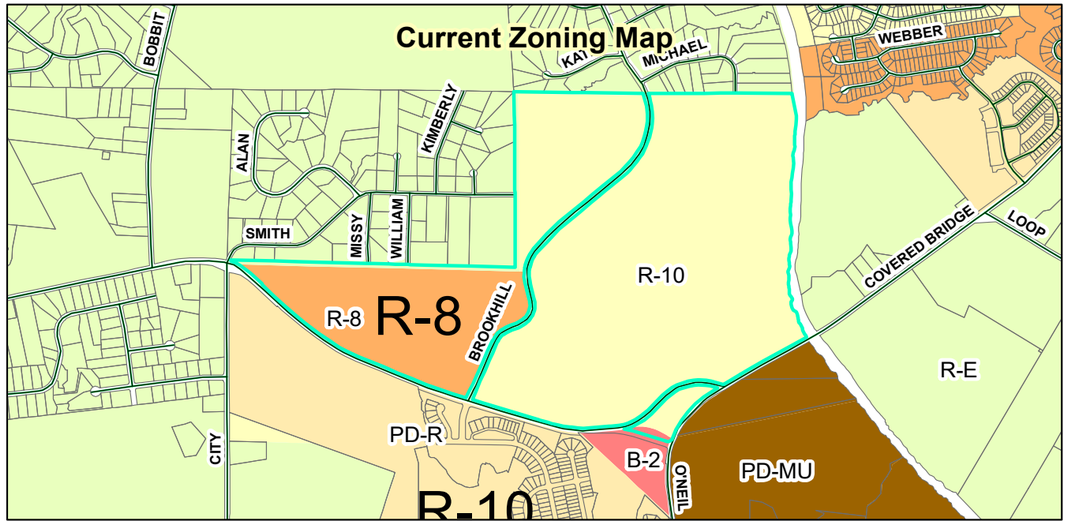
- *"The property is classified as "Low Density Residential" and "Medium Density Residential" in the Future Land Use Map.*
- *"GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.*
- *"STRATEGY LU 1.1.2 Looks to support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.*
- *"GOAL LU 3 Encourages a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.*
- *"GOAL LU 4 Provides safe, sound, and well-maintained housing and neighborhoods.*
- *"The Future Land Use Map will be updated to be consistent with this rezoning request to an appropriate corresponding land use category, per North Carolina General Statutes, § 160D-605(a).*

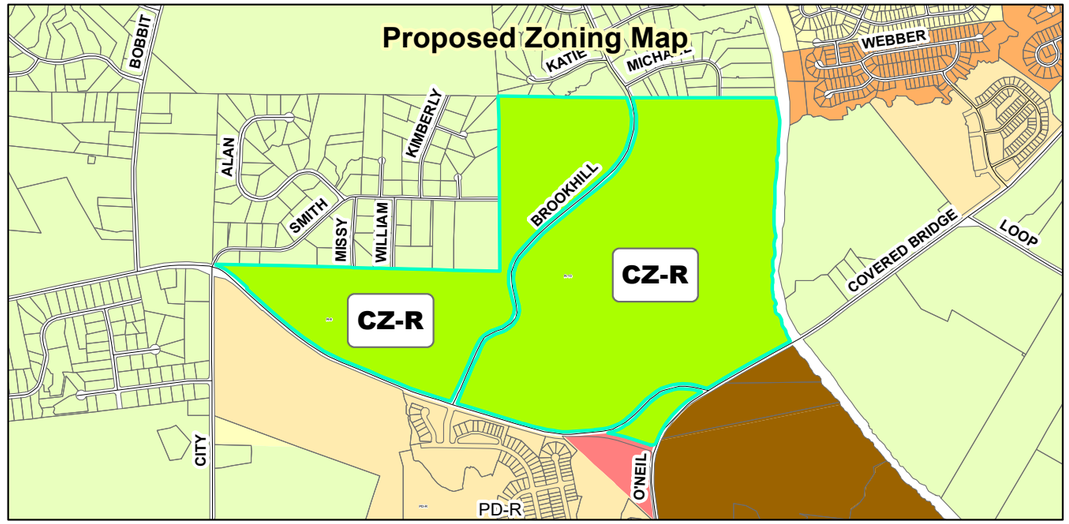
"This action is reasonable and in the public interest, in that:

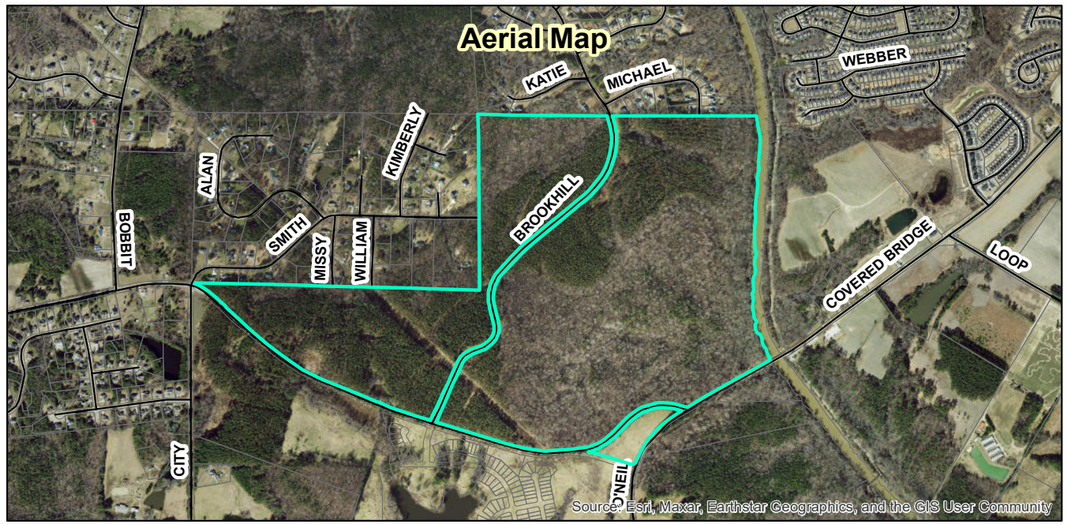
- *"The Comprehensive Growth Plan encourages residential uses in this area.*
- *"The request is compatible with existing zoning and land uses in the area."*

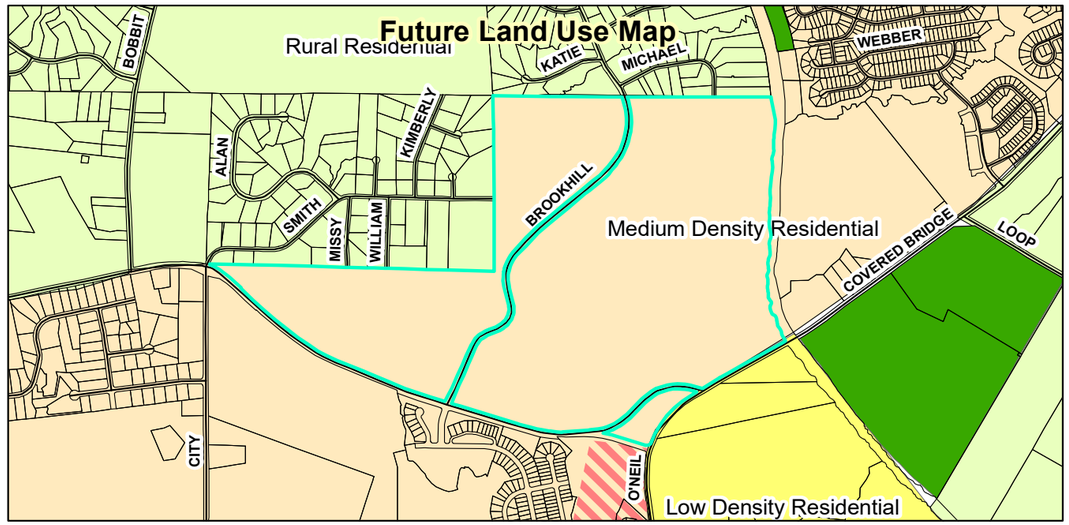
ATTACHMENTS:

1) Staff Report Maps
2) Application & Owner's Consent Forms
3) Master Plan Narrative
4) Master Plan
5) Neighborhood Meeting Materials
6) Wastewater Allocation Request
7) Transportation Impact Analysis (TIA)
8) Recommended Conditions of Approval – Signed
9) Consistency Statements Sheet









Request: Conditional Rezoning
Project Name: Carolina Overlook North Conditional Rezoning
Project Number: 2023-115-CZM

Applicant: Pulte Home Corporation
Property Owner: Raymond Elmore Earp Jr Family Trust, Nancy Crews EarpTrustee
Tag #: 05H02009B

Site

N

0 750 1,500 3,000 4,500 6,000 Feet

Staff Report Map
Prepared by: TOC Planning Department
March 5, 2024

Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Document Path: C:\Users\smott\Town of Clayton, NC\Planning - Development Projects\Conditional Zoning with Master Plan\2023\2023-115-CZM Carolina Overlook North\Maps\Staff Report Maps - Carolina Overlook N.mxd

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TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

Conditional Zoning, Unlimited w/Associated Concept Plan Coversheet

Name of Project: Carolina Overlook North **Date:** 07/17/2023

Applicant Name: Pulte Home Corporation

The following checklist to be completed by applicant:

- ☒ Pre-Application Meeting on: 03/14/23
- ☒ Review Fee
- ☒ Completed Application
- ☐ Owner's Consent Form
- ☒ Adjacent Property Owner's List - Include Names, Full Mailing Addresses & Parcel/NC Tag #
- ☐ Neighborhood Meeting Letter (one copy)
- ☐ Signed & sealed boundary survey
- ☐ Copy of signed & sealed boundary survey in PDF on USB
- ☐ Master Plan Narrative
- ☐ Master Plan Set to include the following:
  - Cover Sheet
  - Signed & Sealed Boundary Survey
  - Bubble Plan Outlining:
    a. Where and which uses or groups of uses will occur
    b. The proposed intensity/density of those uses
    c. General location of internal and external network of public right-of-way and public infrastructure

Reviewed by: _____

DocuSign Envelope ID: 96BAED66-99CC-40F7-928C-B41650D7B8C8

TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

Conditional Zoning, Unlimited w/Associated Concept Plan Application

Application Fee: $1,000 + $5.00 per acre

Public Noticing Fees (Mailing & Sign) will be confirmed/invoiced by town staff prior to payment.
Mailed Notice: $1.00 per mailed notice Public Notice Signs: $20.00 per posted sign

SITE INFORMATION

Name of Project: Carolina Overlook North

Acreage of Property: 362.75 **Current Zoning District:** R8 & R10

County Tag #: 05H02009B **NC Pin #:** 176000-51-7806

Address/Location: Covered Bridge Road

Existing Zoning District: R8 & R10 **Proposed Zoning District:** CZR

Ex: CZR, CZM, CZC, CZD, CZI

APPLICANT INFORMATION

Applicant: Pulte Group

Mailing Address: 1225 Crescent Green Dr, Suite 250, Cary NC 27518

Phone Number: (919) 816-1100 **Fax:**

Contact Person: Chris Raughley

Email Address: Chris.Raughley@PulteGroup.com

PROPERTY OWNER INFORAMTION

Name: RAYMOND ELMORE EARP JR FAMILY TRUST and EARP, NANCY CREWS TRUSTEE

Mailing Address: 1109 SUMTER CT, SALISBURY, NC 28144-2868

Phone Number: **Fax:**

Email Address:

OFFICE USE ONLY

Date Received: Amount Paid: File Number:

July 2023

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EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

Carolina Overlook North is a proposed active adult community with a maximum of 750 residential units located on the vacant 357 acre parcel at 1162 Covered Bridge Road.

The proposed zoning of the subject property is CZ-R from the R-8 and R-10 existing zoning which is consistent with the FLUM designation of LDR and MDR.

The Carolina Overlook North neighborhood would provide a variety of amenities and open space as outlined in the Conditional Zoning Master Plan Narrative.

APPROVAL CRITERIA – REZONING

All applications for a Conditional Rezoning must address the following Approval Criteria:

1. Consistency with the adopted plans of the Town. (This criteria must also be addressed in Master Plan Narrative.)

   Please see the Conditional Zoning Master Plan Narrative.

2. Suitability of the subject property for uses permitted by the current vs. the proposed conditional district.

   Please see the Conditional Zoning Master Plan Narrative.

3. Whether the proposed change tends to improve the balance of uses or meets specific demand in the Town.

   Please see the Conditional Zoning Master Plan Narrative.

4. The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply facilities and stormwater drainage facilities is available for the proposed conditional district.

   Please see the Conditional Zoning Master Plan Narrative.

5. It has been determined that the legal purposes for which zoning exists are not violated.

   Please see the Conditional Zoning Master Plan Narrative.

6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.

   Please see the Conditional Zoning Master Plan Narrative.

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7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

Please see the Conditional Zoning Master Plan Narrative.

APPROVAL CRITERIA- MASTER PLAN

All associated Master Plans must address the following Approval Criteria: (This criteria must also be addressed in Master Plan Narrative.)

1. Compliance with code section 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter.

Please see the Conditional Zoning Master Plan Narrative.

2. Consistency with the Clayton General Design guidelines.

Please see the Conditional Zoning Master Plan Narrative.

3. Conformance of the proposal with the stated purpose of the requested conditional zoning district.

Please see the Conditional Zoning Master Plan Narrative.

4. Compatibility of the proposed development with the adjacent community.

Please see the Conditional Zoning Master Plan Narrative.

5. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.

Please see the Conditional Zoning Master Plan Narrative.

6. Compatible relationships between each component of the overall project.

Please see the Conditional Zoning Master Plan Narrative.

7. Self-sufficiency of each phase of the overall project.

Please see the Conditional Zoning Master Plan Narrative.

8. Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed, will not overtax the existing public infrastructure systems.

Please see the Conditional Zoning Master Plan Narrative.

9. The fiscal impact of the proposal and the proposed financing of required improvements.

Please see the Conditional Zoning Master Plan Narrative.

10. The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community.

Please see the Conditional Zoning Master Plan Narrative.

11. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

Please see the Conditional Zoning Master Plan Narrative.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Clayton to amend the Zoning Ordinance and change the Official Zoning Map of the Town of Clayton as requested.. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Chris Raughley VP, Pulte Home Company	DocuSigned by: Chris Raughley DEE542D5F24045F...	7/17/2023
Print Name	***Signature of Applicant***	***Date***

TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

OWNER'S CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.

Project Name: Carolina Overlook North **Address or PIN #:** PIN# 176000-51-78[illegible]

AGENT/APPLICANT INFORMATION:

Pulte Home Company, LLC
(Name - type, print clearly)

1225 Crescent Green Dr. STE 250
(Address)
Cary, NC 27518
(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (***list applicable requests***):

Conditional Zoning Master Plan

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

Nancy Earp Dula
(Name - type, print clearly)

1109 Sumter Court
(Address)

Nancy Earp Dula
(Owner's Signature)

Salisbury, NC 28144
(City, State, Zip)

STATE OF North Carolina
COUNTY OF Carteret

Sworn and subscribed before me Sarah Currie, a Notary Public for the above State and County, this the 7th day of July, 2023.

SEAL

SARAH CURRIE
NOTARY PUBLIC
CARTERET COUNTY, NC
MY COMMISSION EXPIRES
MAR 22 2025

Sarah Currie
Notary Public

My Commission Expires: March 22, 2025

July 2018

TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

OWNER'S CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.

Project Name: Carolina Overlook North **Address or PIN #:** PIN# 176000-51-7806

AGENT/APPLICANT INFORMATION:

Pulte Home Company, LLC
(Name - type, print clearly)

1225 Crescent Green Dr. STE 250
(Address)
Cary, NC 27518
(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (***list applicable requests***):

Conditional Zoning Master Plan

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

Mary Earp Worley
(Name - type, print clearly)

Mary Earp Worley
(Owner's Signature)

7020 NC 42 East
(Address)

Selma NC 27576
(City, State, Zip)

STATE OF North Carolina
COUNTY OF Johnston

Sworn and subscribed before me Michelle Hildenbrand a Notary Public for the above State and County, this the 10th day of July, 2023.

Michelle Hildenbrand
Notary Public

SEAL

Michelle Hildenbrand
NOTARY PUBLIC
JOHNSTON COUNTY, N.C.
My Commission Expires 09-11-2027

My Commission Expires: 9/11/27

July 2018

CAROLINA OVERLOOK NORTH

Conditional Zoning - Master Plan Narrative

Town of Clayton Project 2023-115-CZM

April 4, 2024

PREPARED BY:

WithersRavenel
Our People. Your Success.

Del Webb®
CAROLINA OVERLOOK

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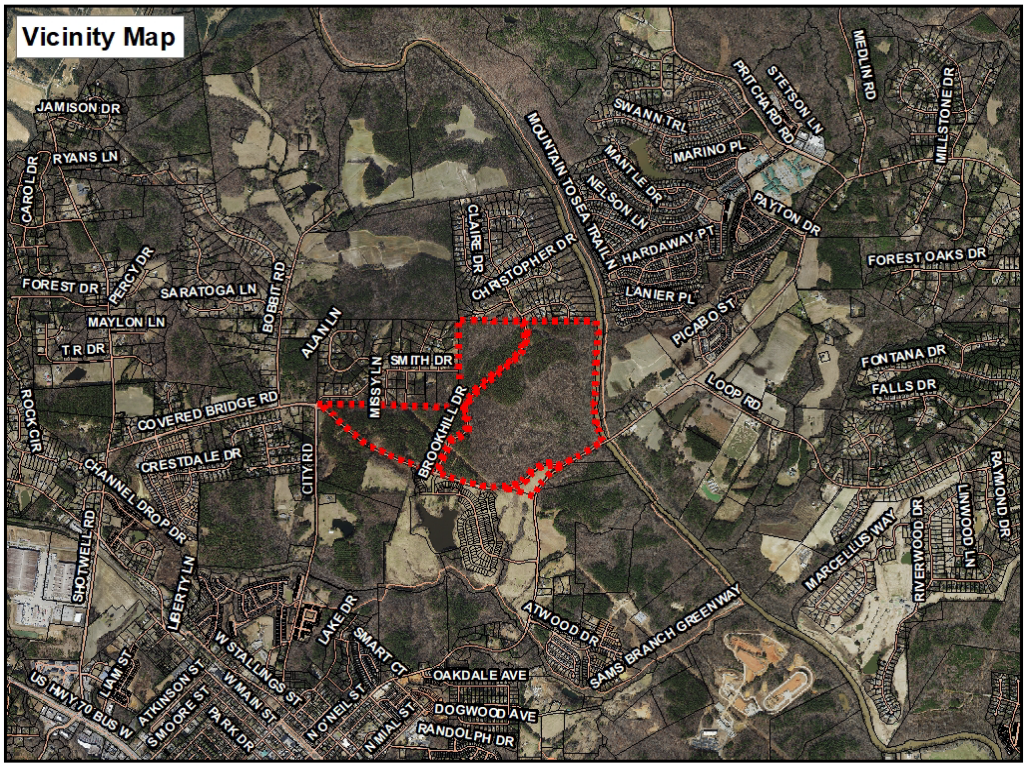
1 Project Overview + Conditional Zoning Request

Carolina Overlook North will be constructed as a Del Webb, active adult community with 750-maximum residential units on a 362.75+/- acre parcel adjacent to the Neuse River, O'Neil Street, Covered Bridge Road, and two Johnston County (Town of Clayton ETJ) single-family subdivisions.

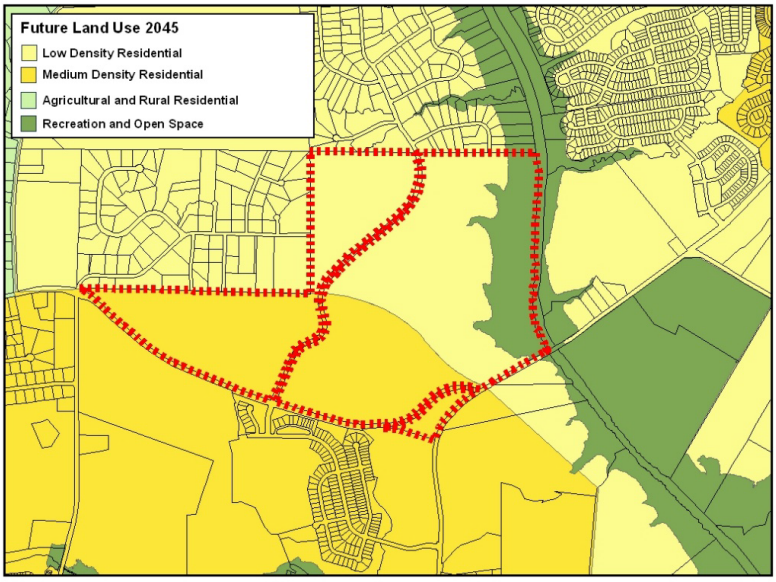


Carolina Overlook North has been thoughtfully designed to minimize impacts to the natural environment and preserves approximately 70 acres (nearly 20 percent of the site) as Resource Conservation Areas. There are pedestrian connections throughout the site that extend to the approved Carolina Overlook neighborhood south of Covered Bridge Road.

2 Plan Consistency + Land Use Compatibility

Consistency with the adopted plans of the Town.

According to the Think Clayton 2045 Comprehensive Growth Plan, the Future Land Use Map designates this property as **Low Density Residential (LDR), Medium Density Residential (MDR) and Recreation and Open Space**. Areas designated as **LDR** are *"intended to remain predominantly suburban in character and provide for low-density, single-family residential development on smaller lots than those in Rural Residential areas."*



- **Gross Residential Density*:** ≤3 units/acre
- **Unit Type:** Mostly single family detached homes, generally less than 25% attached units
- **Open Space:** Minimum of 25%**. Open space should be a mix of preserved natural features with passive recreation such as greenways and trails and more formal or developed open space such as common greens, playgrounds or sports fields.

Areas designated as **MDR** are *"comprised predominantly of neighborhoods with housing units that are more urban in character and in closer proximity to commercial services and centers."*

- **Gross Residential Density*:** 3-5 units/acre
- **Unit Type:** Single family detached homes, generally less than 50% attached units
- **Open Space:** Minimum of 20%**. Open space should be a mix of preserved natural features with passive recreation such as greenways and trails and more formal or developed open space such as common greens, plazas, playgrounds or sports fields.

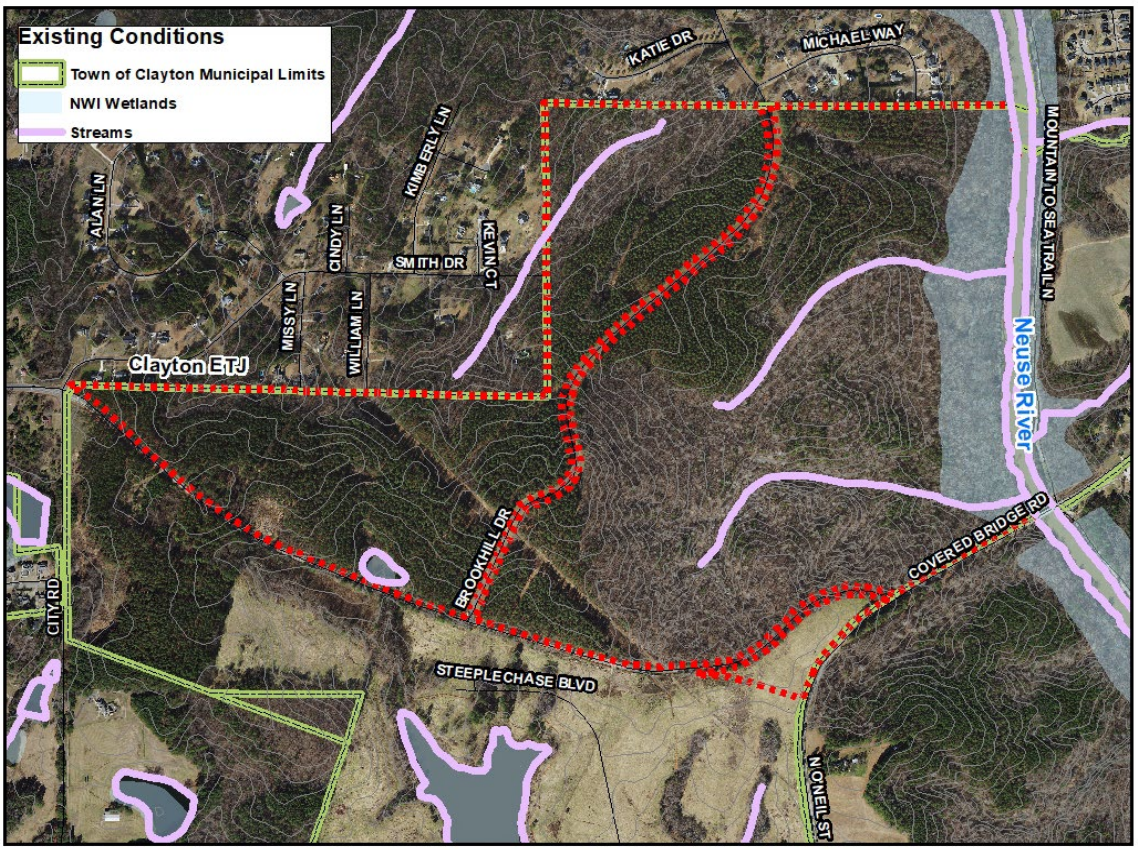
The allowed residential uses within the Carolina Overlook North Conditional Zoning include single family detached, and townhome products at an overall density of just over 2.1 units per acre which is consistent with the FLUM designations.

In addition, the rezoning is consistent with the following 2045 Comprehensive Growth Plan goals, policies, and strategies:

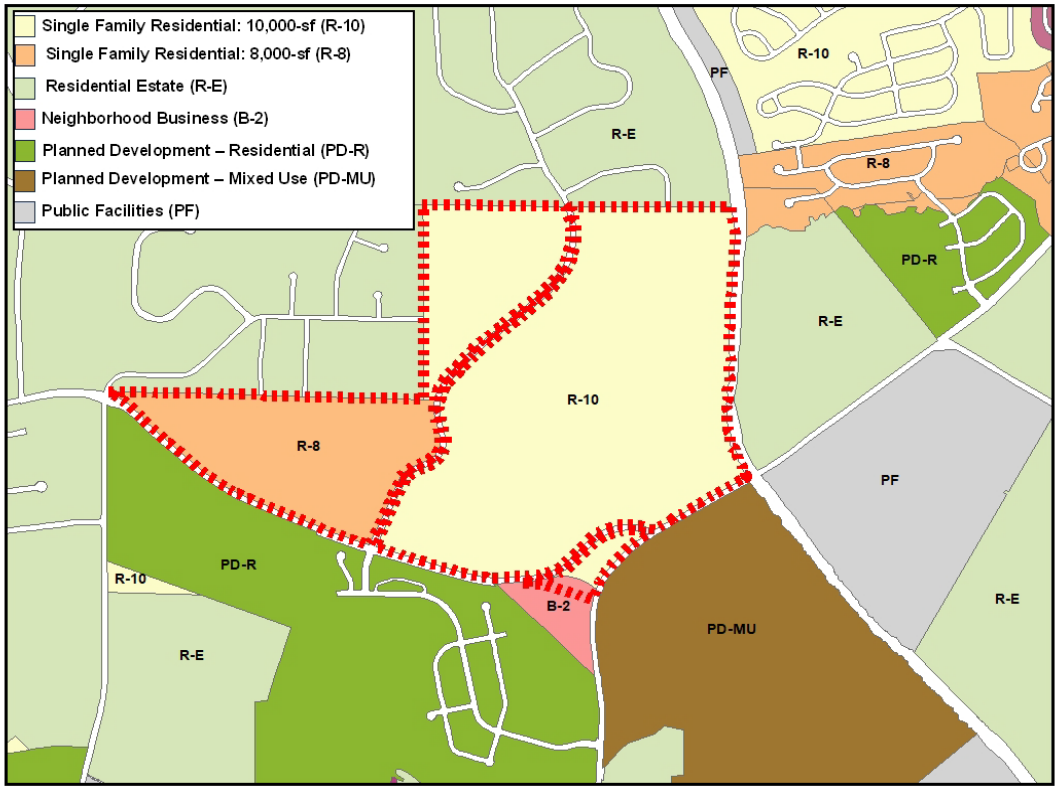
- **Goal LU-1**: Preserve Clayton's character while allowing for growth and development in appropriate areas.
- **Strategy LU 1.1.2**: Support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.
- **Policy LU 1.2**: Encourage developments which incorporate high-quality design and enhance the quality of life for existing and future residents of the Town.
- **Strategy LU 1.2.2**: Encourage high-quality design in residential projects.
    - New developments should contain attractive streets including a planting strip with street trees and sidewalks.
    - New developments should be designed to preserve a significant amount of open space. Open space should be located to preserve significant trees, riparian areas, views, and environmental constraints such as steep slopes, wetlands, and floodplains.
- **Goal LU-3**: Encourage a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.
- **Strategy LU 3.1.4**: Encourage or require a mix of lot sizes (2+) in some areas (target areas could be HDR, MDR, and LDR areas and associated zoning districts).
- **Strategy LU 3.1.4**: Encourage a range of housing types and styles through the Conditional Zoning process.
- **Policy LU 3.1**: Encourage a range of housing types based on the availability of infrastructure, proximity to services and amenities, and compatibility with existing development as described in the Future Land Use Map.
- **Policy NR 1.1**: Preserve key natural areas while accommodating new development.

3 Existing Conditions + Zoning

The 362.75+/- acre Carolina Overlook North site is currently undeveloped and predominantly wooded with a stand of healthy mature evergreen and deciduous trees and contains buffered streams and wetland areas. The property fronts Covered Bridge Road and O'Neil Street, is adjacent to the Neuse River to the east, and two existing Johnston County single-family neighborhoods are located to the north/northwest.



The requested rezoning is to Conditional Zoning Residential (CZR) from the current R-8 and R-10 zoning.



As noted in the Unified Development Code, pursuant to GS 160D-703(b) the Town Council may establish conditional districts. These districts provide the opportunity for developments that demonstrate excellence in site design, circulation, use coordination, and compatibility with neighboring properties.

4 Carolina Overlook North Master Plan

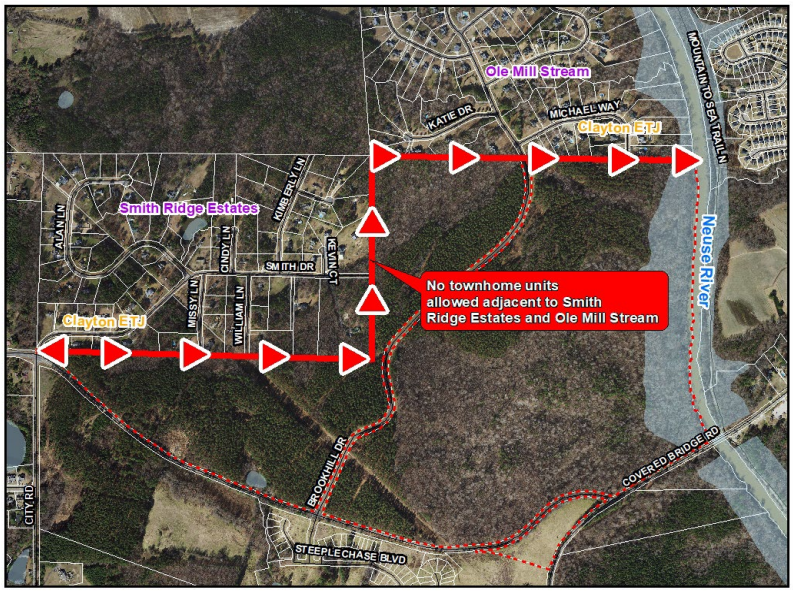
Project Name:	Carolina Overlook North
PIN:	176000-51-7806
Address:	1162 Covered Bridge Rd., Clayton, NC
Existing Zoning:	R8 and R10
Proposed Zoning:	CZ-R
Existing Use:	Vacant
Proposed Use:	Del Webb Residential Community
Total Acreage:	362.75+/- Acres (15,801,390 SF)
Resource Conservation Area:	70+/- Acres (3,049,200 SF) = ~ 20+/-% of Site
Net Acreage:	292 +/- Acres (12,752,190 SF)
Proposed Density:	2.1 DUA maximum density
Total Number of Units:	750 maximum units
Unit Mix:	Single-Family Detached
	Townhomes (no more than 20% of total units)
Roadway Length:	31,851 Linear Feet
Right-of-Way Area:	31,971 Linear Feet
Minimum Sidewalk Length:	58,000 +/- Linear Feet

5 Site Data + Development Standards

A. Unit Type + Mix

The total number of dwelling units allowed within the Carolina Overlook North neighborhood is 750. No more than 20 percent of the proposed units may be constructed as Townhome units, with the remainder constructed as Single-Family Detached units.

As shown on the map, townhome units will not be constructed adjacent to the Smith Ridge Estates and Ole Mill Stream subdivisions located in the Town of Clayton ETJ.



B. Permitted Uses

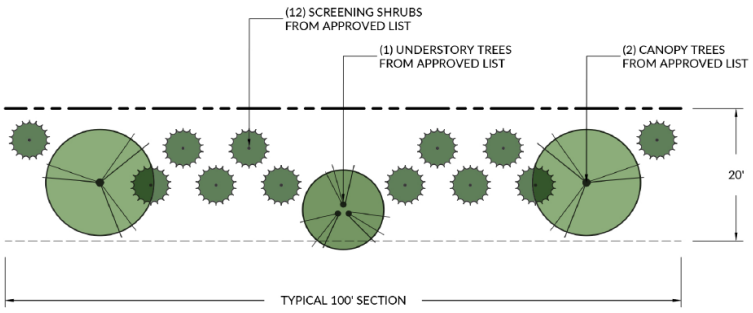
With the approval of the Carolina Overlook North Conditional District, the following uses would be permitted by right: Single Family House, Townhouse, Park, Recreational Facilities, Clubhouse, Parking Lot, Temporary Parking Lot, Food Truck, and associated residential accessory uses. Note that apartments are specifically excluded from the list of permitted uses.

C. Open Space + Amenities

The Carolina Overlook North neighborhood will provide a variety of amenities and open space options for its residents. Active recreational space includes a 13,000 square foot clubhouse (with meeting space and fitness center) and outdoor pool. Other active/improved open space could include walking trails, pocket parks, dog park, and/or a community garden space. Based on the requirement of 1,245 SF per unit, 21.44+/- acres of total open space is required with over 50 acres being provided (14 percent of the overall site acreage).

Open Space	Total Required	Total Proposed
Total Open Space (1,245 sf per unit)	1,245 sf x 750 units = 933,750 SF **21.44 +/- Acres Overall Total**	(2,178,000 SF) **50.0 +/- Acres Overall Total**
Active Open Space	25% of Required Open Space 21.44 x .25 = **5.36 +/- Acres** (233,482 SF)	Amenity Center – 4.5+/- Acres Pocket Parks/Dog Park – 2.0 +/- Acres **6.5 +/- Acres** (283,140 SF)
Passive Open Space	75% of Total Open Space 21.44 x .75 = **16.08 +/- Acres** (700,445 SF)	Perimeter Buffers, Natural Open and Wooded Areas = **43.5+/- acres** (1,894,860 SF)

D. Landscaping



A minimum 20' wide Type C landscape buffer will be provided along all project boundaries of the neighborhood per section 155.402 of the UDC. There will be a planted buffer in areas where there is no existing vegetation or where vegetation is removed or damaged during construction of Carolina Overlook North. All landscaping will be per UDC requirements in place at the time of final approval.

20' Type C Landscape Buffer

E. Lighting

Electric power for Carolina Overlook North will be provided by Duke Energy. A street/site lighting plan will be provided, in compliance with all municipal lighting standards, as part of the Construction Drawing review.

F. Energy Efficient Features

Eco-friendly and energy efficient features will include a minimum of three of the following: Energy efficient home tested and certified by a third party to the Duke Energy Progress HERO standards including blower door testing on all homes; 17 seer gas heat and central air conditioning installed within conditioned space; digital programmable thermostat on each HVAC system; low-E vinyl single hung windows with insulated glass; Grade 1 R-15 fiberglass batt insulation in exterior wall system; R-38 blown fiberglass insulation in all heated ceiling areas; 50 gallon gas water heater; continuous ridge and soffit vents for maximum attic airflow; oriented strand board (OSB) exterior wall sheathing with house-wrap weather protection system installed to provide comfort and energy-efficiency helping to control moisture intrusion; poly seal on windows and doors to prevent water and air intrusion; Advanced Framing Techniques utilizing California Corners, Ladder Blocking and Draft Stopping in unconditioned areas to improve energy efficiency; Subfloor installation properly fastened with upgraded fasteners and glued to joists; water saving toilets.

Equivalent energy-efficient construction material may be substituted for any items noted above.

G. Natural Resources + Environmental Protection

The Comprehensive Growth Plan identifies a portion of the property between Brookhill Drive and the Neuse River as part of the Neuse River Forest Natural Heritage Program Area.

70+/- acres of preserved Resource Conservation Area are shown on the site and depicted on the Master Plan. Per the Clayton Unified Development Code (UDC), the RCA will be permanently protected from development apart from passive recreational uses as defined in the UDC or as otherwise allowed by the Town of Clayton.

The Master Plan shows several proposed vehicular access crossings over the stream to provide movement throughout the site. The crossings will be reviewed and permitted by the appropriate state and federal agencies.

H. Parking

Except where otherwise noted and approved by the Clayton Town Council, parking for all uses included in Carolina Overlook North shall comply with the UDC in effect at the time of this approval.

I. Development Standards + Modifications

The following table summarizes the Lot Standards that will govern the development of the Carolina Overlook North neighborhood.

LOT STANDARD	41' SINGLE FAMILY	51' SINGLE FAMILY	65' SINGLE FAMILY	40' Townhomes
Minimum Lot Size	4,700 SF	6,000 SF	8,000 SF	4,400 SF
Minimum Lot Width	41'	51'	65'	40'
Maximum Impervious	75%	70%	70%	90%
Maximum Building Height	35'	35'	35'	35'
Maximum Building Coverage	2,945 SF	3,895 SF	5,225 SF	3,060 SF
Minimum Garage Setback	21.5'	21.5'	21.5'	25'
Minimum Setback				
Front	15'	15'	15'	15'
Corner	-	11'	11'	11'
Side	5'	5'	5'	5'
Rear	20'	20'	20'	20'

As permitted in Conditional Zoning with Master Plan, the following modifications from the Clayton UDC are proposed:

- Section 155.203, Table 2-3 requires that any single-family detached lot be a minimum of 6,000 sf in size. The Carolina Overlook North neighborhood will include a minimum SF lot size of 4,700 SF.
- Section 155.203, Table 2-3 requires that SF front setbacks be 25 feet. Front-loaded single-family and townhome units will provide a minimum front setback of 15 feet rather than the UDC standard of 25 feet.
- Section 155.203, Table 2-3 requires the minimum garage setback from the back of sidewalk to the garage door on front-loaded units to be 25 feet. Carolina Overlook North will provide a minimum garage setback of 21.5 feet on the 41', 51' and 65' wide lots for consistency with the approved Carolina Overlook South development while preserving availability for rear structural options. All proposed townhome units will meet the 25' minimum setback.
- Section 155.203, Table 2-3 requires a minimum lot area of 4,800 SF for 2-unit townhouse units. Carolina Overlook North will provide a minimum lot area of 4,400 SF for 2-unit townhomes.

- Section 155.301(H)(2.b) requires garage doors for townhomes to not exceed 50% of the individual townhouse unit. Carolina Overlook North requests that this requirement be removed to accommodate garage spaces and façade features.
- Section 155.602(G)(1) requires residential street cul-de-sac serving lots less than 20,000 sf in size be no more than 750 feet in length. Carolina Overlook North requests that this standard be increased to 1,000 feet for a single cul-de-sac located in the southeast portion of the site to the east of the first entrance off Covered Bridge Road. All other cul-de-sac design standards shall be met.

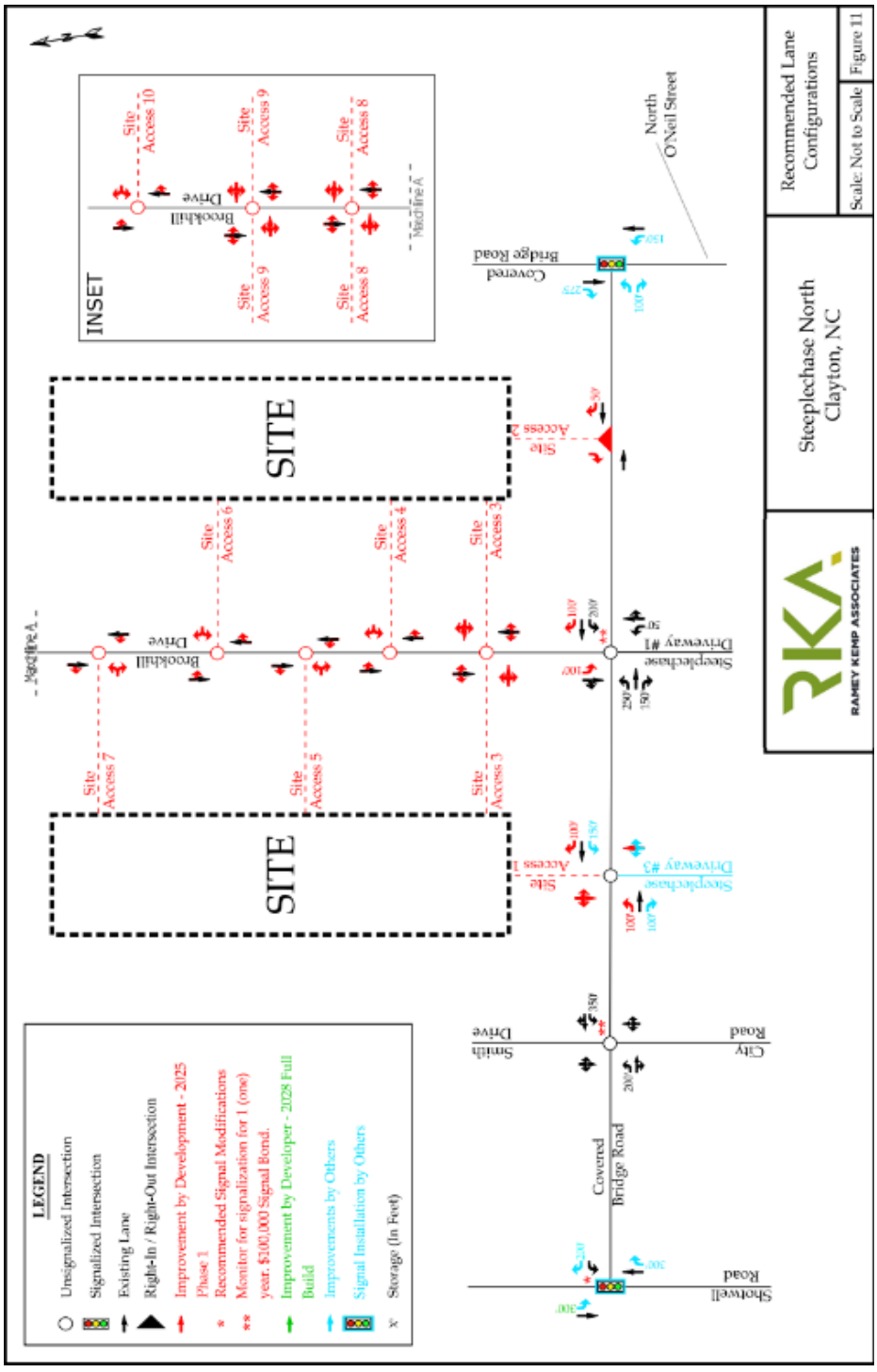
6 Infrastructure + Public Facilities

A. Transportation Impact Analysis

A Transportation Impact Analysis was prepared by Ramey Kemp & Associates in June 2023 for the subject property. The following improvements, as shown in the TIA (included in the Appendix) will be required to support the development of the Carolina Overlook North neighborhood.

Roadway/Intersection	Recommended Improvements
Covered Bridge & Shotwell Road	• Signal timings modification. • Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
Covered Bridge Road & Smith Drive/ City Road	• Monitor Signalization for one year.
Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3	• Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct a westbound right turn lane with 100 feet of storage and appropriate taper. • Construct an eastbound left turn lane with 100 feet of storage and appropriate taper.
Covered Bridge Road & Brookhill Driveway	• Construct a southbound left-turn lane with 100 feet of storage and appropriate taper. • Construct a westbound right turn lane with 100 feet of storage and appropriate taper. • Monitor for signalization for one year.
Covered Bridge Road & Site Access #2	• Construct the southbound approach with one ingress lane and one egress lane striped as a right-turn lane. • Construct a westbound right turn lane with 50 feet of storage and appropriate taper.
Brookhill Drive & Site Access #3	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #4	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #5	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #6	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

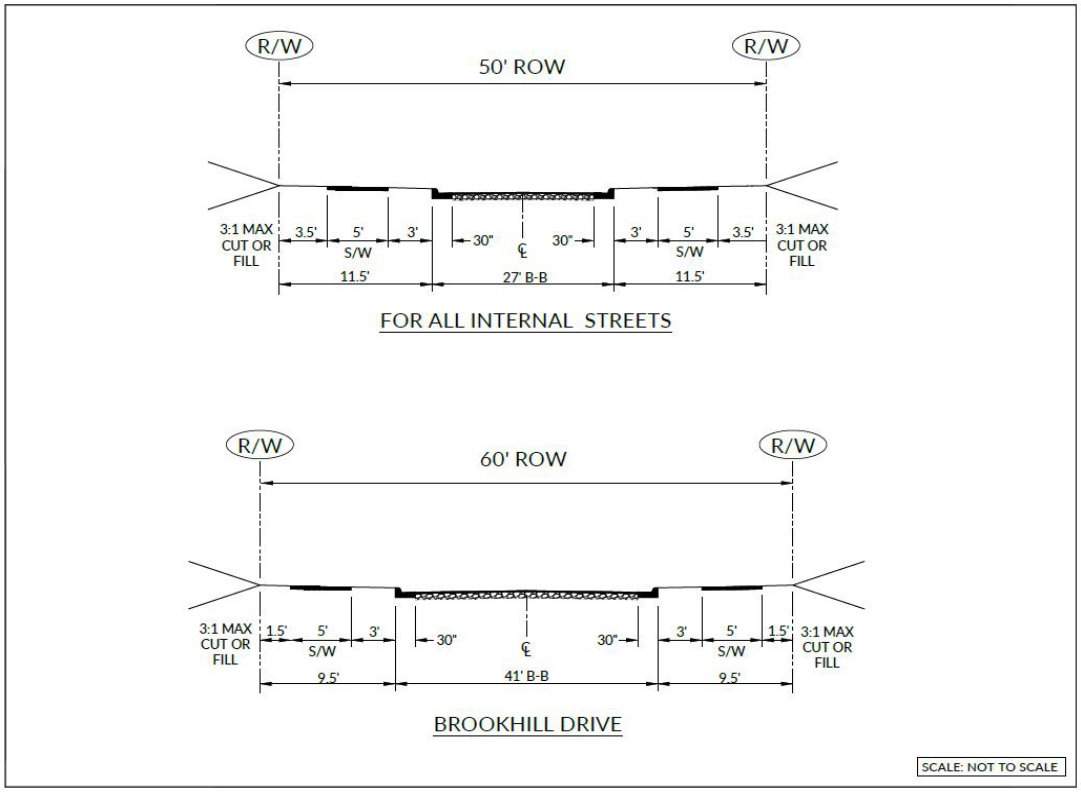
Brookhill Drive & Site Access #7	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #8	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #9	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #10	• Construct the westbound approach with one ingress lane and one egress land striped as a shared left-right.
Recommended at Full Build: Covered Bridge & Shotwell Road	• Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
	• Extend southbound right-turn lane to 300 feet of storage with appropriate taper.


Recommended Lane Configurations
Scale: Not to Scale
Figure 11
Steeplechase North
Clayton, NC
RKA
RAMEY KEMP ASSOCIATES
North
O'Neil Street
Covered
Bridge Road
Shotwell
Road
Smith
Drive
City
Road
Steeplechase
Driveway #1
Steeplechase
Driveway #3
Site
Access 1
Site
Access 2
Site
Access 3
Site
Access 4
Site
Access 5
Site
Access 6
Site
Access 7
Site
Access 8
Site
Access 9
Site
Access 10
Brookhill
Drive
Mid-line A
INSET
SITE
SITE
LEGEND
Unsignalized Intersection
Signalized Intersection
Existing Lane
Right-In / Right-Out Intersection
Improvement by Development - 2025
Phase 1
Recommended Signal Modifications
Monitor for signalization for 1 (one)
year. $300,000 Signal Bond.
Improvement by Developer - 2028 Full
Build
Improvements by Others
Signal Installation by Others
Storage (In Feet)

B. Streets + Sidewalks + Connectivity

Brookhill Drive will serve as the primary roadway connecting south across Covered Bridge Road to Carolina Overlook and to the north into the Ole Mill Stream neighborhood. Carolina Overlook North features a pedestrian-friendly public street network that will be constructed to meet Town of Clayton and NCDOT standards, as appropriate. Sidewalks will be constructed on both sides of all streets, including cul-de-sacs, providing over 10 miles of off-street walking and biking options.

The Typical Street Cross Sections are depicted below:



Note: Valley curbs may be used along frontage of lots for the subdivision. Standard curbs may be used along all open spaces and sides of lots.

C. Refuse Collection/Recycling

Trash collection within Carolina Overlook North will be provided by municipal waste collection. All trash collection will be at the garage/driveway for each unit and trash/recycling bins will be stored within garages.

D. Fire Protection

The public street network has been designed to accommodate Town of Clayton fire apparatus vehicles. All units will be accessed from a public street designed to meet Town standards.

E. Stormwater Management

The proposed development is located within the Neuse River Basin and will require stormwater management measures for quality and quantity control in accordance with the Town of Clayton Stormwater Design Manual and the Stormwater Management Ordinance in effect at the time of approval, as outlined in Section 158 of the Clayton UDO. A network of underground piping will convey storm drainage from impervious areas to the proposed Stormwater Control Measures. The number, location, and adequate sizing for these devices will be verified during final site design. All SCMs will be required to meet North Carolina Department of Environmental Quality and Town of Clayton design requirements at the time of site construction drawing submittal.

F. Water + Sewer

Per discussions with staff, the Town has adequate capacity to provide water to the development. All water and sewer lines will be designed to meet Town of Clayton Standards and Specifications. A public waterline currently exists along the frontage of the site and awastewater allocation request has been filed in conjunction with the Conditional Zoning/Master Plan submittal which shows a total score of 55 points. Additionally, a downstream sewer analysis is currenting being conducted. Utility easements will be procured through the Ashcroft Section 2 site to access the Town's new Neuse River Water Reclamation Facility.

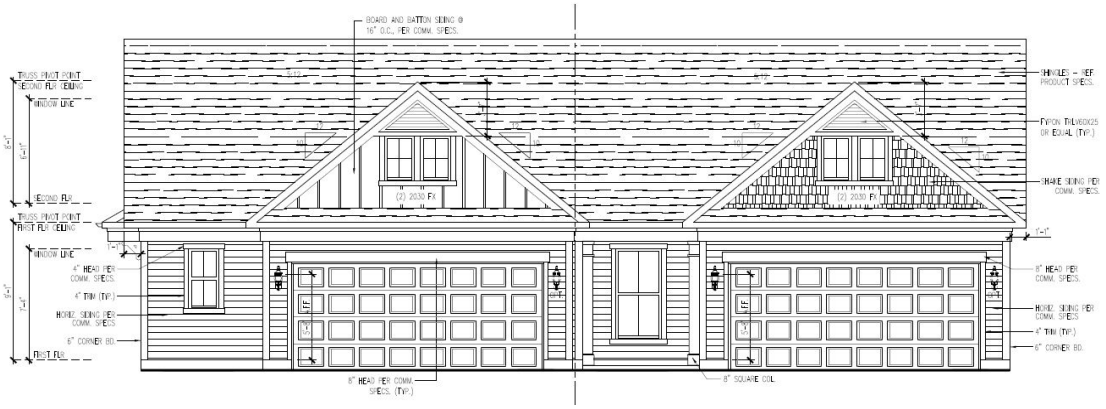
7

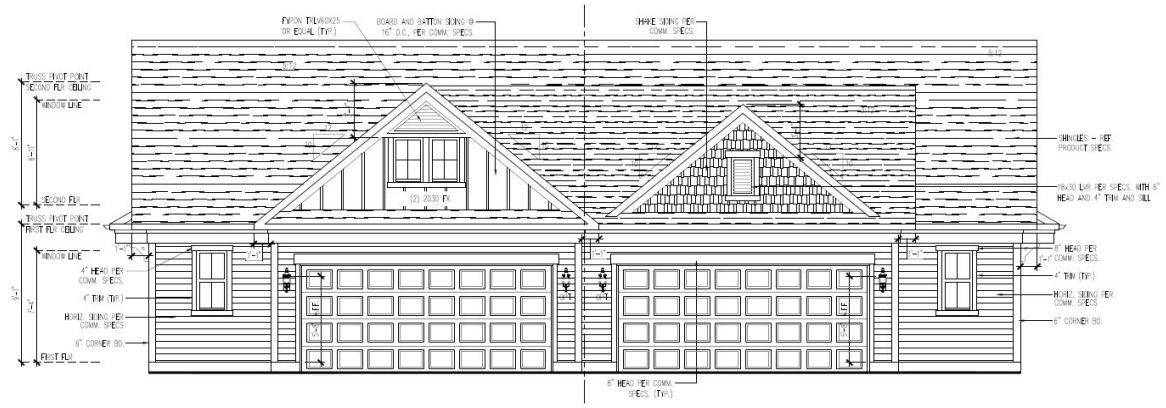
Del Webb Product – Typical Building Elevations

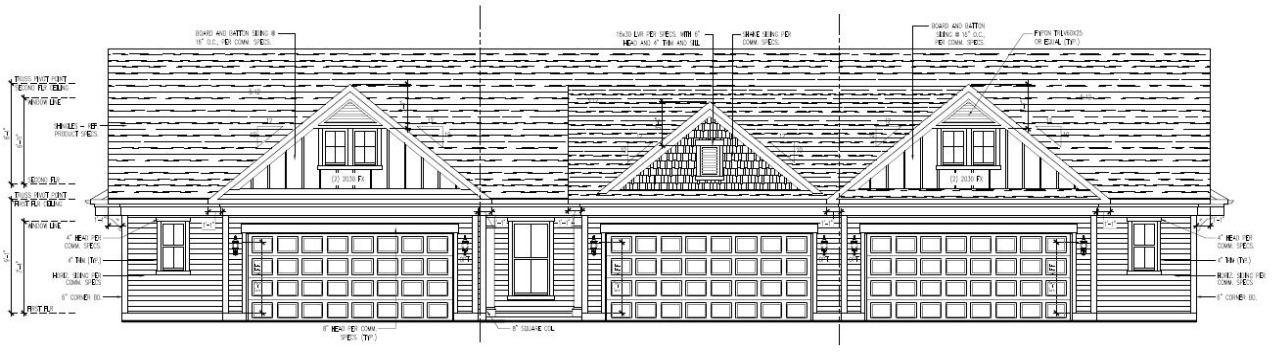
(All single family elevations are for illustrative purposes only)

Del Webb Product – Typical Building Elevations

(All townhome elevations are for illustrative purposes only)







8 Conditional Zoning Approval Criteria

Per the Town of Clayton Conditional Zoning with Master Plan Application the following Approval Criteria must be addressed:

1. **Consistency with the adopted plans of the Town.**
   The request to rezone the subject parcel from R-8 and R-10 to CZ-R is consistent with the Future Land Use Map and many of the goals, strategies and policies of the 2045 Comprehensive Growth Plan.
   - **Goal LU-1**: Preserve Clayton's character while allowing for growth and development in appropriate areas.
   - **Strategy LU 1.1.2**: Support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.
   - **Policy LU 1.2**: Encourage developments which incorporate high-quality design and enhance the quality of life for existing and future residents of the Town.
   - **Strategy LU 1.2.2**: Encourage high-quality design in residential projects.
     - New developments should contain attractive streets including a planting strip with street trees and sidewalks.
     - New developments should be designed to preserve a significant amount of open space. Open space should be located to preserve significant trees, riparian areas, views, and environmental constraints such as steep slopes, wetlands, and floodplains.
   - **Goal LU-3**: Encourage a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.
   - **Strategy LU 3.1.4**: Encourage or require a mix of lot sizes (2+) in some areas (target areas could be HDR, MDR, and LDR areas and associated zoning districts).
   - **Strategy LU 3.1.4**: Encourage a range of housing types and styles through the Conditional Zoning process.
   - **Policy LU 3.1**: Encourage a range of housing types based on the availability of infrastructure, proximity to services and amenities, and compatibility with existing development as described in the Future Land Use Map.
     - **Policy NR 1.1**: Preserve key natural areas while accommodating new development.

2. **Suitability of the subject property for uses permitted by the current vs. the proposed conditional district.**
   The subject site is located within close proximity to two Planned Developments (Carolina Overlook and Ashcroft Section 2) and is immediately adjacent to two existing, Johnston County, single-family neighborhoods. The conditional rezoning will allow for a variety of residential home styles and lot sizes at a density in keeping with the the Town's Future Land Use Map. All subsequent submittals, including Site Plan and Construction Drawings, will be designed in accordance with the UDC unless specifically stated otherwise in the Master Plan and conditions of approval.

3. **Whether the proposed change tends to improve the balance of uses, or meet specific demand in the Town.**
   The proposed rezoning and associated Master Plan will allow the site to developed in a comprehensive manner in accordance with the the Town's Comprehensive Growth Plan and associated Future Land Use Map. The rezoning will allow the development of additional residential uses to provide housing type choices and multiple lot sizes. Apartments are specifically excluded from this rezoning request.

4. **The capacity of adequate public facilities and services including schools, roads, recreational facilities, wastewater treatment, water supply facilities and stormwater drainage facilities is available for the proposed conditional district.**
   Adequate public facilities, including schools, roads/streets, recreation facilities, wastewater treatment facilities, water supply, and stormwater facilities are all either existing or will be improved to meet the needs of the proposed residential neighborhood.

   Schools – While at least 80 percent of the homes in the Carolina Overlook North neighborhood will be restricted to those 55+ in age; 20 percent of the homes (no more than 150 homes) could be occupied by individuals less than 55+ in age that could have school age children.

   The property would be served by the Johnston County School System. According to the Johnston County Public Schools website, this community is in the attendance area for Cooper Academy, Riverwood Middle School, and Clayton High School. Cooper Academy and Clayton High School are on the JCPS Capped List for 2023-2024.

   Roads – A Traffic Impact Analysis was prepared by Ramey Kemp & Associates and is attached as an Appendix to this document. There will be three main points of access off of Covered Bridge Road into the site. The main access will be at Covered Bridge Road and Brookhill Drive. Connection points are shown at Michael Way, and Brookhill Drive.

The street network will consist of public streets in accordance with the Town of Clayton typical cross sections. Transportation improvements recommended by the TIA will be incorporated into the Master Plan and constructed at the appropriate phase in development.

Recreational Facilities – The Carolina Overlook North neighborhood and associated conditional rezoning, meets all UDC requirements for recreation and open space. The neighborhood amenities include a clubhouse (with meeting rooms and fitness facility), an outdoor pool, pocket parks, dog park, community garden and walking trails. Recreation fees, on a per unit basis, will be paid as required in the Comprehensive List of Fees and Charges.

Stormwater Management – The property is within the Neuse River Basin and is subject to Neuse River Basin nutrient requirements as well as Town of Clayton UDC and Stormwater Design Manual provisions.

Water and Sewer – Per discussions with staff, the Town has adequate capacity to provide water to the development. A wastewater allocation request has been filed in conjunction with the Conditional Zoning/Master Plan submittal and shows a total score of 55 points. Utility easements will be procured through the Ashcroft Section 2 site to access the Town's new Neuse River Water Reclamation Facility.

5. **It has been determined that the legal purposes for which zoning exists are not violated.**
   The legal purposes for which zoning exists have not been violated. This application for a proposed conditional rezoning is in compliance with the Town's conditional zoning regulations as noted in the UDC.

6. **It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.**
   As the proposed rezoning and resultant development must meet Town of Clayton requirements for approval (traffic, infrastructure, UDC, etc.) there should be no adverse impact to adjoining property owners.

7. **It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the public.**
   No one property owner or small group of property owners will benefit materially from the zoning change or development of the property.

9 Master Plan Approval Criteria

1. **Compliance with code section 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter.**
   The proposed master plan is in accordance with UDC sectons 155.203(L) and 155.705. The proposed development standards and design guidelines are appropriate for the residential uses permitted in the CZ-R district and are compatible existing land uses. Except as noted as a modification, the master plan and conditional rezoning request comply with all standards specified in UDC Section 155.400 through 155.405.

2. **Consistency with Clayton General Design Guidelines.**
   The proposed master plan is consistent with the Town's adopted General Design guidelines. The plan has been thoughtfully designed to minimize impacts to existing environmental resources, provides appropriate vehicular and pedestrian connectivity; and provides multiple elevations and committed architectural standards as a zoning conditions.

3. **Conformance of the proposal with the stated purpose of the requested conditional zoning district.**
   The allowed residential uses within the Carolina Overlook North Conditional Zoning include single family detached, and townhouse products at an overall density of just over 2.1 units per acre which is consistent with the FLUM designations. The neighborhood provides a variety of recreational amenities including a pool and clubhouse, multiple pocket parks, and vehicular and pedestrian connectivity throughout the neighborhood and across Covered Bridge Road to the first Del Webb community. The zoning conditions and architectural standards will provide for a thoughtfully designed community.

4. **Compatibility of the proposed development with the adjacent community.**
   The proposed neighborhood is both complimentary to and compatible with the adjacent community. The site is located across Covered Bridge Road from the original Carolina Overlook community, is across O'Neil Street from Ashcroft Section 2 (a previously approved Planned Development District neighborhood) and is adjacent to two existing Johnston County single family neighborhoods to the north.

5. **The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.**
   Carolina Overlook North has been thoughtfully designed to minimize impacts to the natural environment, preserves approximately 70 acres (nearly 20 percent of the site) as RCA, and continues the high-quality design and exceptional amenities approved in the initial Carolina Overlook neighborhood. The associated design guidelines and architectural standards will ensure a unified, cohesive neighborhood.

6. **Compatible relationships between each component of the overall project.**
   Through creative and environmentally sensitive land planning, the proposed master plan preserves nearly 20 percent of the site RCA while also providing a thoughtful neighborhood layout.

7. **Self-sufficiency of each phase of the overall project.**
   The master plan is designed to ensure appropriate infrastructure improvements are completed at each phase of the project. The applicant commits to begin construction of the clubhouse and pool prior to receipt of the Certificate of Occupancy for the 375th unit/lot.

8. **Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed, will not overtax the existing public infrastructure systems.**
   The required TIA recommended multiple improvements, all of which are included in the associated master plan. A wastewater allocation request has been submitted that exceeds the minimum number of required points with a total score of 55 points.

9. **The fiscal impact of the proposal and the proposed financing of required improvements.**
   The proposed development will yield an estimated $70 million infrastructure investment in the Town of Clayton. In addition, the development will pay required System Development and Recreation fees.

10. **The success of the proposal in providing adequate pedestrian and bicyle links within the development and the adjacent community.**

    Sidewalks will be constructed on both sides of all streets, aside from cul-de-sacs, providing over 10 miles of off-street walking and biking options. Brookhill Drive will serve as the main roadway through the site connecting Ole Mill Stream to the north and the original Del Webb community across Covered Bridge Road providing enhanced connectivity and recreational opportunities for the residents of Carolina Overlook North. Furthermore, a high visibility crosswalk will be provided at the intersection of Brookhill Drive and Covered Bridge Road to allow pedestrians to connect to the southern portion of Carolina Overlook.

11. **The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.**

    The Carolina Overlook North neighborhood has been thoughtfully designed and density has been limited to preserve approximately 70 acres of RCA.

10 Zoning Conditions

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire Standards, except where specifically modified by the approved Master Plan.
3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
4. The following uses are permitted by-right within the areas identified on the associated Master Plan:
    a. Single-Family Detached
    b. Townhouse
    c. Park
    d. Parking Lot
    e. Food Truck
    f. Associated Residential Accessory Uses
5. No more than 20 percent of the residential units may be constructed as Townhome units.
6. No townhome units are allowed adjacent to the existing residential subdivision/Clayton ETJ boundary to the north and northwest of the site.
7. Apartments are specifically excluded from the list of permitted uses.
8. Each SF detached unit shall provide either two (2) or three (3) car garage spaces and two (2) driveway parking spaces. Each SF attached unit shall provide a minimum of one garage space and one driveway space.
9. The HOA shall maintain all areas of common open space including landscape medians at entrances and perimeter buffers.
10. At least 80 percent of the occupied dwellings in the community must be occupied by at least one occupant who is 55 years of age or older in accordance with the Housing for Older People Act (HOPA).
11. The following standards will apply to the development:
    a. Maximum number of dwelling units will not exceed 750.
    b. Maximum density: 2.1 units per acre.
    c. Density may be modified so long as the maximum dwelling units per acre remains consistent with the approved TIA.
    d. Minimum lot size: 4,400 SF (2-Unit Townhomes)

e. Minimum lot size: 4,700 SF (Single Family Detached)
f. Front loaded single family detached units will provide a minimum garage setback of 21.5 feet.
g. Townhome units will provide a minimum garage setback of 25 feet.
h. All minimum dimensional standards as specified in the Master Plan.

12. The development will include the following active amenity areas:
    a. Community Clubhouse/Meeting Space with Fitness Facility
    b. Outdoor Pool
    c. Walking Trails
    d. Fenced Dog Park
    e. Pocket Parks
    f. Community Garden
13. The Town of Clayton Planning Director may administratively waive the required connections to Smith Drive, Missy Lane, and William Lane due to the private status of these roadways in the Clayton ETJ.
14. Construction of the proposed clubhouse amenity and pool prior to receipt of the Certificate of Occupancy for the 375th unit/lot.
15. The widening of Brookhill Drive shall be completed by the 50th Certificate of Occupancy.
16. Active open space plans are to be submitted and reviewed separately from Construction Drawings/Site Plan.
17. Eco-friendly and energy efficient features will include three of the following: Energy efficient home tested and certified by a third party to the Duke Energy Progress HERO standards including blower door testing on all homes, 17 seer gas heat and central air conditioning installed within conditioned space, digital programmable thermostat on each HVAC system, low-E vinyl single hung windows with insulated glass, Grade 1 R-15 fiberglass batt insulation in exterior wall systems, R-38 blown fiberglass insulation in all heated ceiling areas, 50 gallon gas water heater, continuous ridge and soffit vents for maximum attic airflow, oriented strand board (OSB) exterior wall sheathing with housewrap weather protection system installed to provide comfort and energy-efficiency helping to control moisture intrusion, poly seal on windows and doors to prevent water and air intrusion, Advanced Framing Techniques utilizing California Corners, Ladder Blocking and Draft Stopping in unconditioned areas to improve energy efficiency, Subfloor installation properly fastened with upgraded fasteners and glued to joists, water saving toilets.

    Equivalent energy-efficient construction material may be substituted for any items noted above.

18. HVAC units will be screened on the side fronting a public street with the use of everygreen shrubs. On corner lots, shrubbery will be added to screen the front and side of HVAC units.
19. Road Improvements from Transportation Impact Analysis (TIA) prepared by Ramey Kemp Associates (with NCDOT approval) to be constructed by developer:

Phase 1

Covered Bridge & Shotwell Road

- Signal timings modification.

Covered Bridge Road & Smith Drive/ City Road

- Monitor for signalization for one year.

Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3

- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Construct an eastbound left turn lane with 100 feet of storage and appropriate taper.

Covered Bridge Road & Brookhill Driveway

- Construct a southbound left-turn lane with 100 feet of storage and appropriate taper.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Monitor for signalization for one year.

Covered Bridge Road & Site Access #2

- Construct the southbound approach with one ingress lane and one egress lane striped as a right-turn lane.
- Construct a westbound right turn lane with 50 feet of storage and appropriate taper.

Brookhill Drive & Site Access #3

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #4

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #5

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #6

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #7

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #8

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #9

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #10

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Full Build

Covered Bridge & Shotwell Road

- Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
- Extend southbound right-turn lane to 300 feet of storage with appropriate taper.

20. A 30 foot undisturbed buffer will be provided along the northern boundary that abuts the Olde Mill Stream Subdivision. The undisturbed buffer will be supplemented where necessary to provide a Type C buffer.
21. The project will exceed the allowable cul-de-sac length in three (3) locations; but shall not exceed 1200 feet in length, including a branching stem. Appendix D, Section D103, of the adopted North Carolina State Fire Code allows cul-de-sacs to exceed 750 feet with approval. The excess length is due to environmental,

topographic, and easement constraints. The extension of the cul-de-sac length will minimize stream crossings and environmental impacts.

22. The detention provided within the drainage area discharging to the point of analysis along the project's property boundary that intersects adjacent property boundaries with NCPINs 176000-44-8293 and 176000-54-1106 will maintain or reduce peak flow rates at the boundary analysis point compared to those of existing peak flow rate calculations for the 1-yr, 10-yr, 25-yr, and 50-yr, 24-hr storm events.
23. Double lined silt fencing will be provided along the grading boundaries along the east side of the property.
24. Subject to review and approval by the Town and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive.
25. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.
26. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.
27. The following Architectural Standards shall be met:

    a. Units will be a mixture of one-story, one and one-half stories, and two-story with a variety of elevations. Units of the same elevation shall not be side by side. Exterior color schemes will not be repeated side by side.
    b. Townhome units shall be limited to no more than three attached units per building.
    c. All homes will have a combination of two or more of the following materials on the front façade: stone, brick, lap siding, fiber cement siding, shakes or board and batten. Vinyl may be used for soffits, facia, and corner boards.
    d. Vinyl siding will not be used on front, side, or rear facades with the exception of trim such as soffits, facia, and corner boards.
    e. A minimum of fifty percent of all residential units shall have a covered front porch or stoop.
    f. Architectural style shingles to used.
    g. Rear concrete pad/patio will be provided on a minimum of fifty percent of all residential units.
    h. To accommodate larger garage spaces and façade features, garage doors may constitute more than 50% of the width of the proposed townhomes.

28. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

MASTER PLANS FOR

CAROLINA OVERLOOK - NORTH

TOWN OF CLAYTON, NORTH CAROLINA

MAY 10, 2024

SITE DATA TABLE

NAME OF PROJECT:	CAROLINA OVERLOOK NORTH
TOWN:	TOWN OF CLAYTON
TOWN PROJECT NO.:	2023-115-CZM
PARCEL PIN NO.	176000-51-7806
SITE ADDRESS:	COVERED BRIDGE ROAD & BROOKHILL DRIVE, CLAYTON, JOHNSTON COUNTY, NC
PROPERTY OWNER:	RAYMOND ELMORE EARP, JR FAMILY TRUST NANCY CREW TRUSTEE & WORLEY, MARY EARP
OWNER ADDRESS:	1109 SUMTER COURT, SALISBURY, NC 28144
TOTAL SITE ACREAGE:	+/- 362.75 AC / 15,801,390 SF
RCA:	+/- 70 AC / 3,049,200 SF
NET:	+/- 292.75 AC / 12,752,190 SF
WATERSHED	NEUSE RIVER
EXISTING ZONING & LAND USE:	R-8 & R-10 / VACANT
PROPOSED USE:	SINGLE FAMILY DETACHED, TOWNHOMES
PROPOSED DENSITY (UNITS/ACRE):	+/- 2.1 DU/AC (750 LOTS / 362.75 AC)
PROPOSED NUMBER OF UNITS:	750 MAX
ATTACHED PRODUCT:	20% MAX
WATER (PUBLIC):	TOWN OF CLAYTON, EAST WATER SYSTEM
SEWER (PUBLIC):	TOWN OF CLAYTON
ELECTRIC:	DUKE ENERGY
MAX BUILDING HEIGHT:	TWO (2) STORY, HEIGHT 35 FT
REQUIRED OPEN SPACE	
PASSIVE:	+/- 16.08 AC / 700,445 SF
IMPROVED:	+/- 5.36 AC / 233,482 SF
PROPOSED OPEN SPACE	
PASSIVE:	+/- 43.5 AC / 1,894,860 SF
IMPROVED:	+/- 6.5 AC / 283,140 SF
STREETS:	29,000 LF
ROW:	29,000 LF / 33 AC
SIDEWALKS:	58,000 LF

SHEET INDEX

Sheet Number	Sheet Title
C0.00	COVER
C2.00	OVERALL MASTER PLAN
C3.00	OPEN SPACE PLAN
C4.00	TYPICAL ROADWAY SECTIONS & TIA RD IMPROVEMENTS
A1.00	ARCHITECTURAL ELEVATIONS

CONTACT LIST:

Project Manager
Colleen Duryea, P.E.
WithersRavenel
115 MacKenan Drive
Cary, NC 27511
919-469-3340
cduryea@withersravenel.com

811 Know what's below. Call before you dig.

PRELIMINARY
NOT APPROVED
FOR CONSTRUCTION

PREPARED BY:

WithersRavenel
115 MacKenan Drive | Cary, NC 27511
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

DEVELOPER:
PULTE HOME CORPORATION, LLC.
1225 CRESENT DRIVE, SUITE 250
CARY, NC 27518
PHONE #: (919) 816 -1155
ATTENTION: CHRIS RAUGHLEY

Del Webb® CAROLINA OVERLOOK

MASTER PLANS FOR
CAROLINA OVERLOOK - NORTH
WR PROJECT NO.230335.00
JOHNSTON COUNTY
TOWN OF CLAYTON, NC
MAY 10, 2024

our people • your success

EST 1983

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SHADING LEGEND

- RESIDENTIAL SINGLE FAMILY UNITS
- RESIDENTIAL TOWNHOME UNITS
- CLUBHOUSE, OUTDOOR POOL, & MAIL KIOSK
- RESOURCE CONSERVATION AREA
- STORMWATER CONTROL MEASURE
- PUBLIC STREET

GENERAL NOTES:

1. ALL ROAD IMPROVEMENTS TO COVERED BRIDGE ROAD SHALL BE ACCORDING TO THE RECOMMENDATIONS OF THE TRAFFIC IMPACT ANALYSIS (TIA), PROVIDED BY RAMEY KEMP AND ASSOCIATES AND DATED <06/21/2023>.
2. IF THE TRIP GENERATION IS MORE THAN 10% HIGHER THAN SHOWN IN THE TIA REPORT, THEN A NEW TIA WOULD BE REQUIRED.
3. ALL INTERNAL STREETS SHALL HAVE FIVE-FOOT WIDE PUBLIC SIDEWALKS ON BOTH SIDES OF THE STREETS INCLUDING CUL-DE-SACS TO PROVIDE PEDESTRIAN ACCESSIBILITY THROUGHOUT THE NEIGHBORHOOD.
4. ALL STREETS SHALL HAVE ROLLED OR VALLEY CURB AND GUTTER EXCEPT WHERE NOTED.
5. PUBLIC UTILITIES SUCH AS SANITARY SEWER AND PUBLIC WATER SHALL BE LOCATED WITHIN THE STREET PAVEMENT SECTIONS AND SHALL COMPLY WITH ALL TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS.
6. ALL STREETS, SIDEWALKS, CURB AND GUTTER, MULTI-USE TRAILS AND OTHER IMPROVEMENTS WITHIN THE STREET RIGHT-OF-WAY SHALL COMPLY WITH ALL TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS. ALL ROAD IMPROVEMENTS TO COVERED BRIDGE ROAD SHALL COMPLY WITH NCDOT STANDARDS AND SPECIFICATIONS.
7. INTERNAL STREETS SHALL MEET THE REQUIREMENTS FOR BOTH VERTICAL AND HORIZONTAL DESIGN BASED ON THE DESIGN SPEED OF 35 MPH FOR ALL INTERNAL STREETS.
8. EACH RESIDENTIAL UNIT SHALL PROVIDE EITHER A TWO (2) OR THREE (3) CAR GARAGE AND TWO (2) DRIVEWAY PARKING SPACES.
9. HOA SHALL MAINTAIN ALL AREA OF COMMON OPEN SPACE INCLUDING LANDSCAPE MEDIANS AT ENTRANCES AND PERIMETER BUFFERS.
10. PERMITTED USES INCLUDE RESIDENTIAL USES SUCH AS SINGLE FAMILY HOUSE AND TOWNHOMES.
11. IMPERVIOUS AREA WITHIN PERIMETER R/W DEDICATION WILL BE BASED ON RECOMMENDATIONS FROM THE TIA, NCDOT, AND TOWN OF CLAYTON.
12. MAILBOX KIOSK / PUBLIC AREA SHALL BE ACCESSIBLE PER ADA REQUIREMENT. MAIL KIOSK WILL LOCATED AT AMENITY CENTER. TEMPORARY KIOSK MAY BE INSTALLED UNTIL AMENITY CENTER OPENS.
13. ATTACHED PRODUCTS WILL NOT BE PERMITTED ADJACENT TO SMITH RIDGE ESTATES AND OLE MILL STREAM.

LOT STANDARDS TABLE

	41' SINGLE FAMILY	51' SINGLE FAMILY	65' SINGLE FAMILY	40' TOWNHOMES
MIN. LOT SIZE	4,700 SF	6,000 SF	8,000 SF	4,400 SF
MIN. LOT WIDTH	41'	51'	65'	40'
MAX. IMPERVIOUS	75%	70%	70%	90%
MAX. BLDG HEIGHT	35'	35'	35'	35'
MAX. BLDG COVERAGE	2,945' SF	3,895' SF	5,225 SF	3,060 SF
MIN. GARAGE SETBACK	21.5'	21.5'	21.5'	25'
MIN. SETBACK				
FRONT	15'	15'	15'	15'
CORNER	-	11'	11'	11'
SIDE	5'	5'	5'	5'
REAR	20'	20'	20'	20'

* GARAGE SETBACK FROM BACK OF SIDEWALK

WithersRavenel
115 MacKenan Drive | Cary, NC 27511
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com
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CAROLINA OVERLOOK - NORTH

OVERALL MASTER PLAN

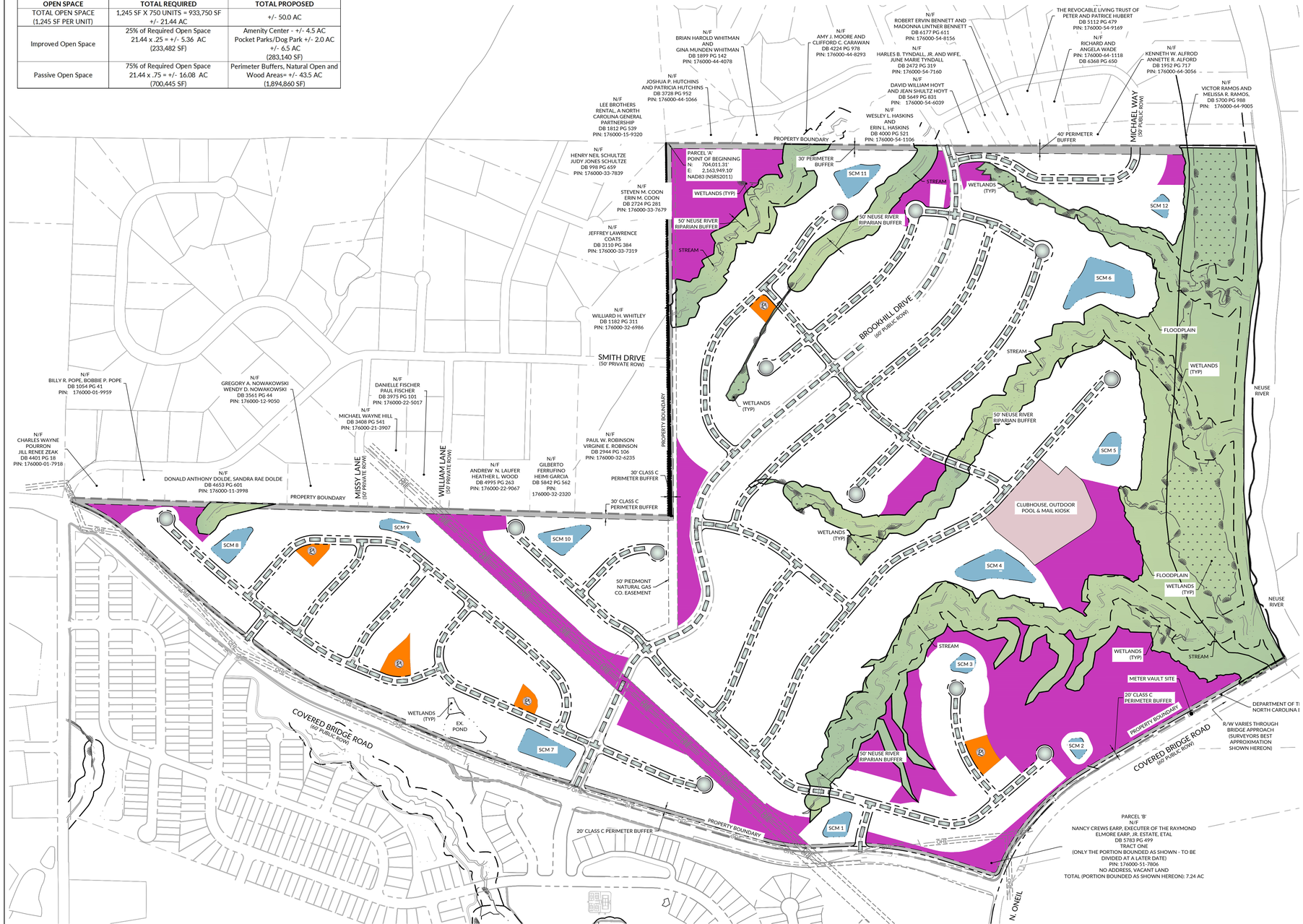
PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

SHT. C2.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 220333.00
05/10/2024

SCALE: 1 inch = 250 ft.

OPEN SPACE	TOTAL REQUIRED	TOTAL PROPOSED
TOTAL OPEN SPACE (1,245 SF PER UNIT)	1,245 SF X 750 UNITS = 933,750 SF +/- 21.44 AC	+/- 50.0 AC
Improved Open Space	25% of Required Open Space 21.44 x .25 = +/- 5.36 AC (233,482 SF)	Amenity Center - +/- 4.5 AC Pocket Parks/Dog Park +/- 2.0 AC +/- 6.5 AC (283,140 SF)
Passive Open Space	75% of Required Open Space 21.44 x .75 = +/- 16.08 AC (700,445 SF)	Perimeter Buffers, Natural Open and Wood Areas= +/- 43.5 AC (1,894,860 SF)



SHADING LEGEND

- RESOURCE CONSERVATION AREA
- GENERAL PASSIVE OPEN SPACE
- IMPROVED OPEN SPACE
- CLUBHOUSE, OUTDOOR POOL, & MAIL KIOSK
- PERIMETER BUFFER
- STORMWATER CONTROL MEASURE
- PUBLIC STREET

NOTES:

- ALL RESOURCE CONSERVATION AREAS SHALL REMAIN UNDISTURBED PER THE REQUIREMENTS OF ARTICLE 5 OF THE UNIFIED DEVELOPMENT ORDINANCE.
- ALL AREAS THAT WILL BE PRESERVED SHALL BE DELINEATED BY ORANGE TEMPORARY FENCING DURING GRADING AND CONSTRUCTION.
- ALL OPEN SPACE AREAS AND THE AMENITY CENTER SHALL BE SUBMITTED AS MINOR SITE PLANS.
- ALL RECREATION AND OPEN SPACE SHALL BE MAINTAINED BY THE HOA.
- ACTIVE OPEN SPACE AMENITIES TO INCLUDE A COMMUNITY CLUBHOUSE WITH MEETING SPACE AND FITNESS FACILITY OUTDOOR POOL, WALKING TRAILS, FENCED DOG PARK, POCKET PARKS, AND A COMMUNITY GARDEN.

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CAROLINA OVERLOOK - NORTH

OPEN SPACE MASTER PLAN

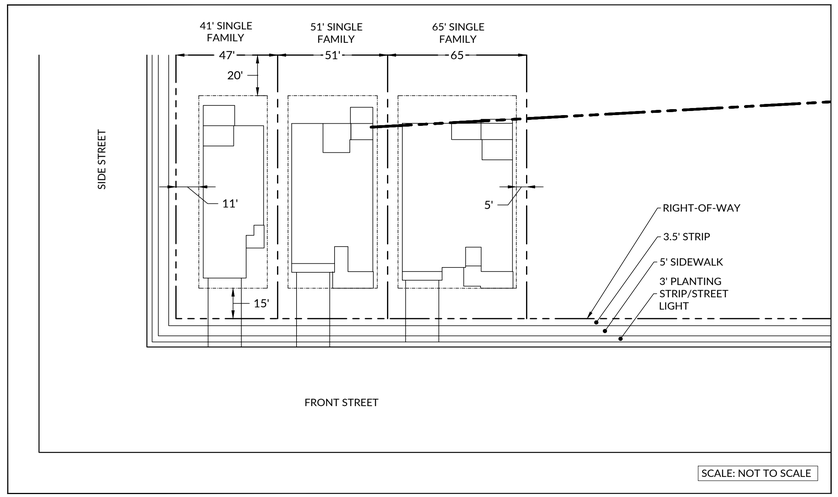
PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

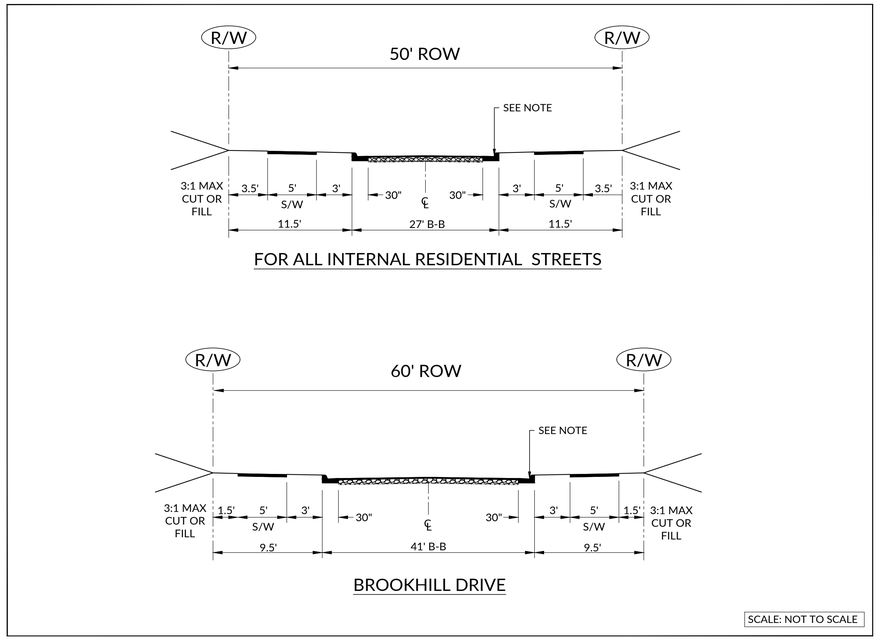
SHT. C3.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 230333.00
05/10/2024
0 125 250
SCALE: 1 inch = 250 ft.

N W E S

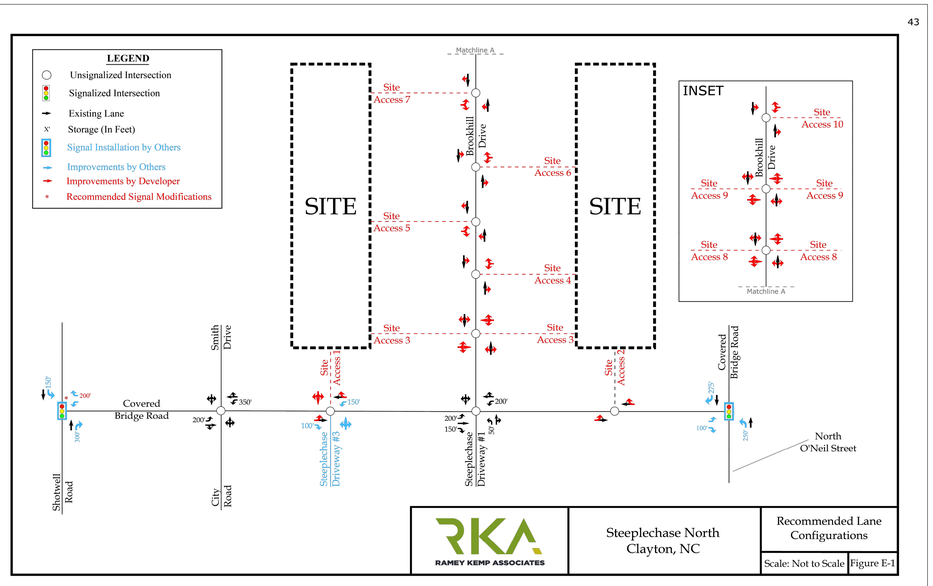
EST. 1993

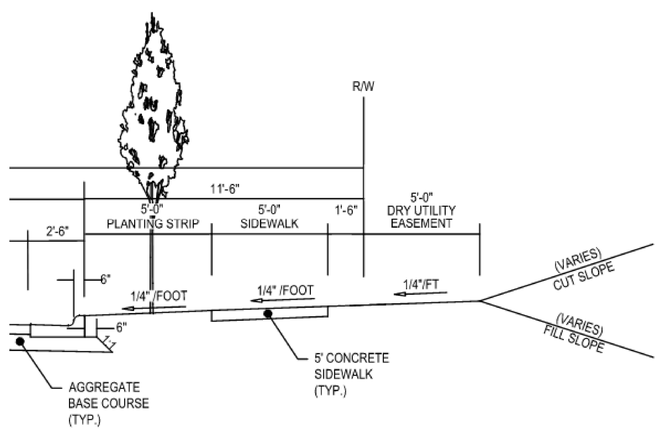




NOTE:

1. VALLEY, ROLLED, OR FLAT FACED CURB MAY BE USED ALONG FRONTAGE OF LOTS FOR THE SUBDIVISION. STANDARD CURB MAY BE USED ALONG ALL OPEN SPACES AND SIDES OF LOTS.





PEDESTRIAN AND VEHICULAR CIRCULATION INTENT AND COMPLIANCE:

INTENT:

1. A VARIETY OF STREET TYPES ARE PROVIDED TO BE ACCESSIBLE TO PEDESTRIANS, BICYCLISTS AND AUTOMOBILES. THE STREET NETWORK ENCOURAGES WALKING AND BIKING, THUS REDUCING THE NUMBER OF AUTOMOBILE TRIPS.
2. PEDESTRIAN AND BICYCLE CONNECTION ARE PROVIDED WITHIN THE NEIGHBORHOOD TO PROVIDE ACCESS TO GREENWAYS, NATURAL FEATURES AND TO SURROUNDING NEIGHBORHOODS.

NOTE:

1. ALTERNATIVE CROSS SECTION FOR INTERNAL RESIDENTIAL ROADS. SUBJECT TO REVIEW AND APPROVAL BY TOWN STAFF AT SITE AND CONSTRUCTION DRAWING PLAN.

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CAROLINA OVERLOOK - NORTH

TYPICAL ROADWAY SECTIONS AND TIA ROAD IMPROVEMENTS

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

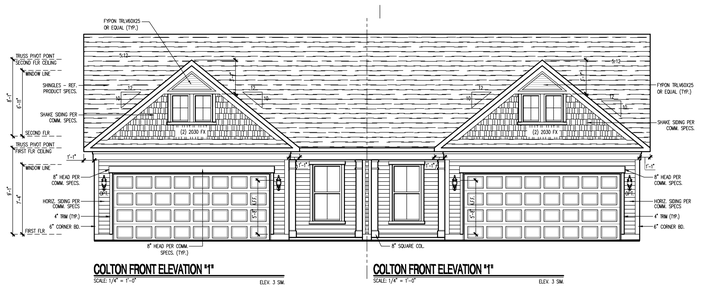
SHT. C4.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 230035.00
05/10/2024
SCALE: 1 inch = 250 ft.

ARCHITECTURAL AND CONTEXTUAL STANDARDS FOR ALL RESIDENTIAL HOUSING:

1. UNITS WILL BE A MIXTURE OF ONE-STORY, ONE AND ONE-HALF STORIES, AND TWO STORIES WITH A VARIETY OF ELEVATIONS. UNITS OF THE SAME ELEVATION SHALL NOT BE SIDE BY SIDE. EXTERIOR COLOR SCHEMES WILL NOT BE REPEATED SIDE BY SIDE.
2. ALL HOMES WILL HAVE A COMBINATION OF TWO OR MORE OF THE FOLLOWING MATERIALS ON THE FRONT FACADE: STONE, BRICK, LAP SIDING, FIBER CEMENT SIDING, SHAKES OR BOARD AND BATTEN. VINYL MAY BE USED FOR SOFFITS, FACIA, AND CORNER BOARDS.
3. VINYL SIDING WILL NOT BE USED ON FRONT, SIDE, OR REAR FACADES WITH THE EXCEPTION OF SUCH AS SOFFITS, FACIA, AND CORNER BOARDS.
4. A MINIMUM OF FIFTY PERCENT OF ALL RESIDENTIAL UNITS SHALL HAVE A COVERED FRONT PORCH OR STOOP.
5. ARCHITECTURAL STYLE SHINGLES TO BE USED.
6. REAR CONCRETE PAD/PATIO WILL BE PROVIDED ON A MINIMUM OF FIFTY PERCENT OF ALL RESIDENTIAL UNITS.
7. TO ACCOMMODATE LARGER GARAGE SPACES AND FACADE FEATURES, GARAGE DOORS MAY CONSTITUTE MORE THAN 50% OF THE WIDTH OF THE PROPOSED TOWNHOMES.

ALL ELEVATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY



COLTON FRONT ELEVATION *1*
SCALE: 1/4" = 1'-0"
ELEV. 3 SIM.

COLTON FRONT ELEVATION *1*
SCALE: 1/4" = 1'-0"
ELEV. 3 SIM.

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CAROLINA OVERLOOK - NORTH
ARCHITECTURAL ELEVATIONS

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

SHT. A1.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 230333.00
05/10/2024

WithersRavenel
Our People. Your Success.

November 2, 2023

Dear Clayton Area Property Owner,

This letter serves as an invitation to a meeting regarding a rezoning request filed with the Town of Clayton for the property at 1162 Covered Bridge Road, which is adjacent to or in close proximity to your property.

Meeting Date: November 14, 2023

Meeting Time: 6:00 p.m.

Meeting Location: The Clayton Center - 111 E 2nd St, Clayton, NC 27520

Type of Application: Conditional Zoning

Project/proposal property address: 1162 Covered Bridge Road

Description of project/proposal: Carolina Overlook North is a proposed active adult community with a maximum of 750 residential units located on the vacant 357-acre parcel at 1162 Covered Bridge Road.

The proposed zoning of the subject property is CZ-R from the R-8 and R-10 existing zoning which is consistent with the FLUM designation of LDR and MDR.

The Carolina Overlook North neighborhood would provide a variety of amenities and open space as outlined in the Conditional Zoning Master Plan Narrative.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact us at 919-469-3340. You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,

Brendie Vega

WithersRavenel
Brendie Vega
Entitlements Manager

Cc: Town of Clayton Planning Department

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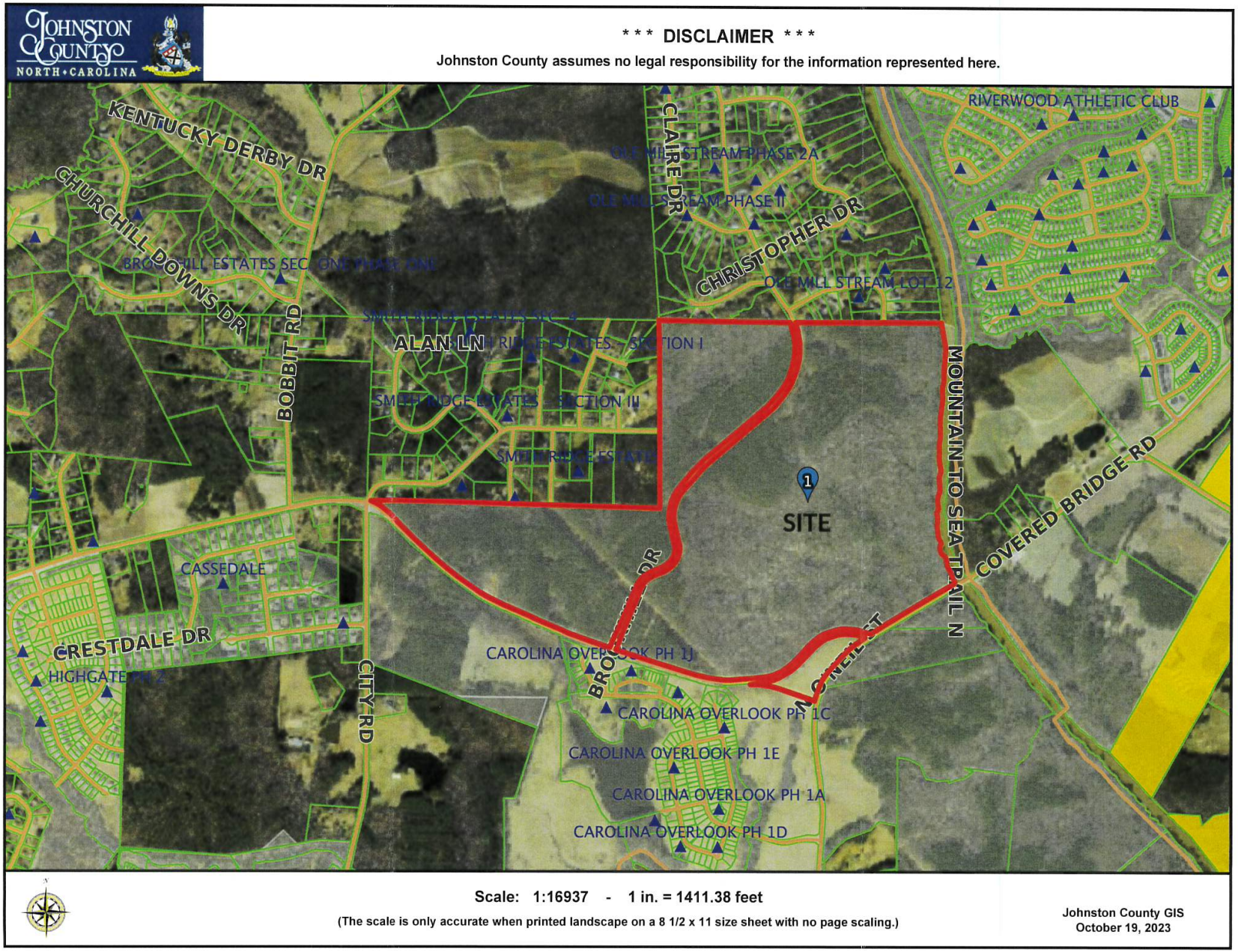
Asheville | Cary | Charlotte | Greensboro | Pittsboro | Raleigh | Southern Pines | Wilmington


JOHNSTON COUNTY
NORTH • CAROLINA
*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.
KENTUCKY DERBY DR
CHURCHILL DOWNS DR
BOBBIT RD
ALAN LN
CLAIRE DR
CHRISTOPHER DR
OLE MILL STREAM PHASE 2A
OLE MILL STREAM PHASE II
OLE MILL STREAM LOT 12
RIVERWOOD ATHLETIC CLUB
MOUNTAIN TO SEA TRAIL N
COVERED BRIDGE RD
SITE
CASSEDALE
CRESTDALE DR
HIGHGATE PH 2
CITY RD
CAROLINA OVERLOOK PH 1J
CAROLINA OVERLOOK PH 1C
CAROLINA OVERLOOK PH 1E
CAROLINA OVERLOOK PH 1A
CAROLINA OVERLOOK PH 1D
Scale: 1:16937 - 1 in. = 1411.38 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)
Johnston County GIS
October 19, 2023

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Cary, NC 27511

RALEIGH NC 275
Research Triangle Region
4 NOV 2023 PM 3 L

Town of Clayton
Planning Department
P.O. Box 879
Clayton, NC 27528

27528-087979

Resolution #2024-34

APPROVAL OF A RESOLUTION GRANTING WASTEWATER TREATMENT CAPACITY 2023-115-CZM: CAROLINA OVERLOOK NORTH

WHEREAS, the Town of Clayton operates a wastewater treatment plant known and permitted as the "Little Creek Water Reclamation Facility"; and,

WHEREAS, said facility is permitted to treat a maximum average of 2.5 million gallons daily; and,

WHEREAS, the Town of Clayton holds several interlocal agreements which secure additional wastewater treatment capacity from other available sources; and,

WHEREAS, the Town of Clayton is constructing a new wastewater treatment facility permitted to treat up to 6 million gallons daily and expected to be completed in 2025; and

WHEREAS, the North Carolina Department of Environment Quality (NCDEQ) regulates, reviews, and permits flow tributary to newly extended or installed wastewater treatment collection facilities tributary to the Town of Clayton system; and,

WHEREAS, flow from sanitary sewer customers tributary to existing lines owned and operated as part of the Town of Clayton is bound to abide by the permitted average daily flow at the Little Creek Water Reclamation Facility in conjunction with other available sources and consistent with interlocal agreements regarding wastewater treatment.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following is found:

1. The Town of Clayton has, according to the most recent accounting, sufficient excess, and unallocated treatment capacity to approve additional allocation subject to the completion of the Sam's Branch Wastewater Reclamation Facility.

2. Such available capacity may be made available to users in accordance with regulatory and legal parameters established to ensure satisfactory treatment plant operation.

3. A total allocation for wastewater treatment capacity is granted in the amount of 187,500 gallons per day (GPD) to Carolina Overlook North (2023-115-CZM).

4. The total allocation for wastewater treatment capacity **will not be immediately available**. Sewer Expansion Permits and/or FTSE forms shall not be executed by the Town prior to January 1, 2025.

5. Allocation for wastewater treatment capacity will be allotted accordingly unless otherwise modified by the Engineering Director due to treatment capacity availability and regulatory requirements at time of permitting. In the event treatment capacity is unavailable at time of permitting, the Engineering Director will make a good faith effort to execute project permits and forms as soon as treatment capacity is available.

6. Said allocation is approved subject to and conditioned upon review and approval of all required regulatory processes.

7. Said allocation is non-transferable, non-assignable, and made for the projects as described and for the noted location unless explicitly approved by the Town of Clayton.

8. Said allocation may be revoked or reclaimed in accordance with the policies of the Town of Clayton as adopted or amended now or in the future. No property right is conferred with the granting of an allocation except as otherwise explicitly allowed by policy, ordinance, or action of the Town of Clayton.

9. Said allocation is subject to payment of applicable fees in accordance with adopted ordinances, policies, and fee schedules of the Town of Clayton.

10. Said allocation is subject to expiration one (1) year from the proposed allocation schedule mentioned above if the project has not progressed in construction plan approval, building-permit approval, or on-site construction. Upon request in writing, the Engineering Director may grant a one (1) year extension.

Duly adopted this 20th day of May 2024, while in regular session.

_____

Jody McLeod
Mayor

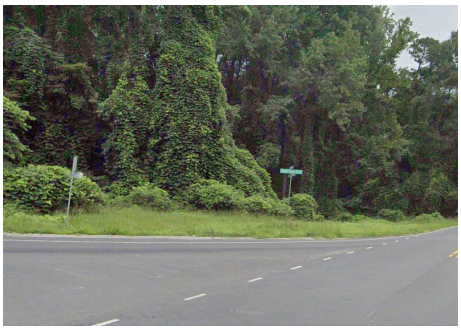
ATTEST:

_____

Heidi L. Holland, CMC, NCCMC
Town Clerk

RAMEY KEMP ASSOCIATES

TOGETHER WE ARE LIMITLESS



Steeplechase North

Traffic Impact Analysis
Clayton, North Carolina

RKA rameykemp.com

TRAFFIC IMPACT ANALYSIS

FOR

STEEPLECHASE NORTH

LOCATED

IN

CLAYTON, NC

Prepared For:
PULTE HOME COMPANY
1225 Crescent Green Drive
Cary, North Carolina

Prepared By:
Infrastructure Consulting Services, Inc.
dba
Ramey Kemp Associates
5808 Faringdon Place
Raleigh, NC 27609
License #F-1489

Sean Brennan
6/15/23

JUNE 2023

RKA Project No. 23113

Prepared By: GB

Reviewed By: SB

TRAFFIC IMPACT ANALYSIS
STEEPLECHASE NORTH
CLAYTON, NORTH CAROLINA

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed Steeplechase North development in accordance with the Clayton (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed development is to be located along both sides of Brookhill Drive and to the north of Covered Bridge Road in Clayton, North Carolina. The proposed development is expected to be a maximum of 750 senior adult single-family home development and estimated to be built out in 2028. Site access is proposed via two (2) full movement driveways along Covered Bridge Road and eight (8) full movement driveways along Brookhill Drive.

2. Existing Traffic Conditions

The study area for the TIA was determined through coordination with the NCDOT and the Town and consists of the following existing intersections:

- Covered Bridge Road & Shotwell Road
- Covered Bridge Road & Smith Drive/City Road
- Covered Bridge Road & Brookhill Drive
- Covered Bridge Road & N. O'Neil Street

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersection listed below, in May of 2023 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods:

- Covered Bridge Road & Shotwell Road
- Covered Bridge Road & Smith Drive/City Road
- Covered Bridge Road & Brookhill Drive
- Covered Bridge Road & N. O'Neil Street

Traffic volumes were balanced between study intersections, where appropriate.

3. Site Trip Generation

Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE Trip Generation Manual, 11.1th Edition. Table E-1 provides a summary of the trip generation potential for the site.

Table E-1: Site Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Senior Adult – Single Family Housing (251)	750 units	3,285	59	121	130	84

4. Future Traffic Conditions

Through coordination with the NCDOT and the Town, it was determined that an annual growth rate of 3% would be used to generate 2023 projected weekday AM and PM peak hour traffic volumes. The following adjacent developments were identified to be considered under future conditions:

- Carolina Overlook
- Ashcroft 2.0
- Walton Farms
- Highgate and Creech Developments

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2023 Existing Traffic Conditions
- 2028 No-Build Traffic Conditions
- 2028 Build Traffic Conditions

5. Capacity Analysis Summary

The analysis considered weekday AM and PM peak hour traffic for 2023 existing, 2028 no-build, and 2028 build conditions. Refer to Section 7 of the TIA for the capacity analysis summary performed at each study intersection.

6. Recommendations

Based on the findings of this study, specific geometric and traffic control improvements have been identified at study intersections. The improvements are summarized below and are illustrated in Figure E-1.

Improvements by Steeplechase

Covered Bridge Road & Shotwell Road

- Construct a northbound right-turn lane with 150 feet of storage and appropriate taper.
- Construct a southbound left-turn lane with 350 feet of storage and appropriate taper.
- Construct westbound right-turn lane with 100 feet of storage and appropriate taper.

Covered Bridge Road & N. O'Neil Street

- Construct a southbound right-turn lane with 275 feet of storage and appropriate taper.

Improvements by Highgate and Creech

Covered Bridge Road & Shotwell Road

- Install a traffic signal.

Covered Bridge Road & N. O'Neil Street

- Install a traffic signal.

Improvements by Ashcroft Phase 2

Covered Bridge Road & N. O'Neil Street

- Construct a northbound left-turn lane with 250 feet of storage and appropriate taper.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper.

Recommended Improvements by Developer

Covered Bridge Road & Shotwell Road

- Signal timings modification.
- Extend westbound right-turn lane to 200 feet of storage with appropriate taper.

Covered Bridge Road & Site Access 1/Steeplechase Driveway 3

- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Covered Bridge Road & Site Access 2

- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 3

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 4

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 5

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 6

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 7

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 8

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 9

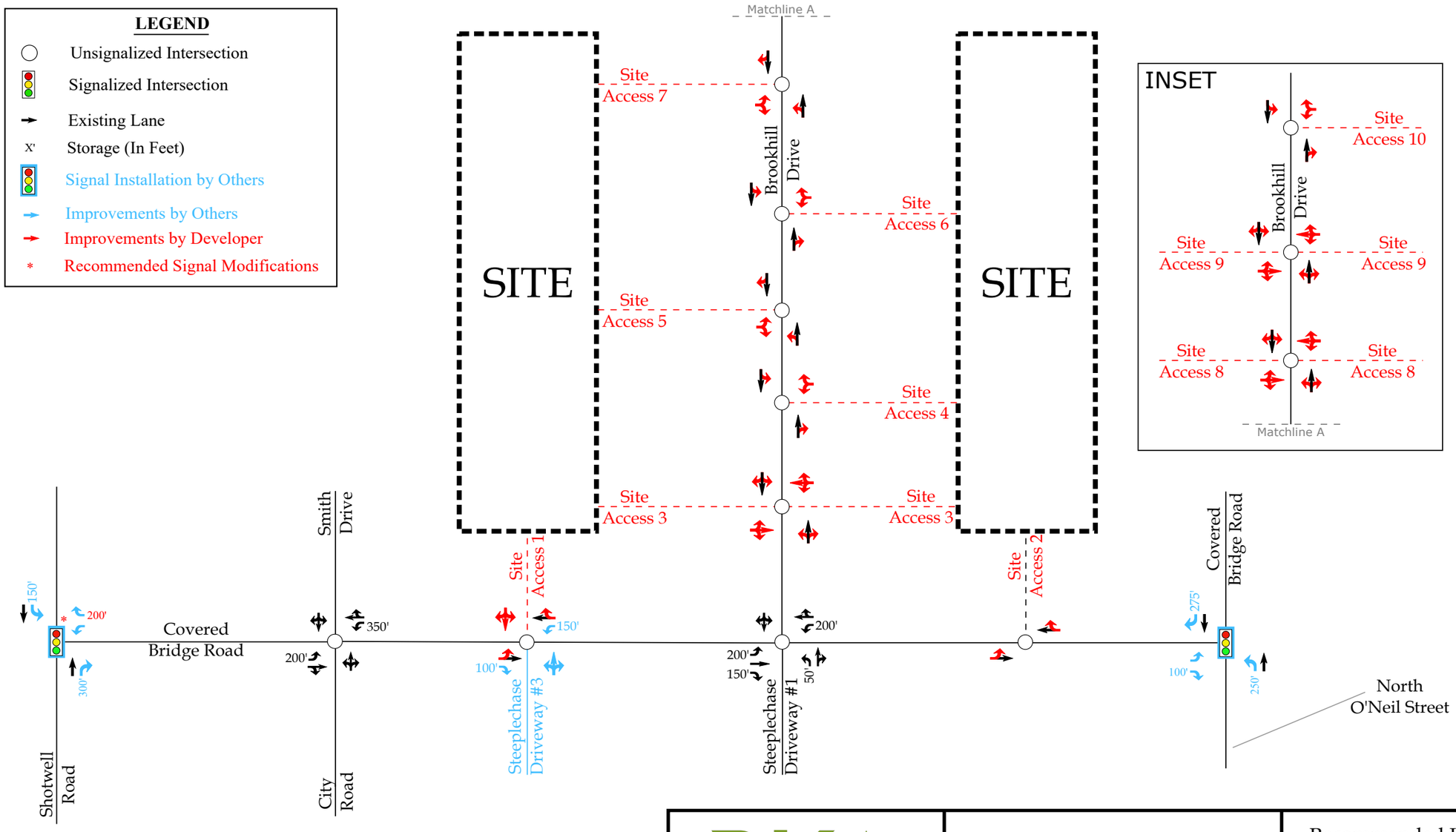
- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 10

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- Existing Lane
- x' Storage (In Feet)
- Signal Installation by Others
- Improvements by Others
- Improvements by Developer
- * Recommended Signal Modifications



RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

Recommended Lane Configurations

Scale: Not to Scale | Figure E-1

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TRAFFIC IMPACT ANALYSIS
STEEPLECHASE NORTH
CLAYTON, NORTH CAROLINA

1. INTRODUCTION

The contents of this report present the findings of the Traffic Impact Analysis (TIA) conducted for the proposed Steeplechase North development to be located along both sides of Brookhill Drive and to the north of Covered Bridge Road in Clayton, North Carolina. The purpose of this study is to determine the potential impacts to the surrounding transportation system created by traffic generated by the proposed development, as well as recommend improvements to mitigate the impacts.

The proposed development, anticipated to be completed in 2028, is assumed to consist of up to 750 senior adult single-family housing. This property was previously considered for development with approximately 1,200 residential units that would not be age-restricted. The current plan proposes fewer units that will be age-restricted.

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2023 Existing Traffic Conditions
- 2028 No-Build Traffic Conditions
- 2028 Build Traffic Conditions

1.1. Site Location and Study Area

The development is proposed to be located along both sides of Brookhill Drive and to the north of Covered Bridge Road in Clayton, North Carolina. Refer to Figure 1 for the site location map.

The study area for the TIA was determined through coordination with the North Carolina Department of Transportation (NCDOT) and the Town of Clayton (Town) and consists of the following existing intersections:

- Covered Bridge Road & Shotwell Road
- Covered Bridge Road & Smith Drive/City Road
- Covered Bridge Road & Brookhill Drive
- Covered Bridge Road & N. O'Neil Street

Refer to Appendix A for the approved scoping documentation.

1.2. Proposed Land Use and Site Access

The site is expected to be located along both sides of Brookhill Drive and to the north of Covered Bridge Road. The proposed development, anticipated to be completed in 2028, is assumed to consist of up to 750 senior adult single-family housing.

Site access is proposed via two (2) full movement driveways along Covered Bridge Road and eight (8) full movement driveways along Brookhill Drive. Refer to Figure 2 for a copy of the preliminary site plan.

1.3. Adjacent Land Uses

The proposed development is located in an area consisting primarily of undeveloped land and residential development.

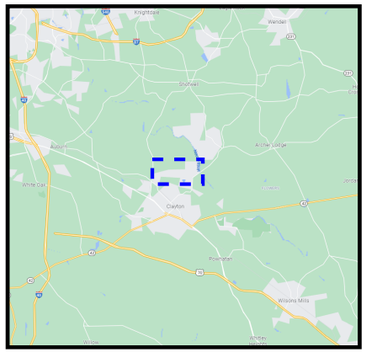
1.4. Existing Roadways

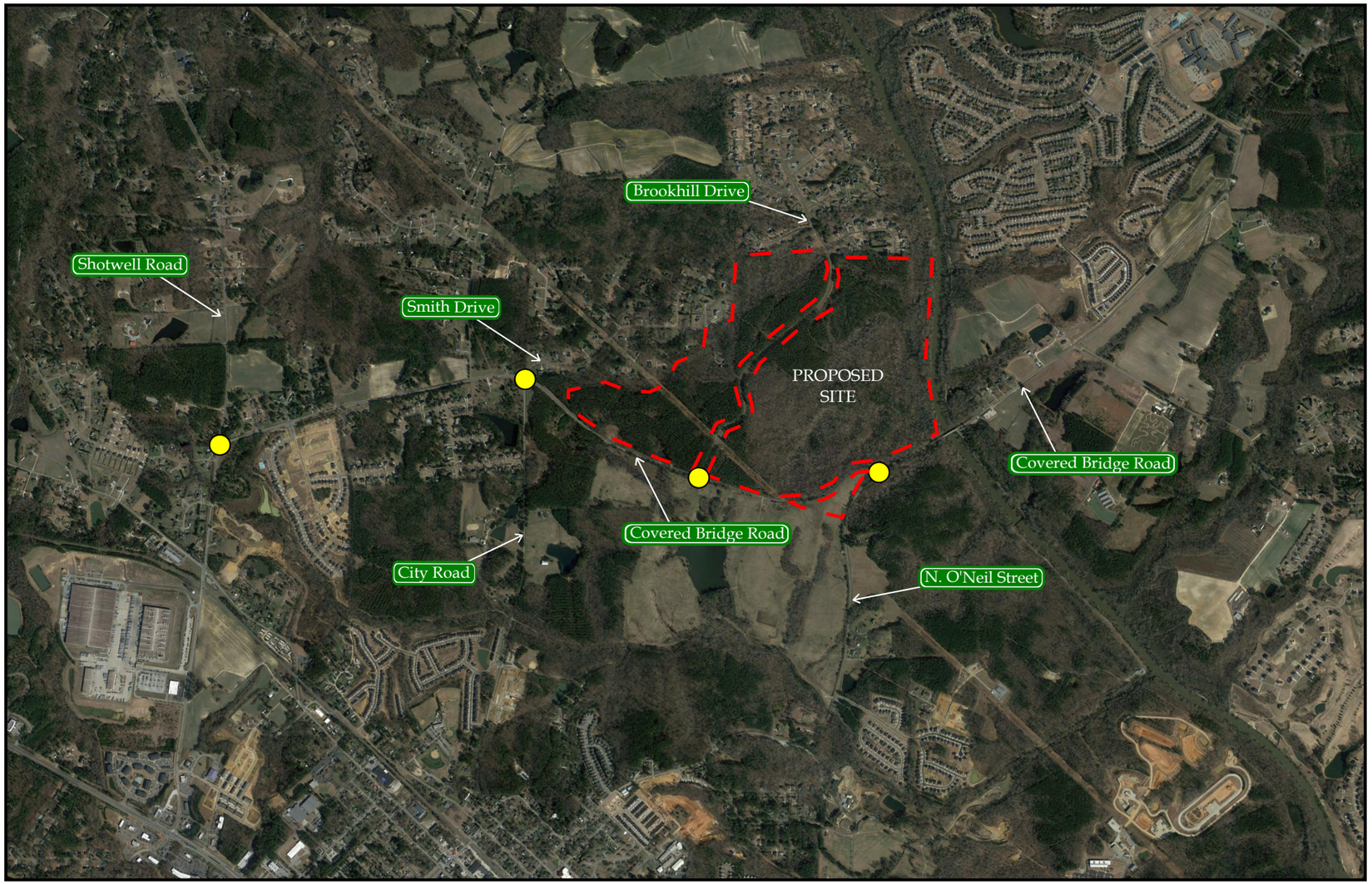
Existing lane configurations (number of traffic lanes on each intersection approach), speed limits, storage capacities, and other intersection and roadway information within the study area are shown in Figure 3. Table 1, on the following page, provides a summary of this information, as well.

Table 1: Existing Roadway Inventory

Road Name	Route Number	Typical Cross Section	Speed Limit	2019 AADT (vpd)
Covered Bridge Road	SR 1700	2-lane undivided	45 mph	11,000
Shotwell Road	SR 1553	2-lane undivided	45 mph	15,000**
City Road/Smith Drive	SR 1709/N/A	2-lane undivided	45 mph/25 mph	1,300/220***
Brookhill Drive	N/A	2-lane undivided	35 mph	210***
N. O'Neil Street	SR 1708	2-lane undivided	55 mph	7,600*

*ADT from 2017
**ADT from 2018
***ADT based on the traffic counts from 2023 and assuming the weekday PM peak hour volume is 10% of the average daily traffic.





LEGEND

- Proposed Site Location
- Study Intersection
- Study Area

N

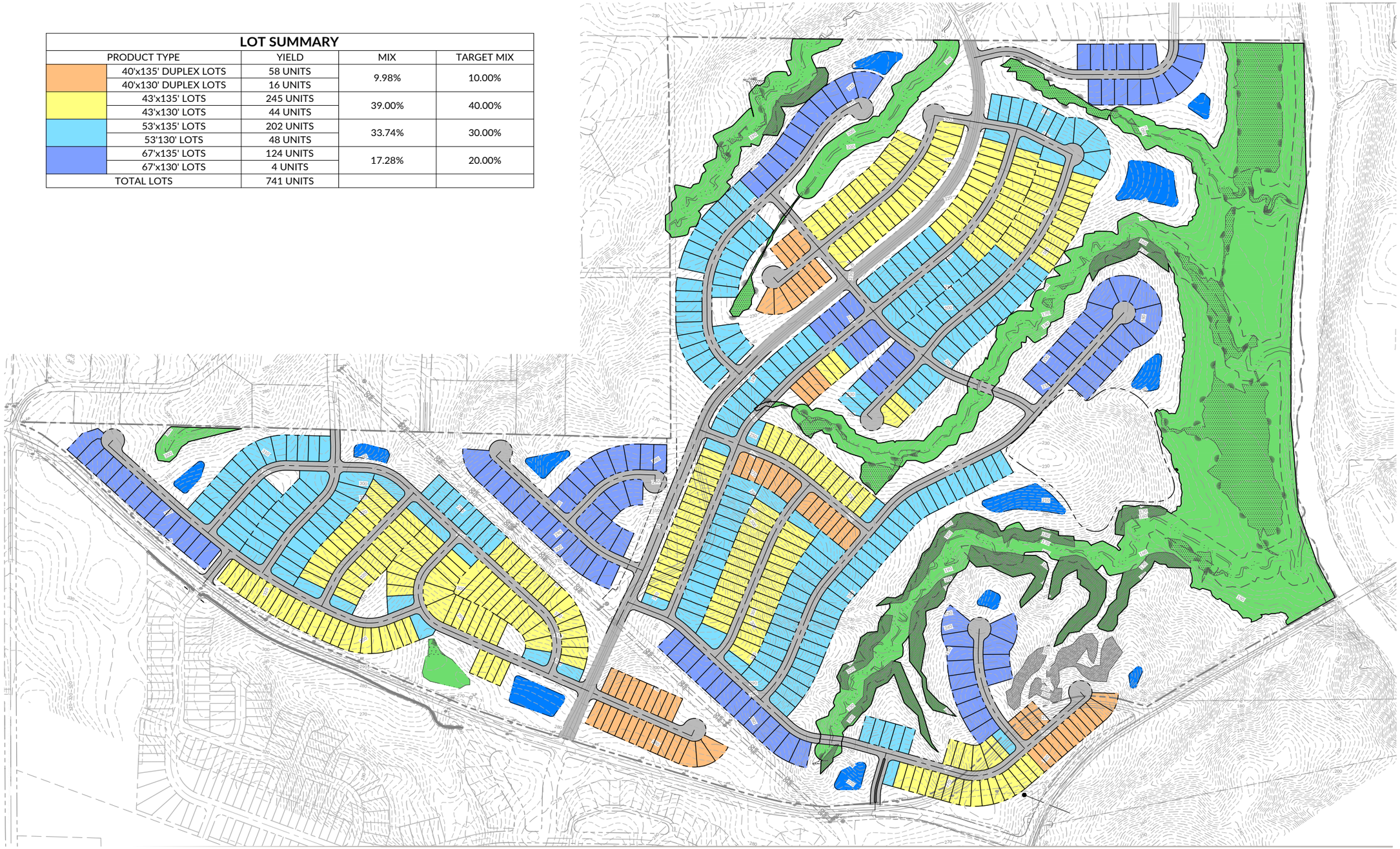
RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

Site Location Map

Scale: Not to Scale | Figure 1

LOT SUMMARY				
PRODUCT TYPE		YIELD	MIX	TARGET MIX
	40'x135' DUPLEX LOTS	58 UNITS	9.98%	10.00%
	40'x130' DUPLEX LOTS	16 UNITS		
	43'x135' LOTS	245 UNITS	39.00%	40.00%
	43'x130' LOTS	44 UNITS		
	53'x135' LOTS	202 UNITS	33.74%	30.00%
	53'130' LOTS	48 UNITS		
	67'x135' LOTS	124 UNITS	17.28%	20.00%
	67'x130' LOTS	4 UNITS		
TOTAL LOTS		741 UNITS		



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STEEPLECHASE NORTH

LAYOUT AND LOT COUNT

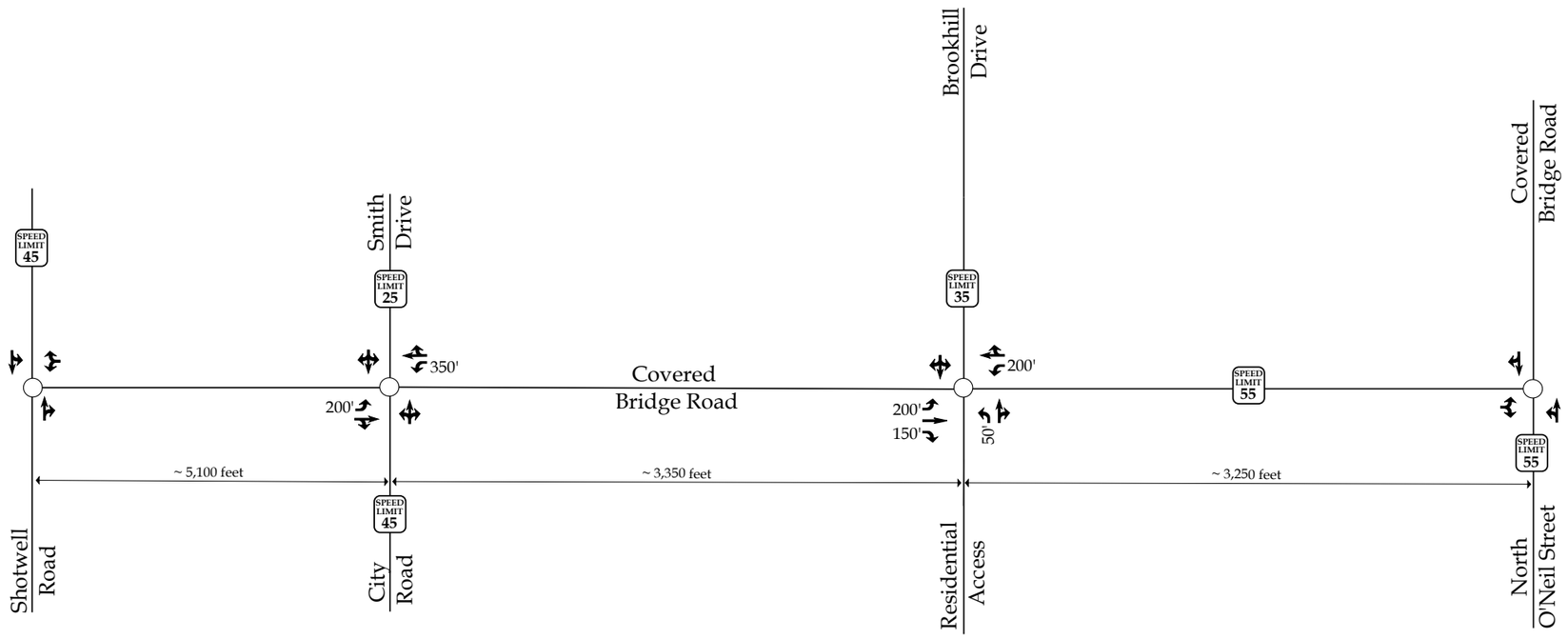
JOHNSTON COUNTY
CLAYTON, NC
WR PROJECT #: 230335
05/15/2025

SCALE: 1 inch = 200 ft.

EST. 1963

LEGEND

- Unsignalized Intersection
- Existing Lane
- X' Storage (In Feet)
- SPEED LIMIT XX Posted Speed Limit



RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

2023 Existing
Lane Configurations

Scale: Not to Scale | Figure 3

2. 2023 EXISTING PEAK HOUR CONDITIONS

2.1. 2023 Existing Peak Hour Traffic Volumes

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersections listed below, in May of 2023 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods:

- Covered Bridge Road & Shotwell Road
- Covered Bridge Road & Smith Drive/City Road
- Covered Bridge Road & Brookhill Drive
- Covered Bridge Road & N. O'Neil Street

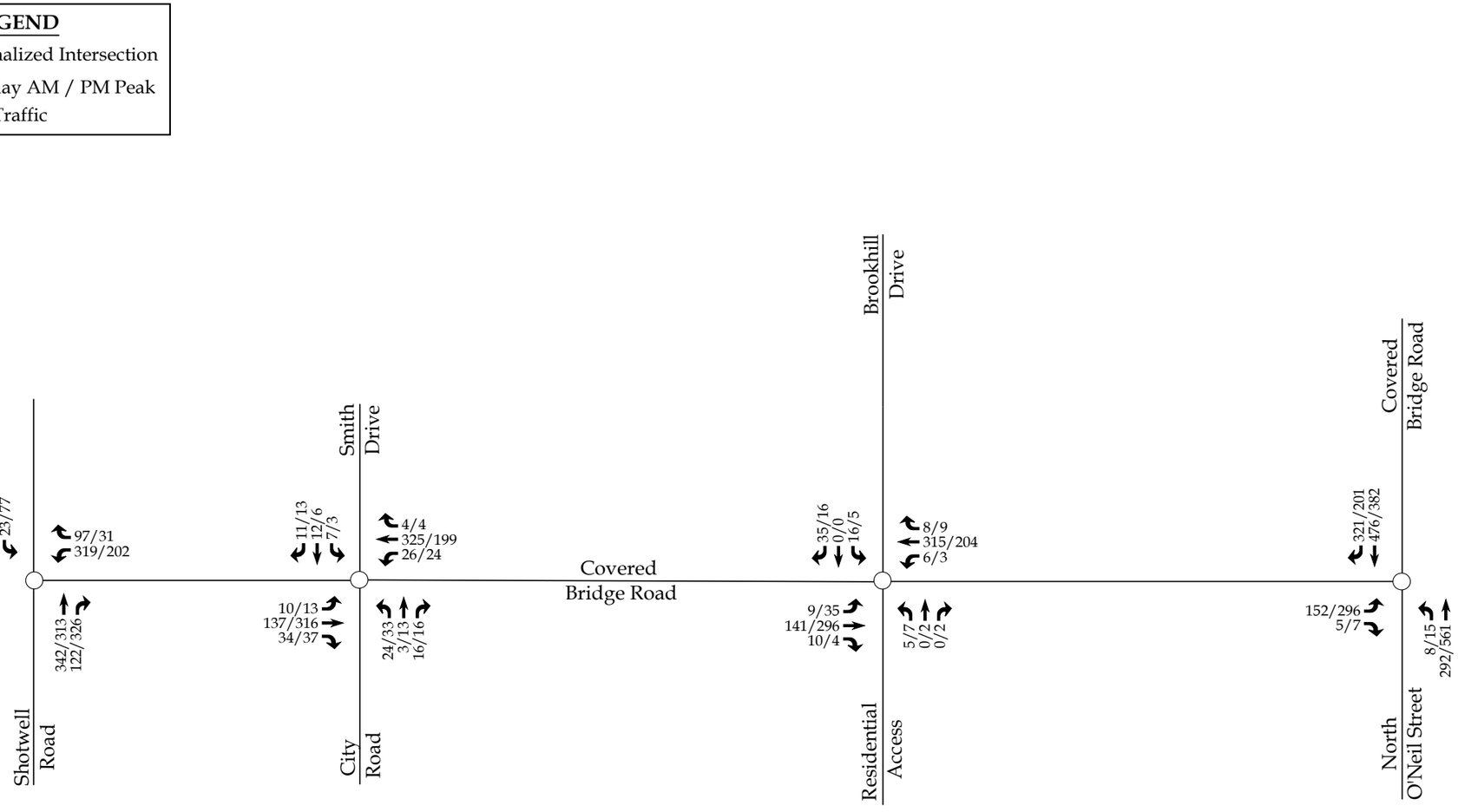
Weekday AM and PM traffic volumes were balanced between study intersections, where appropriate. Refer to Figure 4 for 2023 existing weekday AM and PM peak hour traffic volumes. A copy of the count data is located in Appendix B of this report.

2.2. Analysis of 2023 Existing Peak Hour Traffic Conditions

The 2023 existing weekday AM and PM peak hour traffic volumes were analyzed to determine the current levels of service at the study intersections under existing roadway conditions. Signal information was obtained from NCDOT and is included in Appendix C. The results of the analysis are presented in Section 7 of this report.

LEGEND

- ○ Unsignalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.

RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

2023 Existing
Peak Hour Traffic

Scale: Not to Scale | Figure 4

3. 2028 NO-BUILD PEAK HOUR CONDITIONS

In order to account for growth of traffic and subsequent traffic conditions at a future year, no-build traffic projections are needed. No-build traffic is the component of traffic due to the growth of the community and surrounding area that is anticipated to occur regardless of whether or not the proposed development is constructed. No-build traffic is comprised of existing traffic growth within the study area and additional traffic created as a result of adjacent approved developments.

3.1. Ambient Traffic Growth

Through coordination with the NCDOT and the Town, it was determined that an annual growth rate of 3% would be used to generate 2028 projected weekday AM and PM peak hour traffic volumes. Refer to Figure 5 for 2028 projected peak hour traffic.

3.2. Adjacent Development Traffic

Through coordination with the NCDOT and the Town, the following adjacent developments were identified to be included as an approved adjacent development in this study:

- Carolina Overlook (Steeplechase)
- Ashcroft 2.0
- Walton Farms
- Highgate and Creech Developments

Table 2, on the following page, provides a summary of the adjacent developments.

Table 2: Adjacent Development Information

Development Name	Location	Build-Out Year	Land Use / Intensity	TIA Performed
Carolina Overlook (Steeplechase)	South of Covered Bridge Road and west of N. O'Neil Street	2020	373 Single-family homes and 70 townhomes	March 2018 by RKA
Ashcroft Phase 2	East of N. O'Neil Street on the south side of the Neuse River	2030	300 Single-family homes, 300 townhomes, 180 apartments, and 105,000 square feet of general retail space	August of 2020 by Kimley Horn
Walton Farms	East of the Neuse Rover and north of Covered Bridge Road	2024	190 single-family homes and 120 apartments	April 2017 by RKA
Highgate and Creech Developments	Between Covered Bridge Road and Old US 70 to the east of Shotwell Road	2019	229 Single-family homes	September 2017 by Moffatt & Nichol

Steeplechase is expected to add a northbound approach, creating a fourth leg to the intersection of Covered Bridge Road and Brookhill Drive striped as a left-turn lane with 100 feet of storage and a shared through-right lane. The development is also expected to add an eastbound right-turn lane and a westbound left-turn lane. These improvements are already in place in the existing traffic conditions. The Highgate and Creech developments are expected to signalize the intersections of Covered Bridge Road and Shotwell Road as well as Covered Bridge Road and N. O'Neil Street.

It should be noted that the adjacent developments were approved, during scoping, by the NCDOT and the Town. Adjacent development trips are shown in Figure 6. Adjacent development information can be found in Appendix D.

3.3. Future Roadway Improvements

Based on coordination with the NCDOT and the Town, it was determined there were no future roadway improvements to be constructed by the public agencies. Improvements required of other developments are considered in this study.

3.4. 2028 No-Build Peak Hour Traffic Volumes

The 2028 no-build traffic volumes were determined by projecting the 2023 existing peak hour traffic to the year 2028 and adding the adjacent development trips. Refer to Figure 7 for an illustration of the 2028 no-build peak hour traffic volumes at the study intersections.

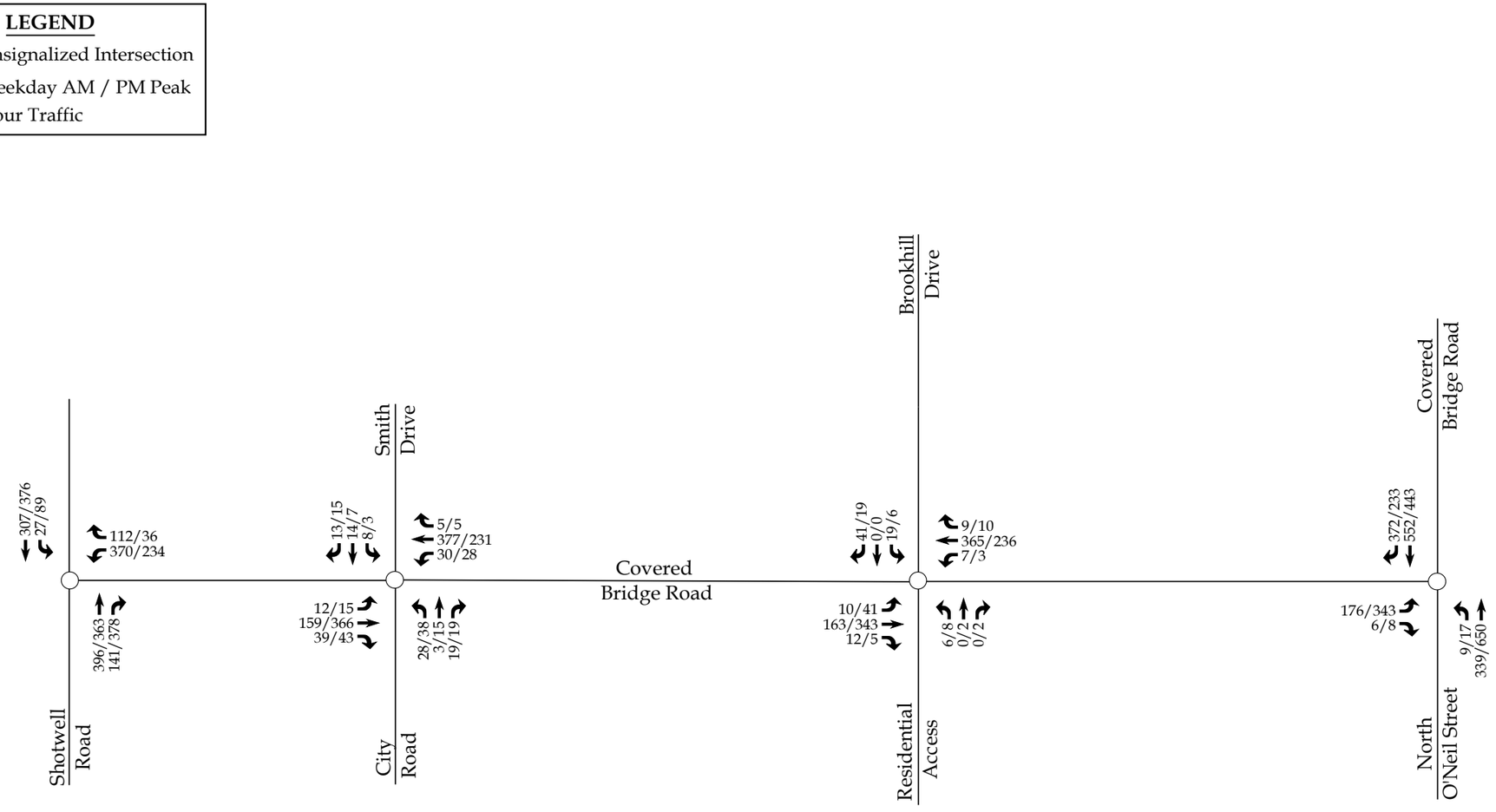
3.5. Analysis of 2028 No-Build Peak Hour Traffic Conditions

The 2028 no-build AM and PM peak hour traffic volumes at the study intersections were analyzed with future geometric roadway conditions and traffic control. The analysis results are presented in Section 7 of this report.

LEGEND

○ Unsignalized Intersection

X / Y → Weekday AM / PM Peak Hour Traffic



RAMEY KEMP ASSOCIATES

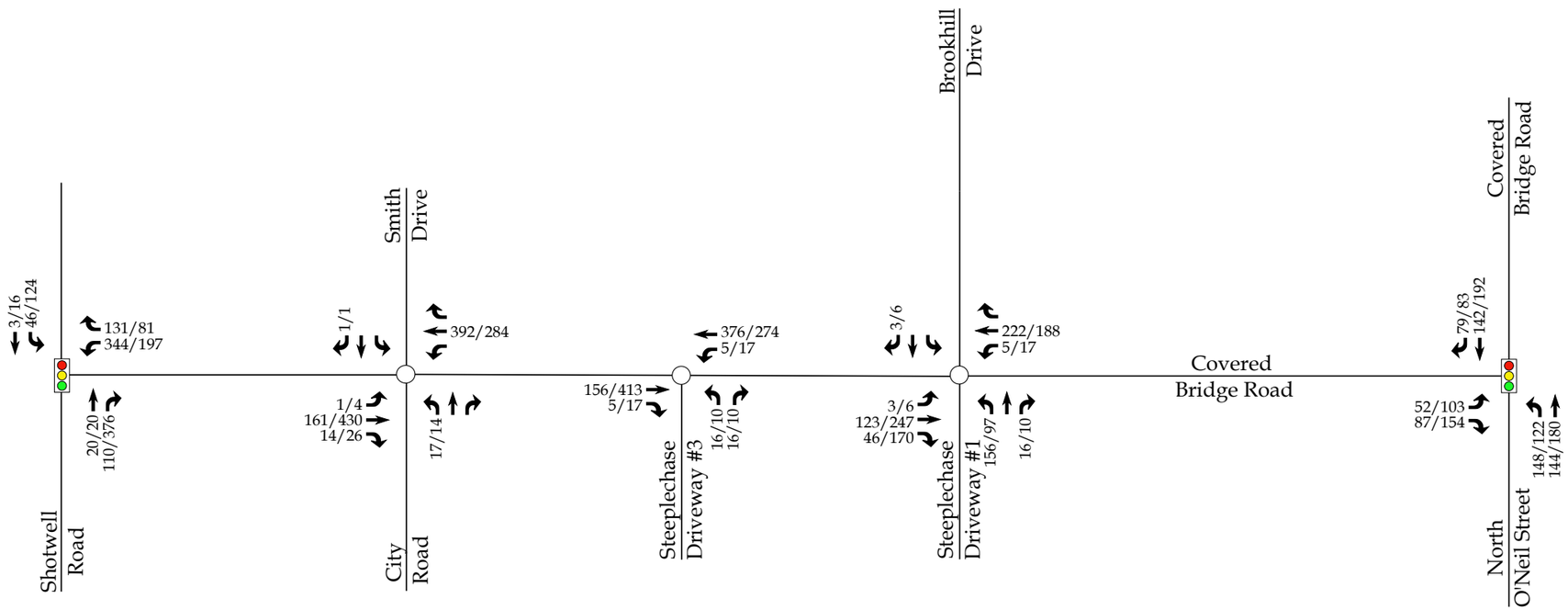
Steeplechase North
Clayton, NC

2028 Projected
Peak Hour Traffic

Scale: Not to Scale | Figure 5

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- X / Y → Weekday AM / PM Peak Hour Adjacent Development Trips



RAMEY KEMP ASSOCIATES

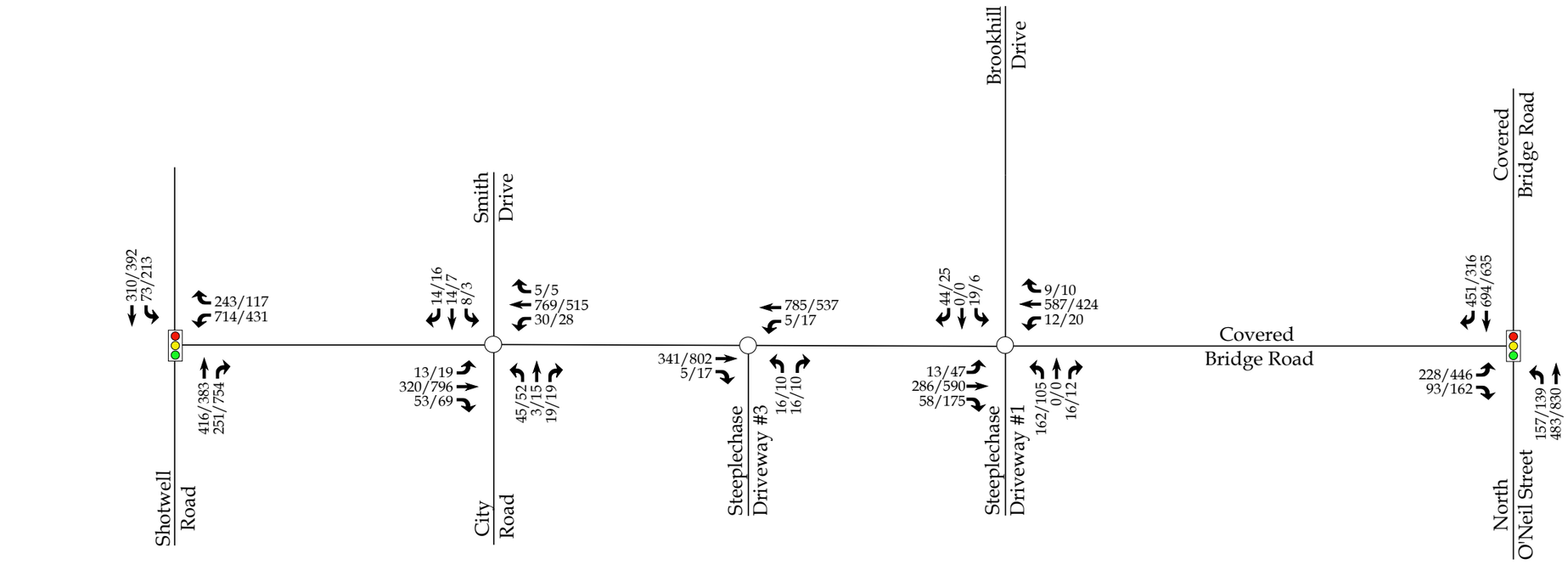
Steeplechase North
Clayton, NC

Peak Hour Adjacent Development Trips

Scale: Not to Scale | Figure 6

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.

RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

2028 No-Build
Peak Hour Traffic

Scale: Not to Scale | Figure 7

4. SITE TRIP GENERATION AND DISTRIBUTION

4.1. Trip Generation

Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE *Trip Generation Manual*, 11.1 Edition. Table 3 provides a summary of the trip generation potential for the site.

Table 3: Trip Generation Summary

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Senior Adult – Single Family Housing (251)	750 units	3,285	59	121	130	84

It is estimated that the proposed development will generate approximately 3,285 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 180 trips (59 entering and 121 exiting) will occur during the weekday AM peak hour and 214 trips (130 entering and 84 exiting) will occur during the weekday PM peak hour.

The proposed development will include up to 750 senior adult single-family residential units. This property was previously considered for development with approximately 1,200 residential units that would not be age-restricted. The current plan proposal results in a significantly lower trip generation than the previous development plan.

4.2. Site Trip Distribution and Assignment

Trip distribution percentages used in assigning site traffic for this development were estimated based on a combination of existing traffic patterns, population centers adjacent to the study area, and engineering judgment.

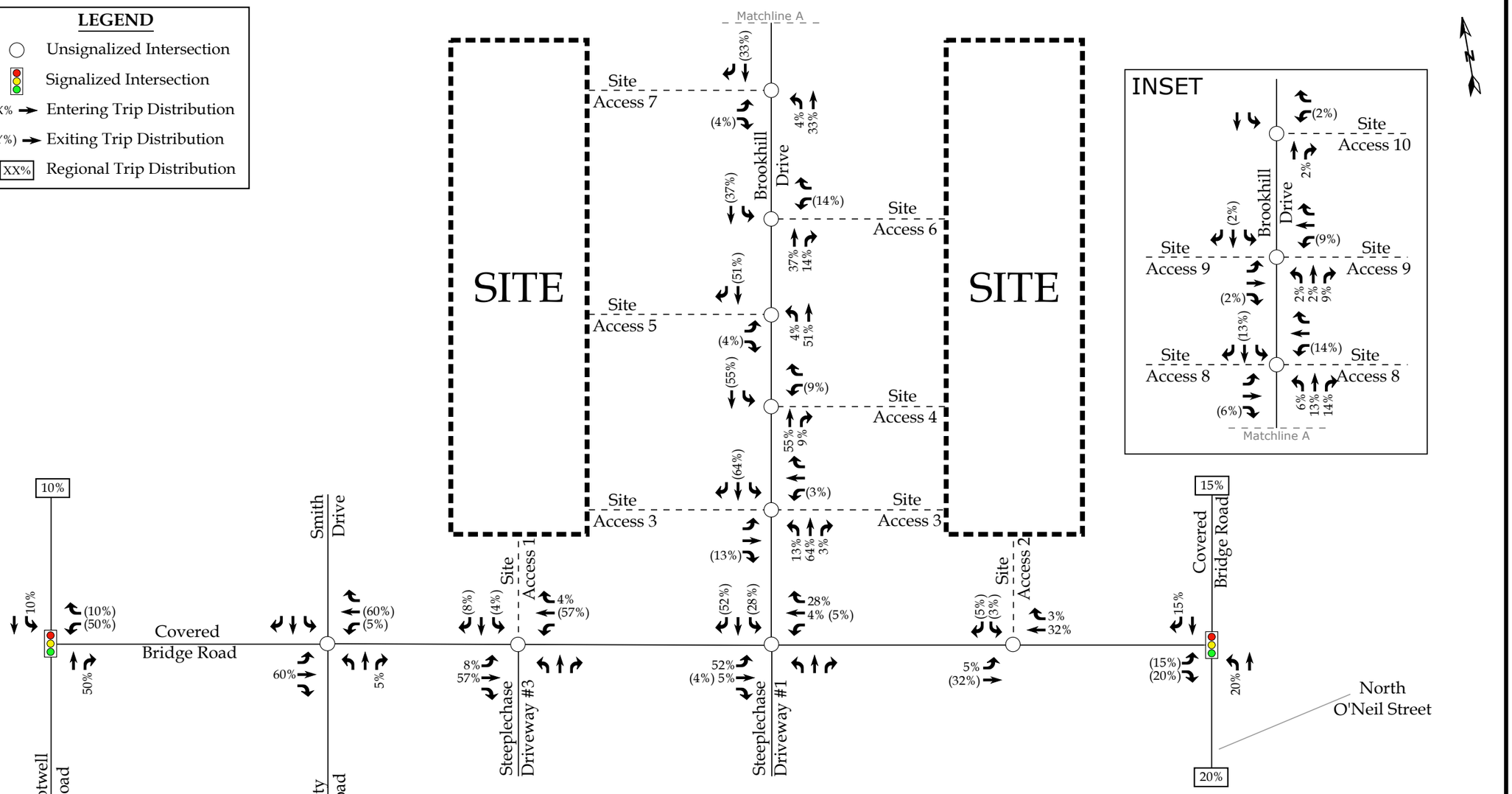
It is estimated that the site trips will be regionally distributed as follows:

- 50% to/from the south via Shotwell Road
- 20% to/from the south via N. O'Neil Street
- 15% to/from the north via Covered Bridge Road
- 10% to/from the north via Shotwell Road
- 5% to/from the south via City Road

The site trip distribution is shown in Figure 8 and refer to Figure 9 for the site trip assignment.

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- X% → Entering Trip Distribution
- (Y%) → Exiting Trip Distribution
- XX% Regional Trip Distribution



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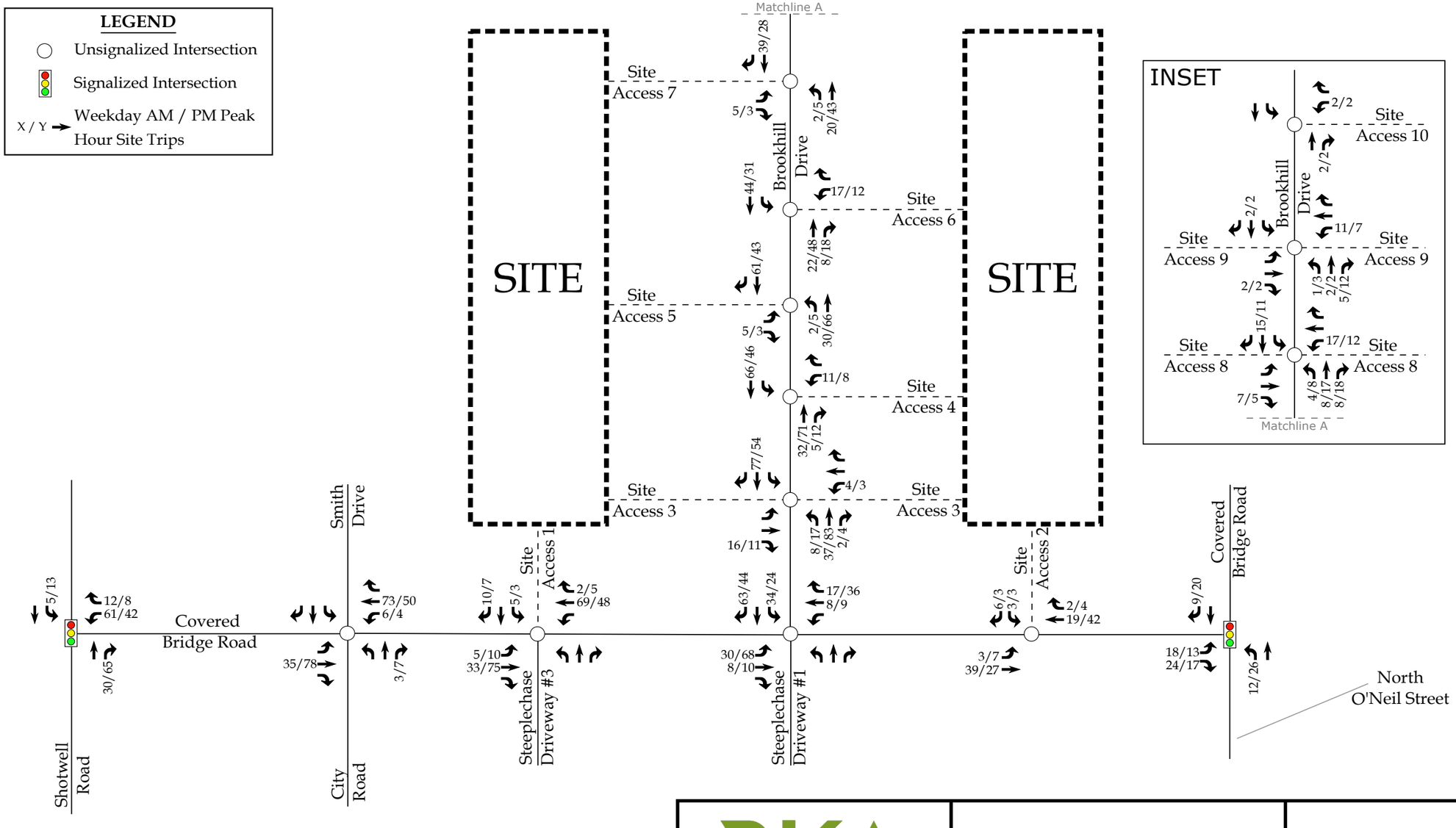
Steeplechase North
Clayton, NC

Proposed Site Trip Distribution

Scale: Not to Scale | Figure 8

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips



RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

Site Trip Assignment

Scale: Not to Scale | Figure 9

5. 2028 BUILD TRAFFIC CONDITIONS

5.1. 2028 Build Peak Hour Traffic Volumes

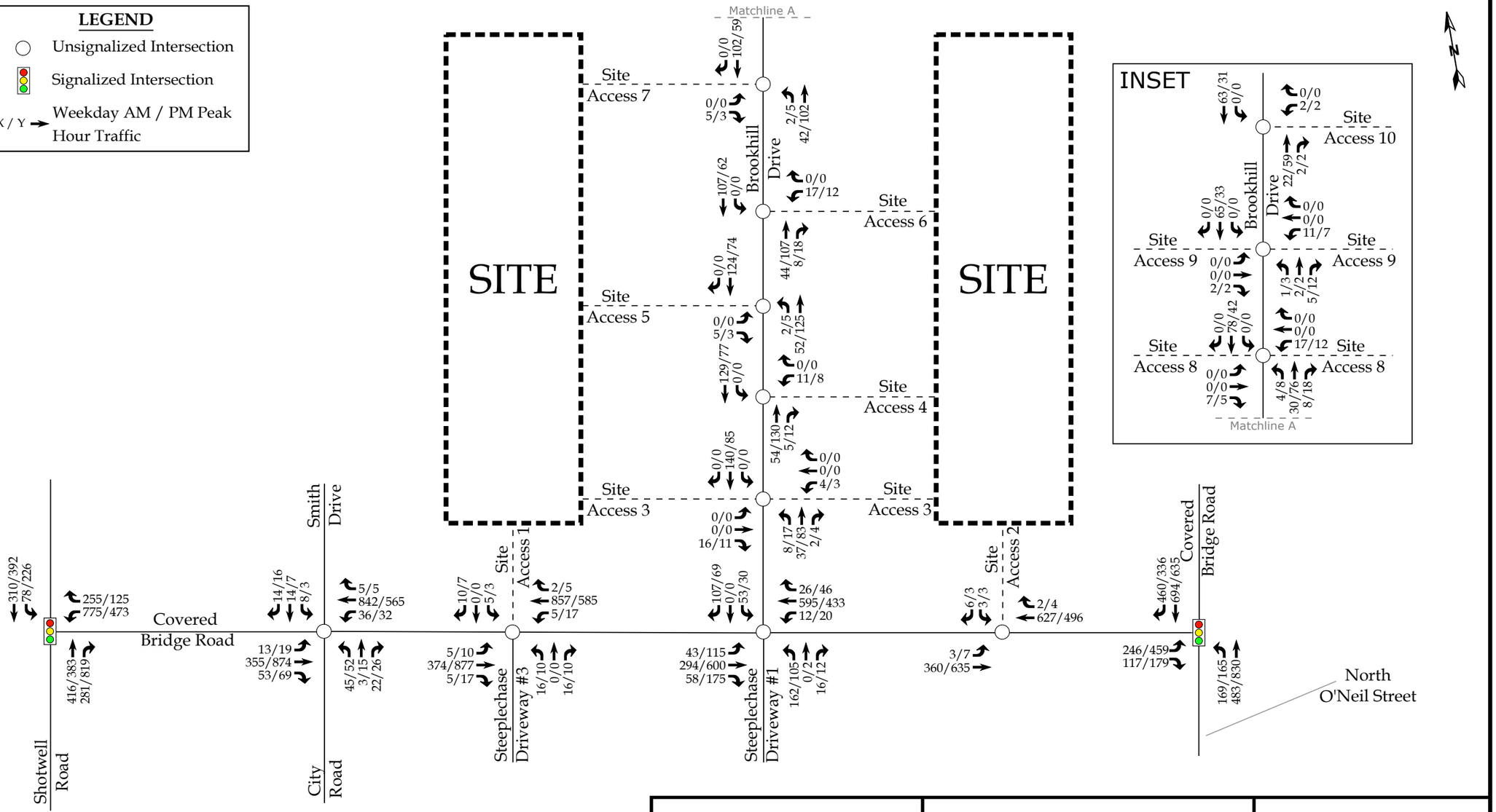
To estimate traffic conditions with the site fully built-out, the total site trips were added to the 2028 no-build traffic volumes to determine the 2028 build traffic volumes. Refer to Figure 10 for an illustration of the 2028 build peak hour traffic volumes with the proposed site fully developed.

5.2. Analysis of 2028 Build Peak Hour Traffic Conditions

Study intersections were analyzed with the 2028 build traffic volumes using the same methodology previously discussed for existing and no-build traffic conditions. Intersections were analyzed with improvements necessary to accommodate future traffic volumes. The results of the capacity analysis for each intersection are presented in Section 7 of this report.

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.

RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

2028 Build
Peak Hour Traffic

Scale: Not to Scale | Figure 10

6. TRAFFIC ANALYSIS PROCEDURE

Study intersections were analyzed using the methodology outlined in the *Highway Capacity Manual* (HCM), 6th Edition published by the Transportation Research Board. Capacity and level of service are the design criteria for this traffic study. Synchro (Version 11.1) was used to complete the analyses for the study area intersections. Unsignalized capacity analysis does not provide an overall level of service for an intersection; only delay for an approach with a conflicting movement.

The HCM defines capacity as "the maximum hourly rate at which persons or vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under prevailing roadway, traffic, and control conditions." Level of service (LOS) is a term used to represent different driving conditions and is defined as a "qualitative measure describing operational conditions within a traffic stream, and their perception by motorists and/or passengers." Level of service varies from Level "A" representing free flow, to Level "F" where breakdown conditions are evident. Refer to Table 4 for HCM levels of service and related average control delay per vehicle for both signalized and unsignalized intersections. Control delay as defined by the HCM includes "initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay".

Table 4: Highway Capacity Manual – Levels-of-Service and Delay

UNSIGNALIZED INTERSECTION		SIGNALIZED INTERSECTION	
LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)	LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)
A	0-10	A	0-10
B	10-15	B	10-20
C	15-25	C	20-35
D	25-35	D	35-55
E	35-50	E	55-80
F	>50	F	>80

6.1. Adjustments to Analysis Guidelines

Capacity analysis at all study intersections was completed according to the NCDOT Congestion Management Guidelines. Any adjustments to the guidelines were accounted for in a separate analysis scenario.

7. CAPACITY ANALYSIS

7.1. Covered Bridge Road & Shotwell Road

The existing unsignalized intersection was analyzed under all traffic conditions with lane configurations and traffic control shown in Table 5. Refer to Table 5 for a summary of the analysis results. Refer to Appendix E for the Synchro capacity analysis reports.

Table 5: Analysis Summary of Covered Bridge Road & Shotwell Road

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2023 Existing	WB NB SB	1 LT- RT 1 LT-TH 1 TH-RT	F[2] -- A[1]	N/A	F[2] -- A[1]	N/A
2028 No-Build	WB NB SB	1 LT, **1 RT** 1 TH, **1 RT** **1 LT,** 1 TH	F C B	F (87)	F D E	E (77)
2028 Build	WB NB SB	1 LT, **1 RT** 1 TH, **1 RT** **1 LT,** 1 TH	F C B	F (110)	F D E	F (106)
2028 Build – with Improvements	WB NB SB	1 LT, **1 RT** 1 TH, **1 RT** **1 LT,** 1 TH	D E D	D (46)	F E E	F (85)
2028 Build – with Improvements/RTOR	WB NB SB	1 LT, **1 RT** 1 TH, **1 RT** **1 LT,** 1 TH	D D D	D (39)	D C C	C (30)

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor street approach is expected to operate at LOS F during the existing weekday AM and PM peak hours. The major street left turn is expected to operate at LOS A during the existing weekday AM and PM peak hours.

Under the no-build traffic condition the intersection is expected to be signalized by the Highgate and Creech development. During the no-build and build traffic conditions the intersection is expected to operate at LOS F during the weekday AM and PM peak hours. When comparing the no-build and build traffic conditions there is a minor increase in overall

intersection delay. The westbound approach is expected to experience significant queueing during the AM peak hour. The proposed development is expected to account for 8% of the traffic along the westbound approach, and 5% along the northbound approach.

Extending the westbound right turn lane as well as modifying the signal timings were considered to improve the delay of the overall intersection. Although when looking at the build with improvements traffic condition the overall intersection continues to operate at an overall LOS F during the weekday PM peak hour, the weekday AM peak hour is expected to reduce to LOS D. Queueing along the westbound approach is expected to decrease significantly during both AM and PM peak hours.

To show how the intersection is expected to operate in a more real-world condition, a right-turns on red (RTOR) scenario with improvements analysis was also conducted. During the scenario right turns along the westbound and northbound approaches were allowed to turn on a red signal indication as they would in the field. This analysis indicates that the intersection is expected to operate at an overall LOS D during the weekday AM peak hour and LOS C during the weekday PM peak hour.

7.2. Covered Bridge Road & Smith Drive/City Road

The existing unsignalized intersection was analyzed under all traffic conditions with the existing lane configurations and traffic control shown in Table 6. Refer to Table 6 for a summary of the analysis results. Refer to Appendix F for the Synchro capacity analysis reports.

Table 6: Analysis Summary of Covered Bridge Road & Smith Drive/City Road

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2023 Existing	EB	1 LT, 1 TH-RT	A[1]	N/A	A[1]	N/A
	WB	1 LT, 1 TH-RT	A[1]		A[1]	
	NB	1 LT-TH-RT	B[2]		C[2]	
	SB	1 LT-TH-RT	B[2]		B[2]	
2028 No-Build	EB	1 LT, 1 TH-RT	A[1]	N/A	A[1]	N/A
	WB	1 LT, 1 TH-RT	A[1]		B[1]	
	NB	1 LT-TH-RT	F[2]		F[2]	
	SB	1 LT-TH-RT	D[2]		D[2]	
2028 Build	EB	1 LT, 1 TH-RT	B[1]	N/A	A[1]	N/A
	WB	1 LT, 1 TH-RT	A[1]		B[1]	
	NB	1 LT-TH-RT	F[2]		F[2]	
	SB	1 LT-TH-RT	E[2]		E[2]	

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the major-street left turns are expected to operate at LOS B or better during all traffic conditions during the weekday AM and PM peak hours. The minor street approaches are expected to operate at LOS E or F during both the weekday AM and PM peak hours under future year conditions. It is not uncommon for minor streets to experience a higher delay at unsignalized intersections. The proposed development is expected to add 3 vehicles in the AM peak hour and 7 vehicles in the PM peak hour to the northbound approach of City Road. Traffic volumes are relatively low on the minor street approaches and would not be expected to meet warrants for consideration of a traffic signal.

7.3. Covered Bridge Road & Brookhill Drive/Steeplechase Driveway 1

The existing unsignalized intersection was analyzed under all traffic conditions with the existing lane configurations and traffic control shown in Table 7. Refer to Table 7 for a summary of the analysis results. Refer to Appendix G for the Synchro capacity analysis reports.

Table 7: Analysis Summary of Covered Bridge Road & Brookhill Drive/Steeplechase Driveway 1

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2023 Existing	EB WB NB SB	1 LT, 1 TH, 1 RT 1 LT, 1 TH-RT 1 LT, 1 TH-RT 1 LT-TH-RT	A[1] A[1] B[2] B[2]	N/A	A[1] A[1] B[2] B[2]	N/A
2028 No-Build	EB WB NB SB	1 LT, 1 TH, 1 RT 1 LT, 1 TH-RT 1 LT, 1 TH-RT 1 LT, 1 TH-RT	A[1] A[1] F[2] C[2]	N/A	A[1] A[1] F[2] C[2]	N/A
2028 Build	EB WB NB SB	1 LT, 1 TH, 1 RT 1 LT, 1 TH-RT 1 LT, 1 TH-RT 1 LT, 1 TH-RT	A[1] A[1] F[2] C[2]	N/A	A[1] A[1] F[2] E[2]	N/A

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approaches are expected to operate at LOS E or F during the weekday AM and PM peak hours under future conditions. The major-street approaches are expected to operate at LOS A during both the weekday AM and PM peak hours. When comparing the no-build and build traffic conditions the southbound approach is expected to drop from LOS C to LOS E during the PM peak hour. It is not uncommon for minor streets to experience higher delays at unsignalized intersections. Minor Street approach traffic is expected to increase due to future development.

7.4. Covered Bridge Road & N. O'Neil Street

The existing unsignalized intersection was analyzed under all traffic conditions with the lane configurations and traffic control shown in Table 8. Refer to Table 8 for a summary of the analysis results. Refer to Appendix H for the Synchro capacity analysis reports.

Table 8: Analysis Summary of Covered Bridge Road & N. O'Neil Street

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2023 Existing	EB NB SB	1 LT-RT 1 LT-TH 1 TH-RT	E[2] A[1] --	N/A	F[2] A[1] --	N/A
2028 No-Build	EB NB SB	**1 LT**, 1 RT **1 LT**, 1 TH 1 TH, **1 RT**	D C C	C (28)	F C C	D (42)
2028 Build	EB NB SB	**1 LT**, 1 RT **1 LT**, 1 TH 1 TH, **1 RT**	D D C	C (31)	F C C	D (47)

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor street approach is expected to operate at LOS E during the existing weekday AM peak hour and LOS F during the weekday PM peak hour. Under no-build traffic conditions the intersection is expected to be signalized by the Highgate and Creech development. During no-build and build traffic conditions the intersection is expected to operate at LOS C during the weekday AM peak hour and LOS D during the weekday PM peak hour. When comparing the no-build and build traffic conditions the overall intersection increases by only 3 seconds in the AM and 5 seconds in the PM. In build traffic conditions, the proposed development traffic is expected to account for approximately 2% of the total vehicle traffic and queueing is not expected to increase significantly. Due to overall acceptable levels of service no additional improvements are recommended by the developer.

7.5. Covered Bridge Road & Site Access 1/Steeplechase Driveway 3

The future unsignalized intersection was analyzed under no-build and build traffic conditions with the lane configurations and traffic control shown in Table 9. Refer to Table 9 for a summary of the analysis results. Refer to Appendix I for the Synchro capacity analysis reports.

Table 9: Analysis Summary of Covered Bridge Road & Site Access 1/Steeplechase Driveway 3

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 No-Build	EB WB NB	1 TH, 1 RT 1 LT, 1 TH 1 LT-RT	-- A[1] C[2]	N/A	-- A[1] D[2]	N/A
2028 Build	EB WB NB **SB**	1 **LT**-TH, 1 RT 1 LT, 1 TH-**RT** 1 LT-**TH**-RT **1 LT-TH-RT**	B[1] A[1] D[2] D[2]	N/A	A[1] B[1] F[2] E[2]	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis of no-build traffic conditions indicates the minor-street approach is expected to operate at LOS D or better during the weekday AM and PM peak hours. The major-street approach is expected to operate at LOS A during the weekday AM and PM peak hours. Under build traffic conditions, the minor-street approaches are expected to operate at LOS D during the weekday AM peak hour and LOS E/F during the weekday PM peak hour. The major street is expected to operate at LOS B or better during the weekday AM and PM peak hours. It is not uncommon for minor streets to experience a higher delay at unsignalized intersections. Minor street traffic volumes are low and there are no queueing issues.

When comparing the no-build and build traffic conditions the northbound approach is expected to decrease in LOS during both peak hours. This decrease in LOS can be attributed

to a more conservative analysis per NCDOT Congestion Management guidelines, volumes of 4 vph were included on any movements less than 4 vph, however it is not expected that a significant number of trips would travel to/from the Steeplechase Driveway to/from the proposed development.

Turn lanes along the eastbound and westbound approaches were considered based on the NCDOT *Policy on Street and Driveway Access to North Carolina Highways* but were found to not be warranted due to low turning volumes into the development. A left turn lane is provided on westbound Covered Bridge Road for Steeplechase Driveway 3. Although an eastbound left turn lane on Covered Bridge Road was not warranted, pavement should be available to provide a short left turn lane on the eastbound approach for Site Access 1.

7.6. Covered Bridge Road and Site Access 2

The proposed intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 10. Refer to Table 10 for a summary of the analysis results. Refer to Appendix J for the Synchro capacity analysis reports.

Table 10: Analysis Summary of Covered Bridge Road & Site Access 2

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	EB WB **SB**	1 **LT**-TH 1 TH-**RT** **1 LT-RT**	A[1] -- C[2]	N/A	A[1] -- C[2]	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis of build traffic conditions indicates the minor-street approach of Site Access 2 is expected to operate at LOS C during the weekday AM and PM peak hours. The major street approach is expected to operate at LOS A. No significant queues are expected for any approaches.

Turn lanes along the eastbound and westbound approaches were considered based on the NCDOT *Policy on Street and Driveway Access to North Carolina Highways* but were found to not be warranted due to low turning volumes into the development. Although the intersection operates at an acceptable LOS and turn lanes are not warranted based on traffic volumes, it is possible that a left turn lane will be required by NCDOT based on traffic volumes along Covered Bride Road.

7.7. Brookhill Drive & Site Access 3

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 11. Refer to Table 11 for a summary of the analysis results. Refer to Appendix K for the Synchro capacity analysis reports.

Table 11: Analysis Summary of Brookhill Drive & Site Access 3

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**EB**	**1 LT-TH-RT**	A[2]	N/A	A[2]	N/A
	WB	**1 LT-TH-RT**	B[2]		B[2]	
	NB	1 **LT**-TH-**RT**	A[1]		A[1]	
	SB	1 **LT**-TH-**RT**	A[1]		A[1]	

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approaches are expected to operate at LOS B or better during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.8. Brookhill Drive & Site Access 4

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 12. Refer to Table 12 for a summary of the analysis results. Refer to Appendix L for the Synchro capacity analysis reports.

Table 12: Analysis Summary of Brookhill Drive & Site Access 4

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**WB** NB SB	**1 LT-RT** 1 TH-**RT** 1 **LT**-TH	A[2] -- A[1]	N/A	A[2] -- A[1]	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approach is expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.9. Brookhill Drive & Site Access 5

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 13. Refer to Table 13 for a summary of the analysis results. Refer to Appendix M for the Synchro capacity analysis reports.

Table 13: Analysis Summary of Brookhill Drive & Site Access 5

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**EB** NB SB	**1 LT-RT** 1 **LT**-TH 1 TH-**RT**	A[2] A[1] --	N/A	A[2] A[1] --	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approach is expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.10. Brookhill Drive & Site Access 6

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 14. Refer to Table 14 for a summary of the analysis results. Refer to Appendix N for the Synchro capacity analysis reports.

Table 14: Analysis Summary of Brookhill Drive & Site Access 6

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**WB** NB SB	**1 LT-RT** 1 TH-**RT** 1 **LT**-TH	A[2] -- A[1]	N/A	A[2] -- A[1]	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approach is expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.11. Brookhill Drive & Site Access 7

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 15. Refer to Table 15 for a summary of the analysis results. Refer to Appendix O for the Synchro capacity analysis reports.

Table 15: Analysis Summary of Brookhill Drive & Site Access 7

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**EB** NB SB	**1 LT-RT** 1 **LT**-TH 1 TH-**RT**	A[2] A[1] --	N/A	A[2] A[1] --	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approach is expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.12. Brookhill Drive & Site Access 8

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 16. Refer to Table 16 for a summary of the analysis results. Refer to Appendix P for the Synchro capacity analysis reports.

Table 16: Analysis Summary of Brookhill Drive & Site Access 8

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**EB**	**1 LT-TH-RT**	A[2]	N/A	A[2]	N/A
	WB	**1 LT-TH-RT**	A[2]		A[2]	
	NB	1 **LT**-TH-**RT**	A[1]		A[1]	
	SB	1 **LT**-TH-**RT**	A[1]		A[1]	

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approaches are expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.13. Brookhill Drive & Site Access 9

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 17. Refer to Table 17 for a summary of the analysis results. Refer to Appendix Q for the Synchro capacity analysis reports.

Table 17: Analysis Summary of Brookhill Drive & Site Access 9

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**EB**	**1 LT-TH-RT**	A[2]	N/A	A[2]	N/A
	WB	**1 LT-TH-RT**	A[2]		A[2]	
	NB	1 **LT**-TH-**RT**	A[1]		A[1]	
	SB	1 **LT**-TH-**RT**	A[1]		A[1]	

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approaches are expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

7.14. Brookhill Drive & Site Access 10

The proposed unsignalized intersection was analyzed under build traffic conditions with the lane configurations and traffic control shown in Table 18. Refer to Table 18 for a summary of the analysis results. Refer to Appendix R for the Synchro capacity analysis reports.

Table 18: Analysis Summary of Brookhill Drive & Site Access 10

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2028 Build	**WB** NB SB	**1 LT-RT** 1 TH-**RT** 1 **LT**-TH	A[2] -- A[1]	N/A	A[2] -- A[1]	N/A

Improvements to lane configurations are shown in bold.
1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approach is expected to operate at LOS A during the weekday AM and PM peak hours. The major street approaches are expected to operate at LOS A. No significant queues are expected for any approaches.

8. CONCLUSIONS

This Traffic Impact Analysis was conducted to determine the potential traffic impacts of the proposed Steeplechase North development, along both sides of Brookhill Drive and to the north of Covered Bridge Road in Clayton, North Carolina. Site access to the western parcel is proposed two (2) full movement driveways along Covered Bridge Road and eight (8) full movement driveways along Brookhill Drive.

The proposed development will include up to 750 senior adult single-family residential units. This property was previously considered for development with approximately 1,200 residential units that would not be age-restricted. The current plan proposal results in a significantly lower trip generation than the previous development plan.

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2023 Existing Traffic Conditions
- 2028 No-Build Traffic Conditions
- 2028 Build Traffic Conditions

Trip Generation

Based on the current site plan with age-restricted units, it is estimated that the development will generate approximately 180 primary trips (59 entering and 121 exiting) during the weekday AM peak hour and 214 primary trips (130 entering and 84 exiting) during the weekday PM peak hour. Age-restricted residential units would likely be the lowest trip-generating use for the property. Traditional residential units (non-age restricted) would be expected to generate much higher trips than the proposed development plan.

Capacity Analysis Summary

Capacity analysis at all study intersections was completed according to NCDOT Congestion Management Guidelines. Analysis with any adjustments to the guidelines were included as a separate analysis scenario.

Covered Bridge Road & Shotwell Road

Improvements at this intersection are anticipated to be completed by other developments and include a traffic signal and turn lanes on each approach. Due to significant queuing, the proposed development can extend the westbound left turn lane on Covered Bridge Road. With the improvements, the intersection is expected to operate at an acceptable LOS. Right-turn-on-red was considered in build conditions and results in a much improved LOS during the PM peak hour which is due to the higher northbound right turns from Shotwell Road.

Covered Bridge Road & Smith Drive/City Road

Although minor street approaches are expected to operate at poor LOS in the future, traffic volumes are relatively low on Smith Drive and City Road and these low traffic volumes would not warrant consideration of a traffic signal. The proposed development is expected to add 3 vehicles in the AM peak hour and 7 vehicles in the PM peak hour to the northbound approach of City Road.

Covered Bridge Road & Brookhill Drive/Steeplechase Driveway 1

Analysis indicates both minor street approaches will operate at LOS E or F during the peak hours in the future with build out of all developments. Minor Street approach traffic is primarily future development trips.

Covered Bridge Road & N. O'Neil Street

Covered Bridge Road is proposed to be realigned to intersect O/Neil Street to the south. The intersection is anticipated to be signalized by another development which provides an acceptable LOS at the intersection. When comparing the no-build and build traffic conditions the overall intersection increases by only 3 seconds in the AM and 5 seconds in the PM. In build traffic conditions, the development trips account for approximately 2% of the total vehicle traffic.

Covered Bridge Road & Site Access 1/Steeplechase Driveway 3

In the future, the minor-street approaches are expected to operate at LOS E/F during the weekday PM peak hour. A left turn lane is provided on westbound Covered Bridge Road for

Steeplechase Driveway 3. Although an eastbound left turn lane on Covered Bridge Road was not warranted, pavement should be available to provide a short left turn lane on the eastbound approach for Site Access 1. It is possible that a left turn lane will be required by NCDOT based on traffic volumes along Covered Bride Road.

Covered Bridge Road & Site Access 2

Although the intersection operates at an acceptable LOS and turn lanes are not warranted based on traffic volumes, it is possible that a left turn lane will be required by NCDOT based on traffic volumes along Covered Bride Road.

Brookhill Drive & All Site Access Driveways

Based on low traffic volumes, all Site Access intersections are expected to operate at good LOS with a single approach lane on the site access an no additional turn lanes on Brookhill Drive.

9. RECOMMENDATIONS

Based on the findings of this study, specific geometric improvements have been identified and are recommended to accommodate future traffic conditions. See a more detailed description of the recommended improvements below. Refer to Figure 11 for an illustration of the recommended lane configuration for the proposed development.

Improvements by Steeplechase

Covered Bridge Road & Shotwell Road

- Construct a northbound right-turn lane with 150 feet of storage and appropriate taper.
- Construct a southbound left-turn lane with 350 feet of storage and appropriate taper.
- Construct westbound right-turn lane with 100 feet of storage and appropriate taper.

Covered Bridge Road & N. O'Neil Street

- Construct a southbound right-turn lane with 275 feet of storage and appropriate taper.

Improvements by Highgate and Creech

Covered Bridge Road & Shotwell Road

- Install a traffic signal.

Covered Bridge Road & N. O'Neil Street

- Install a traffic signal.

Improvements by Ashcroft Phase 2

Covered Bridge Road & N. O'Neil Street

- Construct a northbound left-turn lane with 250 feet of storage and appropriate taper.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper.

Recommended Improvements by Developer

Covered Bridge Road & Shotwell Road

- Signal timings modification.
- Extend westbound right-turn lane to 200 feet of storage with appropriate taper.

Covered Bridge Road & Site Access 1/Steeplechase Driveway 3

- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Covered Bridge Road & Site Access 2

- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 3

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 4

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 5

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 6

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 7

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access 8

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 9

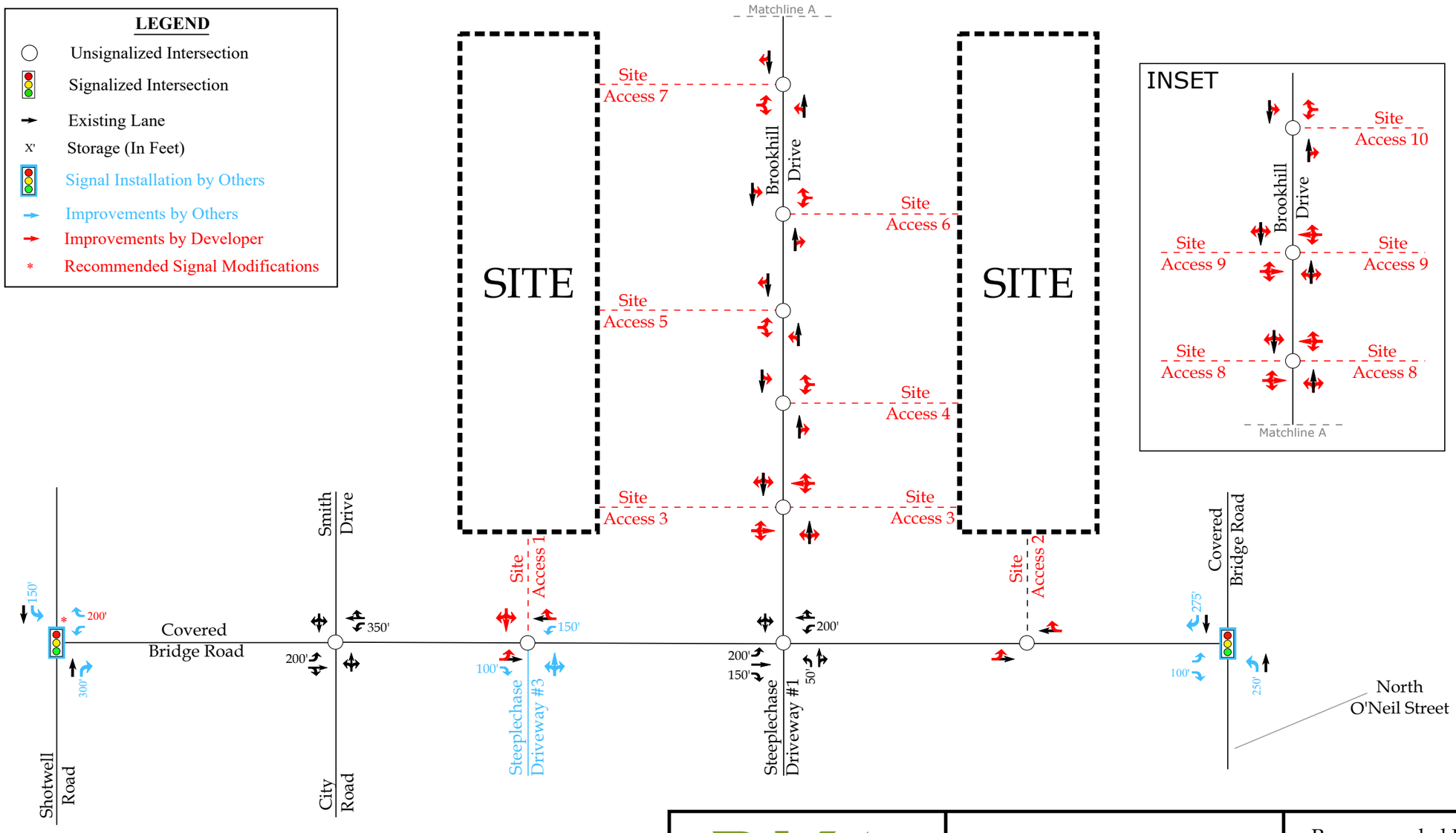
- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-through-right.

Brookhill Drive & Site Access 10

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

LEGEND

- Unsignalized Intersection
- Signalized Intersection
- Existing Lane
- x' Storage (In Feet)
- Signal Installation by Others
- Improvements by Others
- Improvements by Developer
- * Recommended Signal Modifications

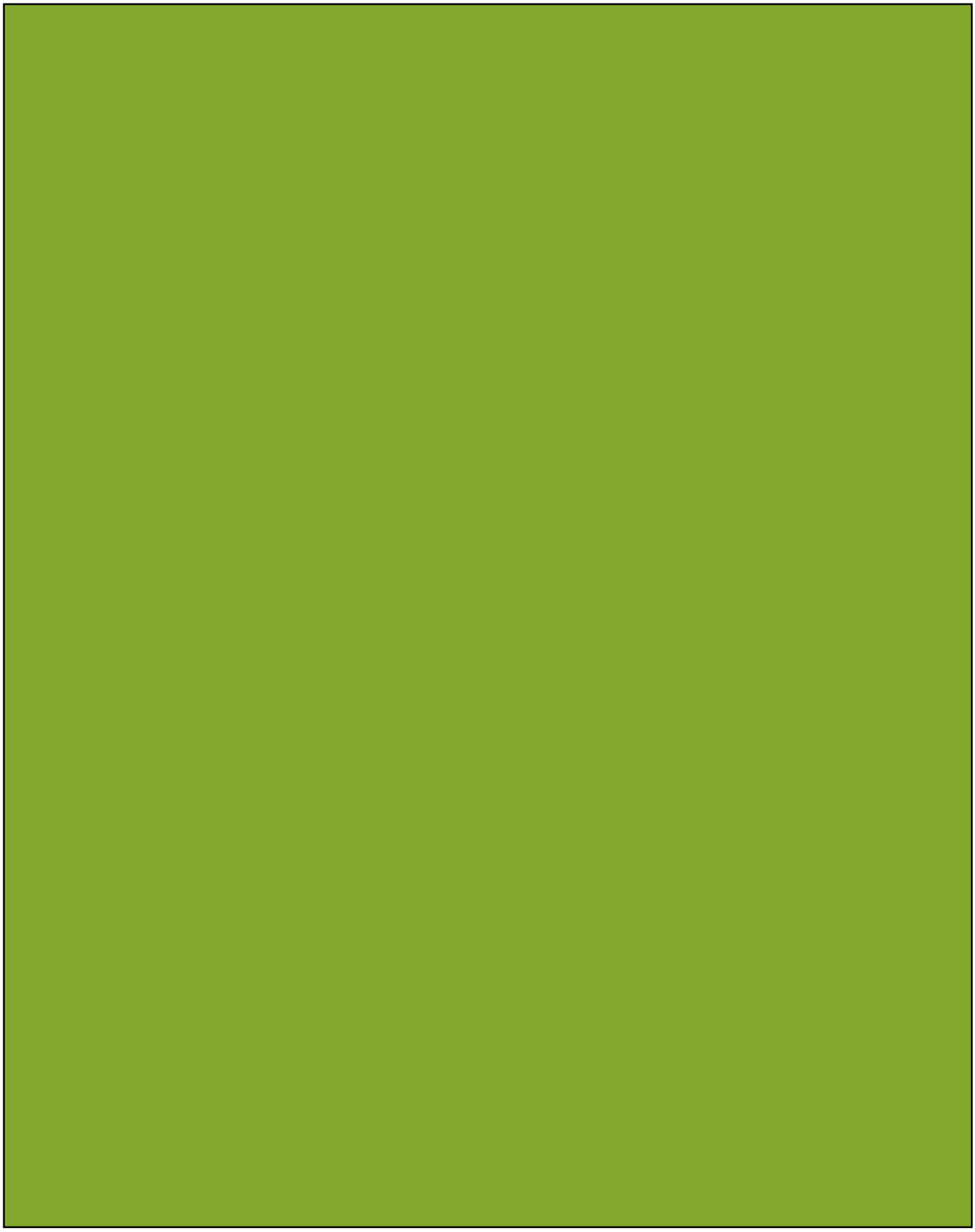


RAMEY KEMP ASSOCIATES

Steeplechase North
Clayton, NC

Recommended Lane Configurations

Scale: Not to Scale | Figure 11



Recommend Conditions of Approval (SUB 2023-115-CZM)
Carolina Overlook North Conditional Zoning District and Master Plan

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.

2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.

3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.

4. The following uses are permitted by-right within the areas identified on the associated Master Plan:
    - Single-Family Detached
    - Townhouse
    - Park
    - Parking Lot
    - Food Truck
    - Associated Residential Accessory Uses

5. No more than 20 percent of the residential units may be constructed as Townhome units.

6. No townhome units are allowed adjacent to the existing residential subdivision/Clayton ETJ boundary to the north and northwest of the site.

7. Apartments are specifically excluded from the list of permitted uses.

8. Each Single Family detached unit shall provide either two (2) or three (3) car garage spaces and two (2) driveway parking spaces. Each Townhouse unit shall provide a minimum of one garage space and one driveway space.

9. The HOA shall maintain all areas of common open space including landscape medians at entrances and perimeter buffers.

10. At least 80 percent of the occupied dwellings in the community must be occupied by at least one occupant who is 55 years of age or older in accordance with the Housing for Older People Act (HOPA).

11. The following standards will apply to the development:
    - Maximum number of dwelling units will not exceed 750.
    - Maximum density: 2.1 units per acre.
    - Density may be modified so long as the maximum dwelling units per acre remains consistent with the approved TIA.
    - Minimum lot size: 4,400 SF (2-Unit Townhomes)
    - Minimum lot size: 4,700 SF (Single Family Detached)
    - Front loaded single family detached units will provide a minimum garage setback of 21.5 feet.
    - Townhome units will provide a minimum garage setback of 25 feet.
    - All minimum dimensional standards as specified in the Master Plan.

12. The development will include the following active amenity areas:
    - Community Clubhouse/Meeting Space with Fitness Facility
    - Outdoor Pool
    - Walking Trails
    - Fenced Dog Park
    - Pocket Parks
    - Community Garden

13. The Town of Clayton Planning Director may administratively waive the required connections to Smith Drive, Missy Lane, and William Lane due to the private status of these roadways in the Clayton ETJ.

14. Construction of the proposed clubhouse amenity and pool prior to receipt of the Certificate of Occupancy for the 375th unit/lot.

15. The widening of Brookhill Drive shall be completed by the 50th Certificate of Occupancy.

16. Active open space plans are to be submitted and reviewed separately from Construction Drawings/Site Plan.

17. Eco-friendly and energy efficient features will include three of the following: Energy efficient home tested and certified by a third party to the Duke Energy Progress HERO standards including blower door testing on all homes, 17 seer gas heat and central air conditioning installed within conditioned space, digital programmable thermostat on each HVAC system, low-E vinyl single hung windows with insulated glass, Grade 1 R-15 fiberglass batt insulation in exterior wall systems, R-38 blown fiberglass insulation in all heated ceiling areas, 50 gallon gas water heater, continuous ridge and soffit vents for maximum attic airflow, oriented strand board (OSB) exterior wall sheathing with housewrap weather protection system installed to provide comfort and energy-efficiency helping to control moisture intrusion, poly seal on windows and doors to prevent water and air intrusion, Advanced Framing Techniques utilizing California Corners, Ladder Blocking and Draft Stopping in unconditioned areas to improve energy efficiency, Subfloor installation properly fastened with upgraded fasteners and glued to joists, water saving toilets.

Equivalent energy-efficient construction material may be substituted for any items noted above.

18. HVAC units will be screened on the side fronting a public street with the use of evergreen shrubs. On corner lots, shrubbery will be added to screen the front and side of HVAC units.

19. Road Improvements from Transportation Impact Analysis (TIA) prepared by Ramey Kemp Associates (with NCDOT approval) to be constructed by developer:

Phase 1

Covered Bridge & Shotwell Road
- Signal timings modification.

Covered Bridge Road & Smith Drive/ City Road
- Monitor for signalization for one year.

Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3
- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Construct an eastbound left turn lane with 100 feet of storage and appropriate taper.

Covered Bridge Road & Brookhill Driveway
- Construct a southbound left-turn lane with 100 feet of storage and appropriate taper.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Monitor for signalization for one year.

Covered Bridge Road & Site Access #2
- Construct the southbound approach with one ingress lane and one egress lane striped as a right-turn lane.
- Construct a westbound right turn lane with 50 feet of storage and appropriate taper.

Brookhill Drive & Site Access #3
- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #4
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #5

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #6

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #7

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #8

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #9

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #10

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Full Build

Covered Bridge & Shotwell Road

- Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
- Extend southbound right-turn lane to 300 feet of storage with appropriate taper.

20. The TIA recommends monitoring the signal at Brookhill Drive and Covered Bridge Road for a period of one year, to commence at the time of issuance of the first Certificate of Occupancy for the project. If at that time, the signal is not warranted, the applicant will monitor the intersection for an additional year.

21. Michael Way Extension.

- A 40' foot ~~undisturbed~~ buffer will be provided along the northern boundary that abuts the Olde Mill Stream Subdivision east of Brookhill Drive. ~~The undisturbed buffer will be supplemented where necessary to provide a Type C buffer.~~ The buffer will be supplemented with plantings or fencing where homes or roadway abuts existing homes.
- Lots on the "inside loop" of Michael Way will be a minimum of 10,000 square feet.
- A maximum of 13 units will be located along the Michael Way extension.

22. The project will exceed the allowable cul-de-sac length in three (3) locations; but shall not exceed 1200 feet in length, including a branching stem. Appendix D, Section D103, of the adopted North Carolina State Fire Code allows cul-de-sacs to exceed 750 feet with approval. The excess length is due to environmental, topographic, and easement constraints. The extension of the cul-de-sac length will minimize stream crossings and environmental impacts.

23. The detention provided within the drainage area discharging to the point of analysis along the project's property boundary that intersects adjacent property boundaries with NCPINs 176000-44-8293 and 176000-54-1106 will maintain or reduce peak flow rates at the boundary analysis point compared to those of existing peak flow rate calculations for the 1-yr, 10-yr, 25-yr, and 50-yr, 24-hr storm events.

24. Double lined silt fencing will be provided along the grading boundaries along the east side of the property.

25. Subject to review and approval by the Town and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive.

26. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

27. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

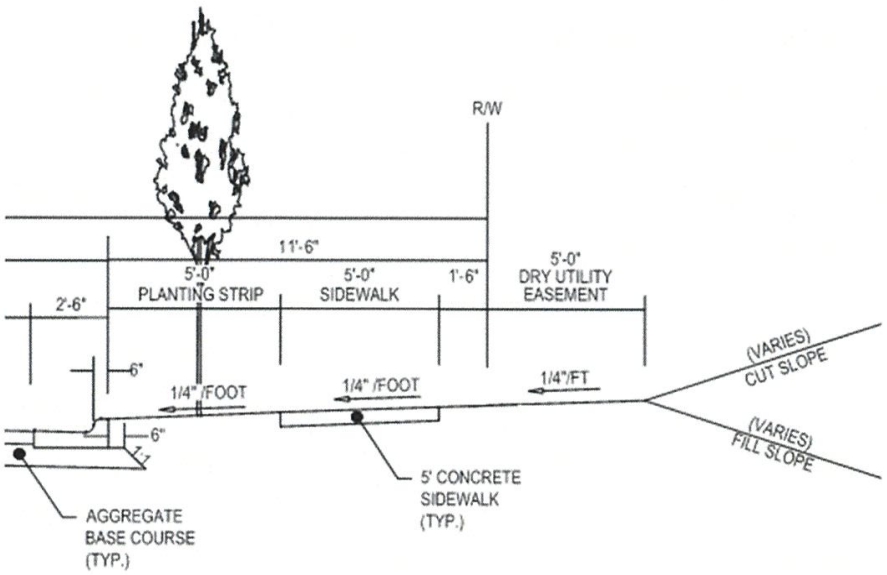
28. The following Architectural Standards shall be met:

- Units will be a mixture of one-story, one and one-half stories, and two-story with a variety of elevations. Units of the same elevation shall not be side by side. Exterior color schemes will not be repeated side by side.
- Townhome units shall be limited to no more than three attached units per building.
- All homes will have a combination of two or more of the following materials on the front façade: stone, brick, lap siding, fiber cement siding, shakes or board and batten. Vinyl may be used for soffits, facia, and corner boards.
- Vinyl siding will not be used on front, side, or rear facades with the exception of trim such as soffits, facia, and corner boards.

- A minimum of ~~fifty~~ seventy percent of all residential units shall have a covered front porch or stoop.
- Architectural style shingles to used.
- All garage doors will have windows.
- All front doors will have windows.
- Rear concrete pads~~/patio~~ will be provided on ~~a minimum of fifty percent of~~ all residential units. Patios may replace the requirement when added as an option by the homeowner.
- To accommodate larger garage spaces and façade features, garage doors may constitute more than 50% of the width of the proposed townhomes.

29. In order to reduce impervious surface, grading, and environmental impacts; and to further protect existing trees, there will only be sidewalk on one side of the following four sections of roadway:

30. Internal roadways will provide an alternate 50' right-of-way roadway section that places street trees between the sidewalk and the curb. Subject to review and approval by Town staff at time of major subdivision plan.



31. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby certify that I have reviewed the recommended conditions of approval and am in agreement with the conditions as they are outlined within this letter.

Chris Raughley	Chi Raughley	5/13/24
Print Name	*Signature of Applicant*	*Date*

Consistency Statements Sheet

Town Council may choose from one of the four suggested motions below.

Staff Recommends the Option in Red Bold Text

Option 1: Approval – Consistent with the Future Land Use Map

I make a motion to approve this rezoning request based on consistency with the Future Land Use Map in the adopted 2045 Comprehensive Growth Plan, in that:

- The property is classified as "Low Density Residential" and "Medium Density Residential" in the Future Land Use Map.
- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.
- STRATEGY LU 1.1.2 Looks to support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.
- GOAL LU 3 Encourages a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.
- GOAL LU 4 Provides safe, sound, and well-maintained housing and neighborhoods.

This action is reasonable and in the public interest, in that:

- The Comprehensive Growth Plan encourages residential uses in this area.
- The request is compatible with existing zoning and land uses in the area.

Option 2: Approval – Inconsistent with the Future Land Use Map

I make a motion to approve this rezoning request. While the request is inconsistent with the Future Land Use Map in the adopted 2045 Comprehensive Growth Plan, in that:

- **The property is classified as "Low Density Residential" and "Medium Density Residential" in the Future Land Use Map.**
- **GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.**
- **STRATEGY LU 1.1.2 Looks to support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.**
- **GOAL LU 3 Encourages a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.**
- **GOAL LU 4 Provides safe, sound, and well-maintained housing and neighborhoods.**
- **The Future Land Use Map will be updated to be consistent with this rezoning request to an appropriate corresponding land use category, per North Carolina General Statutes, § 160D-605(a).**

This action is reasonable and in the public interest, in that:

- **The Comprehensive Growth Plan encourages residential uses in this area.**
- **The request is compatible with existing zoning and land uses in the area.**

Option 3: Denial – Consistent with the Future Land Use Map

I make a motion to approve this rezoning request, while the request is consistent with the Future Land Use Map in the adopted 2045 Comprehensive Growth Plan, in that:

- The property is classified as "Low Density Residential" and "Medium Density Residential" in the Future Land Use Map.
- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.
- STRATEGY LU 1.1.2 Looks to support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.
- GOAL LU 3 Encourages a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.
- GOAL LU 4 Provides safe, sound, and well-maintained housing and neighborhoods.

This action is reasonable and in the public interest, in that:

- The requested rezoning is incompatible with existing land uses in the area.
- The current zoning designation is preferable to the area.

Option 4: Denial – Inconsistent with the Future Land Use Map

I make a motion to deny this rezoning request based on inconsistency with the Future Land Use Map in the adopted 2045 Comprehensive Growth Plan, in that:

- The property is classified as "Low Density Residential" and "Medium Density Residential" in the Future Land Use Map.
- GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.
- STRATEGY LU 1.1.2 Looks to support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.
- GOAL LU 3 Encourages a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.
- GOAL LU 4 Provides safe, sound, and well-maintained housing and neighborhoods.

This action is reasonable and in the public interest, in that:

- The requested rezoning is incompatible with existing land uses in the area.
- The current zoning designation is preferable to the area.

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

Town Council Regular Meeting April 15, 2024

STAFF REPORT

Application Number: 2023-115-CZM
Project Name: Carolina Overlook North

Tag #: 05H02009B
Location: 1603 NC Hwy 42, Clayton NC 27527
Existing Zoning District: R-8, R-10 (RMD, RLD)
Proposed Zoning District: CZ-R
Acreage: 362.75 +/- acres
Existing Use: Vacant
Consultant: WithersRavenel
Applicant: Pulte Homes Corporation
Owner(s): Raymond Elmore Earp Jr Family Trust; Nancy Crews Earp Trustee
Public Noticing:

- Neighborhood meeting: November 14, 2023
- Signs posted: April 5, 2024
- Letters mailed: April 4, 2024

REQUEST: This is a request to rezone property currently zoned Residential Medium Density (RMD) and Residential Low Density (RDL) to be Conditional Zoning – Residential District (CZ-R). The property is located on the north side of Covered Bridge Rd., between Smith Rd. and the Neuse River, consists of approximately 362.75 acres, and is identified as Johnston County Tag# 05H02009B.

PROJECT OVERVIEW

The applicant is requesting a Conditional Zoning – Residential District (CZ-R) with an associated Master Plan to allow for 750 residential dwellings and an Assembly Use on 362.75 +/- acres. The Conditional Zoning District would allow for up to 750 units consisting of both single-family detached units ranging in lot sizes from 4,700 square feet to 8,000 square feet and single-family attached units with a minimum lot size of 4,400 square feet. The project density based on gross acreage will up 2.1 units per acre. The project includes a community center with a clubhouse, pool, and mail kiosk. The Conditional Zoning – Residential District (CZ-R) is accompanied by a Master Plan illustrating the overall

development, a Master Plan Narrative providing a project overview, and a list of Recommended Conditions of Approval accepted by staff and signed by the applicant.

SITE ANALYSIS

ADJACENT ZONING, LAND USES, AND FUTURE LAND USE MAP

Direction	Zoning	Existing Use(s)	Future Land Use Map
North	Residential Large Lot (RLL)	Single-family residential	Low Density Residential and Recreation and Open Space
South	Planned District Residential (PD-R), Neighborhood Commercial (NCM), and Planned District Multi Use (PD-MU)	Single-family residential/Vacant/Under Development	Medium Density Residential
East	Residential Medium Density (RMD), Residential Large Lot (RLL)	Neuse River/Single-family residential	Low Density Residential and Medium Density Residential
West	Residential Large Lot (RLL)	Single-family residential	Low Density Residential and Recreation and Open Space

DEVELOPMENT INFORMATION

Proposed Uses:	Residential (detached single-family homes and 2-unit attached single-family homes), clubhouse, park, parking lot, temporary parking lot, food truck, and associated residential accessory uses.
Proposed Density:	Up to 750 units are proposed at an overall proposed residential density of 2.1 units/acre for the development.
Fire Protection:	Town of Clayton
Access/Streets:	2 additional access points will be provided on Covered Bridge Rd. with connections providing access throughout Brookhill Dr., which bisects the proposed development. An access road is also proposed to connect to the existing stub at Michael Way.
Water/Sewer Provider:	Town of Clayton
Electric Provider:	Duke Energy

TRANSPORTATION IMPROVEMENTS

The development will be accessed predominately from Covered Bridge Road through Brookhill Drive and will consist of internal streets built to Town standards with sidewalks, curb and gutter. The consultant group Ramey Kemp has performed a trip generation assessment of the proposed Carolina Overlook North Development rezoning. While no formal unit count for the project has been identified to-date, it was assumed for the purposes of these calculations that the project would include up to 750 units in the form of "Senior Adult—Single-Family Housing". Trip generation calculations for this site were performed using data from the 11th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. Those calculations are summarized below in Table 1 Trip Generation and the provided Traffic Impact Analysis (Attachment 7).

Table 1 Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Senior Adult – Single Family Housing (251)	750 units	3,285	59	121	130	84

Traffic Impact Analysis Recommended Improvements:

Based on the findings in the TIA, the improvements below have been recommended to be constructed by the developer to mitigate traffic impacts by the proposed development. These improvements are also outlined in Chapter 6 of the Master Plan Narrative and in the Conditions of Approval.

Roadway/Intersection	Recommended Improvements
Covered Bridge & Shotwell Road	• Signal timings modification. • Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3	• Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
Covered Bridge Road & Site Access #2	• Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
Brookhill Drive & Site Access #3	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #4	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #5	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #6	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #7	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.
Brookhill Drive & Site Access #8	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #9	• Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right. • Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.
Brookhill Drive & Site Access #10	• Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

STORMWATER
The proposed development is located within the Neuse River Basin and will require stormwater management measures for quality and quantity control in accordance with the Town of Clayton Stormwater Design Manual and the Stormwater Management Ordinance in effect at the time of approval, as outlined in Section 158 of the Clayton UDO. A network of underground piping will convey storm drainage from impervious areas to the proposed Stormwater Control Measures. The number, location, and adequate sizing for these devices will be verified during final site design. All SCMs will be required to meet North Carolina Department of Environmental Quality and Town of Clayton design requirements at the time of site construction drawing submittal.

WATER AND SEWER SERVICE
A public waterline currently exists along the frontage of the site and a wastewater allocation request has been filed in conjunction with the Conditional Zoning/Master Plan submittal which shows a total score of 55 points. All water and sewer lines will be designed to meet Town of Clayton Standards and Specifications. Additionally, a downstream sewer analysis is currently being conducted. Utility easements will be procured through the Ashcroft Section 2 site to access the Town's new Neuse River Water Reclamation Facility.

ELECTRICITY
Electric power will be provided by Duke Energy. A street/site lighting plan will be provided, in compliance with all municipal lighting standards, as part of the Construction Drawing review.

LANDSCAPING, BUFFERING AND SCREENING
A minimum 20' wide Type C landscape buffer will be provided along all project boundaries of the neighborhood per section 155.402 of the UDC. There will be a planted buffer in areas where there is no existing vegetation or where vegetation is removed or damaged during construction of Carolina Overlook North. All landscaping will be per UDC requirements in place at the time of final approval.

ARCHITECTURAL STANDARDS
Elevation examples for the development are provided in Chapter 7 of the Mater Plan Narrative. Architectural standards are provided in Chapter 10 of the Master Plan Narrative and in the Conditions of Approval.

CONDITIONAL ZONING AND MASTER PLAN APPROVAL CRITERIA

Conditional Zoning District Approval Criteria

See Master Plan Narrative for Applicant Responses

In connection with its legislative decision on a conditional zoning district request, the Town Council may consider factors including, but not limited to, the following:

1. **Consistency with the adopted plans and policies of the Town**

Staff Commentary: The 2045 Growth Plan Future Land Use Map designates this area as Low-Density Residential, Medium-Density Residential, and Recreation and Open Space along the river frontage. The Low-Density Residential areas are "intended to remain predominantly suburban in character and provide for low-density, single-family residential development on small lots than those in Rural Residential areas." The Plan continues, "However, a mix of residential housing types may occur under a conditional zoning district to support conservation of open space, as long as a density of 3 units per acre is not exceeded." The Plan calls for the predominate unit type to be single-family detached homes, with "no more than 20 percent of the residential units… be constructed as Townhome units." The Recreation and Open Space land use category, which is located along the Neuse River frontage, "applies to parks, public recreational areas, conservation areas and floodplains." The Plan states that "uses include active and passive recreation (including trails and greenways), wildlife management, environmental restoration/mitigation/preservation, and educational uses." The Plan does allow for structures that "support or are associated with the intended uses."

Based on the guidance in the Land Use Plan, the proposed development is consistent with the density in the Low-Density Residential land use category and preserves the land along the river as recommended by the Recreation and Open Space land use category. The proposed development is also consistent with the recommendation of primarily single-family detached units and up to 25% single-family attached units.

2. **Suitability of the subject property for uses permitted by the current versus the proposed conditional district.**

Staff Commentary: The current zoning districts for the proposed development are MDR and LDR (R-8 and R-10 at the time of application, per the UDC), and is adjacent to other single-family home developments of similar character, and the Neuse River. Staff believes that with the proposed density and the proposed road improvements, the subject property is suitable for the proposed residential development.

3. **Whether the proposed change tends to improve the balance of uses or meets a specific demand in the Town.**

Staff Commentary: The surrounding area is primarily single-family residential. The proposed development consists primarily of residential uses, with a clubhouse, and active and passive open space uses. The proposed conditional zoning district will allow for additional suburban-style residential development, and provide a private clubhouse and active open space amenities which are not present in the given area.

4. **The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment and water supply facilities**

and stormwater drainage facilities for the proposed conditional district.

Staff Commentary: The proposed development would be served by Johnston County schools (Cooper Elementary, Riverwood Middle, Clayton High), with Cooper Elementary and Clayton High School on the County's "capped" list for the 2023-2024 school year. Access to the development will be provided by Covered Bridge Road, with Brookhill Drive and an internal network of streets providing access to the homes. The development will be required to meet the Town's Recreation and Open Space requirements in Section 155.203(I). The development will be required to meet the requirements in the Town's Stormwater Ordinance. The property has access to public water along Covered Bridge Road and will install sanitary sewer throughout the development. Staff believes that there is adequate capacity of public services and facilities to serve the proposed development.

5. **It has been determined that the legal purposes for which zoning exists are not contravened.**

Staff Commentary: Staff does not believe that legal purposes for which zoning exists will be contravened by the approval of the conditional zoning district.

6. **It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.**

Staff Commentary: The proposed development will consist of suburban-style, low-density residential development. The overall density of the development is comparable to the surrounding developments and area.

7. **It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.**

Staff Commentary: While the owners/developers may benefit from the development, staff believes that with the proposed conditions there will be no detriment to the general public.

Master Plan Approval Criteria
The master plan shall include and the applicant shall be responsible for successfully addressing the following:

- Compliance with § 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter;
- Consistency with the Clayton General Design Guidelines;
- Conformance of the proposal with the stated purpose of the requested conditional zoning district;
- Compatibility of the proposed development with the adjacent community;

- The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out;
- Compatible relationships between each component of the overall project;
- Self-sufficiency of each phase of the overall project;
- The fiscal impact of the proposal and the proposed financing of required improvements;
- The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community; and
- The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

Staff Commentary: The applicant has provided a Master Plan Narrative providing details of the proposal. Through the Master Plan, Narrative and proposed conditions, staff believes that the applicant has successfully met the criteria.

TOWN COUNCIL UPDATE

Since the March 25th Planning Board Meeting, the applicant has provided additional Conditions of Approval. The complete Conditions of Approval are included in the attached materials with the new conditions provided in red in the document. The items added to the Conditions of Approval are as follows:

24. Subject to review and approval by the T own and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive.

25. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

26. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

TOWN COUNCIL CONSIDERATIONS

- If approved, the conditional zoning district, master plan, and narrative will be recorded with Johnston County and shall guide futuredevelopment for this land. The conditional zoning district, master plan, and narrative shall not expire, and will run with the land.
- Town Council may recommend conditions be added or removed. The developer must agree to any imposed conditions.

STAFF RECOMMENDATION

Staff recommends approval of the Conditional Zoning – Residential (CZ-R) District per

Option 2 in the provided consistency statements sheet, approval while inconsistent with the Future Land Use Map, and based on the provided recommended Conditions of Approval, project 2023-115-CZM, Carolina Overlook North.

PLANNING BOARD RECOMMENDATION

At the March 25th Planning Board meeting, the Planning Board voted 6-3 to recommend approval of the Conditional Rezoning to the Town Council with the following consistency statement:

> *"I make a motion to recommend approval of this rezoning request. While the request is inconsistent with the Future Land Use Map in the adopted 2045 Comprehensive Growth Plan, in that:*
>
> - *"The property is classified as "Low Density Residential" and "Medium Density Residential" in the Future Land Use Map.*
> - *"GOAL LU-1 Seeks to preserve Clayton's character while allowing for growth and development in appropriate areas.*
> - *"STRATEGY LU 1.1.2 Looks to support residential development at varying densities based on the Future Land Use Map, associated character area descriptions and other relevant plans.*
> - *"GOAL LU 3 Encourages a range of housing types and lot sizes that will meet the needs of various income levels, family sizes, and ages.*
> - *"GOAL LU 4 Provides safe, sound, and well-maintained housing and neighborhoods.*
> - *"The Future Land Use Map will be updated to be consistent with this rezoning request to an appropriate corresponding land use category, per North Carolina General Statutes, § 160D-605(a).*
>
> *"This action is reasonable and in the public interest, in that:*
>
> - *"The Comprehensive Growth Plan encourages residential uses in this area.*
> - *"The request is compatible with existing zoning and land uses in the area."*

ATTACHMENTS:

1) Staff Report Maps
2) Application & Owner's Consent Forms
3) Master Plan Narrative
4) Master Plan
5) Neighborhood Meeting Materials
6) Wastewater Allocation Request
7) Transportation Impact Analysis (TIA)

8) Recommended Conditions of Approval – Signed
9) Consistency Statements Sheet

	TOWN OF CLAYTON POLICY	
	Department: Public Services	**Effective:** January 21, 2020
Policy Title: Water & Wastewater Allocation Policy Version #02 (V.02)		**Supersedes:** TC Action 2010-026 **Prepared By:** Richard D. Cappola Jr., PE Public Services Director **Approved By:** Town Council **Date: January 21,2020**

I. Purpose

The Town of Clayton has invested substantial capital in the infrastructure necessary to support a growing, prosperous, and healthy community. Water supply and wastewater treatment capacities are among the most important elements of this infrastructure. The intent of this policy is to provide for the judicious allocation of these resources in conformity with adopted goals and priorities in an effort to shape the community consistent with the articulated vision to become the "Premier Community for Active Families." This policy is intended to manage the remaining capacity available until additional capacity is developed through construction of a new Water Reclamation Facility, and should be reviewed periodically to ensure it is achieving the intended purpose.

II. Scope

The Town Council for the Town of Clayton has adopted the Comprehensive Plan 2040 which is a useful tool to successfully evaluate applications for allocation of public resources so that the character of the community shall be consistent with its vision, values, and plans. In accordance with the "Town of Clayton Strategic Growth Plan", utility allocation reservations should support and maximize the concept of increasing the Town's property tax based revenues by the expansion and improvement of higher valued land use development, emphasizing a balance of Residential, commercial, and industrial uses.

III. Policy

The Town of Clayton seeks to grant utility allocations such that the existing character of the Town's utility customer base does not become more residential than is practical to achieve the intent of the Strategic Growth Plan, and seeks to increase the diversity of the customer base by increasing the percentage of resources devoted to industrial, commercial, and mixed use development.

The total amount of available capacity and each incremental increase in capacity should generally be allocated based on the following parameters:

- No more than fifty percent (50%) of the total available capacity may be allocated to projects that include solely residential development.
- At least thirty percent (30%) of the total available capacity shall be reserved for allocation to commercial/industrial projects.
- Projects encompassing mixed use (residential and commercial) elements may be considered for allocation even if such an allocation will exceed the limit established above for residential use. Note: These percentages may be reviewed and adjusted by the Town Council at their discretion.

Due to weather related factors, the regulatory environment, and the dynamic nature of wastewater flow and treatment, accounting of available utility capacity is, by its very nature, inexact. The Town of Clayton shall track allocation reservations granted and the amount of capacity available. Such reports do not constitute a policy statement, commitment or guarantee on the amount of capacity available for allocation.

The following hierarchy shall apply to evaluation of utility allocation requests:

- Commercial properties with quality development projects
- Development projects with a mixed-use element
- Industrial projects and other major employer entities
- Additional phases attached to residential projects with a proven record of quality product and economic success
- Residential projects that include tangible, high quality community amenities
- Residential projects that include diverse products and opportunities
- Residential projects not otherwise described above

Evaluation of projects will be based on the scoring rubric attached hereto as Exhibit A, which is incorporated in this Agreement by reference. A project must meet or exceed 50 points to receive an allocation. Proposed projects can gain BONUS POINTS by the applicant offering to provide items listed on the rubric as part of their development proposal. Examples of these items may include such things as additional amenities (fire pits, community gardens, etc.) or offering to provide "Minimum of 25% of building façades will be made of masonry materials."

The Town of Clayton may allocate utility service capacity to competing projects based on a demonstrated intent and ability of the applicant to meet adopted Town goals and plans for character and quality of development. The Town of Clayton reserves the right to deny a utility allocation request if the applicant fails to adequately demonstrate that the project meets adopted Town goals or plans, or in the case that the project is deemed to be less supportive of Town goals or plans of a competing project.

IV. Procedure

The owner or developer of any project requiring water or wastewater utility service from the Town of Clayton shall submit a written application, in the application form provided by Town Staff, for an allocation reservation. The application shall include detailed information on the amount of capacity necessary to serve the project, the nature of the project, project schedule in relation to demand of utility capacity, and other supporting information demonstrating how the project serves the needs and interests of the Town of Clayton. In the case of Industrial flows, additional information associated with the constituents shall be required and may be subject to other ordinances or policies of the Town.

- The Town Council shall review for approval all allocations which require or may require a daily flow allocation of ten thousand gallons or more (> 10,000 GPD)
    - The Town Council shall incorporate the evaluation of utility allocation requests into the decision-making process associated with Subdivisions, Mixed-use Planned Developments, and Special Use Permits. The criteria contained herein for evaluation of utility allocation requests shall be included as elements within the review processes for the accompanying land use application with regard to conformity with Town of Clayton policies and ordinances, planning practices, and consistency with adopted long-range and strategic plans.
    - For allocations requiring Town Council approval, but which do not require other land use regulatory reviews or approvals, the applicant shall provide a full description of how their project supports the goals and priorities established within this and related policies and plans in their application for allocation reservation.

- The Town Manager or their designee shall review for approval all applications for utility capacity which require a daily flow allocation of less than ten thousand gallons (< 10,000 GPD).
    - In addition to the scoring rubric, the Town Manager or their designee shall consider the goals articulated by this and related Town policies when reviewing applications for utility allocations. If an application is denied, the Town Manager or their designee shall state in writing the reasons for denial of the request.

V. General Conditions

- This policy shall replace any previous policies on water and wastewater allocations adopted by the Town Council.
- An allocation will expire if a project has not progressed in construction plan approval, building permit approval, or on-site construction within 12 months of award of the allocation.
- Upon request by the applicant and at the discretion of the Town Engineer, an allocation may be extended for one twelve (12) month period.
- If a project is unsuccessful in obtaining any required Federal, State, or local government permit or approval the reservation shall be retracted. The Town of Clayton shall bear no liability for any costs incurred by the applicant, nor bare further responsibility in the matter.
- Granting of a utility allocation does not imply or confer approval of any other applications or reviews as may be required by Town Ordinance or policy and does not imply or create any vested right.
- Public water may be utilized for irrigation purposes so long as the Primary Use associated with the site has previously gained a water allocation through the Town.
- This policy shall be reviewed annually and, when appropriate, readjusted by the Town Council. The Town's overall progress on policy goals will be considered and the multipliers and/or point thresholds readjusted accordingly.

V. Appeals Process

- Appeal of any provision of this policy shall be made to the Town Council.
- Appeal of any decision on a utility allocation by the Town Manager or their designee shall be made to the Town Council for final decision. Any such appeal shall be placed on the agenda of a regularly scheduled Town Council meeting.

WATER & WASTEWATER ALLOCATION CRITERIA

TOTAL POINTS = 0 *MINIMUM 50 POINTS REQUIRED*

	Category	Points	Calc.	Notes
DEVELOPMENT TYPE[1] (Choose 1 from this category)	Government/Public Admin./Public Safety	50		
	Non-residential (Commercial) - Retail & Restaurant	30		
	Non-residential (Commercial) - Office	20		
	Non-residential (Commercial) - Warehouse	15		
	Non-residential (Commercial) - Medical	25		
	Non-residential (Commercial) - Hotel/Motel	35		
	Industrial/Manufacturing	30		
	Institutional	15		
	Residential Existing Lot- Single Family Detached	40		Individual Existing Lot construction
	Residential Subdivision - Single Family Detached (> 0.25 Acre Lots)	20		Single Family Homes on Individual Lots greater than 0.25 acres
	Residential Subdivision - Single Family Detached (< 0.25 Acre Lots)	15		Single Family Homes on Individual Lots less than 0.25 Acres
	Residential Subd.- Single Family Attached (> 1,500 SF Heated Space)	10		Townhomes with heated square-footage greater than 1,500 SF
	Residential Subd.- Single Family Attached (< 1,500 SF Heated Space)	5		Townhomes with heated square-footage less than 1,500 SF
	Residential - Multifamily (Apartments)	10		
	Mixed-Residential	25	25	Mix of various lot sizes of Single-family, Townhomes, ~~and Apartments~~
	Mixed-Use Commercial & Residential	30		Mix of Residential and Non-residential (Commercial) uses
	Downtown Redevelopment	30		
	Infill Development	25		Utilities already exist within 300 Feet of property
FUTURE TAX STATUS (Choose 1 from this category)	Exempt	0		
	Residential	5	5	
	Non-residential	10		
	Industrial	10		
COMMUNITY BENEFIT BONUS POINTS (Choose All that apply from this category)	Cultural Arts/Entertainment for Public	10		
	Sports/Recreation for Public	10		
	Town Electric Customer	20		
	Expansion of existing non-residential use	10		
	Re-development of an existing property	5		Must result in increased property value
	Residential Subdivision - Additional amenities included	5 - 15	15	Pool, Clubhouse, sports courts, etc. - 5 pts per, max 15 pts
	Job Creation - 10 to 25 new jobs	5		
	Job Creation - 26 to 100 new jobs	10		
	Job Creation - 100+ new jobs	15		
	Job creation - Jobs created will have salaries at or above median income	5		Must be greater than 50% of jobs added with documentation to confirm
	Residential - Multiple-Car Garages provided	5	5	
	Residential - Overflow Parking provided	5		Subject to Planning and Engineering support
	Masonry Elements included in Building Construction	10		
	Sustainable/High Efficiency Products and appliances used	5 - 15	5	5 pts per, max 15 pts
	Private trail connection to Public Greenway	10		
COMMUNITY IMPACT DEDUCT POINTS (Choose All that apply from this category)	Pump Station Improvements required[2]	-10		Subject to Town policy and standards
	New Pump Station Required[2]	-20		Subject to Town policy and standards
	Out-of Town Status (After construction)	-10		
	Outside Fire District	-5		
	Inconsistent with Comp Plan	-5		

CLARIFICATIONS

1 Any Development Type Category not listed is subject to Town Council discretion with staff recommendation.

2 The Town Engineer may waive these deductions if the improvments are consistent with Future utility service plans, replace/offline an aging station, or are in the best interest of the Town.

TOWN OF CLAYTON
Engineering & Inspections Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

WASTEWATER ALLOCATION REQUEST

The Town of Clayton, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

Wastewater Allocation Request Review Fee: $250

Application MUST be completed and sealed by a registered engineer unless otherwise approved by staff.

SITE INFORMATION

Name of Project: Carolina Overlook North **Acreage of Property:** 362.75

County Tag Number: 05H02009B **NC PIN:**

Address/Location: 1162 Covered Bridge Road, Clayton, NC

Zoning District: R8/R10

Town Limits / ETJ: ■ Town Limits ☐ ETJ (Extra-Territorial Jurisdiction)

APPLICANT INFORMATION – Applicant must be a registered engineer unless otherwise approved by Town Engineer

Applicant: WithersRavenel, Inc

Mailing Address: 115 Mackenan Drive

Phone Number: 919-469-3340 **Fax:**

Contact Person: Colleen Duryea

Email Address: cduryea@withersravenel.com

PROPERTY OWNER INFORMATION

Name: Raymond Elmore Earp Jr

Mailing Address: 1109 Sumter Court, Salisbury, NC 28144

Phone Number: **Fax:**

Email Address:

FOR OFFICE USE ONLY

Date Received: _____ File Number: _____ Associated Project Number: _____

PROJECT INFORMATION

Use: ☒ **New** ☐ **Expanded** ☐ **Change** **Use Type:** ☒ **Residential** ☐ **Non-Residential**

Proposed Use(s): Residential **Existing Use(s):** Vacant

Invoice shall be mailed to the following:

Developer Name: Pulte Home Corporation, LLC

Mailing Address: 1225 Crescent Drive, Suite 250

Phone Number: 919-816-1155 **Fax Number:**

Email Address: chris.raughley@pultegroup.com

ALLOCATION REQUEST

The following is required:

- **For non-residential construction, submit a floor plan of proposed building.**
- **Use additional sheets if necessary.**
- **Provide any documentation supporting/justifying the request as an attachment (using a comparable use is recommended).**
- **If a phasing / take-down schedule is proposed, include as an attachment.**

Residential:

Gross Acreage: 362.75

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units	375	250	93750
>3 Bedroom Units	375	250	93750
Total	750	------	187500

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
Total		------	

Non-Residential: ***(Design Flow Guideline provided as Appendix A)****

**If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: _____

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
Total			------	

TOTAL REQUESTED GALLONS PER DAY: _____

NOTE TO APPLICANT:

Invoicing:
Invoices are generated on the following schedule:

Non-Residential:
Generated with the application for a Zoning Compliance Permit.

Residential:
Multi-Family / Apartments:
Generated with the application for a Zoning Compliance Permit.

Subdivision / Subdivided Lots:
Generated at Final Plat submittal.

Fee Development:
Development Fees are calculated and invoiced based on the Town of Clayton adopted Comprehensive List of Fees and Charges. Invoiced fees include acreage fees, capacity fees, nutrient offset fees, recreation fees, fees-in-lieu, and electric department lot deposit. Please speak with Town staff with questions.

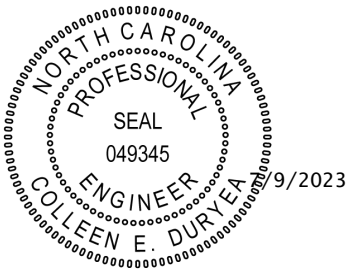
Approval:
Requests over 10,000 GPD are approved by the Town Council, by resolution. All other requests are approved by the Town Manager.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town of Clayton to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Colleen Duryea	DocuSigned by: Colleen Duryea E3CE37D0735C47D...	07/09/2023
Print Name	***Signature of Applicant***	***Date***

Engineer Seal:



TOWN OF CLAYTON OFFICE USE ONLY:

Approved by: ☐ Town Manager

☐ Town Council (*requests of 10,000 GPD or more require Council approval by resolution)*

The **Town Manager / Town Council (circle one)** has authorized the allocation of _____

gallons per day for project # _____.

Date of Approval: _____

Signed:

_____
Town Manager

If approved by Town Council:
Attach a copy of the resolution and any associated documentation.

APPENDIX A: DESIGN FLOW RATES

The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
Barber and Beauty Shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, Offices and Factories	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
Churches	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
Fire, Rescue and Emergency Response	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and Drink Facilities	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
Hotels and Motels	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
Medical, Dental and Veterinary Facilities	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
Schools, Pre-school and Day Care	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
Service Stations and Car Wash Facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports Centers	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
Stores, Shopping Centers, Malls and Flea Markets	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
Transportation Terminals	
Air, bus, train, ferry, port and dock	5 gal/passenger

Source: North Carolina Administrative Code 02T.0114, January 1, 2007

MASTER PLANS FOR

CAROLINA OVERLOOK - NORTH

TOWN OF CLAYTON, NORTH CAROLINA

FEBRUARY 09, 2024

SITE DATA TABLE

NAME OF PROJECT:	CAROLINA OVERLOOK NORTH
TOWN:	TOWN OF CLAYTON
TOWN PROJECT NO.:	2023-115-CZM
PARCEL PIN NO.	176000-51-7806
SITE ADDRESS:	COVERED BRIDGE ROAD & BROOKHILL DRIVE, CLAYTON, JOHNSTON COUNTY, NC
PROPERTY OWNER:	RAYMOND ELMORE EARP, JR FAMILY TRUST NANCY CREW TRUSTEE & WORLEY, MARY EARP
OWNER ADDRESS:	1109 SUMTER COURT, SALISBURY, NC 28144
TOTAL SITE ACREAGE:	+/- 362.75 AC / 15,801,390 SF
RCA:	+/- 70 AC / 3,049,200 SF
NET:	+/- 292.75 AC / 12,752,190 SF
WATERSHED	NEUSE RIVER
EXISTING ZONING & LAND USE:	R-8 & R-10 / VACANT
PROPOSED USE:	SINGLE FAMILY DETACHED, TOWNHOMES
PROPOSED DENSITY (UNITS/ACRE):	+/- 2.1 DU/AC (750 LOTS / 362.75 AC)
PROPOSED NUMBER OF UNITS:	750 MAX
ATTACHED PRODUCT:	20% MAX
WATER (PUBLIC):	TOWN OF CLAYTON, EAST WATER SYSTEM
SEWER (PUBLIC):	TOWN OF CLAYTON
ELECTRIC:	DUKE ENERGY
MAX BUILDING HEIGHT:	TWO (2) STORY, HEIGHT 35 FT
REQUIRED OPEN SPACE	
PASSIVE:	+/- 16.08 AC / 700,445 SF
IMPROVED:	+/- 5.36 AC / 233,482 SF
PROPOSED OPEN SPACE	
PASSIVE:	+/- 43.5 AC / 1,894,860 SF
IMPROVED:	+/- 6.5 AC / 283,140 SF
STREETS:	29,000 LF
ROW:	29,000 LF / 33 AC
SIDEWALKS:	58,000 LF

SHEET INDEX

Sheet Number	Sheet Title
C0.00	COVER
C2.00	OVERALL MASTER PLAN
C3.00	OPEN SPACE PLAN
C4.00	TYPICAL ROADWAY SECTIONS & TIA RD IMPROVEMENTS
A1.00	ARCHITECTURAL ELEVATIONS

CONTACT LIST:

Project Manager
Colleen Duryea, P.E.
WithersRavenel
115 MacKenan Drive
Cary, NC 27511
919-469-3340
cduryea@withersravenel.com

811 Know what's below. Call before you dig.

PRELIMINARY
NOT APPROVED
FOR CONSTRUCTION

PREPARED BY:

WithersRavenel
115 MacKenan Drive | Cary, NC 27511
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

DEVELOPER:

PULTE HOME CORPORATION, LLC.

1225 CRESENT DRIVE, SUITE 250
CARY, NC 27518
PHONE #: (919) 816 -1155
ATTENTION: CHRIS RAUGHLEY

Del Webb® CAROLINA OVERLOOK

MASTER PLANS FOR
CAROLINA OVERLOOK - NORTH
WR PROJECT NO.230335.00
JOHNSTON COUNTY
TOWN OF CLAYTON, NC
FEBRUARY 09, 2024

our people • your success

J:\230335-pdrk_steeplechase_clayton\CAD\drawing sets\master plan\COVER.dwg, Thursday, February 8, 2024 4:13:40 PM, CDURYEA

SHADING LEGEND

- RESIDENTIAL SINGLE FAMILY UNITS
- RESIDENTIAL TOWNHOME UNITS
- CLUBHOUSE, OUTDOOR POOL, & MAIL KIOSK
- RESOURCE CONSERVATION AREA
- STORMWATER CONTROL MEASURE
- PUBLIC STREET

GENERAL NOTES:

1. ALL ROAD IMPROVEMENTS TO COVERED BRIDGE ROAD SHALL BE ACCORDING TO THE RECOMMENDATIONS OF THE TRAFFIC IMPACT ANALYSIS (TIA), PROVIDED BY RAMEY KEMP AND ASSOCIATES AND DATED <06/21/2023>.
2. IF THE TRIP GENERATION IS MORE THAN 10% HIGHER THAN SHOWN IN THE TIA REPORT, THEN A NEW TIA WOULD BE REQUIRED.
3. ALL INTERNAL STREETS SHALL HAVE FIVE-FOOT WIDE PUBLIC SIDEWALKS ON BOTH SIDES OF THE STREETS INCLUDING CUL-DE-SACS TO PROVIDE PEDESTRIAN ACCESSIBILITY THROUGHOUT THE NEIGHBORHOOD.
4. ALL STREETS SHALL HAVE ROLLED OR VALLEY CURB AND GUTTER EXCEPT WHERE NOTED.
5. PUBLIC UTILITIES SUCH AS SANITARY SEWER AND PUBLIC WATER SHALL BE LOCATED WITHIN THE STREET PAVEMENT SECTIONS AND SHALL COMPLY WITH ALL TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS.
6. ALL STREETS, SIDEWALKS, CURB AND GUTTER, MULTI-USE TRAILS AND OTHER IMPROVEMENTS WITHIN THE STREET RIGHT-OF-WAY SHALL COMPLY WITH ALL TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS. ALL ROAD IMPROVEMENTS TO COVERED BRIDGE ROAD SHALL COMPLY WITH NCDOT STANDARDS AND SPECIFICATIONS.
7. INTERNAL STREETS SHALL MEET THE REQUIREMENTS FOR BOTH VERTICAL AND HORIZONTAL DESIGN BASED ON THE DESIGN SPEED OF 35 MPH FOR ALL INTERNAL STREETS.
8. EACH RESIDENTIAL UNIT SHALL PROVIDE EITHER A TWO (2) OR THREE (3) CAR GARAGE AND TWO (2) DRIVEWAY PARKING SPACES.
9. HOA SHALL MAINTAIN ALL AREA OF COMMON OPEN SPACE INCLUDING LANDSCAPE MEDIANS AT ENTRANCES AND PERIMETER BUFFERS.
10. PERMITTED USES INCLUDE RESIDENTIAL USES SUCH AS SINGLE FAMILY HOUSE AND TOWNHOMES.
11. IMPERVIOUS AREA WITHIN PERIMETER R/W DEDICATION WILL BE BASED ON RECOMMENDATIONS FROM THE TIA, NCDOT, AND TOWN OF CLAYTON.
12. MAILBOX KIOSK / PUBLIC AREA SHALL BE ACCESSIBLE PER ADA REQUIREMENT. MAIL KIOSK WILL LOCATED AT AMENITY CENTER. TEMPORARY KIOSK MAY BE INSTALLED UNTIL AMENITY CENTER OPENS.
13. ATTACHED PRODUCTS WILL NOT BE PERMITTED ADJACENT TO SMITH RIDGE ESTATES AND OLE MILL STREAM.

LOT STANDARDS TABLE

	41' SINGLE FAMILY	51' SINGLE FAMILY	65' SINGLE FAMILY	40' TOWNHOMES
MIN. LOT SIZE	4,700 SF	6,000 SF	8,000 SF	4,400 SF
MIN. LOT WIDTH	41'	51'	65'	40'
MAX. IMPERVIOUS	75%	70%	70%	90%
MAX. BLDG HEIGHT	35'	35'	35'	35'
MAX. BLDG COVERAGE	2,945' SF	3,895' SF	5,225 SF	3,060 SF
MIN. GARAGE SETBACK	21.5'	21.5'	21.5'	25'
MIN. SETBACK				
FRONT	15'	15'	15'	15'
CORNER	-	11'	11'	11'
SIDE	5'	5'	5'	5'
REAR	20'	20'	20'	20'

* GARAGE SETBACK FROM BACK OF SIDEWALK

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CAROLINA OVERLOOK - NORTH

OVERALL MASTER PLAN

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

SHT. C2.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 230335.00
02/09/2024
0 175 350
SCALE: 1 inch = 350 ft.

OPEN SPACE	TOTAL REQUIRED	TOTAL PROPOSED
TOTAL OPEN SPACE (1,245 SF PER UNIT)	1,245 SF X 750 UNITS = 933,750 SF +/- 21.44 AC	+/- 50.0 AC
Improved Open Space	25% of Required Open Space 21.44 x .25 = +/- 5.36 AC (233,482 SF)	Amenity Center - +/- 4.5 AC Pocket Parks/Dog Park +/- 2.0 AC +/- 6.5 AC (283,140 SF)
Passive Open Space	75% of Required Open Space 21.44 x .75 = +/- 16.08 AC (700,445 SF)	Perimeter Buffers, Natural Open and Wood Areas= +/- 43.5 AC (1,894,860 SF)

SHADING LEGEND

- RESOURCE CONSERVATION AREA
- GENERAL PASSIVE OPEN SPACE
- IMPROVED OPEN SPACE
- CLUBHOUSE, OUTDOOR POOL, & MAIL KIOSK
- PERIMETER BUFFER
- STORMWATER CONTROL MEASURE
- PUBLIC STREET

NOTES:

- ALL RESOURCE CONSERVATION AREAS SHALL REMAIN UNDISTURBED PER THE REQUIREMENTS OF ARTICLE 5 OF THE UNIFIED DEVELOPMENT ORDINANCE.
- ALL AREAS THAT WILL BE PRESERVED SHALL BE DELINEATED BY ORANGE TEMPORARY FENCING DURING GRADING AND CONSTRUCTION.
- ALL OPEN SPACE AREAS AND THE AMENITY CENTER SHALL BE SUBMITTED AS MINOR SITE PLANS.
- ALL RECREATION AND OPEN SPACE SHALL BE MAINTAINED BY THE HOA.
- ACTIVE OPEN SPACE AMENITIES TO INCLUDE A COMMUNITY CLUBHOUSE WITH MEETING SPACE AND FITNESS FACILITY OUTDOOR POOL, WALKING TRAILS, FENCED DOG PARK, POCKET PARKS, AND A COMMUNITY GARDEN.

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CAROLINA OVERLOOK - NORTH

OPEN SPACE MASTER PLAN

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

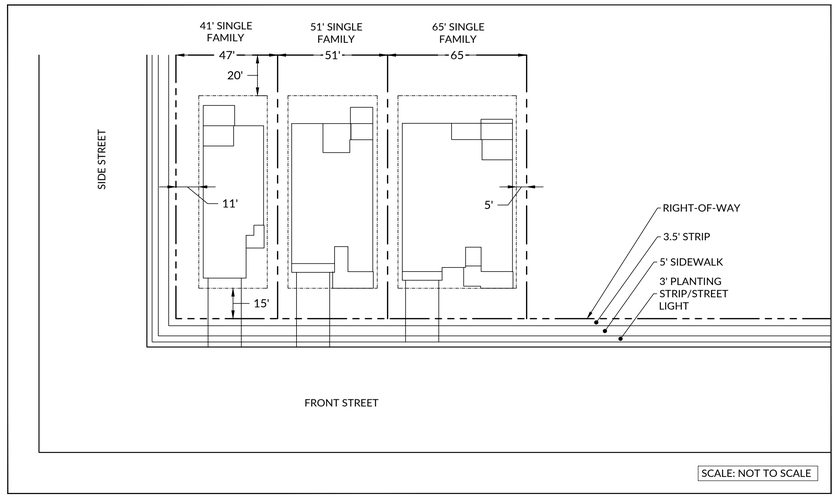
SHT. C3.00

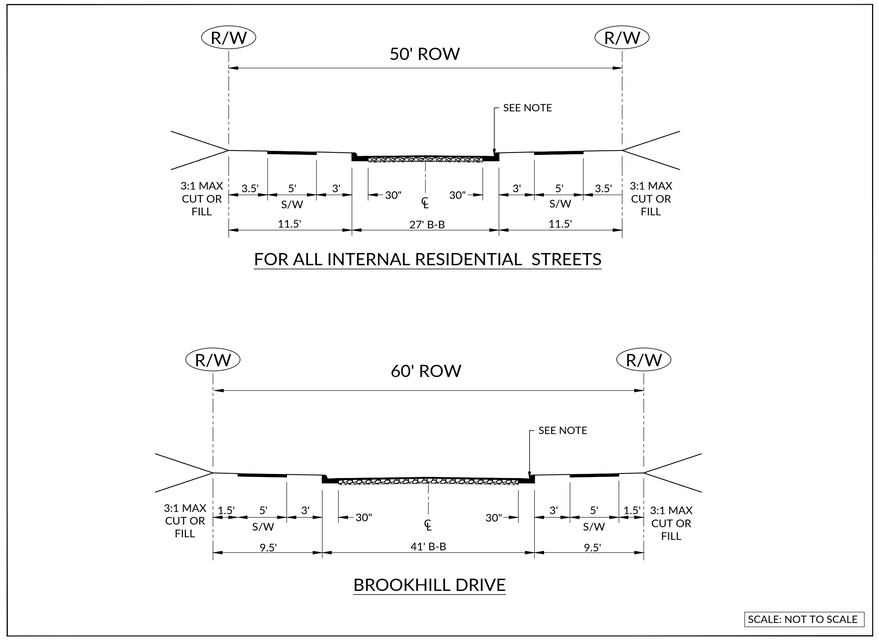
JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 220333.00
02/09/2024

0 125 250
SCALE: 1 inch = 250 ft.

N W E S

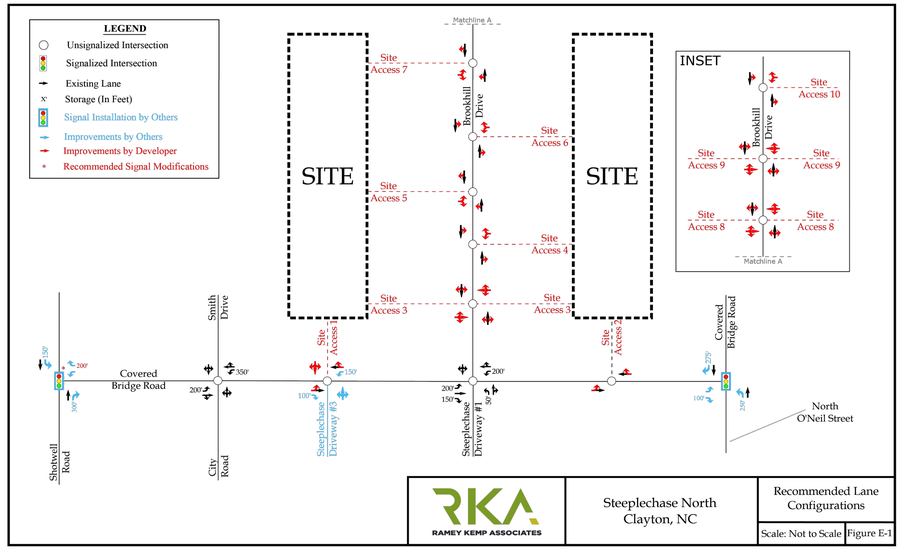
EST. 1993





NOTE:

1. VALLEY, ROLLED, OR FLAT FACED CURB MAY BE USED ALONG FRONTAGE OF LOTS FOR THE SUBDIVISION. STANDARD CURB MAY BE USED ALONG ALL OPEN SPACES AND SIDES OF LOTS.



PEDESTRIAN AND VEHICULAR CIRCULATION INTENT AND COMPLIANCE:

INTENT:

1. A VARIETY OF STREET TYPES ARE PROVIDED TO BE ACCESSIBLE TO PEDESTRIANS, BICYCLISTS AND AUTOMOBILES. THE STREET NETWORK ENCOURAGES WALKING AND BIKING, THUS REDUCING THE NUMBER OF AUTOMOBILE TRIPS.
2. PEDESTRIAN AND BICYCLE CONNECTION ARE PROVIDED WITHIN THE NEIGHBORHOOD TO PROVIDE ACCESS TO GREENWAYS, NATURAL FEATURES AND TO SURROUNDING NEIGHBORHOODS.

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CAROLINA OVERLOOK - NORTH

TYPICAL ROADWAY SECTIONS AND TIA ROAD IMPROVEMENTS

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

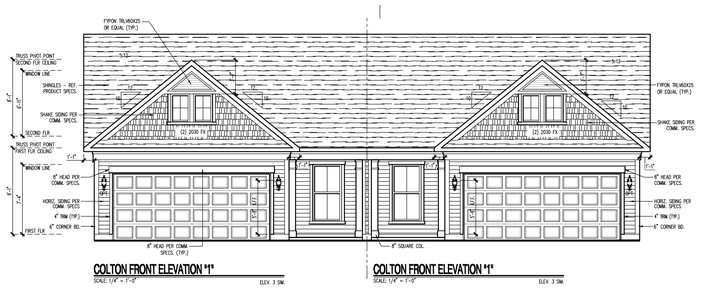
SHT. C4.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 230235.00
02/09/2024
0 125 250
SCALE: 1 inch = 250 ft.

ARCHITECTURAL AND CONTEXTUAL STANDARDS FOR ALL RESIDENTIAL HOUSING:

1. UNITS WILL BE A MIXTURE OF ONE-STORY, ONE AND ONE-HALF STORIES, AND TWO STORIES WITH A VARIETY OF ELEVATIONS. UNITS OF THE SAME ELEVATION SHALL NOT BE SIDE BY SIDE. EXTERIOR COLOR SCHEMES WILL NOT BE REPEATED SIDE BY SIDE.
2. ALL HOMES WILL HAVE A COMBINATION OF TWO OR MORE OF THE FOLLOWING MATERIALS ON THE FRONT FACADE: STONE, BRICK, LAP SIDING, FIBER CEMENT SIDING, SHAKES OR BOARD AND BATTEN. VINYL MAY BE USED FOR SOFFITS, FACIA, AND CORNER BOARDS.
3. VINYL SIDING WILL NOT BE USED ON FRONT, SIDE, OR REAR FACADES WITH THE EXCEPTION OF SUCH AS SOFFITS, FACIA, AND CORNER BOARDS.
4. A MINIMUM OF FIFTY PERCENT OF ALL RESIDENTIAL UNITS SHALL HAVE A COVERED FRONT PORCH OR STOOP.
5. ARCHITECTURAL STYLE SHINGLES TO BE USED.
6. REAR CONCRETE PAD/PATIO WILL BE PROVIDED ON A MINIMUM OF FIFTY PERCENT OF ALL RESIDENTIAL UNITS.
7. TO ACCOMMODATE LARGER GARAGE SPACES AND FACADE FEATURES, GARAGE DOORS MAY CONSTITUTE MORE THAN 50% OF THE WIDTH OF THE PROPOSED TOWNHOMES.

ALL ELEVATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY



COLTON FRONT ELEVATION *1*
SCALE: 1/4" = 1'-0"
ELEV. 3 SIM.

COLTON FRONT ELEVATION *1*
SCALE: 1/4" = 1'-0"
ELEV. 3 SIM.

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CAROLINA OVERLOOK - NORTH

ARCHITECTURAL ELEVATIONS

PRELIMINARY PLAN
NOT FOR RECORDATION, CONVEYANCES, OR SALES

SHT. A1.00

JOHNSTON COUNTY
TOWN OF CLAYTON, NC
WR PROJECT # 230333.00
02/07/2024

Recommend Conditions of Approval (SUB 2023-115-CZM)
Carolina Overlook North Conditional Zoning District and Master Plan

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.

2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.

3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.

4. The following uses are permitted by-right within the areas identified on the associated Master Plan:
    - Single-Family Detached
    - Townhouse
    - Park
    - Parking Lot
    - Food Truck
    - Associated Residential Accessory Uses

5. No more than 20 percent of the residential units may be constructed as Townhome units.

6. No townhome units are allowed adjacent to the existing residential subdivision/Clayton ETJ boundary to the north and northwest of the site.

7. Apartments are specifically excluded from the list of permitted uses.

8. Each Single Family detached unit shall provide either two (2) or three (3) car garage spaces and two (2) driveway parking spaces. Each Townhouse unit shall provide a minimum of one garage space and one driveway space.

9. The HOA shall maintain all areas of common open space including landscape medians at entrances and perimeter buffers.

10. At least 80 percent of the occupied dwellings in the community must be occupied by at least one occupant who is 55 years of age or older in accordance with the Housing for Older People Act (HOPA).

11. The following standards will apply to the development:
    - Maximum number of dwelling units will not exceed 750.
    - Maximum density: 2.1 units per acre.
    - Density may be modified so long as the maximum dwelling units per acre remains consistent with the approved TIA.
    - Minimum lot size: 4,400 SF (2-Unit Townhomes)
    - Minimum lot size: 4,700 SF (Single Family Detached)
    - Front loaded single family detached units will provide a minimum garage setback of 21.5 feet.
    - Townhome units will provide a minimum garage setback of 25 feet.
    - All minimum dimensional standards as specified in the Master Plan.

12. The development will include the following active amenity areas:
    - Community Clubhouse/Meeting Space with Fitness Facility
    - Outdoor Pool
    - Walking Trails
    - Fenced Dog Park
    - Pocket Parks
    - Community Garden

13. The Town of Clayton Planning Director may administratively waive the required connections to Smith Drive, Missy Lane, and William Lane due to the private status of these roadways in the Clayton ETJ.

14. Construction of the proposed clubhouse amenity and pool prior to receipt of the Certificate of Occupancy for the 375th unit/lot.

15. The widening of Brookhill Drive shall be completed by the 50th Certificate of Occupancy.

16. Active open space plans are to be submitted and reviewed separately from Construction Drawings/Site Plan.

17. Eco-friendly and energy efficient features will include three of the following: Energy efficient home tested and certified by a third party to the Duke Energy Progress HERO standards including blower door testing on all homes, 17 seer gas heat and central air conditioning installed within conditioned space, digital programmable thermostat on each HVAC system, low-E vinyl single hung windows with insulated glass, Grade 1 R-15 fiberglass batt insulation in exterior wall systems, R-38 blown fiberglass insulation in all heated ceiling areas, 50 gallon gas water heater, continuous ridge and soffit vents for maximum attic airflow, oriented strand board (OSB) exterior wall sheathing with housewrap weather protection system installed to provide comfort and energy-efficiency helping to control moisture intrusion, poly seal on windows and doors to prevent water and air intrusion, Advanced Framing Techniques utilizing California Corners, Ladder Blocking and Draft Stopping in unconditioned areas to improve energy efficiency, Subfloor installation properly fastened with upgraded fasteners and glued to joists, water saving toilets.

Equivalent energy-efficient construction material may be substituted for any items noted above.

18. HVAC units will be screened on the side fronting a public street with the use of evergreen shrubs. On corner lots, shrubbery will be added to screen the front and side of HVAC units.

19. Road Improvements from Transportation Impact Analysis (TIA) prepared by Ramey Kemp Associates (with NCDOT approval) to be constructed by developer:

Phase 1

Covered Bridge & Shotwell Road
- Signal timings modification.

Covered Bridge Road & Smith Drive/ City Road
- Monitor for signalization for one year.

Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3
- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Construct an eastbound left turn lane with 100 feet of storage and appropriate taper.

Covered Bridge Road & Brookhill Driveway
- Construct a southbound left-turn lane with 100 feet of storage and appropriate taper.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Monitor for signalization for one year.

Covered Bridge Road & Site Access #2
- Construct the southbound approach with one ingress lane and one egress lane striped as a right-turn lane.
- Construct a westbound right turn lane with 50 feet of storage and appropriate taper.

Brookhill Drive & Site Access #3
- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #4
- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #5

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #6

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #7

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-right.

Brookhill Drive & Site Access #8

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #9

- Construct the eastbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct the westbound approach with one ingress lane and one egress lane striped as shared left-through-right.

Brookhill Drive & Site Access #10

- Construct the westbound approach with one ingress lane and one egress lane striped as a shared left-right.

Full Build

Covered Bridge & Shotwell Road

- Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
- Extend southbound right-turn lane to 300 feet of storage with appropriate taper.

20. A 30 foot undisturbed buffer will be provided along the northern boundary that abuts the Olde Mill Stream Subdivision. The undisturbed buffer will be supplemented where necessary to provide a Type C buffer.

21. The project will exceed the allowable cul-de-sac length in three (3) locations; but shall not exceed 1200 feet in length, including a branching stem. Appendix D, Section D103, of the adopted North Carolina State Fire Code allows cul-de-sacs to exceed 750 feet with approval. The excess length is due to environmental, topographic, and easement constraints. The extension of the cul-de-sac length will minimize stream crossings and environmental impacts.

22. The detention provided within the drainage area discharging to the point of analysis along the project's property boundary that intersects adjacent property boundaries with NCPINs

176000-44-8293 and 176000-54-1106 will maintain or reduce peak flow rates at the boundary analysis point compared to those of existing peak flow rate calculations for the 1-yr, 10-yr, 25-yr, and 50-yr, 24-hr storm events.

23. Double lined silt fencing will be provided along the grading boundaries along the east side of the property.

24. Subject to review and approval by the Town and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive.

25. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

26. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

27. The following Architectural Standards shall be met:

- Units will be a mixture of one-story, one and one-half stories, and two-story with a variety of elevations. Units of the same elevation shall not be side by side. Exterior color schemes will not be repeated side by side.
- Townhome units shall be limited to no more than three attached units per building.
- All homes will have a combination of two or more of the following materials on the front façade: stone, brick, lap siding, fiber cement siding, shakes or board and batten. Vinyl may be used for soffits, facia, and corner boards.
- Vinyl siding will not be used on front, side, or rear facades with the exception of trim such as soffits, facia, and corner boards.
- A minimum of fifty percent of all residential units shall have a covered front porch or stoop.
- Architectural style shingles to used.
- Rear concrete pad/patio will be provided on a minimum of fifty percent of all residential units.
- To accommodate larger garage spaces and façade features, garage doors may constitute more than 50% of the width of the proposed townhomes.

28. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby certify that I have reviewed the recommended conditions of approval and am in agreement with the conditions as they are outlined within this letter.

Chris Raughley	Chi Raugy	4.8.24
Print Name	*Signature of Applicant*	*Date*

Ordinance #2024-04-03

AN ORDINANCE AMENDING THE ZONING ORDINANCE
AND ZONING MAP
OF THE TOWN OF CLAYTON, NORTH CAROLINA

WHEREAS a petition has been filed with the Town Council of the Town of Clayton requesting an amendment to the Zoning Ordinance and Zoning Map of the Town of Clayton to include in the Conditional Zoning – Residential (CZ-R) zone the property described below, said property formerly being zoned Residential Medium Density(RMD) and Residential Low Density (RLD) ; and

WHEREAS said property is owned by Raymond Elmore Earp Jr Family Trust and Earp, Nancy Crews Trustee; and

WHEREAS the Planning Board of the Town of Clayton has reviewed the proposed change(s) and made a recommendation thereupon; and

WHEREAS the requested Zoning Map Amendment was advertised in accordance with all requirements of the law; and

WHEREAS a notice of the proposed zoning classification action was mailed to the owner(s) of the parcel(s) of land involved, as shown on the County Tax Listings, and to the owners of all parcels of land abutting that (those) parcel(s) of land and within 100 feet of the subject parcel(s) of land, as shown on the County Tax Listings, by depositing a copy of the same in the United States Mail, first class postage paid, as required by Section 155.702(D) of the Zoning Ordinance of the Town of Clayton and by Section 160D-602 of the General Statutes; and

WHEREAS the said public hearing was actually conducted at 6:00 p.m. on April 15, 2024, and wherein the public hearing was continued until May 20, 2024, and wherein a reasonable opportunity was given to all those in attendance to speak either in favor or against the said change or to make relevant comments; and

THEREFORE, after duly considering the matter, THE TOWN COUNCIL OF THE TOWN OF CLAYTON DOES HEREBY ORDAIN:

SECTION 1. That the Unified Development Code of the Town of Clayton is hereby amended to include in the Conditional Zoning – Residential (CZ-R) zone the following described property:

General Description:
Covered Bridge Rd. off from N. O Neil St. bisected by Brookhill Dr.

Specific Description:
NC Parcel TAG Numbers: 05H02009B

SECTION 2. That the official Town of Clayton Zoning Map is hereby amended to include in the Conditional Zoning – Residential (CZ-R) zone the above-described property and will be so marked.

SECTION 3. That if any section, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. The applicant is requesting these recommended conditions of approval (2023-115-CZM, Carolina Overlook North Conditional Zoning District and Master Plan):

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.

2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.

3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.

4. The following uses are permitted by-right within the areas identified on the associated Master Plan:
    - Single-Family Detached
    - Townhouse
    - Park
    - Parking Lot
    - Food Truck
    - Associated Residential Accessory Uses

5. No more than 20 percent of the residential units may be constructed as Townhome units.

6. No townhome units are allowed adjacent to the existing residential subdivision/Clayton ETJ boundary to the north and northwest of the site.

7. Apartments are specifically excluded from the list of permitted uses.

8. Each Single Family detached unit shall provide either two (2) or three (3) car garage spaces and two (2) driveway parking spaces. Each Townhouse unit shall provide a minimum of one garage space and one driveway space.

9. The HOA shall maintain all areas of common open space including landscape medians at entrances and perimeter buffers.

10. At least 80 percent of the occupied dwellings in the community must be occupied by at least one occupant who is 55 years of age or older in accordance with the Housing for Older People Act (HOPA).

11. The following standards will apply to the development:
    - Maximum number of dwelling units will not exceed 750.
    - Maximum density: 2.1 units per acre.
    - Density may be modified so long as the maximum dwelling units per acre remains consistent with the approved TIA.
    - Minimum lot size: 4,400 SF (2-Unit Townhomes)
    - Minimum lot size: 4,700 SF (Single Family Detached)
    - Front loaded single family detached units will provide a minimum garage setback of 21.5 feet.
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    - All minimum dimensional standards as specified in the Master Plan.

12. The development will include the following active amenity areas:
    - Community Clubhouse/Meeting Space with Fitness Facility
    - Outdoor Pool
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13. The Town of Clayton Planning Director may administratively waive the required connections to Smith Drive, Missy Lane, and William Lane due to the private status of these roadways in the Clayton ETJ.

14. Construction of the proposed clubhouse amenity and pool prior to receipt of the Certificate of Occupancy for the 375th unit/lot.

15. The widening of Brookhill Drive shall be completed by the 50th Certificate of Occupancy.

16. Active open space plans are to be submitted and reviewed separately from Construction Drawings/Site Plan.

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    Equivalent energy-efficient construction material may be substituted for any items noted above.

18. HVAC units will be screened on the side fronting a public street with the use of evergreen shrubs. On corner lots, shrubbery will be added to screen the front and side of HVAC units.

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Covered Bridge & Shotwell Road

- Signal timings modification.

Covered Bridge Road & Smith Drive/ City Road

- Monitor for signalization for one year.

Covered Bridge Road & Site Access #1 /Steeplechase Driveway #3

- Construct the southbound approach with one ingress lane and one egress lane striped as a shared left-through-right.
- Construct a westbound right turn lane with 100 feet of storage and appropriate taper.
- Construct an eastbound left turn lane with 100 feet of storage and appropriate taper.

Covered Bridge Road & Brookhill Driveway

- Construct a southbound left-turn lane with 100 feet of storage and appropriate taper.
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Full Build

Covered Bridge & Shotwell Road

- Extend westbound right-turn lane to 200 feet of storage with appropriate taper.
- Extend southbound right-turn lane to 300 feet of storage with appropriate taper.

20. The TIA recommends monitoring the signal at Brookhill Drive and Covered Bridge Road for a period of one year, to commence at the time of issuance of the first Certificate of Occupancy for the project. If at that time, the signal is not warranted, the applicant will monitor the intersection for an additional year.

21. Michael Way Extension.

    a. A 40' foot buffer will be provided along the northern boundary that abuts the Olde Mill Stream Subdivision east of Brookhill Drive.-The buffer will be supplemented with plantings or fencing where homes or roadway abuts existing homes.
    b. Lots on the "inside loop" of Michael Way will be a minimum of 10,000 square feet.
    c. A maximum of 13 units will be located along the Michael Way extension.

22. The project will exceed the allowable cul-de-sac length in three (3) locations; but shall not exceed 1200 feet in length, including a branching stem. Appendix D, Section D103, of the adopted North Carolina State Fire Code allows cul-de-sacs to exceed 750 feet with approval. The excess length is due to environmental, topographic, and easement constraints. The extension of the cul-de-sac length will minimize stream crossings and environmental impacts.

23. The detention provided within the drainage area discharging to the point of analysis along the project's property boundary that intersects adjacent property boundaries with NCPINs 176000-44-8293 and 176000-54-1106 will maintain or reduce peak flow rates at the boundary analysis point compared to those of existing peak flow rate calculations for the 1-yr, 10-yr, 25-yr, and 50-yr, 24-hr storm events.

24. Double lined silt fencing will be provided along the grading boundaries along the east side of the property.

25. Subject to review and approval by the Town and NCDOT, a high visibility crosswalk, or other similar type of improved pedestrian crossing, will be installed across Covered Bridge Road at Brookhill Drive.

26. The project shall have a minimum of three phases to be determined at the time of Site Subdivision Construction Drawing.

27. A minimum of two educational signs shall be posted near riparian buffers and trails on the eastern side of the parcel to educate the residents and visitors about the significance of the Neuse River and the Natural Heritage Area.

28. The following Architectural Standards shall be met:

    a. Units will be a mixture of one-story, one and one-half stories, and two-story with a variety of elevations. Units of the same elevation shall not be side by side. Exterior color schemes will not be repeated side by side.
    b. Townhome units shall be limited to no more than three attached units per building.
    c. All homes will have a combination of two or more of the following materials on the front façade: stone, brick, lap siding, fiber cement siding, shakes or board and batten. Vinyl may be used for soffits, facia, and corner boards.
    d. Vinyl siding will not be used on front, side, or rear facades with the exception of trim such as soffits, facia, and corner boards.
    e. A minimum of-seventy percent of all residential units shall have a covered front porch or stoop.
    f. Architectural style shingles to used.
    g. All garage doors will have windows.
    h. All front doors will have windows.
    i. Rear concrete pads will be provided on all residential units. Patios may replace the requirement when added as an option by the homeowner.
    j. To accommodate larger garage spaces and façade features, garage doors may constitute more than 50% of the width of the proposed townhomes.

29. In order to reduce impervious surface, grading, and environmental impacts; and to further protect existing trees, there will only be sidewalk on one side of the following four sections of roadway: SEE Approved Master Plan.

30. Internal roadways will provide an alternate 50' right-of-way roadway section that places street trees between the sidewalk and the curb. Subject to review and approval by Town staff at the time of major subdivision plan.

31. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

SECTION 5. That this ordinance shall become effective immediately upon its adoption.

Duly adopted this 20th day of May 2024, while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC and NCCMC
Town Clerk

APPROVED AS TO FORM:

_____
Jim Cauley
Town Attorney