



Town of Clayton
Town Council Regular Meeting Agenda
Monday, August 19, 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

- a. Minutes
 - August 5, 2024 - Work Session
 - August 5, 2024 - Regular Session
 - August 5, 2024 - Closed Session

Presenter: Heidi Holland, Town Clerk
[August 5, 2024 - Work Session](#)
[August 5, 2024 - Regular Session](#)
- b. Authorizing Satisfaction of Lien for Code Compliance
Presenter: Heidi Holland, Town Clerk
[Authorizing Satisfaction of Lien for Code Compliance](#)
- c. Certification of Sufficiency for Item: 2023-202-ANX NCRR Industrial Development
Presenter: Heidi Holland, Town Clerk
[2023-202-ANX Certificate of Sufficiency](#)
- d. Resolution Directing the Clerk to Set a Date for a Public Hearing for Item: 2023-202-ANX NCRR Industrial Development
[Resolution #2024-85](#)
- e. MOU and Contract for School Resource Officer Program
Presenter: Greg Tart, Police Chief
[SRO MOU](#)
[SRO Service Agreement](#)
- f. NCDOT Utility Relocation Agreement for Winston and Guy Road Realignment Project
Presenter: Shannon Poole, Engineering
[NCDOT Utility Relocation Agreement for Winston and Guy Road Realignment Project](#)

- g. TOC Project 2020-128-SDM: Final Acceptance of the Public Water and Sewer Utilities for Buckhorn Branch Park, Phases 1 & Pump Station
[Resolution #2024-84](#)

POTENTIAL ACTION: Approve Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

- a. Clayton4U
Presenter: Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Building and Code Staff Appreciation Day Proclamation
Presenter: Mayor Pro Tem Sims To Present to Staff
[Building and Code Staff Appreciation Day Proclamation](#)

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARING

- a. 2023-124-SUP Creekside Townes Modification
(Continued from the June 3, 2024 meeting)
Presenter: Bruce Venable, Planner II
[2023-124-SUP Creekside Townes Modification](#)

POTENTIAL ACTION: Approval of 2023-124-SUP

8. OLD BUSINESS

9. NEW BUSINESS

- a. Fire Department 2024-2029 Strategic Plan
Presenter: David Ranes, Fire Chief
[Fire Department 2024-2029 Strategic Plan](#)

POTENTIAL ACTION: Adoption of Resolution #2024-87

10. STAFF REPORTS

- a. Town Manager
b. Town Attorney
c. Town Clerk
d. Other Staff

11. OTHER BUSINESS

- a. Informal Discussion & Public Comment
b. Council Comments

12. CLOSED SESSION

- a. To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11 (a)(5) and To Discuss a Legal Matter in Accordance with NC GS 143-318.11(a)(3)

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

INFORMATION FOR THE PUBLIC

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.

7. 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.

11. OTHER BUSINESS – INFORMAL DISCUSSION & PUBLIC COMMENT

RULES FOR PERSONS ADDRESSING TOWN COUNCIL

- During public hearings and public comment periods, each speaker will identify him/herself by giving his or her name and place of residence.
- Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.

- Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of five (5) total minutes. Each group is encouraged to designate a single spokesperson for their group.



Town of Clayton
Town Council Work Session Minutes
Monday, August 5, 2024 at 3:00 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

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Conrad Olmedo, Planning Director
David Ranes, Fire Chief
Ann Game, Revenue & Utility Customer Service
Director
Travis Jessup, WRO Superintendent
Barry Alston, Inspections Director
Tracy Stubblefield, Assistant Finance Director
Steven Langston, Clayton Center Director

Council Absent:

None

1 CALL TO ORDER

- a) Mayor McLeod called the meeting to order at 3:10 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) **Approve or Adjust the Agenda**

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

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) 3:00 - 3:15 p.m.
Staff Recognitions/Introductions

- Ann Kramer, Utility Billing Specialist
- Sheri Smith, Utility Billing Specialist

- Nina Brown-Lane, Customer Service Specialist

Presenter: Ann Game, Revenue & Utility Customer Service Director

- Stacey Turner, Deputy Fire Chief
- Chris Carter, Battalion Chief
- Michael Tatum, Fire Marshal

Presenter: David Ranes, Fire Chief

- Jonathan Whaley, Utility Maintenance Mechanic

Presenter: Travis Jessup, WRO Superintendent

- Desire Coira, Building Code Inspector 1

Presenter: Barry Alston, Inspections Director

- Katie Mullins, Staff Accountant

Presenter: Tracy Stubblefield, Asst. Finance Director

Ms. Game introduced Nina Brown-Lane, Customer Service Specialist and recognized the lateral moves for Ann Kramer and Sheri Smith. Chief Ranes recognized promotions for Stacey Turner to Deputy Fire Chief and Chris Carter to Battalion Chief. He introduced Michael Tatum as our new Fire Marshal. Mr. Jessup introduced Utility Maintenance Mechanic Jonathan Whaley, Mr. Alston introduced Building Code Inspector 1 Desire Coira, and Ms. Stubblefield introduced Staff Accountant Katie Mullins. Mr. Alston stated Ms. Coira was the first hire that came from the Town's Job Fair.

4 ITEMS FOR DISCUSSION

a) 3:15 - 3:45 p.m.

Cultural Arts Foundation Update

Presenters: Steven Langston, Cultural Arts Director and Lyn Austin, President of Clayton Cultural Arts Foundation

Lyn Austin shared the history of the Cultural Arts Foundation which has an active 501c3 status with the Secretary of State. Shared were the Board of Directors, Lyn Austin, Bobby Parker, Mike Marvel, Allen Tew, and Boo Carver. She stated the By-laws were amended in May 2012.

Shared were the FY24 Chart of Expenses and Facility Support

- Audio Upgrade Project: \$17,480.33
- Control System Equipment: \$2,914.86
- Equipment Upgrades: \$3,859.54
- Facility Cosmetic / Comfort Upgrades: \$7,351.55
- Organization Sponsorships: \$2,121.50
- Software Support: \$1,782.00

- Bar Support: \$16,353.21
- Bar Staff: \$3,189.50
- Clayton PD Security: \$3,106.25
- Event Staff: \$438.00
- Event Support: \$480.00
-

Ms. Austin stated what a great job Steven Langston has done with the department. Council Member Anderson asked if there were procedures on how the money is allocated? Ms. Austin stated it varies from year to year.

Mr. Langston spoke about the possibility of a 10-year Gala event in March 2025. The details are yet to be finalized, and efforts will be made to explore potential collaboration and support between the Town and the foundation.

There was discussion on the foundation applying for grants, corporate sponsorships, and in-kind trades. It was stated Caterpillar has expressed interest in a partnership. Ms. Gill asked Council if they were comfortable with moving forward with the Gala, they agreed. Next steps would be to target a date and start planning.

b) 3:45 - 4:45 p.m.

Comprehensive Transportation Plan Update

Presenters: Conrad Olmedo, Planning Director and Shivang Shelat, WSP

Mr. Olmedo stated this plan is moving along. The goal today is for Council to provide input and have discussion.

Shivang Shelat, with WSP, provided key updates. The third draft of recommendations has been prepared and the second round of public engagement has been completed to include 4 pop-up events and 1 public meeting. Next steps would be Council discussion on public comments and finalizing the recommendations.

Shared were key discussion points.

- R1-US 70 Business
- R85 – One-way pair
- R22 – Industrial Connector
- R57 R58 – West Gateway

He stated widening the roads is not solving traffic issues. He stated US 70 Business does not need widening; the analysis shows it needs traffic light control. The recommendation is to remove the widening option and convert that to operational improvements.

There was discussion on the proper way to portray this to the public.

It was stated it was suggested that O'Neil Street was to be widened to Front Street; Mr. Shelat stated this is an area that should not be widened. It was stated to keep the historic feel in this area, to introduce a one-way pair between these two streets. He discussed adding a bike lane and more parking spaces in this area.

Discussed was West Gateway. The recommendation is to create an additional connection between Guy Road and US 70 Business. R57 would create an additional connection between US 70 Business and Old US 70. This would come into effect only when NCSU decides to sell or redevelop.

There was discussion on parking. In the 100 acres of downtown, there are about 1500 parking spaces which is 15 spots per acre. This is a lot of parking but is not perceived this way. The employment in downtown is 1,320; in 2050 it is estimated to be 2,900. This could result in the parking demand possibly doubling between now and 2050. There are steps to achieve more parking in the future. There was discussion on unpaved spaces that could be used for parking.

Shared was collector street information. Three scenarios were shared.

- Scenario 1
 - No parcels are developed
 - Routing opportunities are plenty
- Scenario 2
 - One parcel is developed, and collector street laid out
 - The cone of routing narrows towards that parcel
- Scenario 3
 - Two parcels are developed, and collector streets laid out
 - The middle parcel having a few routing options.

Local street guidelines were shared from the current UDO. Currently there are not any limits on the number of percentages of individual cul-de-sacs. It is recommended to stipulate a maximum number or percentage of these.

Council Member Casey asked what the timeframe on this is. Mr. Shelat stated this would go before the Planning Board in January.

Discussed were bicycle/pedestrian paths. There are 160 miles of multi-use paths, 110 miles of sidewalks, and 17 miles of sharrows. It was stated there are 75 miles of additional greenway network available.

Shared was discussion on transit.

- Short Term Recommendation (1-2 years)
 - Coordinate with JCATS to integrate / prioritize service within Clayton ETJ

- Mid Term Recommendation (2-5 years)
 - Study and implement Microtransit
 - Integrate with Wake Transit
- Long Term Recommendation (5+ years)
 - Study and implement fixed / flexible route transit along 3 key axes of the Town
 - Pilot / Integrate with Rapid Bus

Discussed was public engagement. There was a series of pop-up events as well as public meetings. 135 residents participated. There was a survey that ran from June to mid-July; 226 residents participated, which was lower than the first public survey. This survey was to share recommendations.

Top priorities from residents for transportation improvements included improvements on roadways, improvements on pedestrian infrastructure, invest in public transit, and improve bicycle infrastructure.

Next steps are:

- Final Recommendations
- Stakeholder meeting in September
- Draft Report now through October
- Adoption of Plan in December-January timeframe

c) 4:45 - 5:00 p.m.

ETJ Discussion

Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo and Haley Hogg, Consultant, discussed the possibility of expanding the ETJ, noting the last expansion was in 2007. Mr. Olmedo stated the Town is over 30,000 people which allows us up to a 3-mile capacity; currently our ETJ is at 2-miles.

Ms. Hogg discussed the different phases. Phase 1 would be to identify where to expand and Phase 2 would be the request to expand. She stated they are working on an in-depth analysis would go before the Board of Commissioners. Per statute, expanding the ETJ would first require the adoption of an ordinance, which would then need to be presented to the Board of Commissioners for approval. She plans to have a draft ready next month, which will be brought back to the Council for discussion. Following that, there will be public engagement before it is launched on the webpage.

She stated they would be meeting with the County to talk to County officials and with neighboring jurisdictions. From there, the hope is to have a public hearing in the fall. She stated every property owner would be notified by mail. She stated there would be more information in the months to come.

There was discussion on the timing of this topic.

Ms. Hogg stated the next steps would be to draft a map showing the areas of the proposed 3-mile radius and go from there. Mr. Olmedo stated he has reached out to the Planning Department for Wilsons Mills and Archer Lodge and conversations have taken place.

5 **ADJOURNMENT**

a) Adjourn

With nothing further, the meeting was adjourned at 5:16 p.m.

Motion To Adjourn

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

Duly adopted this 19th day of August 2024, while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk



Town of Clayton
Town Council Regular Meeting Minutes
Monday, August 5, 2024 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Council Present:

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

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Greg Tart, Police Chief
David Ranes, Fire Chief
Conrad Olmedo, Planning Director
Patrick Pierce, Economic Development Director
Joshua Baird, Water Resources Director
Todd Melton, Budget Manager

Council Absent:

None

1. CALL TO ORDER

- a. Call to Order

Mayor McLeod called the meeting to order at 6:02 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. **Approve or Adjust the Agenda**

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

3. CONSENT AGENDA

- a. Minutes
 - July 15, 2024 - Work Session Minutes
 - July 15, 2024 - Regular Session Minutes

Presenter: Heidi Holland, Town Clerk
- b. 2023-202-ANX NCRR Industrial Development Annexation, Resolution Directing Clerk to Investigate
Presenter: Bruce Venable, Planner II
- c. Novo Nordisk Confined Space Rescue Agreement
Presenter: David Ranes, Fire Chief
- d. Warranty Acceptance of Streets and Right of Way Sections within Buckhorn Branch Park, Phases 1 & 2
Presenter: Chris Rowland
- e. Reimbursement Resolution - Debt Financing
Presenter: Robert McKie, Finance Director
- f. Resolution to Acquire Easements for the East Main Street Sidewalk Connector Project, BL-0050
Presenter: Shannon Poole, Engineering
- g. FY25 JCTA Grand Award Letter
Presenters: Steven Langston, Cultural Arts Director and Shaun Mizell, Procurement, Contracts and MWBE Manager

Approve Consent Agenda as Presented

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

4. ADMINISTRATIVE ITEMS

- a. Clayton4U
Presenter: Nathanael Shelton, Communication Director

Ms. Gill presented the latest Clayton4U video. This video spoke about the ETJ and highlighted Planning Director Conrad Olmedo.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Swearing in Fire Marshal Michael Tatum
Presenter: Heidi Holland, Town Clerk

Fire Chief David Raney introduced new Fire Marshal Michael Tatum. He stated he comes with 14 years of experience in Fire Code Enforcement and Emergency Management Investigations. He had previously served with the Pittsburgh Fire Department in Lee County and with the Care Fire Department. He is a graduate of Fayetteville Technical Community College and would soon be graduating from Fayetteville State University with a Bachelor of Science and Fire and Emergency Service Administration. He holds a list of certifications as a Level Three Fire Inspector, Level Two Fire Life Safety Educator, a Certified Fire and Arson Investigator, a Fire Officer, Fire Instructor, and a FAA UAS Drone Pilot.

His family joined him while Town Clerk Ms. Holland swore him in. Council congratulated and welcomed him.

- b. Farmers Market Week Proclamation
Presenter: Council Member Archer

Council Member Archer read the proclamation into the record.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

- a. Resolution by Governing Body of Recipient of Directed Projects Grant; Session Law 2023-134
Presenter: Shannon Poole, Engineering

Joshua Baird, Water Resources Director, stated the following two items are concurrent and related. If this is approved it is asked to approve the next item on the agenda as well, the capital budget ordinance. Session Law 2023-134 included numerous direct appropriations from the State's drinking and wastewater fund. The Town was a recipient of two of those. The first was approximately \$6 million for several wastewater projects to abandon some pump stations and move flow toward the Clayton Raleigh Pump Station. Moving some of this flow to the north to the current pump station to Raleigh as well as where the flow would eventually be treated by Sam's Branch opened up some capacity in the existing Little Creek Reclamation Facility. That open capacity supported some additional development in the ECI area, specifically the Novo Nordisk agreement for capacity approved last year.

The second appropriation of the \$14 million is for other infrastructure projects. Staff would be back before Council with approval and acceptance of this in a couple months; tonight is just for the acceptance of the first \$6 million. To receive the funding, the governing body must approve the acceptance of the

grant including a resolution of support.

Staff's request is to approve of the acceptance of the \$6 million as well as adoption of the resolution. With approval of this, it is requested to approve the budget ordinance to allow for the set-up of the capital project fund for the projects.

Adoption of Resolution #2024-79

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

- b. Clayton-Raleigh Pump Station Capital Project Budget Ordinance
Presenter: Todd Melton, Budget Manager

Adoption of Ordinance #2024-08-01

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

9. NEW BUSINESS

10. STAFF REPORTS

- a. Town Manager

Mr. Cappola discussed Hurricane Debby and the potential for an impact. The Governor has declared a State of Emergency for North Carolina. Staff is preparing for the worst. There would be a call tomorrow with Johnston County Emergency Management to discuss their preparations and staff would have daily updates. Additional details would be provided throughout the week.

He recognized Patrick Pierce who would be leaving the Town to work for NC Railroad. He is the Town's second Economic Development Director and the first Government Affairs Director. He recognized some of his achievements to include the Social District. Mr. Pierce thanked Council for the opportunity and stated he looks forward to working with the Town in the future.

- b. Town Attorney
- c. Town Clerk
- d. Other Staff

11. OTHER BUSINESS

- a. Informal Discussion & Public Comment

Clayton resident John Scarpa thanked Council for all the work they do.

Clayton resident Jason Thompson spoke in opposition to the recent decision to utilize taxpayers' dollars obtained by Legislator Donna White to go towards our senior citizens that has been chosen to be used for other purposes. He stated he understands the original bill was written so that it could not be used because it was for property the Town did not own. He spoke more about his opposition.

- b. Council Comments

Mayor Pro Tem Sims thanked the Town and those who participated in the Gary Clark Back to School event which included free haircuts and bookbags for children. He thanked Ms. Gill and Steven Langston, Cultural Arts Director; he stated this event was a huge success. This was the first event and would like this to become an annual event. He also thanked the Fire and Police Departments.

He addressed the senior citizens discussion and stated he appreciated the citizens that attend the meetings and speak. He stated he was at the meeting and those words were never spoken. He stated he is a forerunner for the senior center and there has not been allocation towards those funds.

Council Member Casey stated he appreciates the citizens' comments. He reiterated Mayor Pro Tem Sims statements on the senior center.

Council Member Archer spoke on the visit from Governor Copper to the Sam's Branch facility. She thanked staff for their hard work on pulling this off in a short period of time. Mayor McLeod stated this was a great event and he thanked staff for making Clayton look great. He discussed being in attendance at the meeting that discussed the senior center funds, and he did not recall any of that conversation taking place. He clearly recalled the fact that senior citizens were being turned away because of the lack of space, which is a disgrace. He expressed this during that meeting. He discussed the Clayton Center that has tremendous parking as well as handicap parking. He stated he does not want to see anyone turned away from participation. He stated if our Parks and Rec. staff need to come in and help set up tables, etc., the Town would make that service available at no charge.

He stated there was discussion on a property that is on the market. Conversation came up about a brand-new facility versus a makeshift. He stated the makeshift has an approximate price tag of \$2 million compared to a brand-new facility which would cost more. He stated Johnston County is sitting on the largest reserve in history; the Town does not have that type of reserve but still wants to do our part. He stated he understands their frustration and they understand a little of ours. He stated its unfortunate this has not been figured out, but it is on the radar. It is a goal for the Town to provide a place for seniors to be active. He stated he does not recall anyone saying the Town is not doing anything for seniors in Clayton. He stated he would like to figure out a way to help in the meantime.

12. **CLOSED SESSION**

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

Motion To Go Into Closed Session

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

Motion To Return To Open Session

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

13. **ADJOURNMENT**

- a. Adjourn

With nothing further, the meeting was adjourned at 7:19 p.m.

Motion To Adjourn

RESULT:	CARRIED 5-0
MOVER:	Porter Casey

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

Duly adopted by the Town Council this 19th day of August 2024 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk

August 5, 2024
Minutes



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 19, 2024

Agenda Location

CONSENT AGENDA

Item Title

Authorizing Satisfaction of Lien for Code Compliance

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

LeKesha Terrell of 103 Quail Ct, a resident of the Town of Clayton, was in violation of the Town's Unified Development Ordinance. She was put on notice and fined for the violation and has paid a compromised amount of the debt and corrected the violation. The Town has determined to satisfy the claim of lien of record to accurately reflect the settlement of the claim.

Funding Source

N/A

Corresponding Documentation

[Resolution 2024-83](#)

[103 Quail Ct Variance Approval With Memo](#)

[103 Quail Court Notification of Lien](#)

Submitted By: Heidi Holland, Clerks

Reviewed By:

Heidi Holland, Town Clerk

Approved - Aug 09 2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CLAYTON
AUTHORIZING SATISFACTION OF LIEN FOR CODE COMPLIANCE**

WHEREAS, LeKesha Terrell of 103 Quail Ct., Clayton, a resident of the Town of Clayton ("Town"), was in violation of the Town's Unified Development Ordinance; and

WHEREAS, LeKesha Terrell was put on notice and fined for the violation and has paid a compromised amount of the debt and corrected the violation; and

WHEREAS, the debt was compromised but the lien has not been cancelled of record; and

WHEREAS, the Town has determined to satisfy the claim of lien of record to accurately reflect the settlement of the claim.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CLAYTON THAT:

The Town Clerk is authorized and directed to cancel the claim of lien on the public record.

DULY ADOPTED, this the 19th day of August, 2024, while in regular session.

TOWN OF CLAYTON

By: _____
Jody McLeod, Mayor

ATTEST:

Heidi Holland, Town Clerk
(SEAL)

103 QUAIL COURT, CLAYTON
VARIANCE APPROVAL
CASE BOA 2023-102 VAR

TOWN OF CLAYTON BOARD OF ADJUSTMENT
FINDINGS OF FACT, CONCLUSIONS OF LAW, AND DECISION

This application for a variance from Sections 155.308(b)(2) of the Town of Clayton Unified Development Code (the “UDC”) came before the Clayton Board of Adjustment (the “BOA”, or “Board”) on March 20, 2024, for an evidentiary hearing. Upon consideration of the testimony of witnesses, documentary evidence received at the hearing, the variance application with attachments and related materials, exhibits, and all other evidence present at the hearing, the BOA finds that the Variance should be granted. In support thereof, the Board makes the following Findings of Fact and Conclusions of Law, and Decides as follows:

FINDINGS OF FACT

1. The property at issue (the “property”) consists of a residential lot, 1.19 acres in size, improved with a single residential structure and outbuildings. The property is located at 103 Quail Court in the ETJ area of Clayton.
2. The property is zoned R-6 and R-8.
3. The Application was submitted, and the case presented, by Ms. Lakesha Harrell and her husband, owners of the subject property.
4. This matter arose prior to the Town’s adoption of its revised and recodified unified development ordinance. Accordingly, the case is adjudicated under applicable provisions of the previous Unified Development Code.
5. Situated on the property is an accessory building in the form of a carport for the storage of vehicles, yard maintenance equipment, and similar items. The carport is 30’ x 21’ x 6’. As noted in the Staff Report, Section 155.308(B)(2) of the Town of Clayton UDC provides:

“No accessory structure shall extend in front of the front line of the principal structure, except in the B-1 zoning district where the Board of Adjustment may approve a Variance for an accessory use or structure to be placed in any yard other than the rear yard.”

6. As the accessory structure has already been constructed, this is an “after-the-fact” application for a variance, to allow the accessory structure to remain on the property.

7. This case was heard and the application for variance was considered by the Board as an initial application, and as though the accessory structure had not been already constructed.
8. The principal residential is located and fronts on the cul-de-sac end of Quail Court to the west. The residence is located approximately 110 feet from Quail Court. and the accessory structure is located approximately 50 feet from the front property line.
9. The property owners testified that the carport was built to provide storage for their automobile and yard maintenance equipment, and that accessibility of the carport from the existing driveway was needed.
10. The property owners further testified that, in building the accessory structure, they had no intention to violate the Town's ordinance, but were unaware of the requirement for a permit, and the UDC requirement for accessory structures to be located to the rear of the principal structure.
11. According to testimony of the owners, a natural spring is located in front of the residence structure, which prevented location of the carport to the south and rear of their residence.
12. The owners further testified that the areas north and to the rear of their residence were the location of their septic tank and drain fields.
13. The owners submitted in their application and at the hearing aerial photos and a plot plan of the property.
14. From evidence submitted, it appears that few, if any, alternative areas were available on the site and to the rear of the residence for the location of the carport.
15. No testimony or other evidence was presented in opposition to the requested variance.

FINDINGS AND CONCLUSIONS OF LAW

Pursuant to the foregoing and UDC Sections 155.716 (F), the Board of Adjustment makes the following further Findings and Conclusions, and renders its Decision, as follows:

The Application/Property Owner produced competent, material, and substantial evidence to show that:

- i. Unnecessary hardship would result from the strict application of the ordinance; and

- ii. The hardship results from conditions that are peculiar to the property, such as location, size, or topography; and
- iii. The hardship did not result from actions taken by the applicant or the property owner; and
- iv. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

DECISION

BASED ON THE FORGOING, Variance Request 2023-102 hereby Granted.

This is 7 day of April 2023.

A handwritten signature in cursive script, reading "Marty D. Bizzell", is written over a horizontal line.

Marty Bizzell
Chairman, Town of Clayton Board of Adjustment

MAYOR
Jody L. McLeod

TOWN MANAGER
Richard D. Cappola, Jr.

TOWN ATTORNEY
Cauley Pridgen, P.A.



MAYOR PRO TEM
Michael Sims

COUNCIL MEMBERS
Ruth Anderson
Andria Archer
Porter Casey
Gretchen Williams

July 26, 2024

CLERICAL ERROR CORRECTION
BOA Case 2023-102-VAR

Regarding Variance Approval BOA Case 2023-102-VAR, a clerical error was made on the executed document. The variance was granted at the Planning Board meeting on April 17, 2023.

DESCRIPTION OF ERROR:

The granted date should read "This is 17 day of April 2024" rather than "This is 17 day of April 2023"

Heidi L. Holland

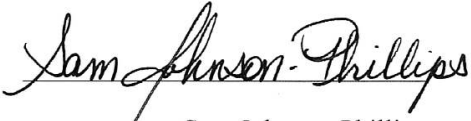
Heidi L. Holland, CMC, NCCMC
Town Clerk

Filed in JOHNSTON COUNTY , NC
CRAIG OLIVE, Register of Deeds
Filed 05/05/2023 02:10:04 PM
DEED BOOK: 6469 PAGE: 483-484
INSTRUMENT # 2023013174
Real Estate Excise Tax \$0.00
Deputy/Assistant Register of Deeds mmitchell

STATE OF NORTH CAROLINA	)	NOTIFICATION OF LIEN
	)	N.C. General Statute §160A-233
COUNTY OF JOHNSTON	)	Clayton Town Code §155.709, §155.308

The undersigned, being the Deputy Town Clerk for the Town of Clayton (the "Town"), a North Carolina municipal corporation, hereby gives notice that the Town holds a lien established by the Town pursuant to Section 160A-233 of the North Carolina General Statutes and Section 155.709, 155.308 of the Town Code **Zoning Permit Required**. It shall be unlawful to begin moving, constructing, altering, or repairing, except ordinary repairs, of an accessory structure, until the Planning Department has issued a zoning permit for such work (see 155.709) at 103 Quail Ct, Clayton, North Carolina. Fine is in the amount of \$12,575.

This the 3rd day of May, 2023



Sam Johnson-Phillips
Deputy Town Clerk
Town of Clayton
111 East Second Street
Clayton, NC 27520
Phone: (919) 553-5002

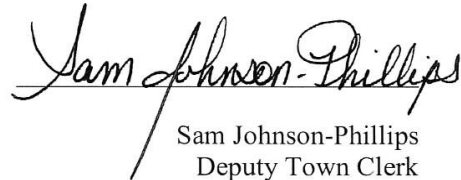


CERTIFICATION OF SERVICE

I, Sam Johnson-Phillips, Deputy Town Clerk for the Town of Clayton, do hereby certify that a copy of the foregoing NOTIFICATION OF LIEN was served on all known concerned parties by depositing a copy of same in the United States mail, postage prepaid, addressed to:

Lakesha Terrell
103 Quail Ct
Clayton, NC 27520

This the 3rd day of May, 2023



Sam Johnson-Phillips
Deputy Town Clerk
Town of Clayton
111 East Second Street
Clayton, NC 27520
Phone: (919) 553-5002



ANNEXATION PETITION 2023-202-ANX
NCRR INDUSTRIAL DEVELOPMENT
72.32 ACRES

CERTIFICATE OF SUFFICIENCY

To the Town Council of the Town of Clayton, North Carolina:

I, Heidi Holland, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Clayton, this 30th day of July 2024.



Heidi Holland
Heidi Holland, CMC, NCCMC
Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 19, 2024

Agenda Location

CONSENT AGENDA

Item Title

2024-85 Resolution Directing the Clerk to Set a Date for a Public Hearing for item: 2023-202-ANX
NCRR Industrial Development

Presenter(s)

N/A

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)
- ☐ Newspaper Notice (Required by GS)
- ☐ Public Forum/Input Session
- ☐ E-News Distribution
- ☐ Social Media

- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Press Release
- ☐ Website
- ☐ Survey

☐ Special Mailing

☒ None Required

Summary

Second resolution for project 2023-202-ANX NCRR INDUSTRIAL DEVELOPMENT. The Clerk shall provide her findings of sufficiency and set a date for the public hearing before the Town Council.

Recommendation

Adoption of the resolution.

Funding Source

N/A

Corresponding Documentation

[2024-85 Resolution Directing the Clerk To Fix a Date for PH. NCRR Annexation](#)

Submitted By: Bruce Venable, Planning

Reviewed By:

Conrad Olmedo, Planning Director
Heidi Holland, Town Clerk

Approved - Aug 15 2024
Approved - Aug 15 2024

TOWN OF CLAYTON
RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER NC G.S. 160A-31
Resolution: 2024-85

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made.

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

SECTION 1. A public hearing on the question of annexation of the area described herein will be held at the Clayton Town Hall, Chambers, at 6:00 p.m. on Tuesday, September, 3, 2024.

SECTION 2. The area proposed for annexation is described as follows:

Contiguous and approximately 72.32 acres of vacant property within the Town's ETJ.

Pin# 166808-78-6185

SECTION 3. Notice of the public hearing shall be published in the Johnstonian News, a newspaper having general circulation in the Town of Clayton, at least ten days prior to the date of the public hearing.

Duly adopted this 19 day of August 2024, while in regular session.

Jody L. McLeod

Mayor

ATTEST:

Heidi Holland, CMC, NCCMC
Town Clerk

DESCRIPTION/ADDRESS:

Pin #: 166808-78-6185

Contiguous: 72.32 acres

EXHIBIT A TO CONTRACT FOR SRO SERVICES

SCHOOL RESOURCE OFFICER PROGRAM **MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of Understanding (hereinafter “MOU”), effective August ___, 2024, is made and entered into by and between National Heritage Academies, Inc. (“NHA”) for services at Johnston Charter Academy (the “School”), and the Town of Clayton, governing body of the local law enforcement agency (“Agency”) on the attached signature pages.

WITNESSETH

WHEREAS, NHA and the Agency recognize the benefits of the School Resource Officer Program to the citizens of Johnston County, North Carolina, and particularly to the students, parents and staff of the School;

WHEREAS, NHA desires to have the Agency provide School Resource Officers to certain schools within the School;

WHEREAS, the Agency is willing to provide School Resource Officers to the School; and

WHEREAS, it is in the best interest of NHA, the Agency, and the School to establish the School Resource Officer Program as hereinafter described.

NOW, THEREFORE, in consideration of the promises and covenants of the parties hereto herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, NHA and the Agency do hereby agree as follows:

Article I

Purpose of SRO Program and MOU

This MOU outlines the goals and guiding principles as agreed to by and between NHA and the Agency in order to foster an efficient and cohesive SRO program. The primary goal of the program is to provide for school safety and articulate the distinct, and at times overlapping, roles of school staff and SROs in responding to student misconduct as part of the SRO program. In addition, the program strives to foster positive relationships between students and law enforcement officials that further deters criminal and/or unsafe behaviors.

Article II

Duties of the Agency

The Agency shall provide School Resource Officers (each, an “SRO” collectively “SROs”) as follows:

1. Qualifications of SROs. The Agency shall assign regularly employed law enforcement officers to serve as SROs in the School. Each assigned SRO will be a certified law enforcement officer by the State of North Carolina and must complete a forty (40) hour School Resource Officer training curriculum developed by the North Carolina Justice Academy, and Crisis Intervention Training (CIT) certification through a CIT provider approved by the Agency. If an officer does not possess requisite SRO training and/or CIT certification at the time of assignment, the Agency will ensure that the officer participates in any necessary coursework to receive the training and certification at the next available course offering and no later than one year after being assigned as a School Resource Officer. The Agency will ensure that all SROs complete refresher training as required by state law. In addition, the Agency shall ensure that its SROs maintain minimum in-service training and certification requirements as would normally apply to all other certified officers in the Agency in addition to any training and certification required under this MOU.
2. Assignment of SROs. SRO positions shall be filled by the providing Agency’s directives and selection process. SROs should have no substantiated evidence of harassment, discrimination, disproportionate minority contact, improper use of force, or other serious performance issues in their work history that would make the officer inappropriate for performing duties as a SRO. In addition, SROs should have positive experience working with youth and/or in a school setting and should be willing and able to serve as mentors for students. The School may provide feedback to the Agency regarding SRO selection. The Agency shall ensure that all SROs participate in an orientation process conducted in collaboration between the Agency and the School to provide an overview of the School Resource Officer Program and review the School policies and procedures.
3. SRO Work Hours and Absences. The Agency shall not utilize the SROs during the designated workday for duties other than set forth herein, except in emergency situations that necessitate removal of one or more SROs from their normal duties pursuant to this MOU. In the event an SRO is temporarily unavailable on campus due to training, illness, approved leave, court hearing, or other reasons, the Agency shall provide a replacement officer, whenever possible.

Article III

NHA Expectations of the SRO While Serving on Campus

1. SRO Work Hours, Uniforms and Visibility on Campus. The SRO shall remain on the school grounds during normal school hours, except when necessary to attend to a law enforcement emergency, to attend any meetings or trainings described in this MOU, or on limited occasions to attend to official law enforcement business off-campus. With the exception of emergency situations out of the SRO's control, the SRO shall give the school principal or designee reasonable advance notice of any times when the SRO is not expected to be on campus during normal school hours, and the Agency will provide replacement officers to the extent possible in accordance with Article II, Section 3, of this MOU. The SRO shall wear the official law enforcement uniform or other apparel issued by the Agency at all times while serving on School property and shall make best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of crime or violence are most likely to occur. The SRO shall, whenever possible and in accordance with guidance from the school principal or designee, participate in or attend school functions during the SRO's regular duty hours, in order to assure the peaceful operation of school-related programs. Security services for extracurricular activities held outside of school hours shall be addressed through a separate contract between NHA and each Agency for law enforcement officer services.
2. SRO Mentoring and Outreach. Each SRO shall conduct himself or herself as a role model at all times and in all facets of the job; shall seek to establish a strong rapport with staff, faculty, students, and others associated with the school; and shall encourage students to develop positive attitudes towards the school, education, law enforcement officers, and positive living in general. The SRO shall be familiar with community agencies that offer assistance to youths and their families, including but not limited to mental health clinics and drug treatment centers, and shall provide information on such agency to students, parents, and/or school administrators when appropriate. In addition, the SRO shall provide information to the school principal, students, and parents regarding additional resources offered by community agencies or the Agency providing afterschool and summer programs and opportunities for youth.
3. Law Enforcement Actions and Safety Interventions. The SRO may initiate appropriate law enforcement actions to address criminal matters, including matters that threaten the safety and security of the school or its occupants, and/or intervene with staff or students (with or without a referral from school staff) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety. Any such intervention shall be reasonable in scope and duration in light of the nature of the circumstances presented and shall be reasonably calculated to protect the physical safety of members within the school community, while minimizing, to the extent possible, any unintended negative effects on students. All law enforcement actions and

interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and policies. Use of force may be implemented pursuant to Agency procedures and protocol as well as all applicable laws, if objectively reasonable based on the totality of the circumstances, and shall not be excessive, arbitrary, or malicious. The SRO also shall, whenever possible, advise the principal before requesting additional law enforcement assistance on campus and shall request such assistance only when necessary to protect the safety or security of those present on the school campus. Non-SRO law enforcement who are asked to report to schools for any reason, by an SRO or other official, shall, whenever possible, advise the principal in advance before coming on campus.

- a) *Investigations and Arrests.* Criminal investigations and arrests by SROs will be conducted in accordance with all applicable legal requirements, including all applicable laws, regulations, and policies governing the use of force, interrogations, searches, and arrests. The SRO shall promptly notify appropriate school authorities whenever a SRO asks a student questions of an investigative nature or takes any direct law enforcement action against a student; however, notification may be withheld until deemed appropriate by the SRO if such notification would endanger a student or any other person or compromise an ongoing criminal investigation. The appropriate school authorities shall promptly notify the parent(s) or guardian of any student suspected of criminal wrongdoing, whenever a SRO asks a student questions of an investigative nature or takes any direct action against any student suspected of criminal wrongdoing. SROs and school administrators shall collaborate and determine how such notice should be given in each individual circumstance.
- b) *Searches.* SROs shall be aware of and comply with all laws and standards regarding searches of persons and property while performing services pursuant to this MOU. In particular, SROs shall be aware of the differing standards governing searches by law enforcement officers for law enforcement purposes as compared with searches by school administrators in connection with student discipline. At no time shall any SRO request that any School employee lead or conduct a search of a student for law enforcement purposes.
- c) *Interrogations.* In cases where the parent(s) or guardian cannot be reached and any questioning of a student is conducted without parental notification, the school principal or designee must be present during the questioning unless the SRO directs otherwise for safety or investigative reasons. Presence of the principal/designee does not in any way impact the SRO's duty, if applicable in the situation, to comply with the student's Miranda or juvenile Miranda rights. At no time shall the SRO request that any School employee act as an agent of the SRO or law enforcement in any interrogation.
- d) *Non-school Investigations.* The SRO shall refrain from questioning students at school regarding non-school related matters unless the SRO has a warrant or unless questioning, searching or arresting a student on school property at that time is

necessary, in the discretion of the SRO, for the success of a law enforcement investigation or to prevent injury or crime.

4. School Discipline. The School administrator shall be solely responsible for implementing the student Code of Conduct and discipline policies. The School administration, not the SRO, has primary responsibility for maintaining order in the school environment and for investigating and responding to school disciplinary matters. The SRO shall refer any reports or concerns relating to student discipline to the principal or designee and shall not independently investigate or administer consequences for violations of the Student Code of Conduct or any school disciplinary rules. The SRO should generally not have any further involvement in routine disciplinary matters, such as tardiness, loitering, noncompliance, the use of inappropriate language, dress code violations, minor classroom disruptions, and disrespectful behaviors and other similar minor infractions of school rules. School officials shall only request SRO assistance when necessary to protect the physical safety of staff, students, or others in the school environment.
 - a) *Searches.* The SRO shall not conduct or participate in searches of students or their belongings in school disciplinary investigations unless their assistance is requested by school personnel to maintain a safe and secure school environment.
 - b) *Interrogations.* The SRO will not be involved in questioning of students initiated and conducted by school personnel in disciplinary matters unless requested by the school personnel to maintain a safe and secure school environment. If the SRO's presence is requested under these circumstances, the SRO shall confine his or her involvement to what is reasonably necessary to protect the safety and security of members of the school community and shall not lead the investigation or actively question students.
5. Joint Law Enforcement and School Discipline Investigations. In cases where school disciplinary investigations and law enforcement investigations into criminal activity overlap and relate to matters affecting health or safety (e.g., when both the school administration and SRO are investigating matters related to the presence of drugs or weapons on campus), it may be appropriate for school administrators and SROs to work in tandem. In such events, the criminal investigation takes precedence over school disciplinary issues. In such circumstances, the SRO shall be mindful of and clarify his or her role as a law enforcement officer conducting a law enforcement investigation when interviewing student witnesses, particularly students suspected of criminal wrongdoing. The SRO shall also adhere to all appropriate laws and standards governing law enforcement investigations and not assume that laws and standards that govern school disciplinary investigations will also apply to him or her in the course of conducting a criminal investigation.
6. Confidentiality; Access to Student Records. The SRO shall comply with all applicable laws, regulations, and NHA policies, including but not limited to laws, regulations, and policies regarding access to confidential student records, provided that SROs shall under no circumstances be required or expected to act in a manner inconsistent with their duties as

law enforcement officers. The SRO may have access to confidential student records or to any personally identifiable information of any School student as defined in 34 CFR 99.3, only to the extent allowed under the Family Educational Rights and Privacy Act (FERPA) and applicable NHA policies and procedures. SROs shall not automatically have access to confidential student records or personally identifiable information in those records simply because they are conducting a criminal investigation involving a student or for general non-specific purposes. School officials may, however, share relevant confidential student records and personally identifiable information contained in those records with SROs under any of the following circumstances:

- a. The SRO is acting as a “school official” (as it relates to accessing student records) as defined in 34 CFR 99.31 because he or she is exercising a function that would otherwise be performed by school personnel and has legitimate educational interests in the information to be disclosed. For example, a SRO may be authorized to review the Behavior Intervention Plan of a student with a disability if the principal or designee has requested the SRO’s assistance in deescalating physical conflicts and ensuring the physical safety of the student and others when the student becomes involved in interpersonal conflicts.
 - b. The SRO has written consent from a parent or eligible student to review the records or information in question.
 - c. The principal or designee reasonably determines that disclosure to the SRO without parental consent is necessary in light of a significant and articulable threat to one or more person’s health or safety.
 - d. The disclosure is made pursuant to a valid subpoena or court order, provided that school officials provide advance notice of compliance to the parent or eligible student so that they may seek protective action from the court, unless the court has ordered the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
 - e. The disclosure is otherwise authorized under FERPA, its implementing regulations, and applicable School policies and procedures.
7. Development of School Safety Plans. The SRO shall report any safety concerns to the school principal and or designee and shall confer with the school principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities. The school principal will contact any other school system personnel who should be involved in these discussions.

Article IV

Duties of NHA and the School

1. Provision of Office Space and Access to School Community. NHA, Superintendent, and school principals agree to provide to each SRO:
 - a) Access to suitable accommodations at the school, which shall include a lockable room with limited access, telephone, desk, chair, computer and filing cabinet;
 - b) A radio for use on campus;
 - c) Keys to the assigned school; and

- d) Reasonable opportunity to address students, teachers, school administrators, and parents about criminal justice, safety, and security issues relating to school-aged students.
2. Referrals to the SRO. Maintaining order in the school environment and investigating and responding to school discipline matters shall be the responsibility of the school administration. School administrators are expected to adhere to the student discipline procedures outlined in applicable state and federal law and NHA policies. The School shall refrain from involving the SRO in the response to student disciplinary incidents and the enforcement of disciplinary rules that do not constitute violations of law, except when necessary to support staff in maintaining a safe school environment. The School shall provide training to school administrators regarding the role of the SRO and the appropriate involvement of the SRO in student matters that pose a threat to the safe school environment, at least on an annual basis. Such trainings shall include information on how to distinguish between disciplinary infractions appropriately handled by school officials versus threats to school safety that warrant a referral to law enforcement.

Article V

Financing the School Resource Officer Program

NHA agrees to enter into a separate service contract with the governing body of each individual Agency to address the assignment of SROs to the Schools and payment for SRO services during each fiscal year. The terms of any separate service contract shall not be inconsistent with the terms of this MOU. In the event of any conflict between any separate service contract regarding SRO services and the terms of this MOU, the terms of this MOU shall prevail, except that the service contract will prevail only with respect to the issue of payment for SRO services. Notwithstanding the foregoing, continuation of the School Resource Officer Program shall be contingent upon available funding from NHA and the Agency.

In the event NHA and the governing board of an individual Agency are unable to agree on a separate service contract, then such individual Agency shall be relieved of any and all obligations hereunder, and such Agency's execution of this MOU shall be null and void, having no further effect.

Article VI

Employment Status of School Resource Officers; Suspension or Reassignment

Each individual SRO shall remain an employee of his or her respective assigning Agency, and shall not be an employee of NHA. Each Agency shall provide their SROs with the same type benefits, equipment, supplies, and training as that provided to their regularly employed law enforcement officers.

If, in the discretion of the Superintendent, an SRO is not effectively performing his or her duties or responsibilities, based on the Superintendent's experience and/or a complaint from a staff member, student or parent about actions of the SRO, the Superintendent should report

concerns he has regarding SRO performance to the SRO supervisor to address the performance concerns. In the event concerns continue or persist, the Superintendent may request that the SRO be removed from the program. After receiving the recommendation from the Senior Director, the Superintendent or his/her designee, if s/he agrees, shall advise the individual Agency of the request. The Agency shall contact the Superintendent or his/her designee and shall agree to remove the SRO from serving the School if, upon review by the Agency, there is verifiable, documented evidence of ongoing performance issues that have persisted despite the SRO being provided notice and an opportunity to improve.

In addition, if the School documents SRO misconduct that threatens the health or safety of students or staff, the School will immediately notify the SRO supervisor and provide copies of such documentation, and the Agency shall promptly remove the SRO from serving the School until the completion of the Agency's review of the misconduct, consistent with the Agency's policies and ordinances and this MOU.

In the event of the resignation, dismissal, removal or reassignment of a SRO, the responsible Agency shall provide a replacement for the SRO within a reasonable period of time, to be discussed between the parties when a vacancy occurs. During such interim period, as much as reasonably possibly, the Agency shall assign an alternate law enforcement officer temporarily to carry out the duties of the SRO until a replacement can be secured.

Notwithstanding the foregoing, nothing in this MOU shall prohibit the Superintendent from preventing the access of any individual, including any assigned SRO, to School property if the Superintendent determines it is in the best interest of the health and safety of the School students. Likewise, the Agency reserves the right to suspend a SRO from duty with the School. During any period of suspension under this section, the Agency shall provide a replacement SRO pursuant to Article II, Section 3 herein.

Article VII

Term and Termination of MOU

The term of this MOU shall begin on August __, 2024, and end on June 30, 2025, unless terminated earlier as provided herein. However, the parties shall review the terms of this MOU at least annually and may amend it at any time in writing and by mutual agreement.

Any party's participation in this MOU may be terminated by that party, with or without cause, upon sixty (60) days written notice to the other parties.

Article VIII

Notice

Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by facsimile transmission (provided sender confirms notice by written copy). If hand-delivered, the notice shall be effective upon delivery.

If by facsimile copy, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to each Agency at its address listed on their respective signature page, and to NHA at the address listed on its respective signature page.

Article IX

Miscellaneous Provisions

1. Sex Offender Registry and Criminal Background Checks. The parties acknowledge that the requirements of G.S. 115C-332.1 apply to this MOU. The Agency shall conduct an annual check of all sworn law enforcement officers assigned as SROs on the North Carolina Sex Offender and Public Protection Registration Program, The North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry, and certifies that no individual appearing on any such registry shall be assigned as, or provide services pursuant to this Agreement as, an SRO. The Agency shall also conduct criminal background checks on each of its officers who shall be assigned as, or provide services pursuant to this Agreement as, an SRO. The Agency shall not assign an officer to provide services pursuant to this MOU if said officer has been convicted of a felony or any crime, whether misdemeanor or felony, involving violence, illegal drugs, theft, child abuse, sexual harassment, sexual abuse, or personal impropriety of a sexual nature with regard to any other person or if said officer has engaged in any crime or conduct indicating that the officer may pose a threat to the safety or well-being of students or school personnel. The Agency agrees to conduct the background checks articulated above no earlier than 30 days prior to provision of services articulated in this Agreement, to maintain documentation of the checks, and to provide such documentation of the checks to the School upon its request. NHA reserves the right to prohibit any individual officer of the Agency from providing services on School property or at School events if NHA determines, in its sole discretion, that such officer poses a threat to the safety or well-being of students, school personnel or others, or that the officer has not undergone the background checks articulated in this Paragraph.
2. Relationship of Parties. The Agency and NHA shall be independent contractors, and nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of either party be construed as employees, agents, or principals of any other party hereto. Each Agency maintains control over its personnel and any employment rights of personnel assigned under this MOU shall not be abridged. Each party agrees to assume the liability for its own acts or omissions, or the acts or omissions of their employees or agents, during the term of this Agreement to the extent permitted under North Carolina law.
3. Governing Law; Venue. This MOU shall be governed by the laws of the State of North Carolina. The venue for initiation of any such action shall be Johnston County, North Carolina.
4. Amendments and Modifications; Additional Policies and Procedures. This MOU may be modified or amended by mutual consent of the parties as long as the amendment is executed in the same fashion as this MOU. Notwithstanding the foregoing, the parties may develop

additional policies and procedures by consent to implement this MOU, including but not limited to policies and procedures regarding reporting requirements and sharing information between the School and the Agency. Further, each party may develop internal policies and procedures to implement their respective obligations under this MOU.

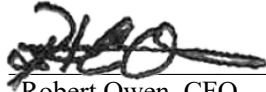
5. Entire Agreement. This MOU constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter of this MOU.
6. Severability. In the event that any provision of this MOU shall be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.
7. No Third-Party Benefits. There are no third-party beneficiaries to this MOU. Nothing in this MOU shall create or give to third parties any claim or right of action against an Agency or a SRO.
8. Counterparts. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument. The Parties agree that computer scanned and/or faxed signatures or copies of this Contract will have the same validity and force as an "original."
9. E-verify. All parties shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, "Verification of Work Authorization," and will provide documentation reasonably requested by the other demonstrating such compliance.
10. Authority to Enter Contract. The person(s) executing this Agreement on behalf of any party to it has authority to do so as an official, binding act of the party.

The Clayton Police Department and Town of Clayton, with a mailing address at PO Box 879, Clayton, NC 27528, hereby agrees to the terms of the School Resource Officer Program Memorandum of Understanding (MOU) with National Heritage Academies, Inc., effective August __, 2024.

Gregory W. Tart
Chief of Police

Date

National Heritage Academies, Inc., of 3850 Broadmoor Ave SE, Grand Rapids, MI 49512, hereby agrees to the terms of the School Resource Officer Program Memorandum of Understanding (MOU), effective August ___, 2024.



Robert Owen, CFO

8.13.24

Date

**STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON**

CONTRACT FOR SCHOOL RESOURCE OFFICER SERVICES

This Contract for School Resource Officer Services ("Agreement") is made and entered into this ____ day of July, 2024, by and between National Heritage Academies, Inc. ("NHA") for services at Johnston Charter Academy (hereinafter "School"), and the Town of Clayton, the governing body of the Clayton Police Department ("Town"), (collectively, the "Parties").

WITNESSETH:

WHEREAS, the Board desires to have the Town assign a sworn law enforcement officer to serve as a School Resource Officer at the School; and

WHEREAS, the Town is willing to provide sworn law enforcement officers to serve as School Resource Officer at the School;

WHEREAS, the Board and Town have entered into a separate School Resource Officer Memorandum of Understanding ("MOU") attached hereto as Exhibit A, describing the respective roles and responsibilities of school administrators and law enforcement officers pursuant to the MOU;

NOW, THEREFORE, in consideration of the promises and covenants of the parties hereto herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Board and Town do hereby agree as follows:

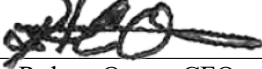
1. The Town shall provide one (1) full-time sworn law enforcement officer from the Clayton Police Department to serve as a School Resource Officers (SRO) at the School for the 2024-2025 school year.
2. During the term of this Agreement, NHA shall pay to the Town an amount not to exceed **eighty-two thousand and five hundred dollars (\$82,500)**. The total payment shall be made by NHA to the Town of Clayton, NC at the conclusion of the 2024-2025 academic calendar year no later than thirty (30) days after receipt of an invoice from the Town reflecting the amount due.
3. The assignment of and services provided by the School Resource Officer shall be consistent with the terms of the School Resource Officer Memorandum of Understanding (MOU) between NHA and the Town of Clayton, effective July 1, 2024. The MOU is hereby incorporated in this Agreement by reference and attached as Exhibit A. To the extent the MOU is amended or modified during the term of this Agreement, any such modified terms shall govern. To the extent any terms of this Agreement conflict with terms of the MOU, the MOU shall prevail.

4. It is understood and agreed between the Parties that although it is the intent of both Parties to provide the officers and funding described herein, there may arise circumstances in which one or both Parties are unable to discharge their respective obligations pursuant to the Agreement and MOU. It is understood and agreed between the Parties that the payment obligation of NHA under this Agreement is contingent upon the availability of appropriated funds from which payment for Agreement purposes can be made. To the extent NHA is unable to issue funding as described herein, NHA acknowledges that the Town may decline to provide further SRO services. It is understood by NHA that the services provided by the Town under this Agreement are contingent upon ongoing employment of a sufficient number of officers to meet the needs of the Town at large, which includes the needs of the School pursuant to this Agreement. To the extent the Town is at any time unable to provide SRO services as described in this Agreement and the MOU, NHA shall not be responsible for further payment, and payment made for services not rendered shall be refunded by the Town to NHA.
5. The Parties acknowledge that the requirements of G.S. 115C-332.1 apply to this Agreement. The Town shall conduct an annual check of all sworn law enforcement officers assigned as SROs on the North Carolina Sex Offender and Public Protection Registration Program, The North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry, and certifies that no individual appearing on any such registry shall be assigned as, or provide services pursuant to this Agreement as, an SRO. The Town shall also conduct criminal background checks on each of its officers who shall be assigned as, or provide services pursuant to this Agreement as, an SRO. The Town shall not assign an officer to provide services pursuant to this MOU if said officer has been convicted of a felony or any crime, whether misdemeanor or felony, involving violence, illegal drugs, theft, child abuse, sexual harassment, sexual abuse, or personal impropriety of a sexual nature with regard to any other person or if said officer has engaged in any crime or conduct indicating that the officer may pose a threat to the safety or well-being of students or school personnel. The Town agrees to conduct the background checks articulated above no earlier than 30 days prior to provision of services articulated in this Agreement, to maintain documentation of the checks, and to provide such documentation of the checks to the NHA upon its request. NHA reserves the right to prohibit any individual officer of the Town from providing services on School property or School events if NHA determines, in its sole discretion, that such officer poses a threat to the safety or well-being of students, school personnel or others, or that the officer has not undergone the background checks articulated in this Paragraph.
6. The Town shall pay all federal, state, and FICA taxes, and maintain minimum insurance requirements for all sworn law enforcement officers assigned as School Resource Officers under this Agreement.
7. The Town shall be an independent contractor of NHA, and nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of the Town be construed as an employee, agent, or principal of NHA.
8. This Agreement shall be governed by the laws of the State of North Carolina. The venue for

initiation of any such action shall be Johnston County, North Carolina.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seal the day and year indicated below.

NATIONAL HERITAGE ACADEMIES, INC.

By:  _____
Robert Owen, CFO

Date: 8.13.24

This instrument has been pre-audited in the manner required by the School Budget and Fiscal Control Act.

TOWN OF CLAYTON

By: _____
Richard Cappola, Jr. Town Manager

Date: _____

By: _____
Gregory W. Tart, Chief of Police

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director

Date



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 19, 2024

Agenda Location

CONSENT AGENDA

Item Title

NCDOT Utility Relocation Agreement for Winston and Guy Road Realignment Project

Suggested Action

Approval of Agreement

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? 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

Summary

NCDOT Division 4 Utility Unit submitted a project for construction for Re-alignment of Winston Road (SR-1500) at Guy Road in Johnston County where as the construction of this project will require adjustment to be made to the existing utilities owned by the town of clayton to relocate approximately 300 ft of the town's two inch force main sewer line along Winston Road. Staff has coordinated with NCDOT onsite to determine the appropriate location to relocate the 2 inch sewer line. The Town will be required to relocate the line before the NCDOT project is to begin on or about the 1st of November, 2024. Under NC General Statue 136.27.1, the Town must enter into an agreement with NCDOT to cover 25% of the costs to relocate which will be approximately \$11,250. Staff request approval of the agreement and authorization for the Town Manager or designee to execute the agreement.

Funding Source

N/A

Corresponding Documentation

- [80072_WinstonAtGuy_ToC_draft_URA](#)
- [Winston Road 2in FM Relocate - Proposal - 7-30-24](#)
- [100_005_80072_RDY_TSH_1](#)
- [100_025_80072_RDY_SUM_3B-1](#)
- [100_030_80072_RDY_PSH_4](#)

Submitted By: Shannon Poole, Engineering

Reviewed By:
Joshua Baird, Water Resources Approved - Aug 15 2024
Director
Heidi Holland, Town Clerk Approved - Aug 15 2024

UTILITY RELOCATION AGREEMENT

NCDOT HIGHWAY WBS ELEMENT NO. 80072
TRANSPORTATION IMPROVEMENT PROGRAM NO. 80072
COUNTY Johnston

This agreement made this _____ day of _____, _____, by
and between the Department of Transportation, an agency of the State of North
Carolina, hereinafter referred to as the DEPARTMENT, and
_____ Town of Clayton _____ Inc. hereinafter referred to as the
COMPANY:

WITNESSETH:

**THAT WHEREAS, the DEPARTMENT will submit a project for
construction as follows:**

Re-alignment of Winston Road at Guy Road

known as route SR-1550 (Winston Rd) in Johnston County,
North Carolina to be designated as N.C. State Highway Project and/or WBS
Element 80072 (the "Project") and, WHEREAS, the construction of said
project will require certain adjustments to be made to the existing facilities of the
COMPANY;

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:

1. That the scope, description, and location of work to be undertaken by the COMPANY are as follows

Relocation of approximately 300 feet of the Town's two inch force main sewer line along Winston Rd near Guy Rd.

2. That any work performed under this agreement shall comply with DEPARTMENT's "NCDOT Utilities Accommodations Manual", and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation attached hereto as "Estimate of Relocation Costs" and incorporated herein by reference all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.

4. That pursuant to N.C. Gen. Stat. §136, et seq., the Department has the authority to acquire the Company's utility facilities upon which the Project will be constructed pursuant to the laws of eminent domain.

5. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.

6. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

7. That the construction work provided for in this agreement will be performed by the method or methods as specified below:

☐ **BY COMPANY'S REGULAR FORCE:** The COMPANY proposes to use its regular construction or maintenance crews and personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

☐ **BY EXISTING WRITTEN CONTINUING CONTRACT:** The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed.

☒ **BY CONTRACT:** The COMPANY does not have adequate staff or equipment to perform the necessary work with its own forces. The COMPANY proposes to award a contract to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed as set forth in an appropriate solicitation for bids.

8. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the 1st day of November 2024

b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

☒ Materials are available and it is expected that work will be complete prior to highway construction.

☐ All work will take place during highway construction and arrangements for said work will be coordinated with highway construction operations at preconstruction conference.

☐ Work will begin promptly upon notification by DEPARTMENT; however, it is not expected to be complete prior to highway construction. Any remaining work will be coordinated with highway construction operations at preconstruction conference

☐ Other (Specify)

9. That the method used by the COMPANY in developing the relocation costs shall be as indicated by Paragraph (a), (b), or (c) as follows:

- a. ☐ Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by the applicable Federal or State regulatory body.
- b. ☐ Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the COMPANY and approved by the DEPARTMENT.
- c. ☐ On a lump-sum basis where the estimated cost to the DEPARTMENT does not exceed \$100,000.00. Except where unit costs are used and approved, the estimate shall show such details as man-hours by class and rate; equipment charges by type, size, and rate; materials and supplies by items and price; and payroll additives and other overhead factors.

10. Indicate if (a) or (b) is applicable:

- a. ☒ That the replacement facility is not of greater functional capacity or capability than the one it replaces, and includes no COMPANY betterments.
- b. ☐ That the replacement facility involves COMPANY betterments, or is of greater functional capacity or capability than the one it replaces.

11. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and COMPANY less any credit for salvage, is estimated to be ----- \$ 33,750.00

The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the COMPANY will be ----- \$ 33,750.00

The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be ----- \$ _____

(The above costs shall be supported by attached estimate and plans)

12. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

13. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Regional Utilities Coordinator.

14. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six months after completion of work. The statement of final billing shall follow as closely as possible the order of the items in the estimate portion of this agreement.

15. That upon reasonable, prior notice, the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

16. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.

17. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the actual cost of same will be that of the DEPARTMENT.

18. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT

19. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.

20. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.

21. The COMPANY agrees to comply with Buy America. United States Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires the use of domestic steel and iron in all federally funded construction projects.

22. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.

**IN WITNESS WHEREOF, the parties hereby have affixed their names by their
duly authorized officers the day and year first above written.**

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____ **DIVISION UTILITIES ENGINEER**

ATTEST OR WITNESS

Town of Clayton
(NAME OF COMPANY)

BY: _____

BY: _____

TITLE: _____

TITLE: _____

**N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any
State Employee of any gift from anyone with a contract with the State, or from any
person seeking to do business with the State. By execution of any response in this
procurement, you attest, for your entire organization and its employees or agents,
that you are not aware that any such gift has been offered, accepted, or promised by
any employees of your organization.**

Form UT 16.8

Rev. 02/20/2021

CORBETT CONTRACTING, INC

1030 Napoleon Road
Selma, NC 27576
Office 919-965-6008

Proposal

July 30, 2024

Town of Clayton
Operations Center
653 Highway 42 West
P.O. Box 879
Clayton, NC 27520

RE: Proposal – Winston Road – 2" Force Main Relocate

300	FT	2" SDR-21	50.00	15,000.00
2	EA	TIE TO EXISTING	3,250.00	6,500.00
1	EA	RELOCATE ARV W/ NEW MH	12,500.00	12,500.00
1	LS	MOBILIZATION	3,500.00	3,500.00
1	LS	SEEDING AND MULCHING	3,000.00	3,000.00
1	LS	LOCATE EXISTING UTILITIES	4,500.00	<u>4,500.00</u>
			TOTAL	\$ 45,000.00

Incidental Items

****PUMP STATION DRAW DOWNS: BY TOWN OF CLAYTON**
PRICE DOES NOT INCLUDE DISPOSAL OR BORROW MATERIAL
PRICE DOES NOT INCLUDE RELOCATION OF EXISTING UTILITIES

****ALL PRICES ARE GOOD FOR 30 DAYS****

AUTHORIZED SIGNATURE:

CONTRACT: DD00455

CLAYTON

1801, 1804, 1805, 1807, 1806, 1802, 1803, 1634, 1633, 1551, 1552, 1550, 1662, 1624, 1668, 1666, 1584, 1661, 1660, 42, 42

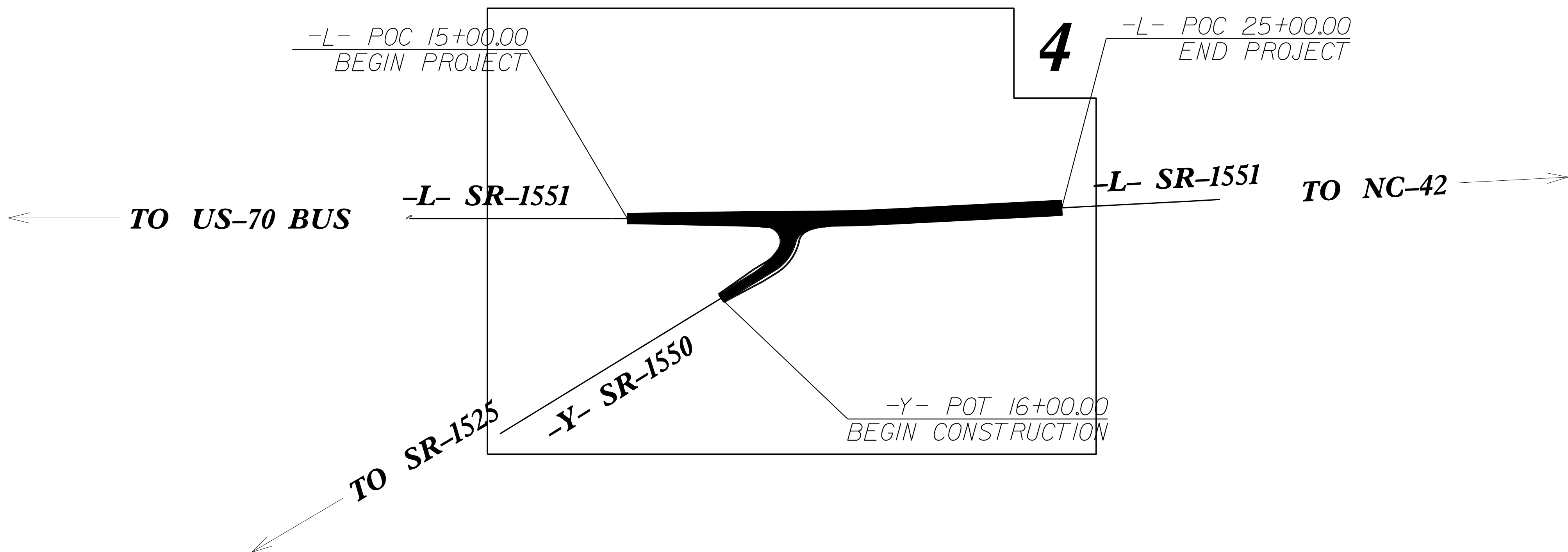
BEGIN PROJECT, END PROJECT

VICINITY MAP

JOHNSTON COUNTY

TYPE OF WORK: GRADING, DRAINAGE, PAVING

STATE	STATE PROJECT REFERENCE NO.	SHEET NO.	TOTAL SHEETS
N.C.	80072	1	
STATE PROJ. NO.	F.A. PROJ. NO.	DESCRIPTION	
80072		PE	
80072		R/W & UTIL.	
80072		CONST.	



**DOCUMENT NOT CONSIDERED FINAL
UNLESS ALL SIGNATURES COMPLETED**

GRAPHIC SCALES PLANS PROFILE (HORIZONTAL) PROFILE (VERTICAL)	DESIGN DATA ADT 2015 = 10000 V = 50 MPH FUNC CLASS = LOCAL SUBREGIONAL TIER	PROJECT LENGTH LENGTH ROADWAY TIP PROJECT 80072 = 0.189 MI TOTAL LENGTH TIP PROJCT 80072 = 0.189 MI	Prepared In the Office of: DIVISION OF HIGHWAYS DIVISION 4 DDC 509 Ward Bldg., Wilson NC, 27895	HYDRAULICS ENGINEER 05/29/2024 DocuSigned by: William G. Cain 05/05/2024 11:42:05 SIGNATURE: SEAL 022000 NORTH CAROLINA PROFESSIONAL ENGINEER WILLIAM G. CAIN P.E.	
			2024 STANDARD SPECIFICATIONS	RIGHT OF WAY DATE: DECEMBER 21, 2018	
			LETTING DATE: JULY 23, 2024	ROADWAY DESIGN ENGINEER 05/23/2024 DocuSigned by: Neville D. Gainey III 05/05/2024 08:48:08 SIGNATURE: SEAL 040774 NORTH CAROLINA PROFESSIONAL ENGINEER NEVILLE D. GAINES P.E.	

COMPUTED BY:	D.R. Ethridge	DATE:	5/29/2024
CHECKED BY:	Dennis Ethridge	DATE:	5/29/2024

PROJECT NO.	SHEET NO.
80072	3B-1

STATE OF NORTH CAROLINA DIVISION OF HIGHWAYS

Note: Invert Elevations indicated are for Bid Purposes only and shall not be used for project construction stakeout.
See "Standard Specifications For Roads and Structures, Section 300-5".

LIST OF PIPES, ENDWALLS, ETC. (FOR PIPES 48 INCHES & UNDER)

[illegible]

SUMMARY OF EARTHWORK Volumes in Cubic Yards					
STATION TO STATION	Uncl. Excav.	Undercut	Embank +%	Borrow	Waste
-L- 15+00.00 TO 26+50.00	575		550	263	288
-Y- 16+00.00 TO 18+50.00	597		34		563
SUBTOTAL	1172		584	263	851
TOTAL	1172		584	263	851
WASTE TO REPLACE BORROW				-263	-263
PROJECT TOTAL	1172		584		588
ESTIMATE TO REPLACE TOPSOIL ON BORROW PIT					
GRAND TOTAL	1172		584		588
SAY	1200				
ESTIMATE UNDERCUT		100			

[illegible]

REMOVAL OF EXISTING ASPHALT PAVEMENT		
STATION TO STATION	LOC	SY
-Y- 17+50 TO 18+52		497.11
TOTAL		497.11
SAY		500

INCIDENTAL MILLING		
STATION TO STATION	LOC	SY
-L- 15+00 TO 25+00		1299
-Y- 16+00 TO 17+00		134
TOTAL		1433
SAY		1500

RIP RAP, GEOTEXTILE FOR DRAINAGE AND DDE								
STRUCTURE NO.	LINE	STATION	LOCATION	RIP RAP CLASS B (TONS)	RIP RAP CLASS I (TONS)	GEOTEXTILE FOR DRAINAGE (SY)	DDE	NOTES
4002	L	1825	LT	3		10		
TOTAL				3		10		
SAY				10		10		



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 19, 2024

Agenda Location

CONSENT AGENDA

Item Title

TOC Project 2020-128-SDM: Final Acceptance of the Public Water and Sewer Utilities for Buckhorn Branch Park, Phases 1 & Pump Station

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)

☐ 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

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 and pump station 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 and sewer pump station for permanent maintenance.

Funding Source

N/A

Corresponding Documentation

[Ph 1 & PS Utility Final Acc Resolution 8-6-24-24](#)

Submitted By: Chris Rowland, Engineering

Reviewed By:

Joshua Baird, Water Resources Director	Approved - Aug 14 2024
Sam Johnson-Phillips, Deputy Town Clerk	Approved - Aug 15 2024
Heidi Holland, Town Clerk	Approved - Aug 15 2024

**RESOLUTION TO ACCEPT PUBLIC UTILITIES INTO THE TOWN OF CLAYTON PUBLIC UTILITY SYSTEM
FOR MAINTENANCE – BUCKHORN BRANCH, PHASE 1 & PUMP STATION**

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 on 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
Buckhorn Branch Park, Phase 1	Buckhorn Branch Park	6" Waterline	642.0
Buckhorn Branch Park, Phase 1	Buckhorn Branch Park	8" Waterline	1521.0
Buckhorn Branch Park, Phase 1	Crabapple Court	6" Waterline	337.0
Buckhorn Branch Park, Phase 1	Blue Iris Parkway	8" Waterline	617.0
Buckhorn Branch Park, Phase 1	Pear Blossom Parkway	8" Waterline	619.0
Buckhorn Branch Park, Phase 1	Nimble Way	8" Waterline	65.0
Buckhorn Branch Park, Phase 1	Spotted Doe Drive	2" Waterline (PS Service)	569.0
Buckhorn Branch Park, Phase 1	Spotted Doe Drive	8" Waterline	1076.0
Buckhorn Branch Park, Phase 1	Pansy Park	8" Waterline	64.0
Buckhorn Branch Park, Phase 1	Iris Street	6" Waterline	142.0
Buckhorn Branch Park, Phase 1	Wildwood Drive	8" Waterline	85.0
		TOTAL	5737.0

SUBDIVISION	LOCATION DESCRIPTION	UTILITY TYPE AND SIZE	LENGTH
Buckhorn Branch Park, Phase 1	Buckhorn Branch Park	8" Sanitary Sewer	1737.00
Buckhorn Branch Park, Phase 1	Buckhorn Branch Park	8" Sewer Force Main	1650.00
Buckhorn Branch Park, Phase 1	Crabapple Court	8" Sanitary Sewer	303.00
Buckhorn Branch Park, Phase 1	Blue Iris Parkway	8" Sanitary Sewer	595.00
Buckhorn Branch Park, Phase 1	Pear Blossom Parkway	8" Sanitary Sewer	597.00
Buckhorn Branch Park, Phase 1	Spotted Doe Drive	8" Sanitary Sewer	1639.00
Buckhorn Branch Park, Phase 1	Spotted Doe Drive	8" Sewer Force Main	1650.00
		TOTAL	8171.0

Duly adopted this the 19th day of August 2024.

Jody McLeod
Mayor

ATTEST:

Heidi L. Holland, NCCMC
Town Clerk

**TOWN OF CLAYTON
PROCLAMATION
BUILDING AND CODE STAFF
APPRECIATION DAY**

WHEREAS, Building and Code staff are essential, not only in the industries in which they work, but to society as well by ensuring that buildings and infrastructure are safe for everyday use by our residents, businesses and patrons; and

WHEREAS, detailed review of building plans and the inspection process involved to achieve compliance, help institute a path forward that keeps the project running efficiently which reduces cost and ensures a safe structure is built in a timely manner; and

WHEREAS, Code staff review, inspect and enforce safe building practices in a variety of construction and critical infrastructure components including structural, electrical, mechanical, plumbing, fire systems, accessibility and energy as they apply to housing, commercial buildings and public works infrastructure; and

WHEREAS, Building and Code Staff Appreciation Day is intended to remind the public about the critical role of our communities' code officials - our largely unknown guardians of public safety.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim September 1, 2024 as Building and Code Staff Appreciation Day.

Proclaimed this the 19th day of August, 2024.

Jody L. McLeod
Mayor



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

July 19, 2024

Agenda Location

Quasi-Judicial Hearing

Item Title

2023-124-SUP Creekside Townes Modification

Presenter(s)

Bruce Venable

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 Property

Summary

The applicant is seeking to modify their previously approved Special Use Permit (2022-113-SUP and Subdivision Plan 2022-111-SD Creekside Townes). The request is to allow for a decrease in proposed townhomes units from 25 to 20 and move the perimeter landscape screening. The request is due to a conflict with the project and the planned realignment of Barber Mill Rd

The applicant is requesting a continuation to discuss the proposed conditions of approval further. I've attached the letter for the applicant's request.

UPDATE 07/15/2024:

The applicant is requesting an additional continuation of the public hearing to discuss the proposed conditions of approval for this modification further.

UPDATE: 8/19/2024

The applicant has worked with Town Staff and NCDOT regarding potential conflicts between the original approval and the planned realignment of Barber Mill Road and has chosen to do Fee-in-Lieu instead of installing a sidewalk, curb, gutter, and proposed bike line. Town Staff is in favor of the Fee-in-Lieu at this time and has made it part of the updated conditions of approval for this project.

Background/History

Previously approved 25-unit Town Home Development SUP and Site Plan.

This meeting has been continued from the original public hearing date of April 15, 2024, as Town Staff and NCDOT worked with the applicant to determine how to handle the future realignment of Barber Mill Road and how that affected this development.

Recommendation

Staff recommends approval of the modification.

Funding Source

N/A

Corresponding Documentation

[1 Application 2023-124-SUP Creekside Townes Mod.](#)

[2 Updated Creekside Townes SUP Plan Set](#)

[3 Staff Report Map](#)

[4 Recommended Conditions of Approval - Signed](#)

[5 Creekside - Town of Clayton Continuance Letter - R&R Development 4-9-24](#)
[Staff Report - 2023-124-SUP - Creekside Townes Modification](#)

Submitted By: Bruce Venable, Planning

Reviewed By:

Conrad Olmedo, Planning Director
Heidi Holland, Town Clerk

Approved - Aug 15 2024
Approved - Aug 15 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: CREEKSIDE TOWNES **Date:** 8/3/2023

Applicant Name: BARBER MILL DEVELOPERS, LLC

The following checklist to be completed by applicant:

- ☒ Pre-Application Meeting on: 4/7/2022
- ☒ 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
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

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: 2022-113-SUP CREEKSIDE TOWNES

SITE INFORMATION

Name of Project: CREEKSIDE TOWNES

Acreage of Property: 4.03 **Zoning District:** R10

County Tag #: 05G041991 **NC Pin #:** 165711-57-9203

Address/Location: 0 BARBER MILL ROAD, CLAYTON, NC 27520

Existing Use: VACANT **Proposed Use:** RESIDENTIAL

Is project within a Planned Development? ☐ Yes ☒ No If yes, which: _____

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

APPLICANT INFORMATION

Applicant: BARBER MILL DEVELOPMENT GROUP, LLC

Mailing Address: 1611 JONES FRANKLN ROAD, SUITE 101, RALEIGH, NC 27606

Phone Number: 919-239-4747 **Fax:** _____

Contact Person: ROB BAILEY

Email Address: RBAILEY@RANDRDEV.COM

OFFICE USE ONLY

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

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.

The Site Plan and engineering design conforms to the standards and practices of sound land use planning and the Town of Clayton Code of Ordinances as well as applicable state and local regulations such as NCDEQ Stormwater Design Manual Standards, NCDOT Development Regulations, and the Johnston County Land Development Code.

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.

The proposed project will not substantially injure the value of adjoining/abutting properties. The specific Townhome use will conform with the abutting properties that are a mix of residential and commercial

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.

The application will not adversely affect the adopted plans and policies of the Town or violate the character of existing standard for development of the adjacent properties.

All applicable Town of Clayton, County and State standards shall be met. The proposed use of the project will conform with the surrounding residential uses of the abutting properties.

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.

Roger Bailey
Print Name

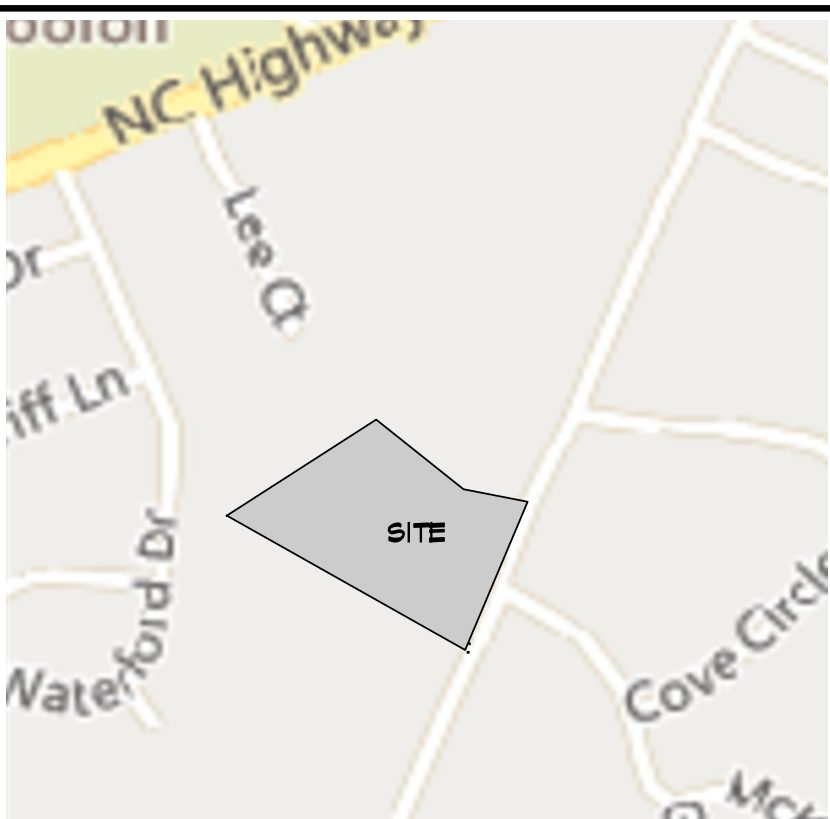
[Signature]
Signature of Applicant

8-3-23
Date

MAJOR SUBDIVISION - PRELIMINARY PLAT PLAN
FOR
CREEKSIDE TOWNES

CLAYTON, NORTH CAROLINA

PROJECT NUMBER: 2024-88-SD
SPECIAL USE PERMIT: 2022-113-SUP



VICINITY MAP:
SCALE: 1" = 400'

AGENCY CONTACTS

A. Town of Clayton
Planning Department
III E Second Street
Clayton, NC 27520
Contact: Benjamin Howell
Phone: (919) 553-5002
Email: Bhowell@townofclaytonnc.org

B. Johnston County
Watershed Management
Agricultural Building 2136
NC Highway 210
Suite B, Smithfield, NC 27577
Contact: Greg Walker
Phone: 919-934-7156
Email: soilwater@johnstonnc.com

C. Johnston County Utilities Department
Land Use Center
304 E. Market Street
P.O.Box 2263
Smithfield, NC 27577
Contact: Chandra Cox Farmer
Phone: 919-989-5075
Email: chandra.farmer@johnstonnc.com

D. NCDOT
Division 4, District Office
509 Ward Blvd.
Wilson, NC 27895
Contact: Kevin Bowen, PE
Phone: (252)-640-6400
Email: kgbowen@ncdot.gov

STREET DATA
STILL CREEK COURT 374 LF

SEWER FLOW
20 UNITS @ 250 GPD PER SINGLE-FAMILY UNIT = 5,000 GPD

Sheet List Table			
Sheet Number	Sheet Title	Date	Revised Date
COVER	COVER	12/14/2022	08/14/2024
C01	EXISTING CONDITIONS & DEMO PLAN	12/14/2022	08/14/2024
C10	SITE PLAN	12/14/2022	08/14/2024
C20	UTILITY & LIGHTING PLAN	12/14/2022	08/14/2024
C40	GRADING & DRAINAGE PLAN	12/14/2022	08/14/2024
C50	LANDSCAPE PLAN	12/14/2022	08/14/2024
C61	LANDSCAPE BUFFER PLAN	12/14/2022	08/14/2024
D10	SITE DETAILS	12/14/2022	08/14/2024
D11	SITE DETAILS	12/14/2022	08/14/2024
D20	UTILITY DETAILS SHEET 1 OF 2	12/14/2022	08/14/2024
D21	UTILITY DETAILS SHEET 2 OF 2	12/14/2022	08/14/2024
BI1	BE 1 OF 7	12/14/2022	08/14/2024
BI2	BE 2 OF 7	12/14/2022	08/14/2024
BI3	BE 3 OF 7	12/14/2022	08/14/2024
BI4	BE 4 OF 7	12/14/2022	08/14/2024
BI5	BE 5 OF 7	12/14/2022	08/14/2024
BI6	BE 6 OF 7	12/14/2022	08/14/2024
BI7	BE 7 OF 7	12/14/2022	08/14/2024
BI8	ELEVATIONS	12/14/2022	08/14/2024

PROJECT TEAM

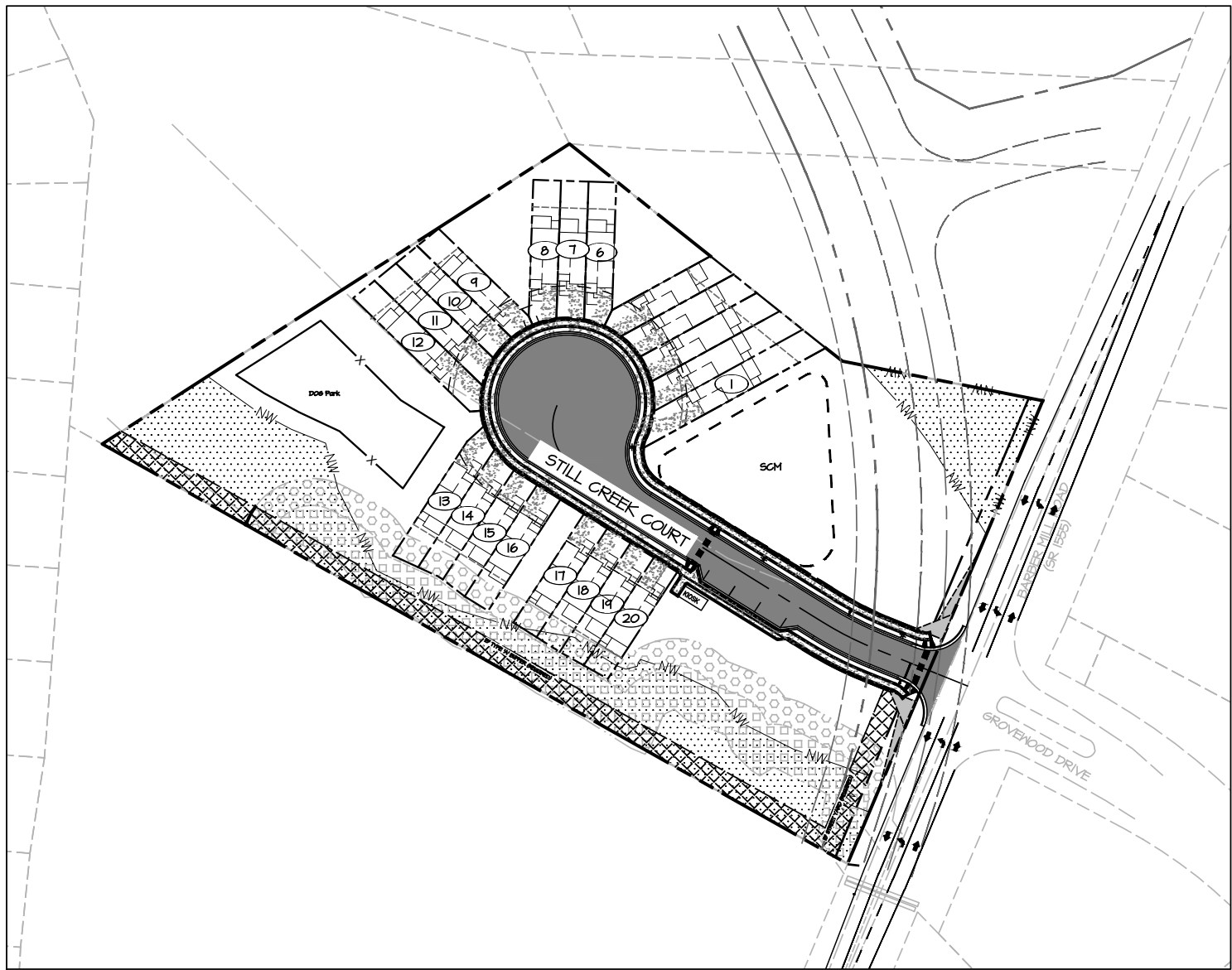
DEVELOPER: BARBER MILL DEVELOPMENT GROUP, LLC
1611 JONES FRANKLIN ROAD, SUITE 101
RALEIGH, NC 27606
ATTN: ROB BAILEY
919-294-4141
EMAIL: RBAILEY@RANDRDEV.COM

OWNER: BARBER MILL DEVELOPMENT GROUP, LLC
1611 JONES FRANKLIN ROAD, SUITE 101
RALEIGH, NC 27606
919-294-4141
EMAIL: RBAILEY@RANDRDEV.COM

LAND PLANNERS, CIVIL ENGINEER: MORRIS & RITCHIE ASSOCIATES OF NC, PC
5605 CHAPEL HILL ROAD, SUITE 112
RALEIGH, NC 27607
ATTN: MR. JEREMY M. KEENE, PE, PLS
919-200-2103
EMAIL: JKEENE@MRAGTA.COM

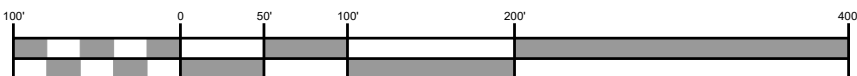
SURVEYOR: RPK, PA
101 N. MAIN ST., SUITE 202
GARNER, NC 27524
ATTN: CHARLES PRATZKY, PLS
919-714-4854

ENVIRON. CONSULTANT: NETLAND SOLUTIONS, LLC
DUNN, NC 28534
ATTN: ADAM CARTER
910-840-2774
Adam@NetlandNC.com



KEY MAP

SCALE: 1" = 100'



Scale: 1 inch = 100 ft.

SITE DATA

OWNER	BARBER MILL DEVELOPMENT GROUP, LLC 1611 JONES FRANKLIN ROAD, SUITE 101 RALEIGH, NC 27606
PERM	165911-51-4203
DEED BOOK/PAGE	06394/0094
CURRENT ZONING	R-10
PROPOSED ZONING	R-10
JURISDICTION	TOWN OF CLAYTON ETJ
MIN. LOT SIZE	1450 SQ. FT. (TOWNHOUSES)
LAND USE	RESIDENTIAL
PROPOSED DEVELOPMENT	20 UNITS 20 TOWNHOUSE UNITS
TOTAL SITE AREA	4.03 ACRES
PROPOSED DENSITY	4.96 UNITS/AC
FLOOD PLAIN/ZONE	NONE/ZONE X
FIRM PANEL NO.	15722065800K
WATERSHED PROTECTION	NONE
MINIMUM LOT WIDTH	20' TOWNHOUSES
OPEN SPACE	OPEN SPACE: 1245 SF X 20 UNITS = 0.51 AC TOTAL PROVIDED: OPEN SPACE: 1.08 AC
TOTAL REQUIRED:	ACTIVE SPACE: 0.51 X 25% = 0.14 AC
TOTAL ACTIVE SPACE PROVIDED:	POS PARK: 0.21 AC
SETBACKS	FRONT: 20' SIDE: 0' REAR: 20' GARAGE SETBACK: 25' FROM SIDEWALK
IMPERVIOUS AREA (EXISTING)	0 SQ. FT. (0.00%)
IMPERVIOUS AREA (PROPOSED)	ROADS/DRIVE: 15205 SQ. FT. WALKS/DRIVE: 4918 SQ. FT. TOTAL: 20,123 SQ. FT. (4.52%) TOWNHOUSE UNITS: 20 UNITS MAX IMP. PER LOT: 1400 SQ. FT. (5.95%) TOTAL IMPERVIOUS: 53,748 SQ. FT. (30.48%)

CONDITIONS OF APPROVAL

- These Conditions of Approval, and any others included with the associated Site Plan (2024-88-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and approval.
- The Development shall be constructed in substantial conformance with the Special Use Permit, as approved by the Clayton Town Council and associated Site Plan (2024-88-SD) as approved by Town staff.
- In accordance with the associated Site Plan, a northbound left-turn lane shall be constructed on Barber Mill Road.
- In accordance with the associated Site Plan, frontage improvements along Barber Mill Road, consisting of a 5-foot-wide bike lane, curb-and-gutter and sidewalk shall be paid for with a fee-in-lieu per the signed and sealed Engineer's Estimate.
- Any ground-mounted utility or mechanical equipment shall be screened from view of adjacent public rights-of-way in accordance with the screening requirements under Section 155.402(5)(4)-(5) of the Town of Clayton Unified Development Code.
- In accordance with the associated Site Plan, the maximum gross density for the site shall be 4.96 dwelling units per acre.
- The following standards will apply to the Development:
 - Minimum Lot Area: 1450 square feet
 - Minimum Lot Width: 20 feet
 - Maximum Impervious Surface (Total Site): 40%
 - Minimum Setbacks:
 - Front: 20 feet
 - Minimum Garage Setback from Sidewalk: 25 feet
 - Side: 0 feet
 - Rear: 20 feet
 - Maximum Structural Height: 41 feet
- Sustainable high efficiency products and/or appliances will be provided as part of the development in order to achieve wastewater allocation. All homes constructed will be part of the HERO home program with Duke Energy. A minimum of three (3) of the following energy efficient elements shall be included within each single family home:
 - Low flow water fixtures (faucet and shower heads)
 - Low flow toilets
 - LED lighting throughout home
 - Low VOC Paint
 - Low-E insulated single-hung Vinyl Windows
 - Advanced framing and thermostats
 - Sealed Insulated Ducts
- The townhome buildings shall match the elevations shown in the associated Site Plan (2024-88-SD). All buildings will include a minimum masonry coverage of 25% on the front building facade, with the remaining front, side and rear facades using the following materials, as noted in the Site Plan:
 - Front Facade: Combination of Hardplank Lapside, Board and Batten or Cedar Shake
 - Side and Rear Facades: Hardplank Lapside
- If any on-street parking is provided, it shall only be allowed on one side of the street, with proper signage approved during the Construction Drawing review designating which side of the street will be designated No Parking. The applicant may also provide marked parallel parking spaces on the proposed street, subject to review and approval of the Town during the Construction Drawing review.

Town of Clayton
Construction Drawing
Approved for Construction

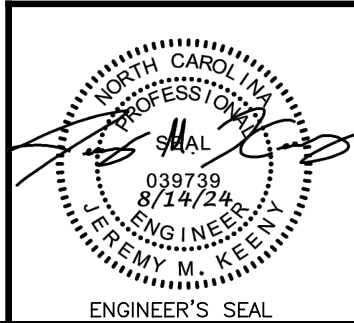
Director/Assistant Director of Engineering:

Planning Director

Official Document

Town of Clayton Engineering must be stamped on all engineering documents prior to the commencement of construction activities. This document has been reviewed by the Town of Clayton and is the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not relieve the Applicant and/or Design Professional from the responsibility for adequacy of design or the errors or omissions in the plans and specifications and meeting all applicable standards and regulations.

FOR SITE PLAN REVIEW ONLY
NOT FOR CONSTRUCTION
PLAN IS SUBJECT TO REVISIONS
DURING THE CONSTRUCTION
APPROVAL PROCESS



STATUS: PRELIMINARY NOT FOR CONSTRUCTION

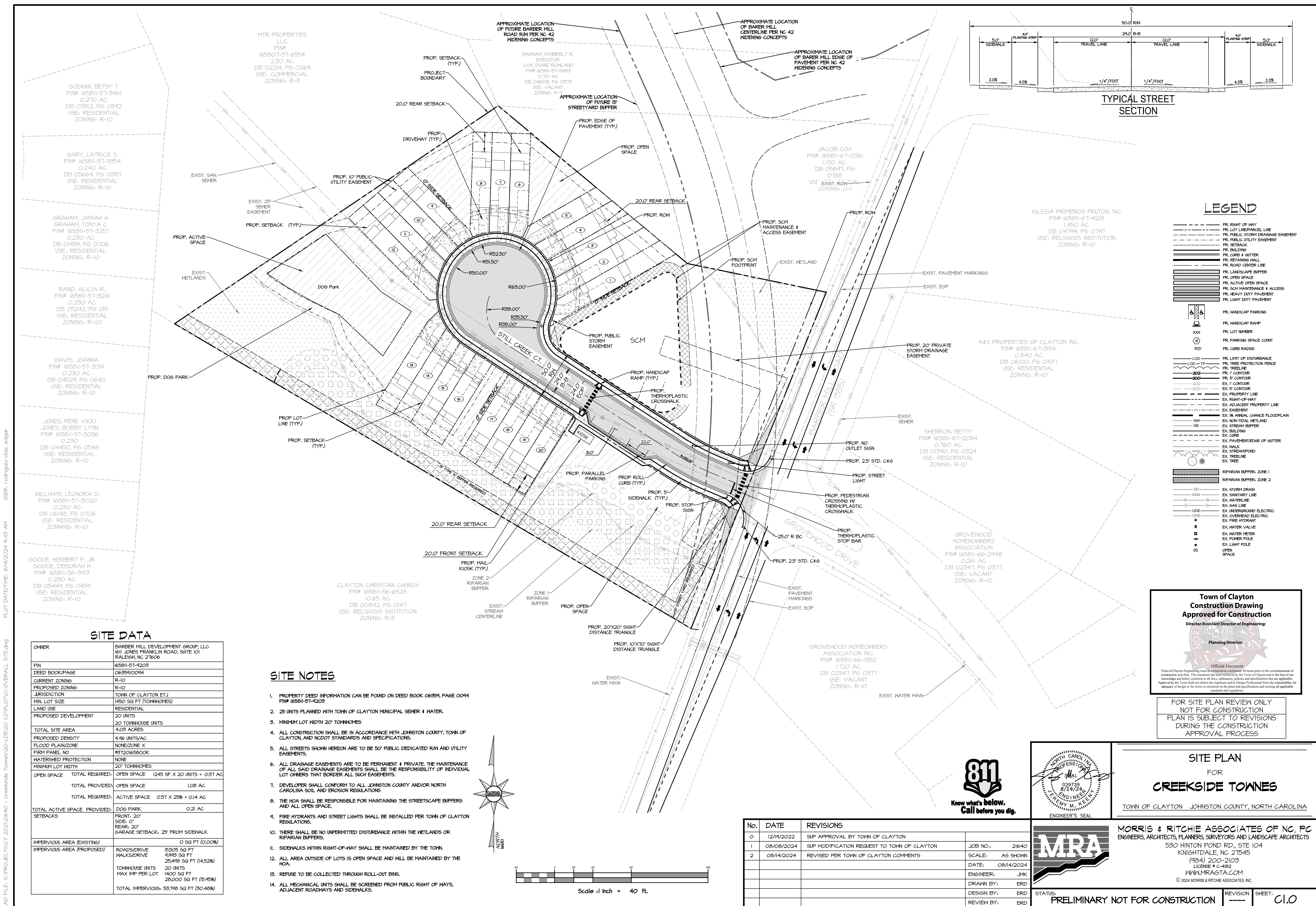
COVER
FOR
CREEKSIDE TOWNES

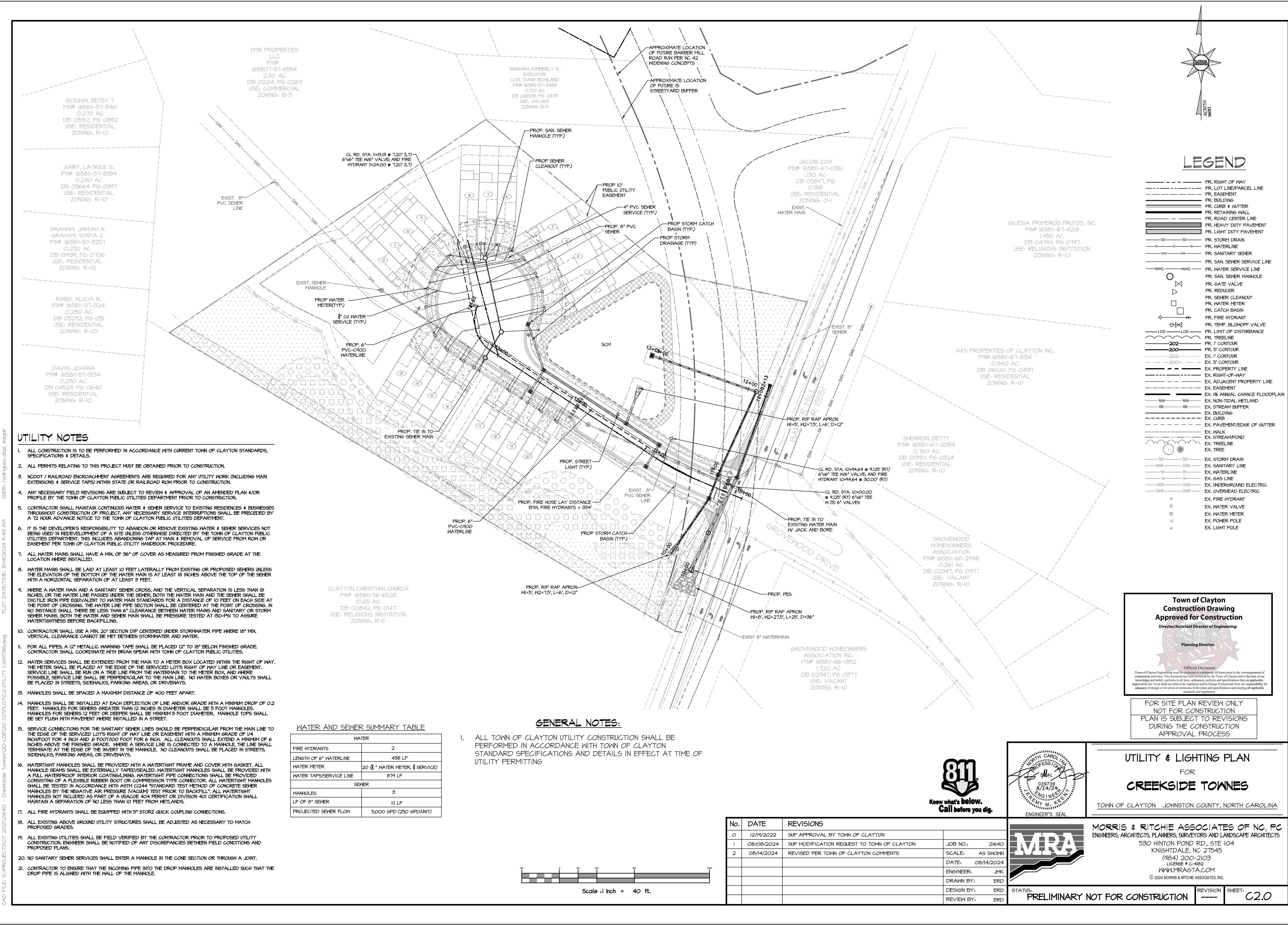
TOWN OF CLAYTON JOHNSTON COUNTY, NORTH CAROLINA

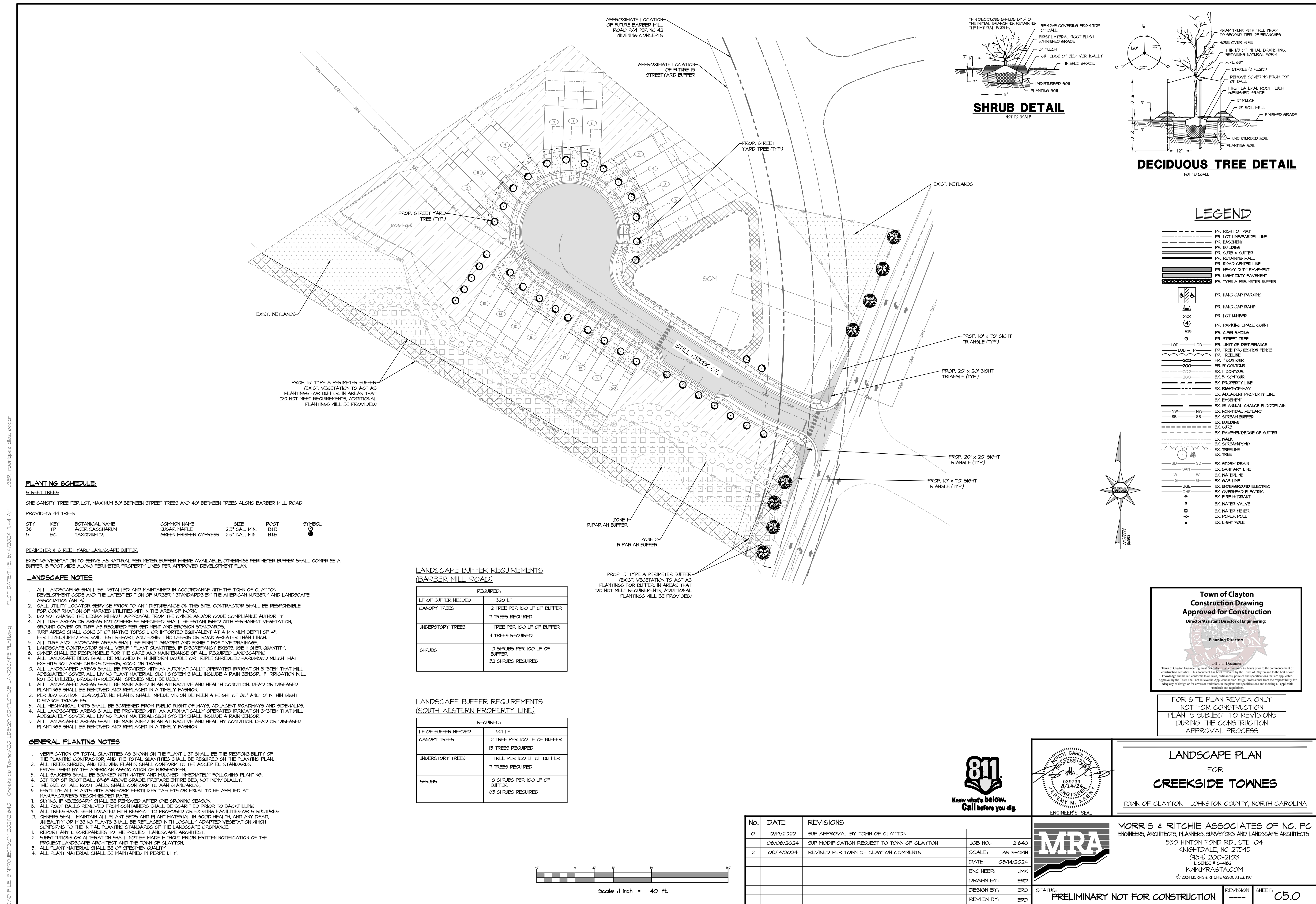
MORRIS & RITCHIE ASSOCIATES OF NC, PC
ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
530 HINTON POND RD., STE 104
KNIGHTDALE, NC 27545
(919) 200-2103
LICENSE # C-4182
WWW.MRAGTA.COM
© 2024 MORRIS & RITCHIE ASSOCIATES, INC.

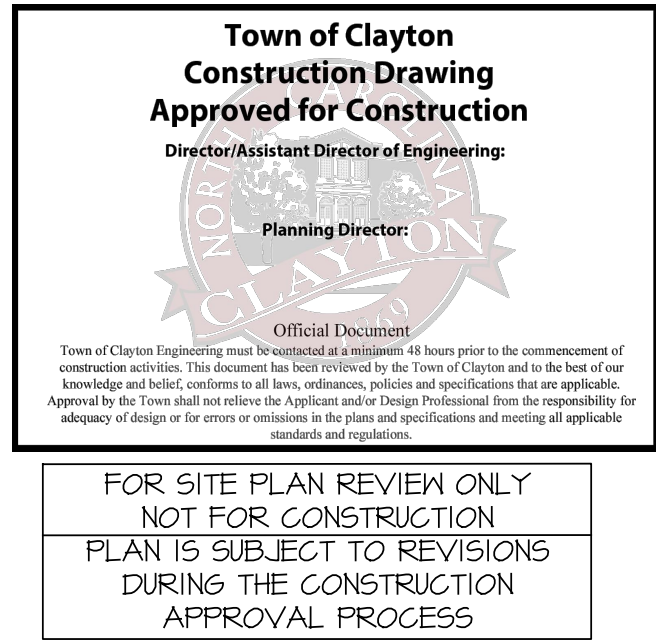
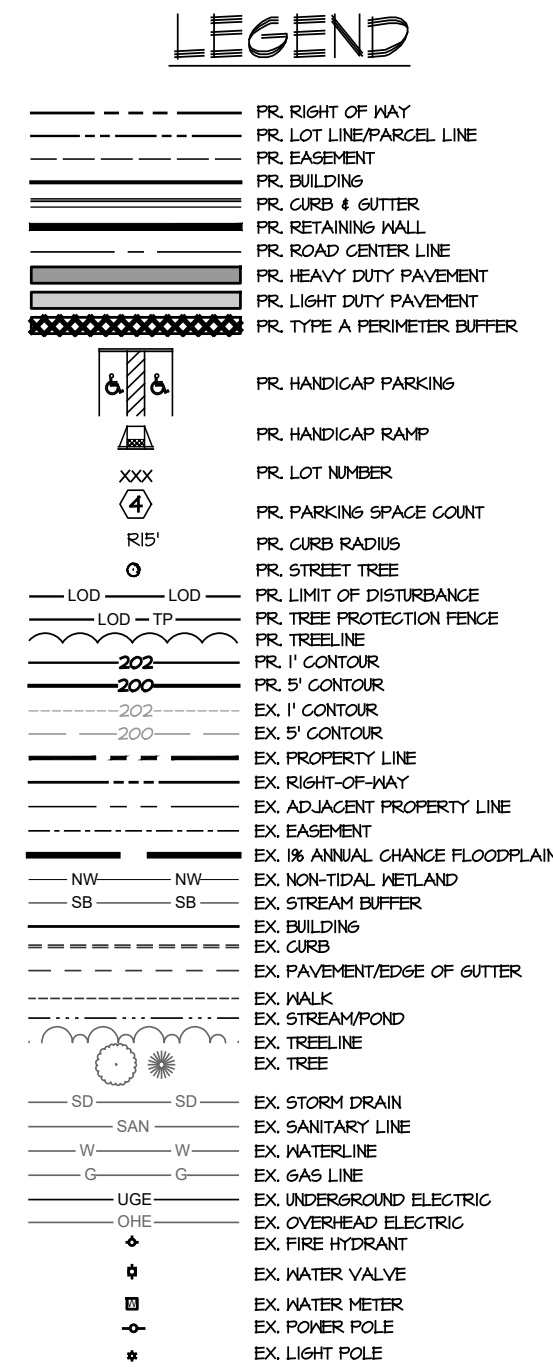
REVISION SHEET: COVER

No.	DATE	REVISIONS	JOB NO.
0	12/19/2022	SUP. APPROVAL BY TOWN OF CLAYTON	21640
1	08/08/2024	SUP. MODIFICATION REQUEST TO TOWN OF CLAYTON	SCALE: AS SHOWN
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	DATE: 08/14/2024
			ENGINEER: JMK
			DRAWN BY: ERD
			DESIGN BY: ERD
			REVIEW BY: ERD

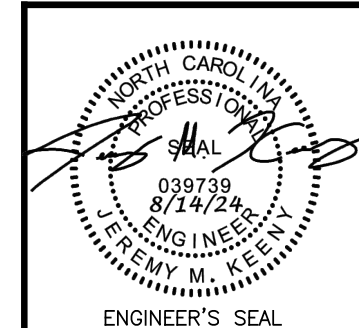








**Know what's below.
Call before you dig.**



LANDSCAPE BUFFER PLAN
FOR
CREEKSIDE TOWNES

TOWN OF CLAYTON JOHNSTON COUNTY, NORTH CAROLINA

MORRIS & RITCHIE ASSOCIATES OF NC, PC
ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

530 HINTON POND RD., STE 104
KNIGHTDALE, NC 27545
(984) 200-2103
LICENSE # C-4182
WWW.MRAGTA.COM

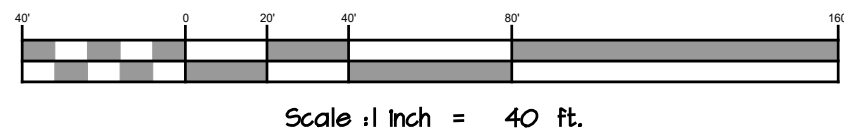
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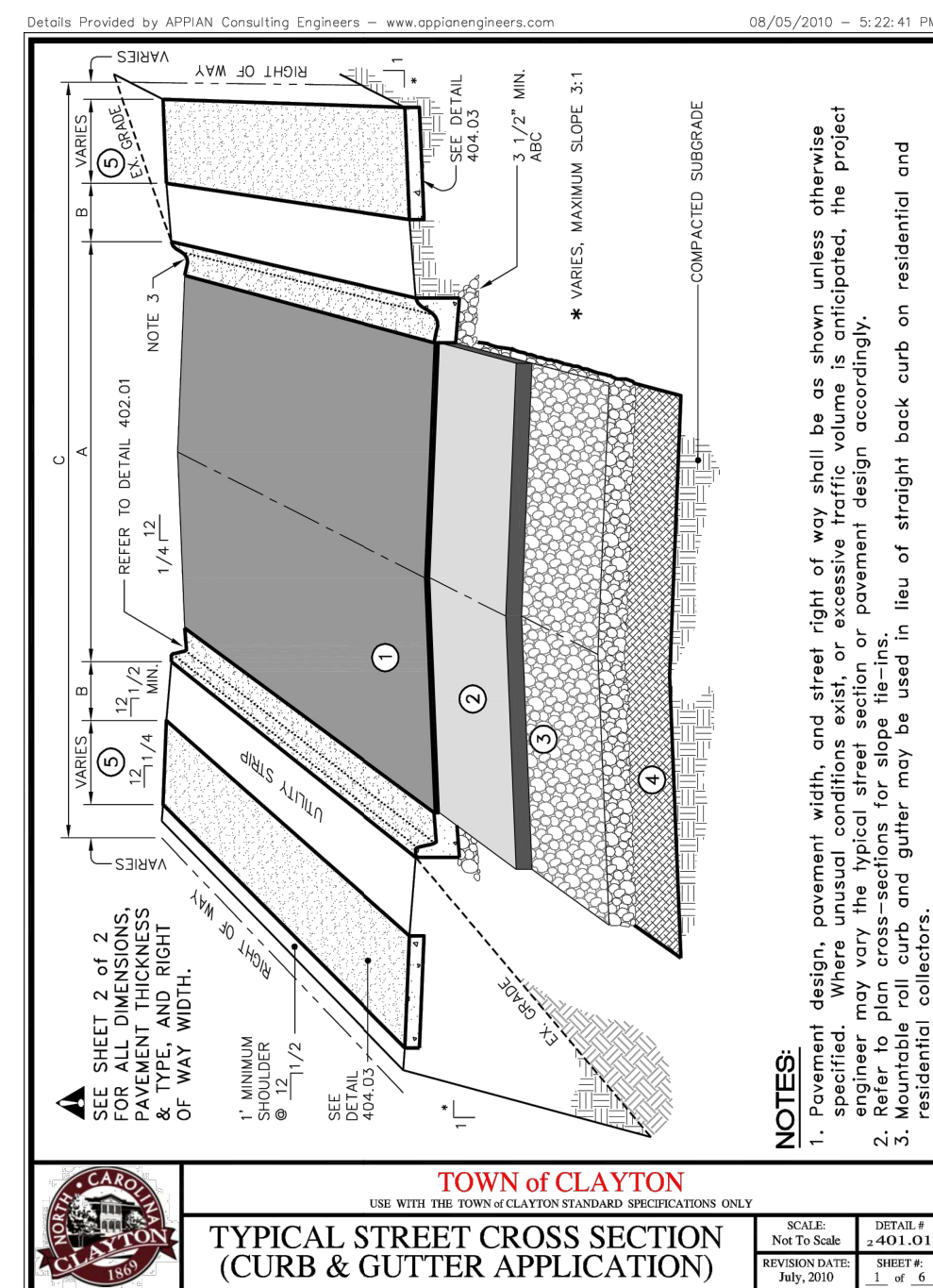
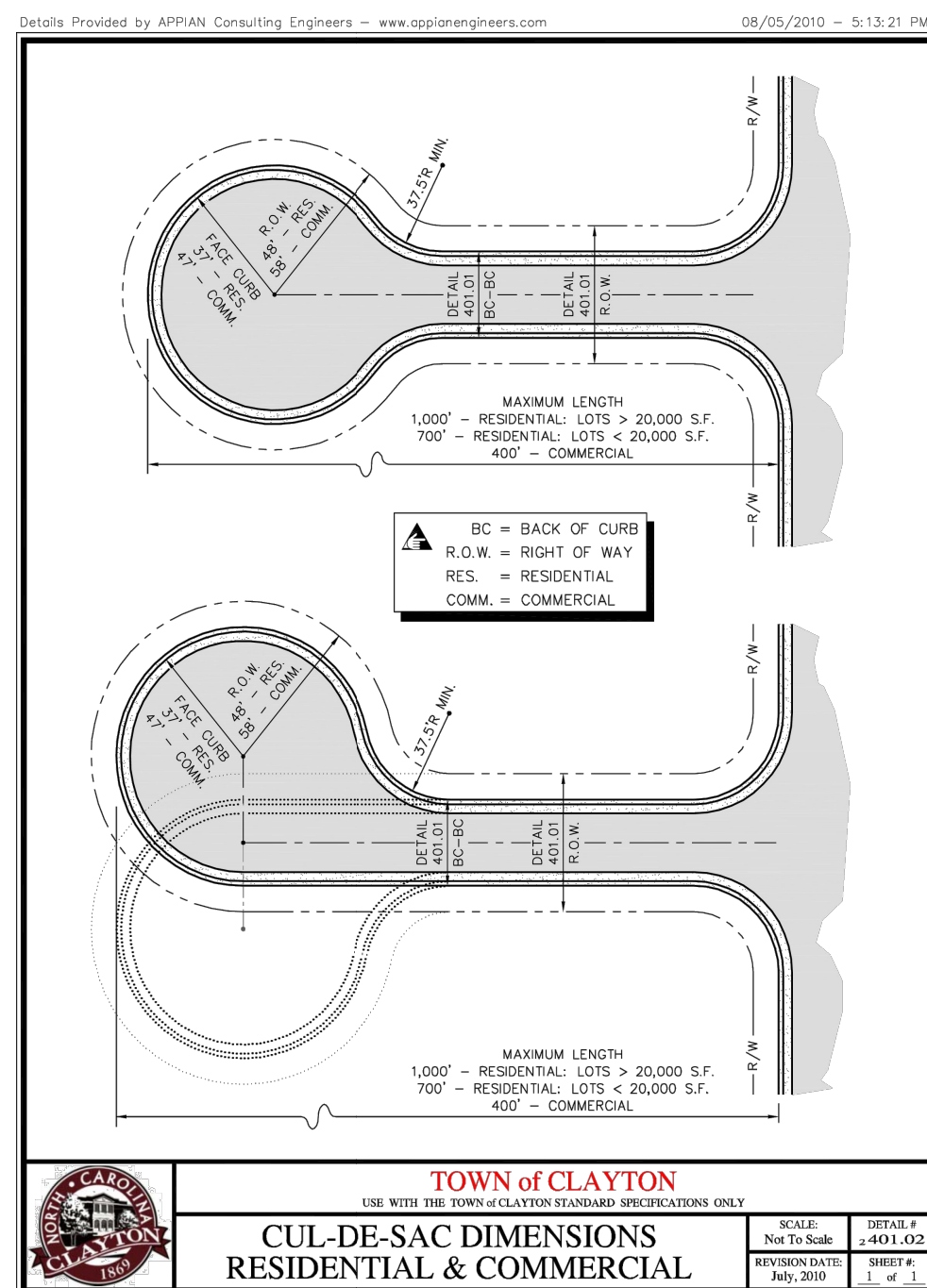
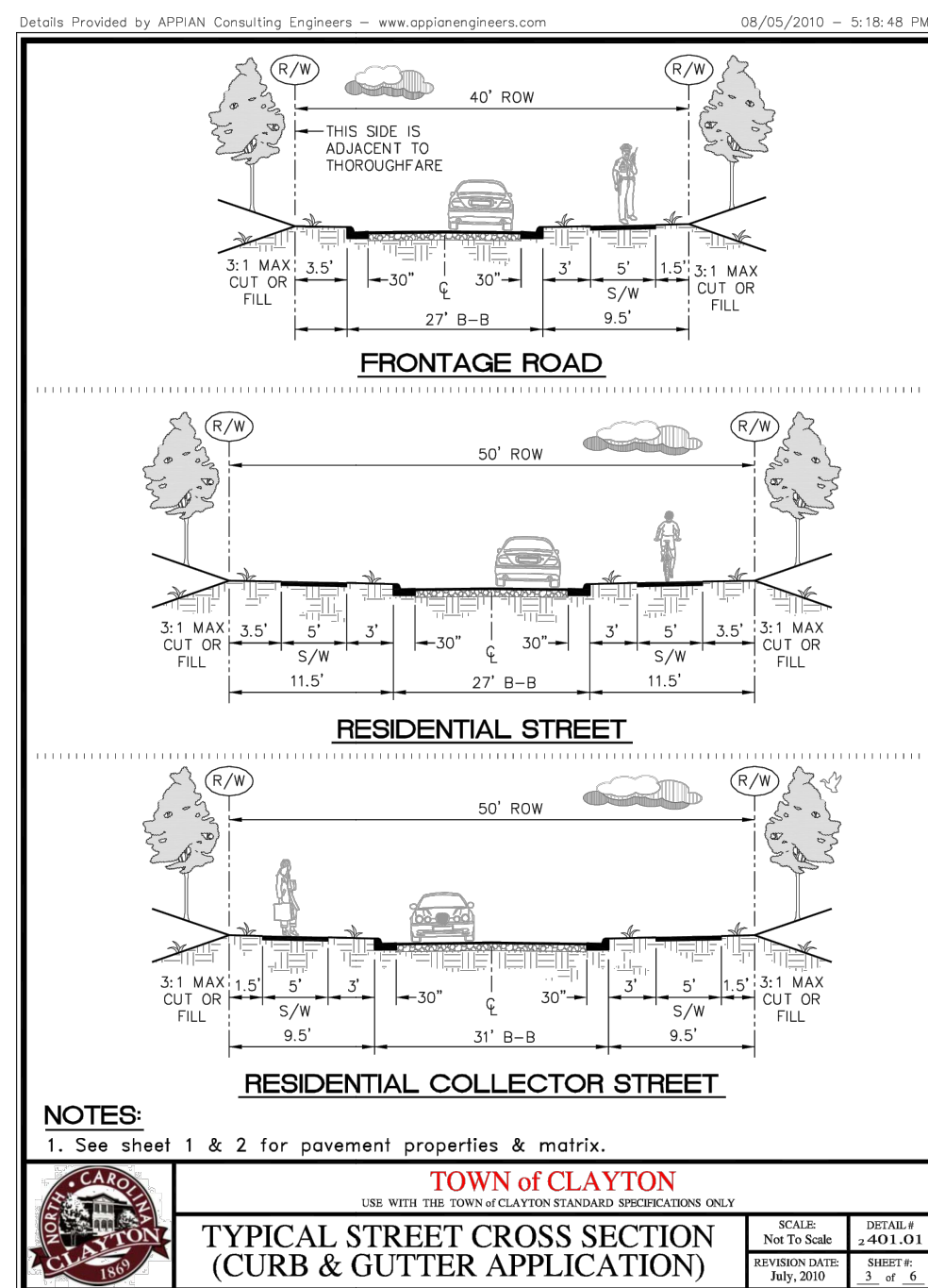
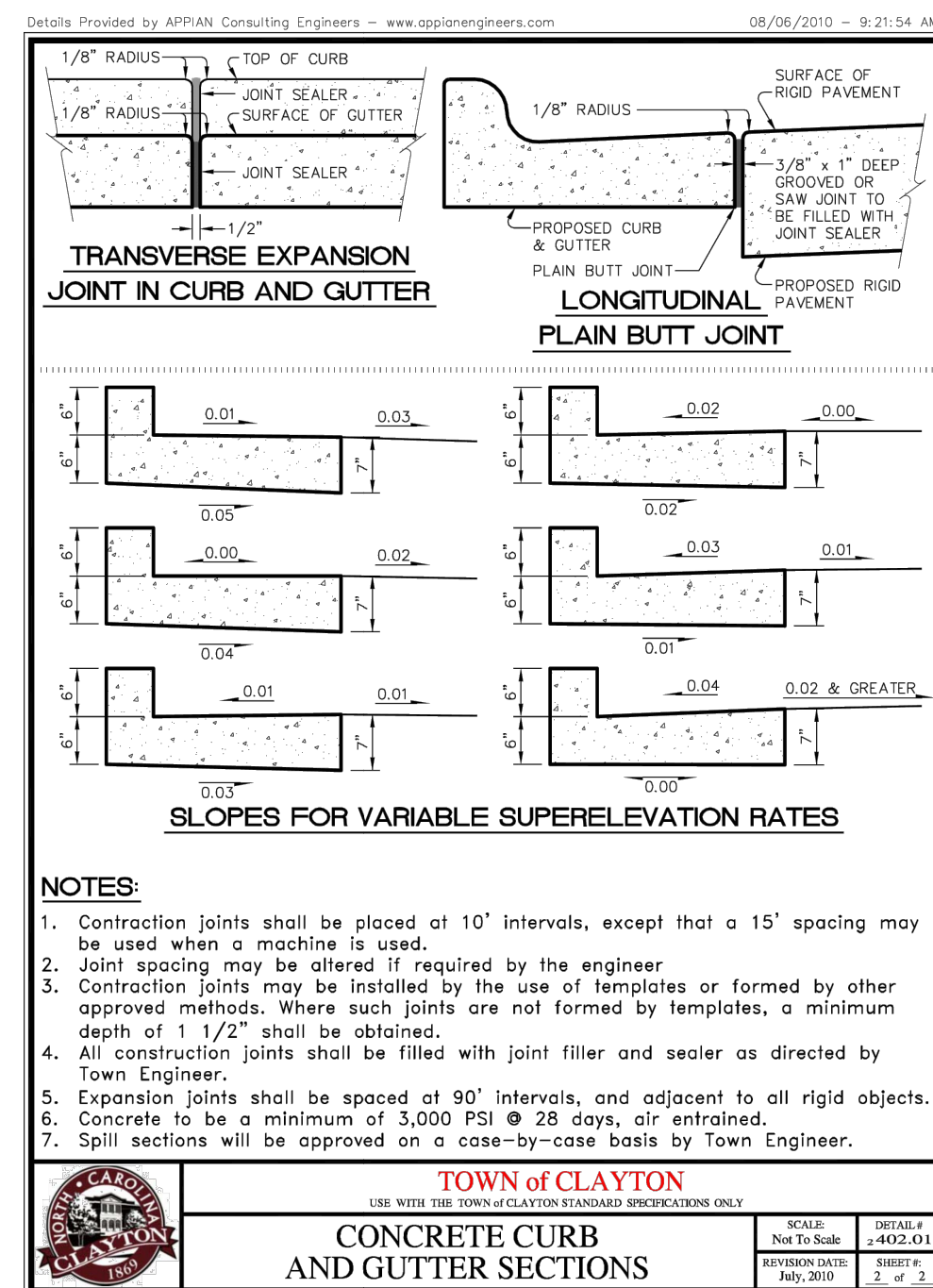
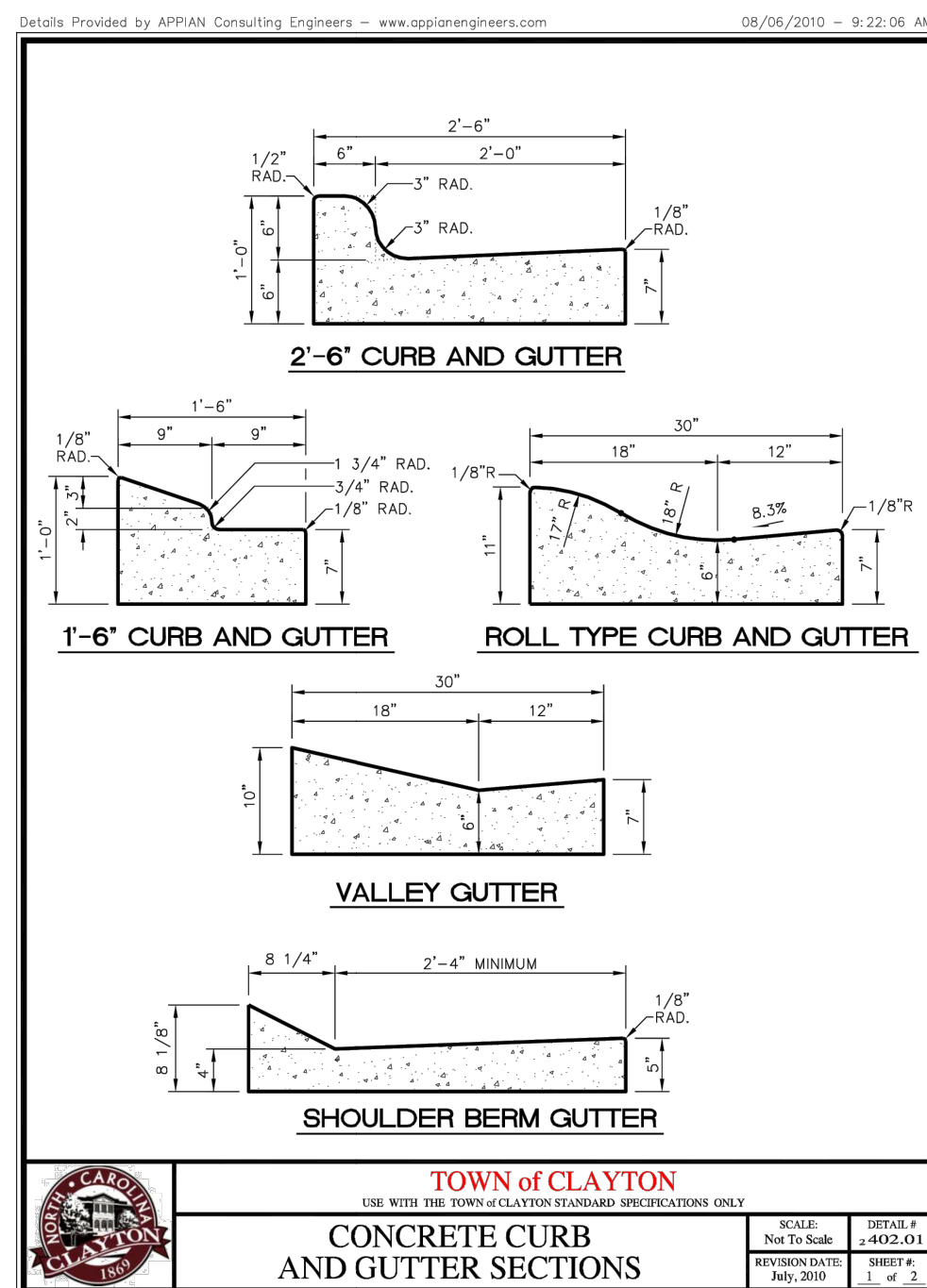
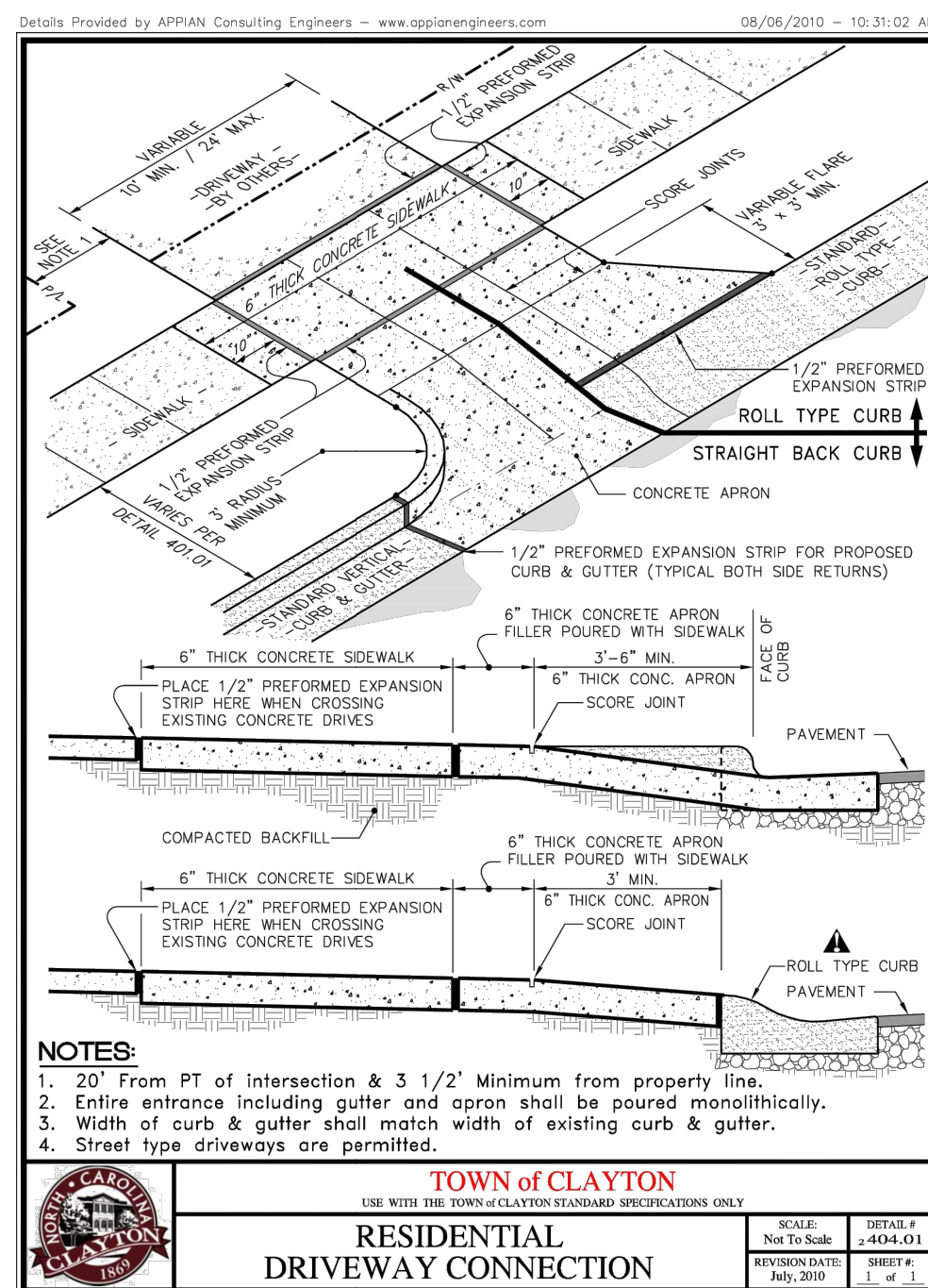
No.	DATE	REVISIONS	
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1	08/08/2024	SUP MODIFICATION REQUEST TO TOWN OF CLAYTON	JOB NO.: 216-04
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	SCALE: AS SHOWN
			DATE: 08/14/2024
			ENGINEER: J.M.
			DRAWN BY: ERIC
			DESIGN BY: ERIC
			REVIEW BY: ERIC



STATUS: PRELIMINARY NOT FOR CONSTRUCTION

REVISION ----	SHEET: C5.1
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[illegible]

Town of Clayton
Construction Drawing
Approved for Construction

Director/Assistant Director of Engineering:

Planning Director:

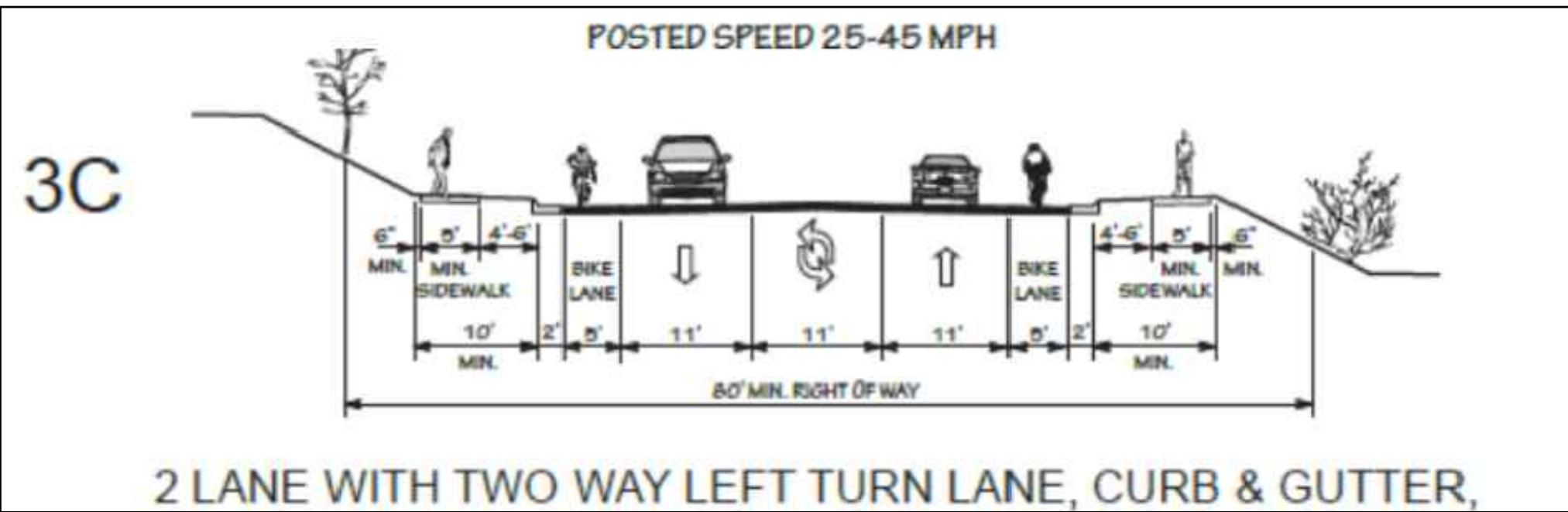
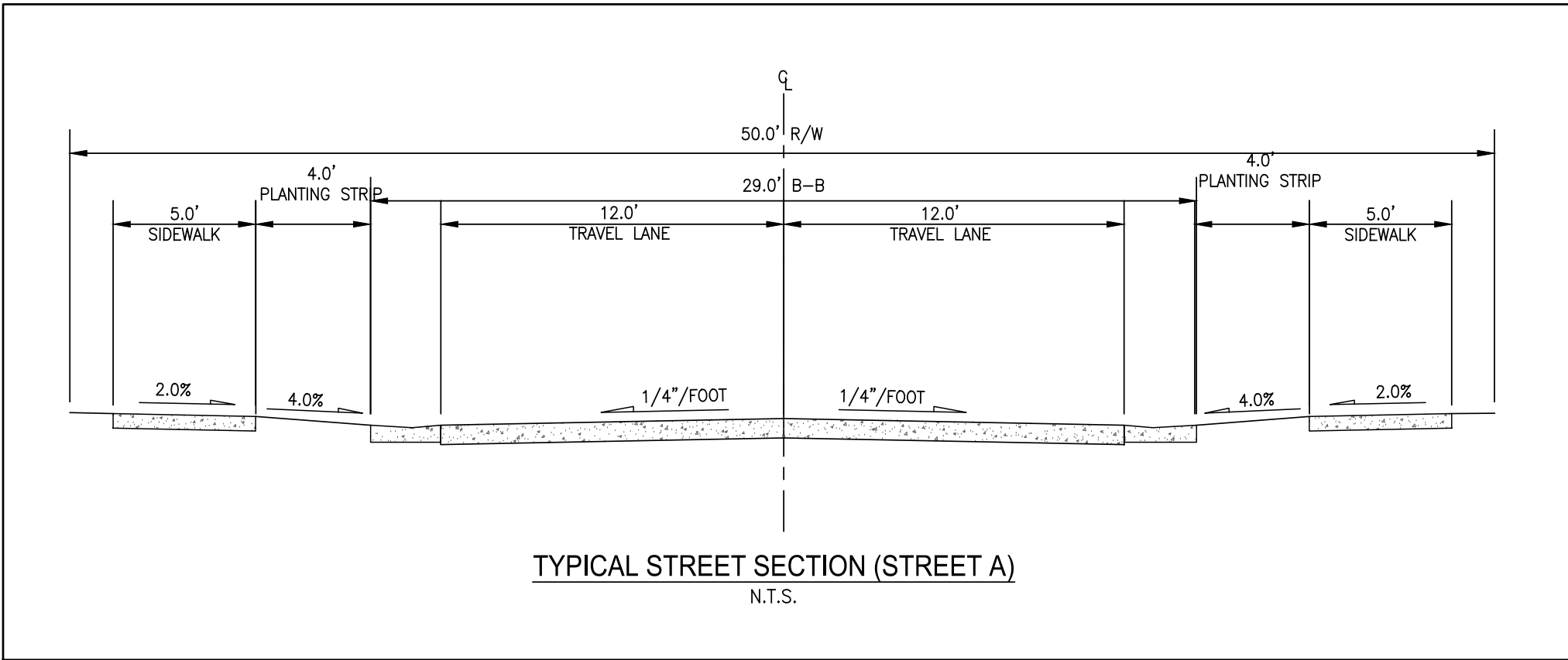
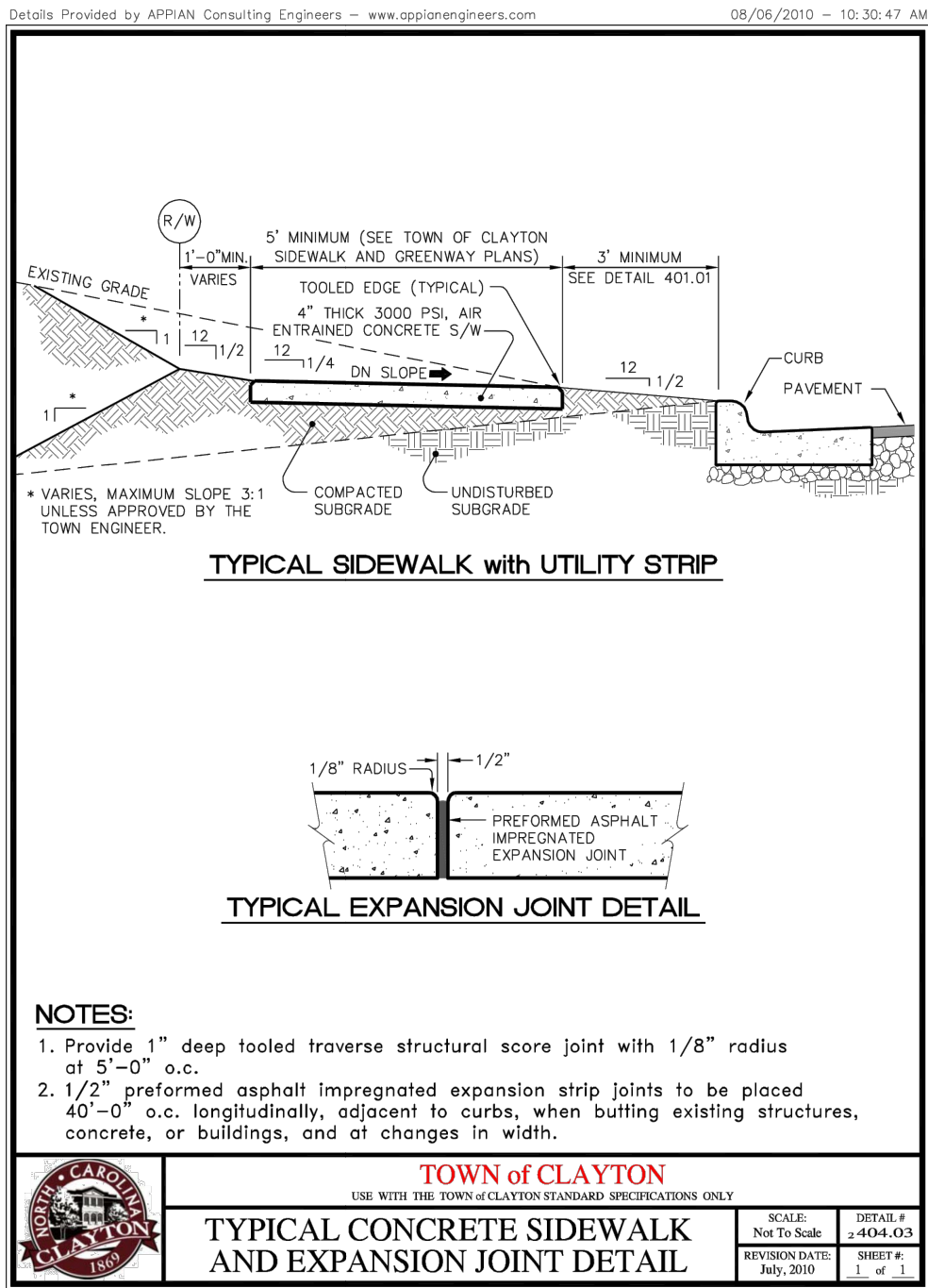
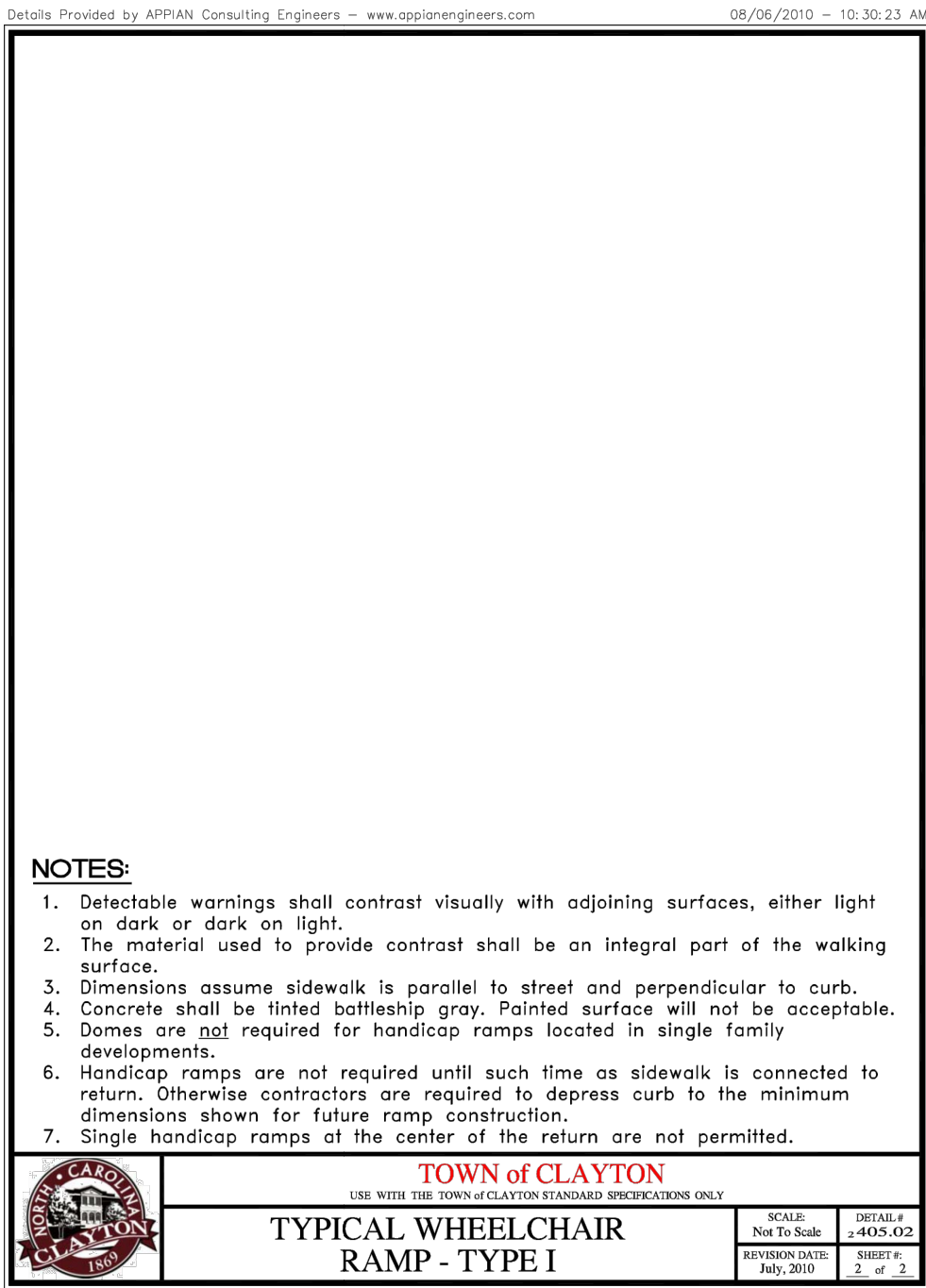
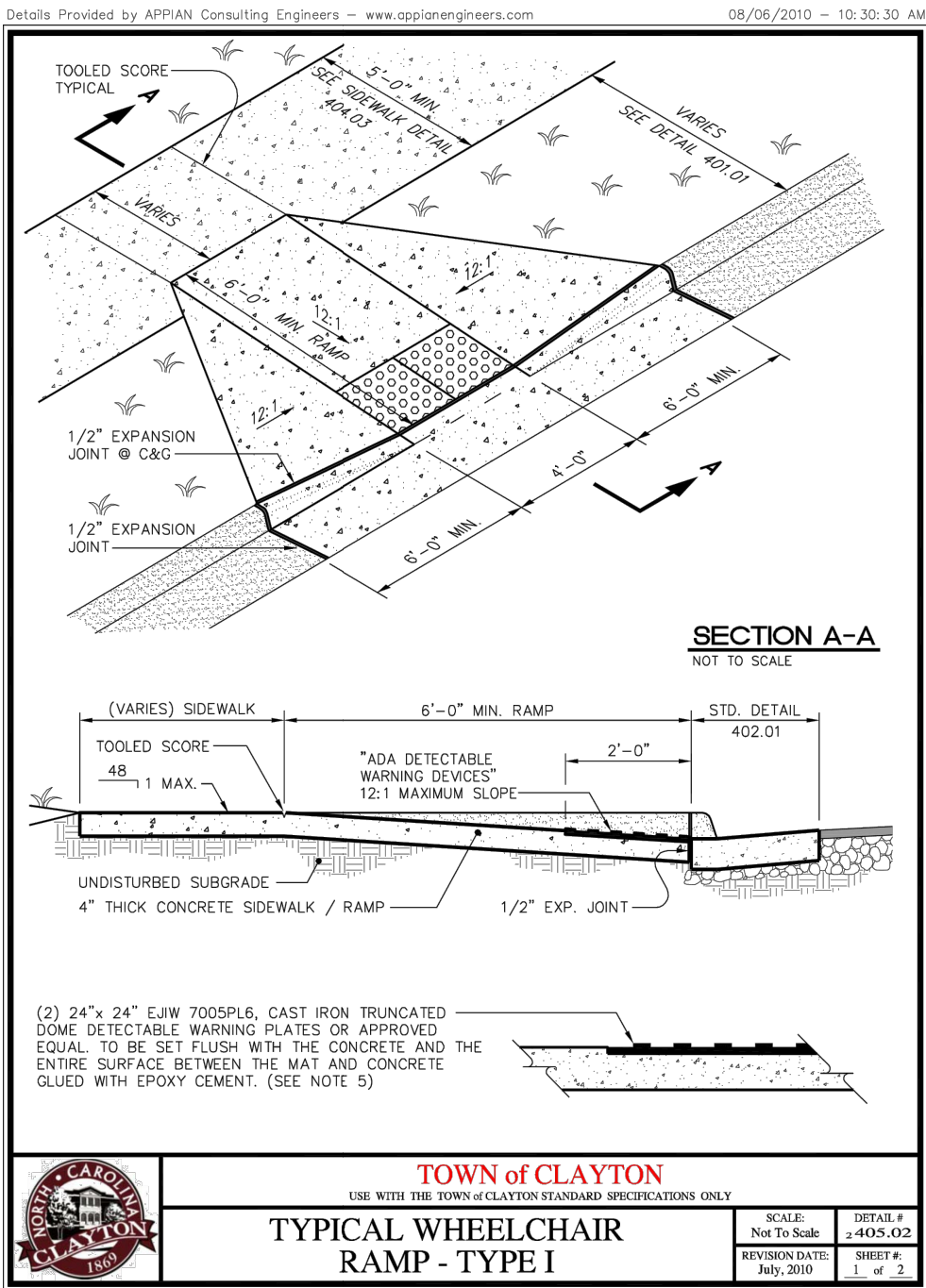
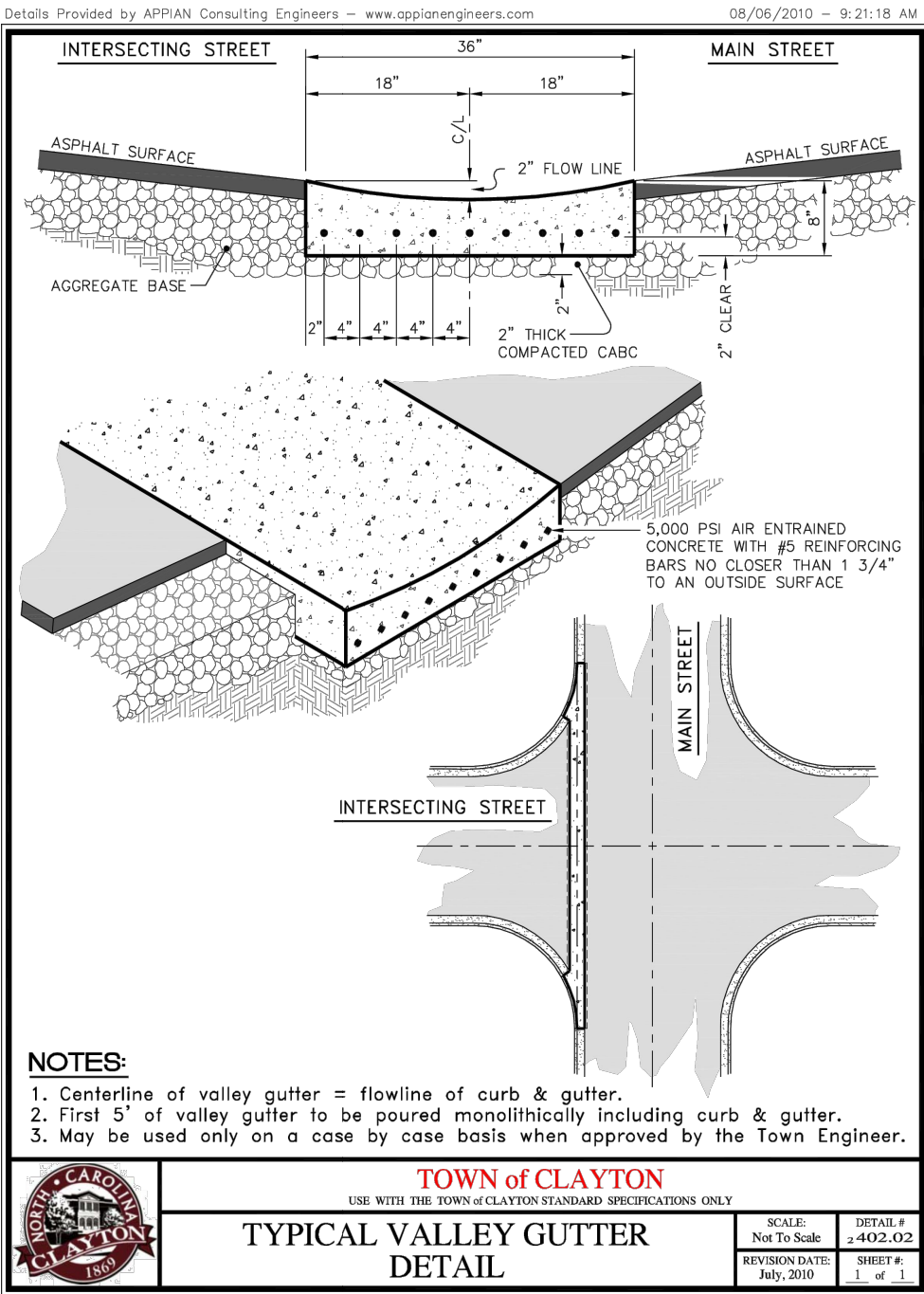
Official Document

Town of Clayton Engineering staff located in Clayton, Missouri, is hereby prior to the commencement of construction activities. This document has been reviewed by the Town of Clayton and is the best of our knowledge and belief conforms to the laws, ordinances, policies and regulations of the Town of Clayton, Missouri. Approval by the Town shall not relieve the Applicant and/or Design Professionals from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and retaining all applicable permits and regulations.

	SITE DETAILS FOR CREEKSIDE TOWNES <u>TOWN OF CLAYTON JOHNSTON COUNTY, NORTH CAROLINA</u>
ENGINEER'S SEAL	MORRIS & RITCHIE ASSOCIATES OF NC, PC ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS 530 HINTON POLE RD., STE 104 KNIGHTSDALE, NC 27545 (984) 200-2103 LIC#BE # C-4182 WWW.MRAGT.COM © 2024 MORRIS & RITCHIE ASSOCIATES, INC.
STATUS: PRELIMINARY NOT FOR CONSTRUCTION	REVISION: _____ SHEET: D1.0

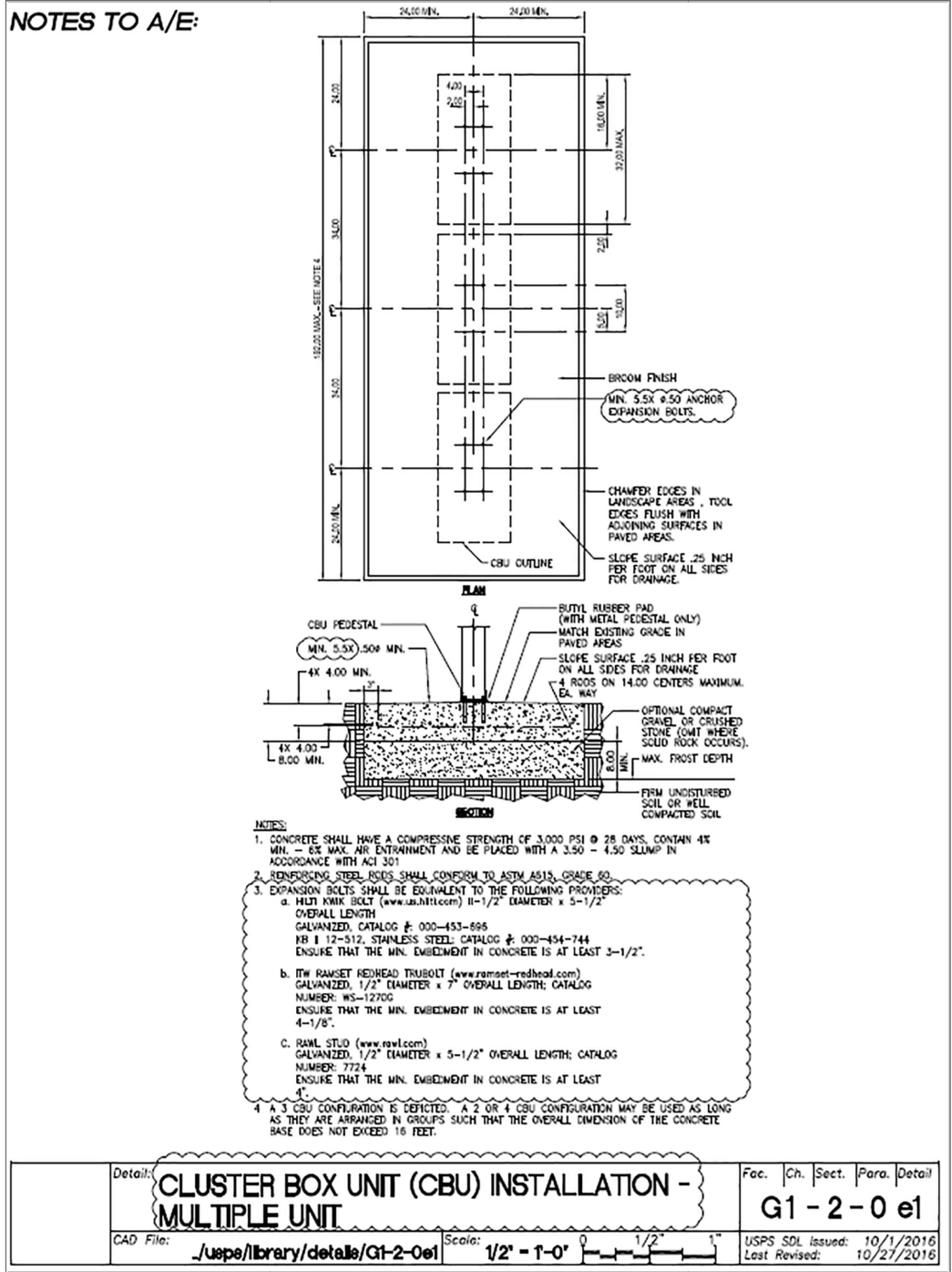
No.	DATE	REVISIONS	
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1	08/08/2024	SUP MODIFICATION REQUEST TO TOWN OF CLAYTON	JOB NO.: 216-04
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	SCALE: AS SHOWN
			DATE: 08/14/2024
			ENGINEER: JIM
			DRAWN BY: ERIC
			DESIGN BY: ERIC
			REVIEW BY: ERIC

CAD FILE: S:\PROJECTS\2021\20640 - Creekside Townes\20-CLC\20-CLC\DETAILS.dwg PLOT DATE/TIME: 8/14/2024 8:44 AM USER: rick@gnr-dba-4d5a-4d5a



Appendix B

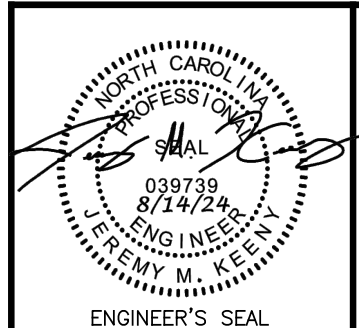
Cluster Box Unit Installation Multiple Unit



July 2020

25

No.	DATE	REVISIONS	JOB NO.	21640
0	12/14/2022	SUP APPROVAL BY TOWN OF CLAYTON	SCALE:	AS SHOWN
1	08/08/2024	SUP MODIFICATION REQUEST TO TOWN OF CLAYTON	DATE:	08/14/2024
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	ENGINEER:	JMK
			DRAWN BY:	ERD
			DESIGN BY:	ERD
			REVIEW BY:	ERD



STATUS:

PRELIMINARY NOT FOR CONSTRUCTION

REVISION

SHEET

DI.1

Town of Clayton
Construction Drawing
Approved for Construction
Director/Assistant Director of Engineering:

Planning Director:

Official Document

Town of Clayton Engineering must be notified at a minimum 48 hours prior to the commencement of construction activities. This document has been reviewed by the Town of Clayton and the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not relieve the Applicant and/or Design Professional from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and resulting all applicable standards and regulations.

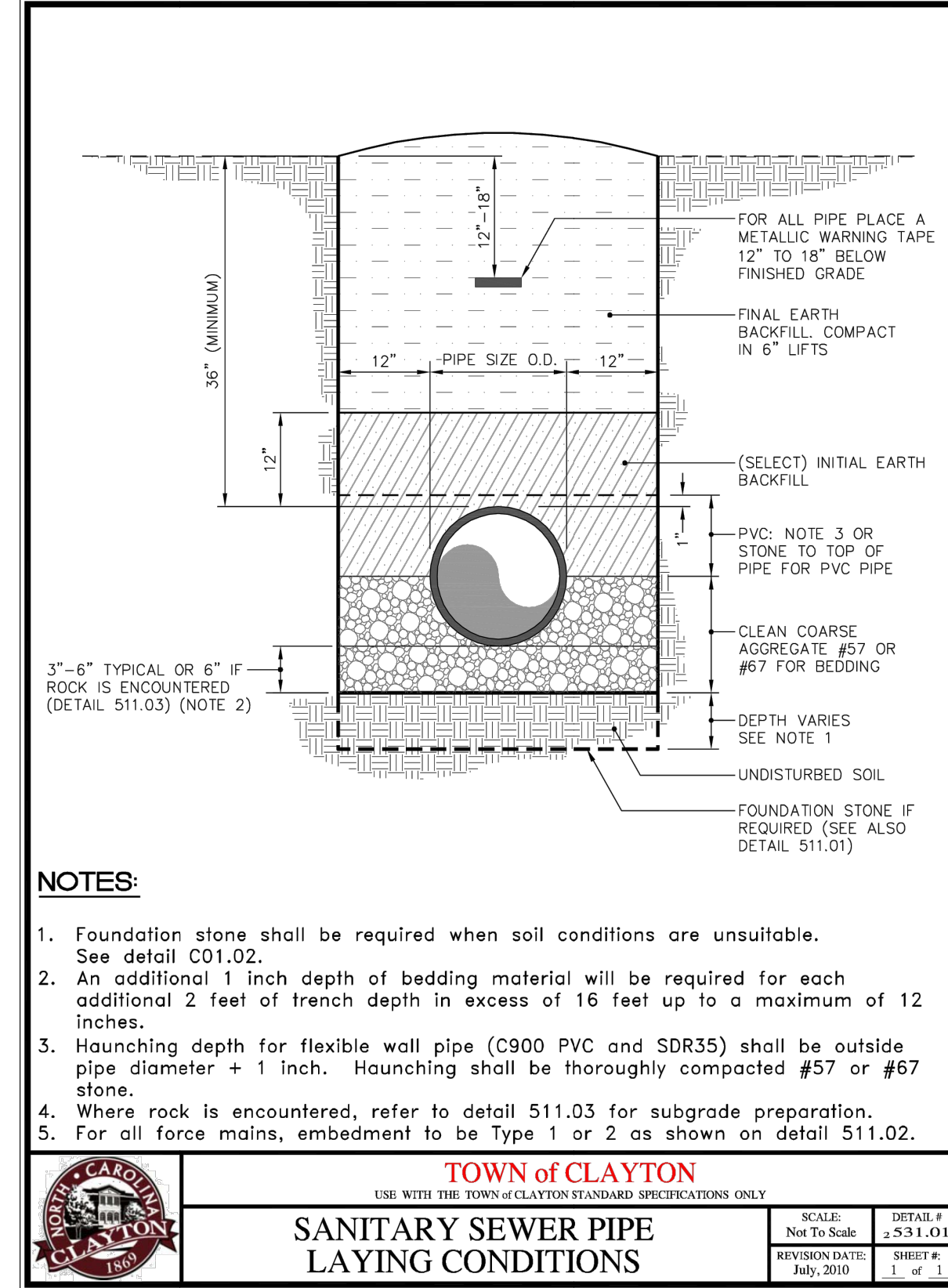
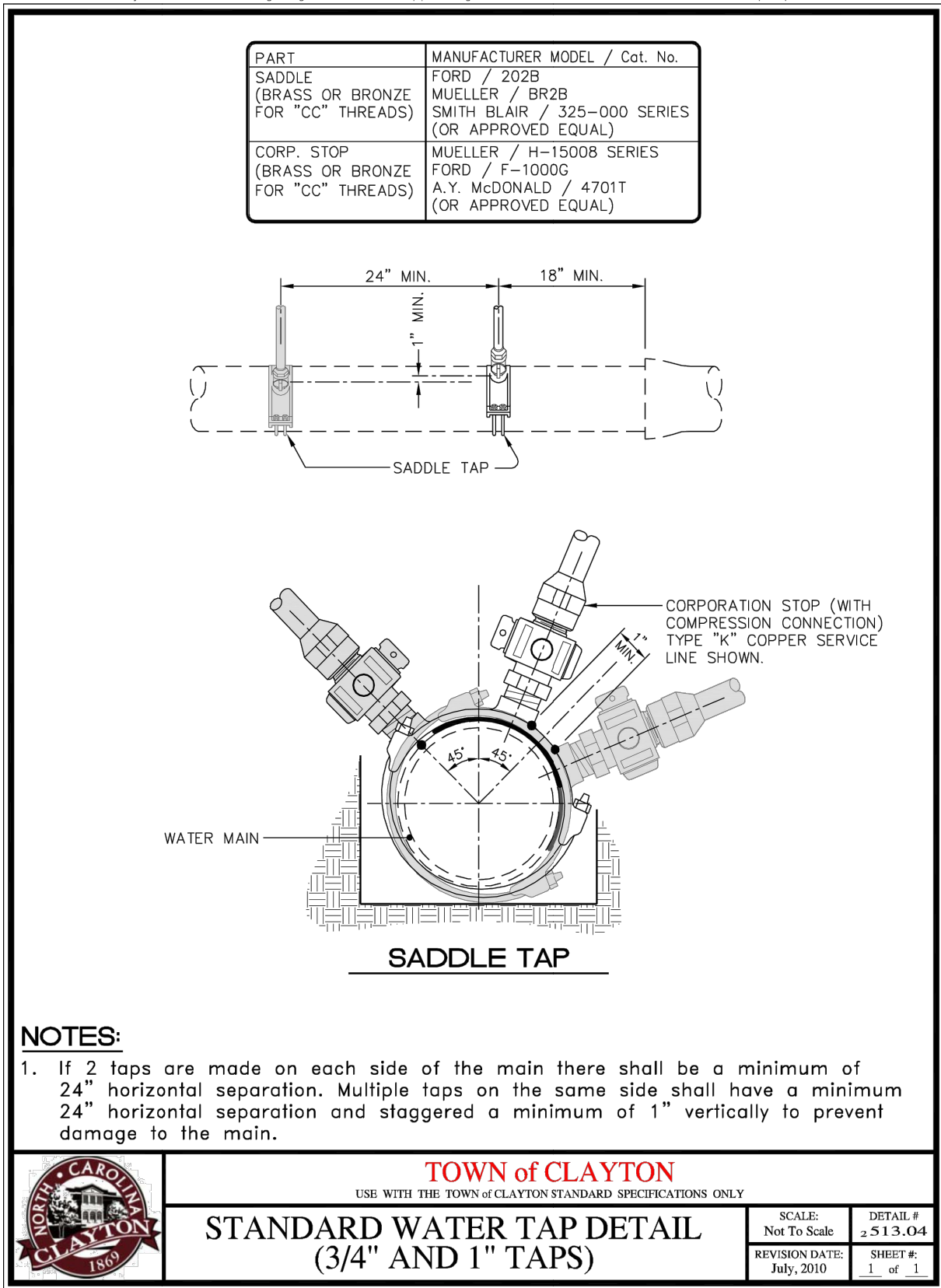
SITE DETAILS

FOR

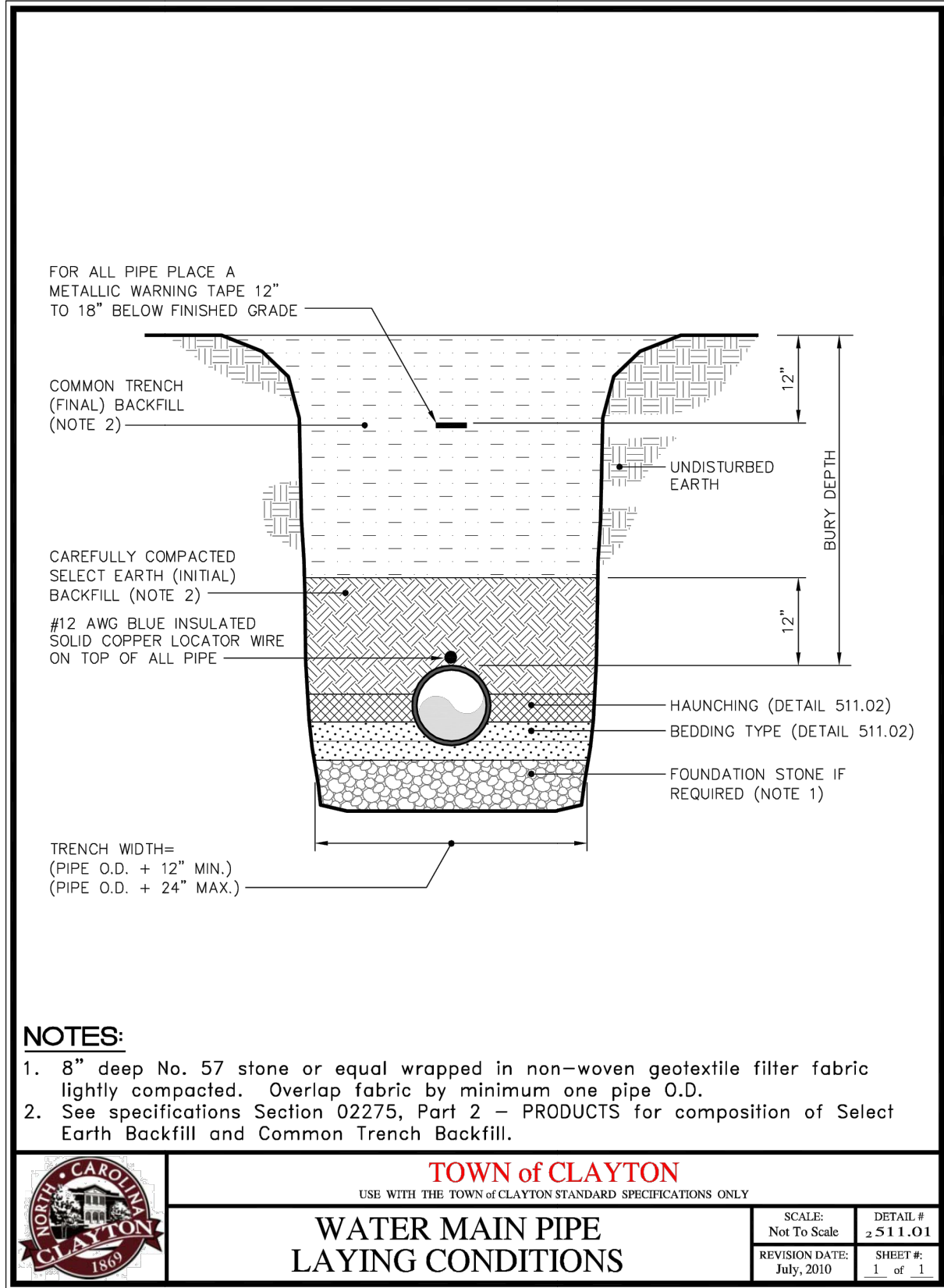
CREEKSIDE TOWNES

TOWN OF CLAYTON JOHNSTON COUNTY, NORTH CAROLINA

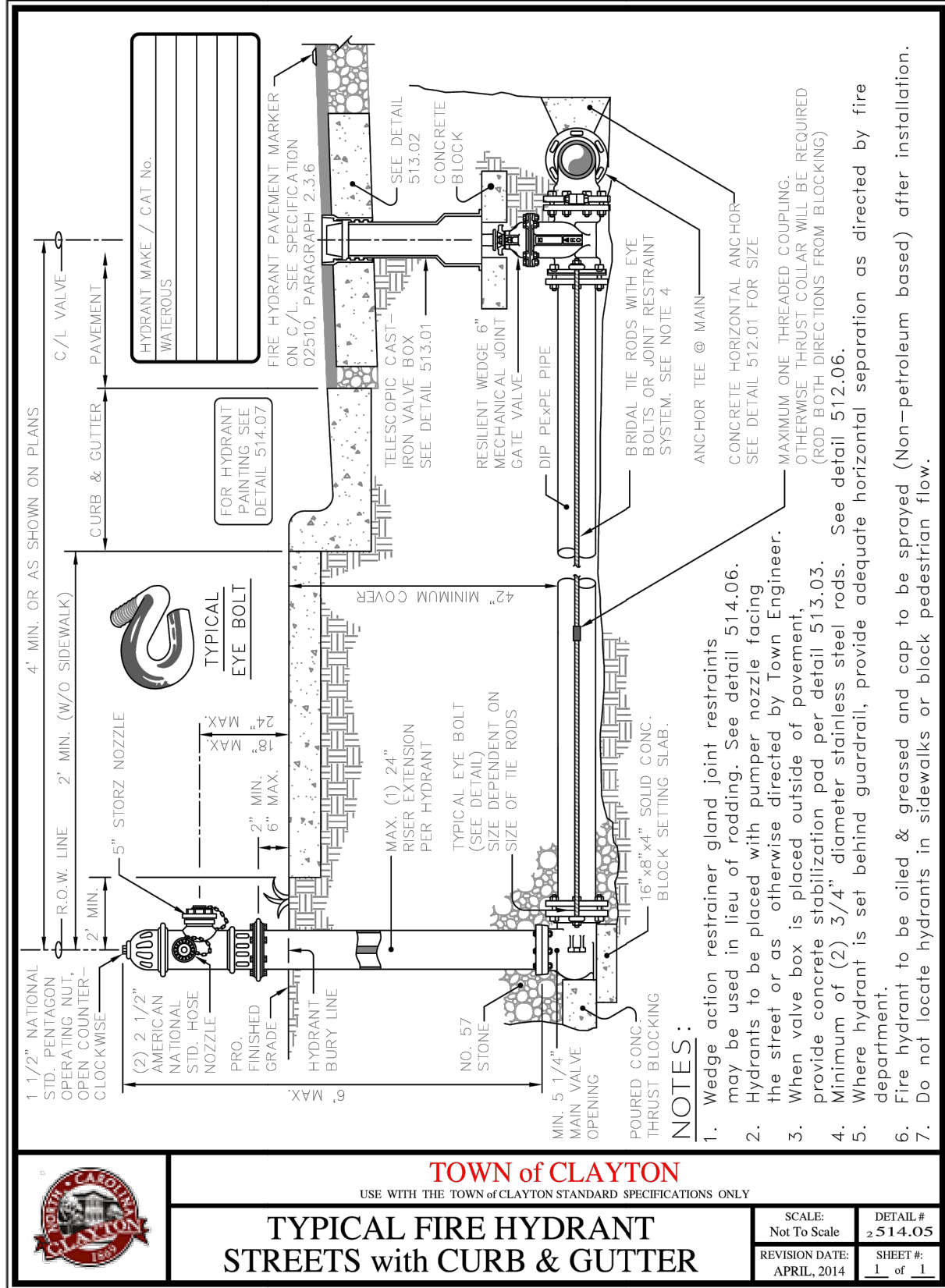
MORRIS & RITCHIE ASSOCIATES OF NC, PC
ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
530 HINTON POND RD., STE 104
KNIGHTDALE, NC 27545
(984) 200-2103
LICENSE # C-4182
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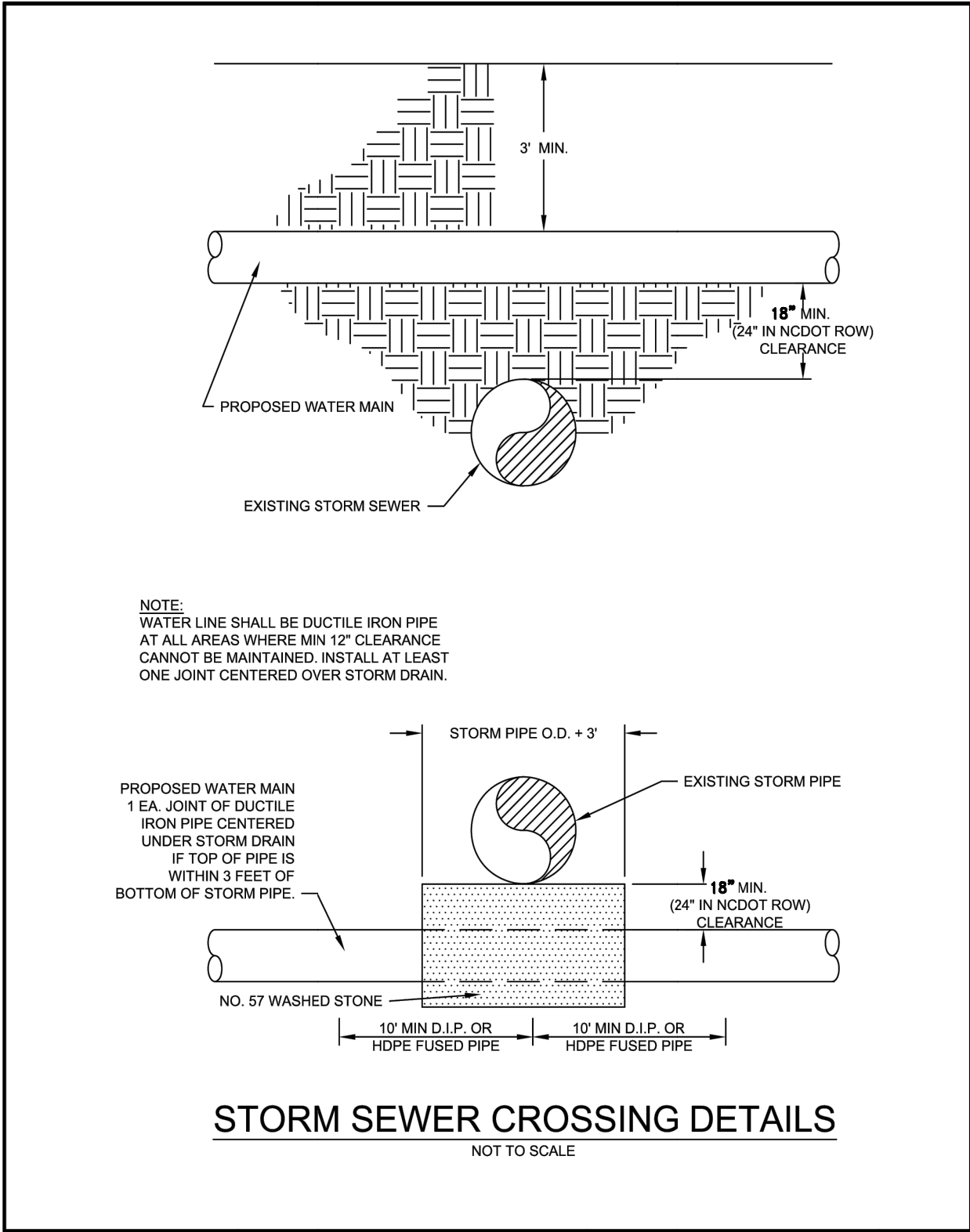
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USE WITH THE TOWN of CLAYTON STANDARD SPECIFICATIONS ONLY	
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REVISION DATE: July 2010	SHEET # 1 of 1



TOWN of CLAYTON	
USE WITH THE TOWN of CLAYTON STANDARD SPECIFICATIONS ONLY	
SCALE: Not To Scale	DETAIL # 2511.01
REVISION DATE: July 2010	SHEET # 1 of 1



TOWN of CLAYTON	
USE WITH THE TOWN of CLAYTON STANDARD SPECIFICATIONS ONLY	
SCALE: Not To Scale	DETAIL # 2514.05
REVISION DATE: APRIL 2014	SHEET # 1 of 1



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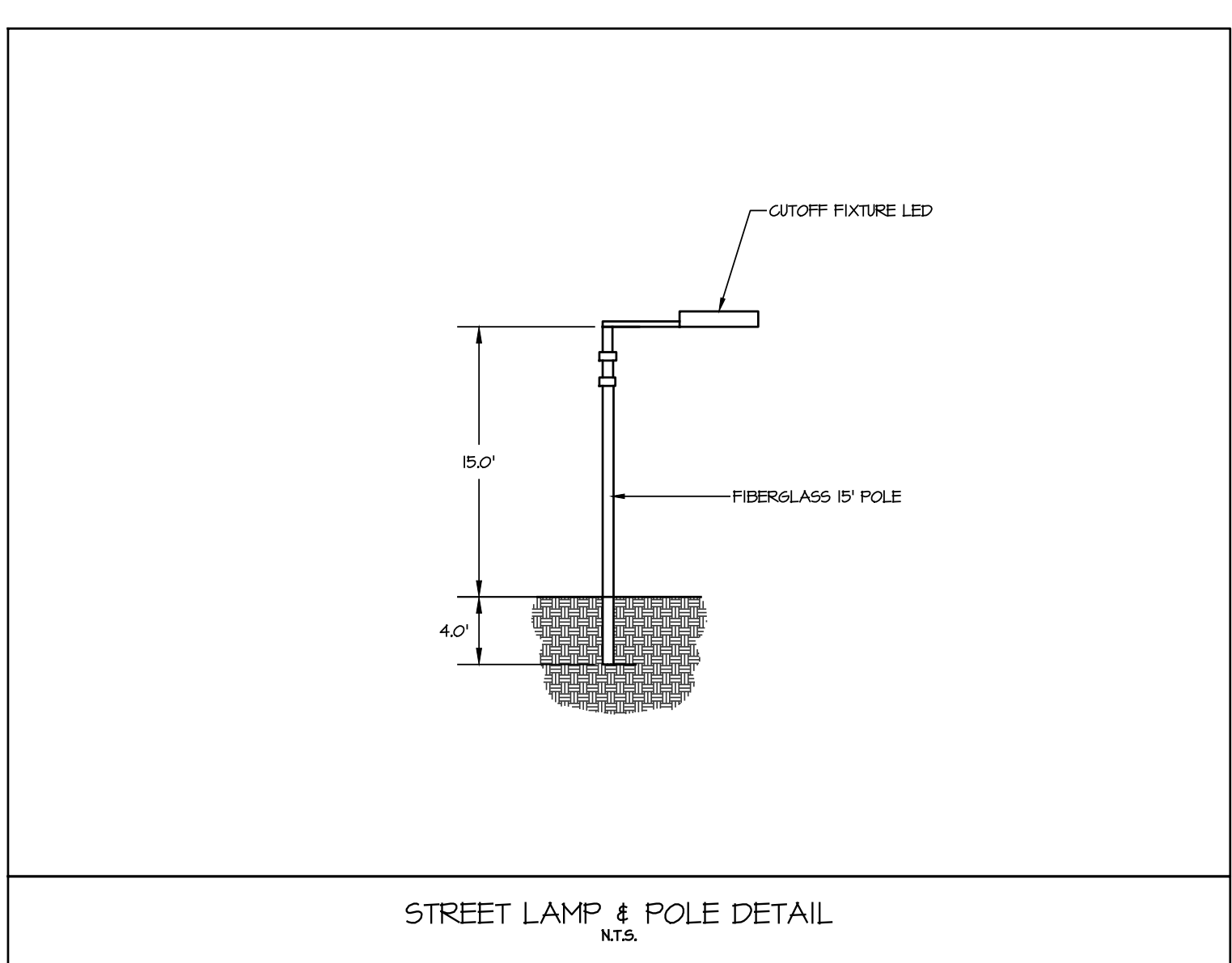
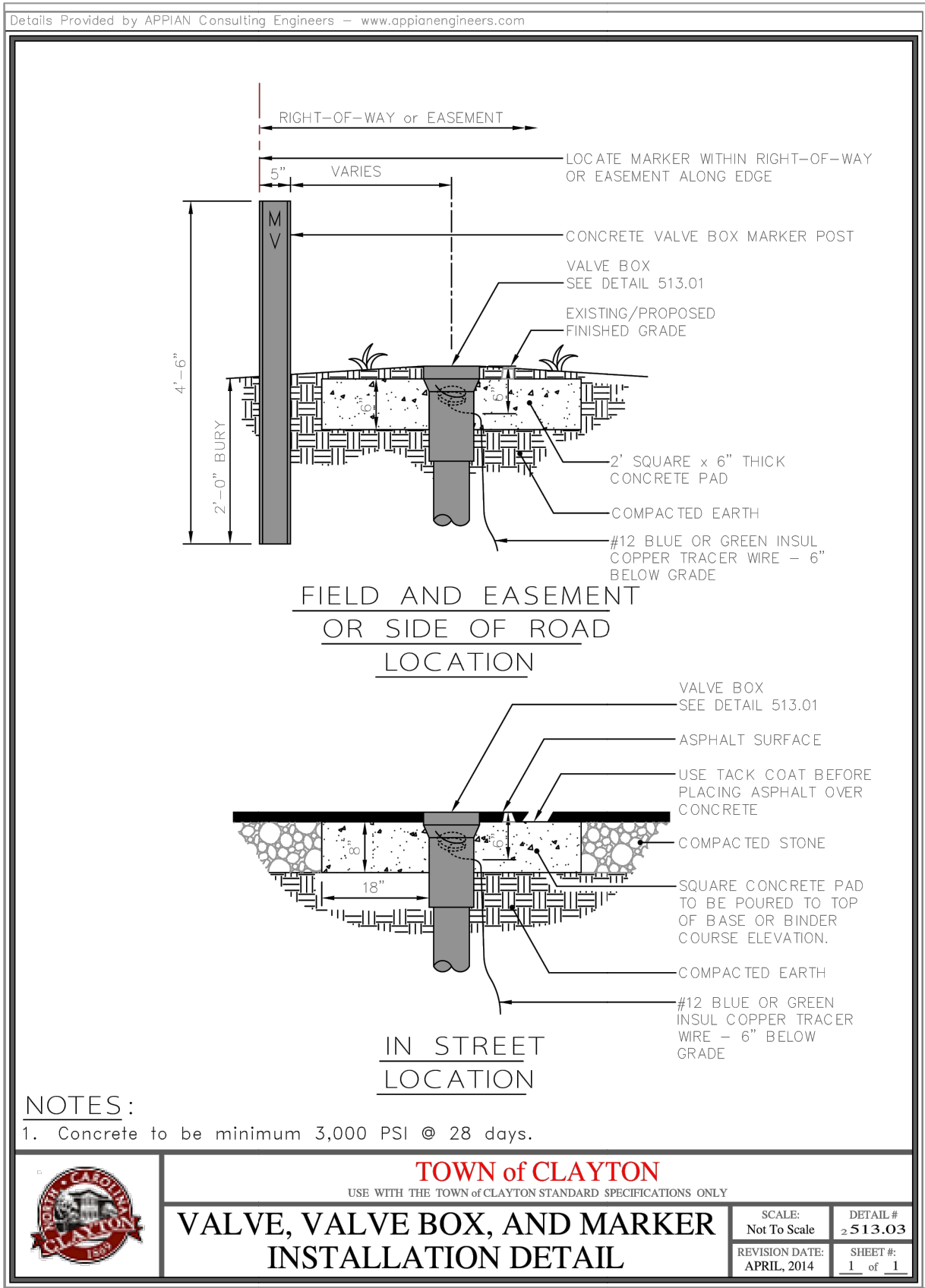
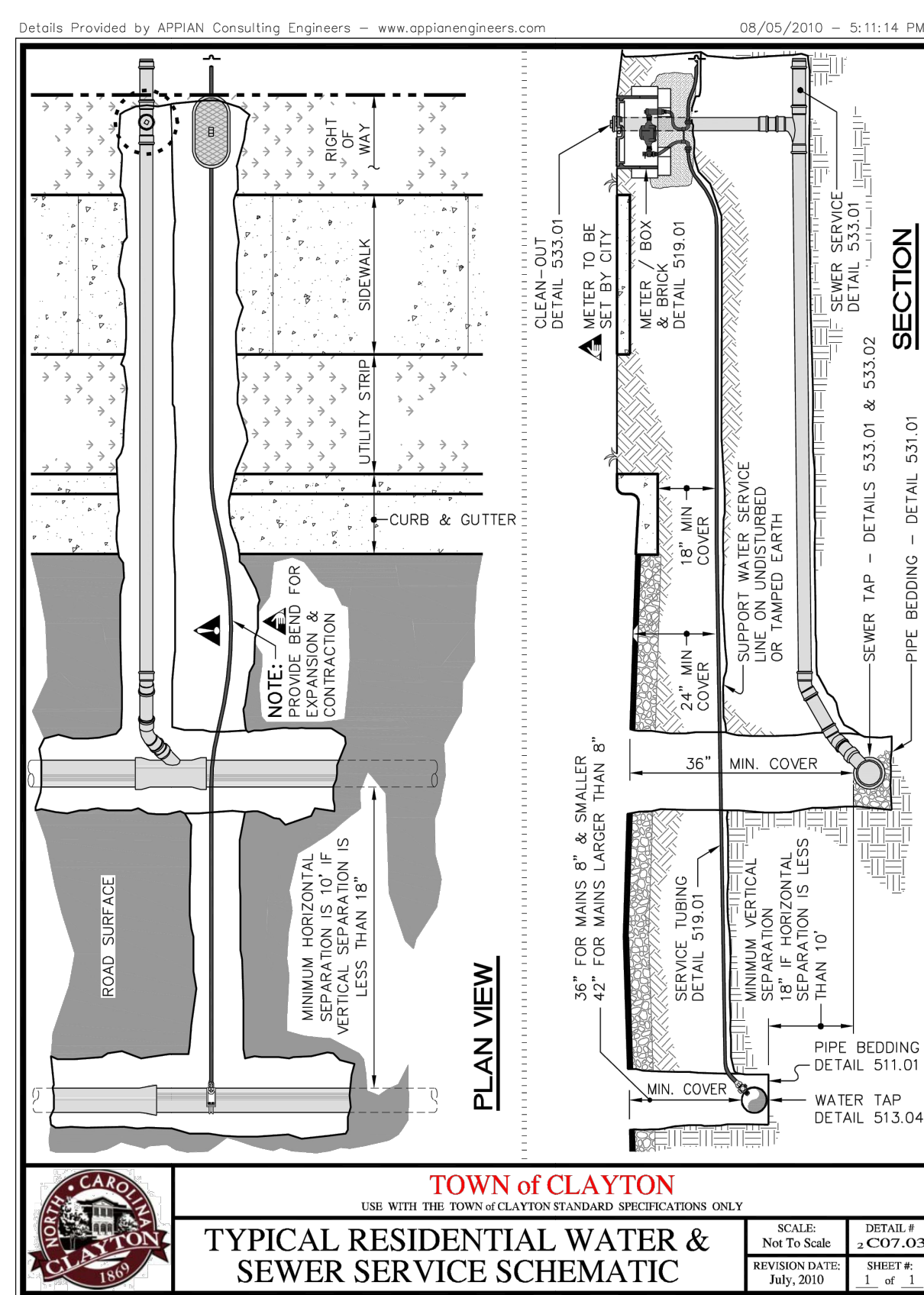
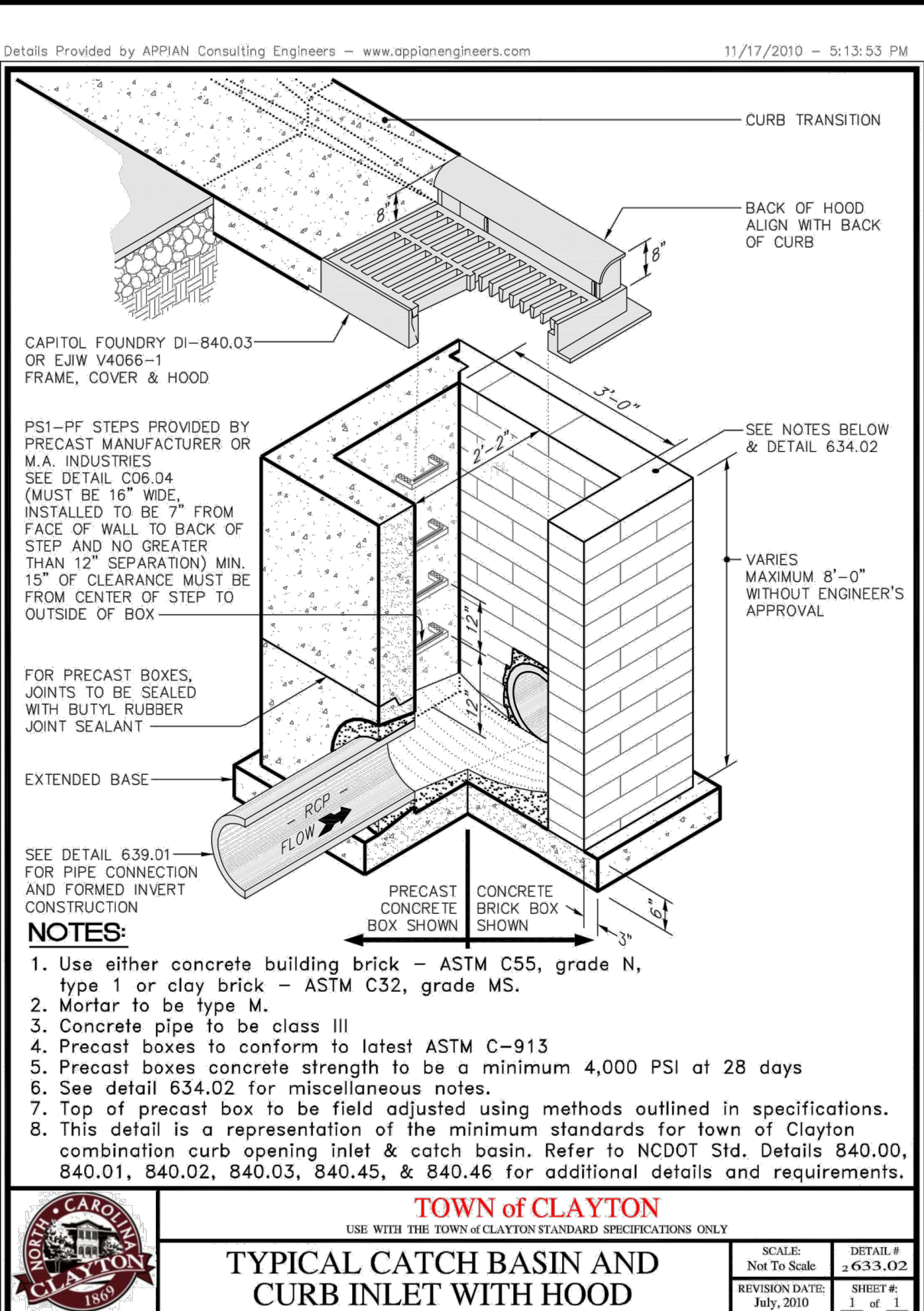
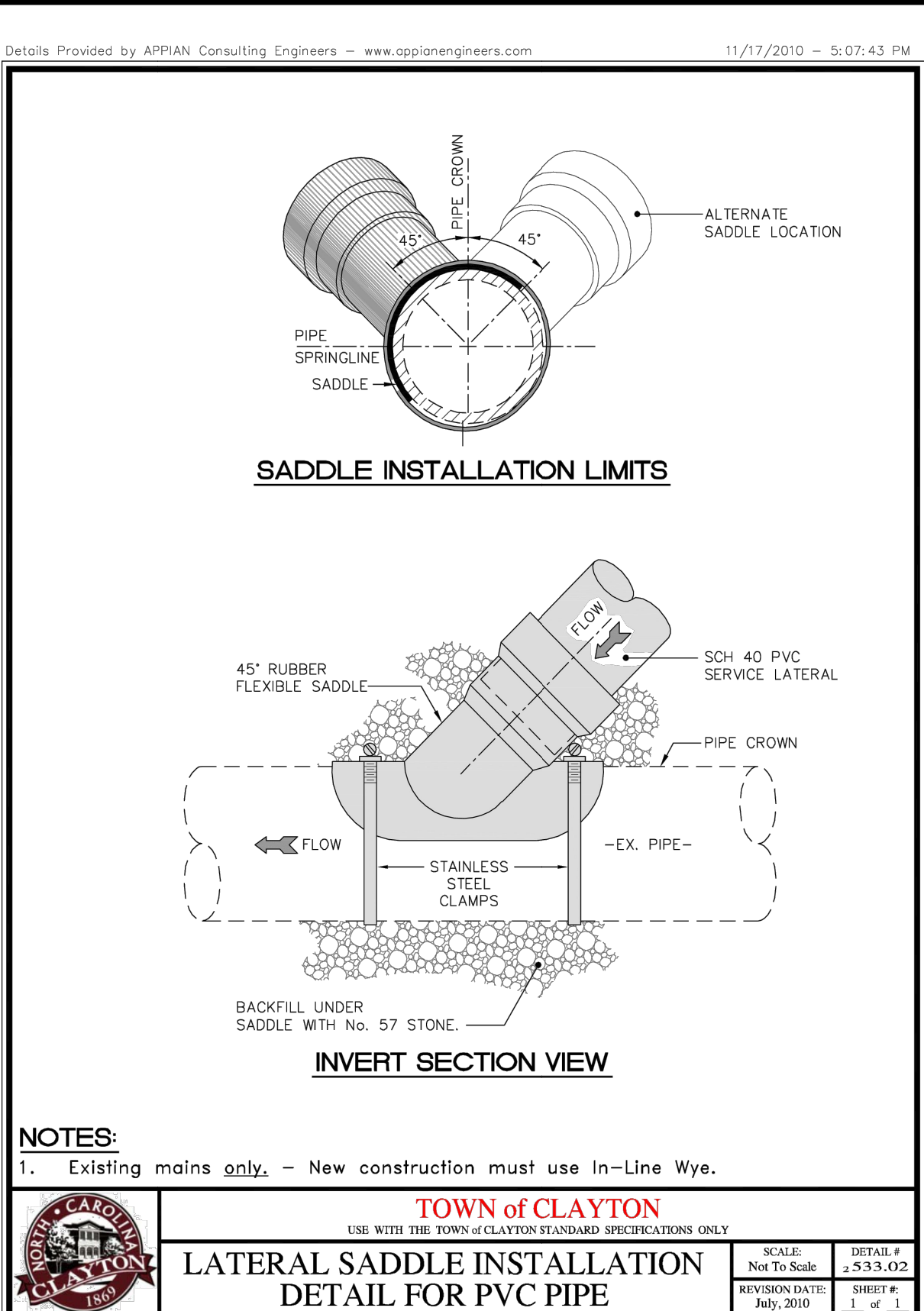
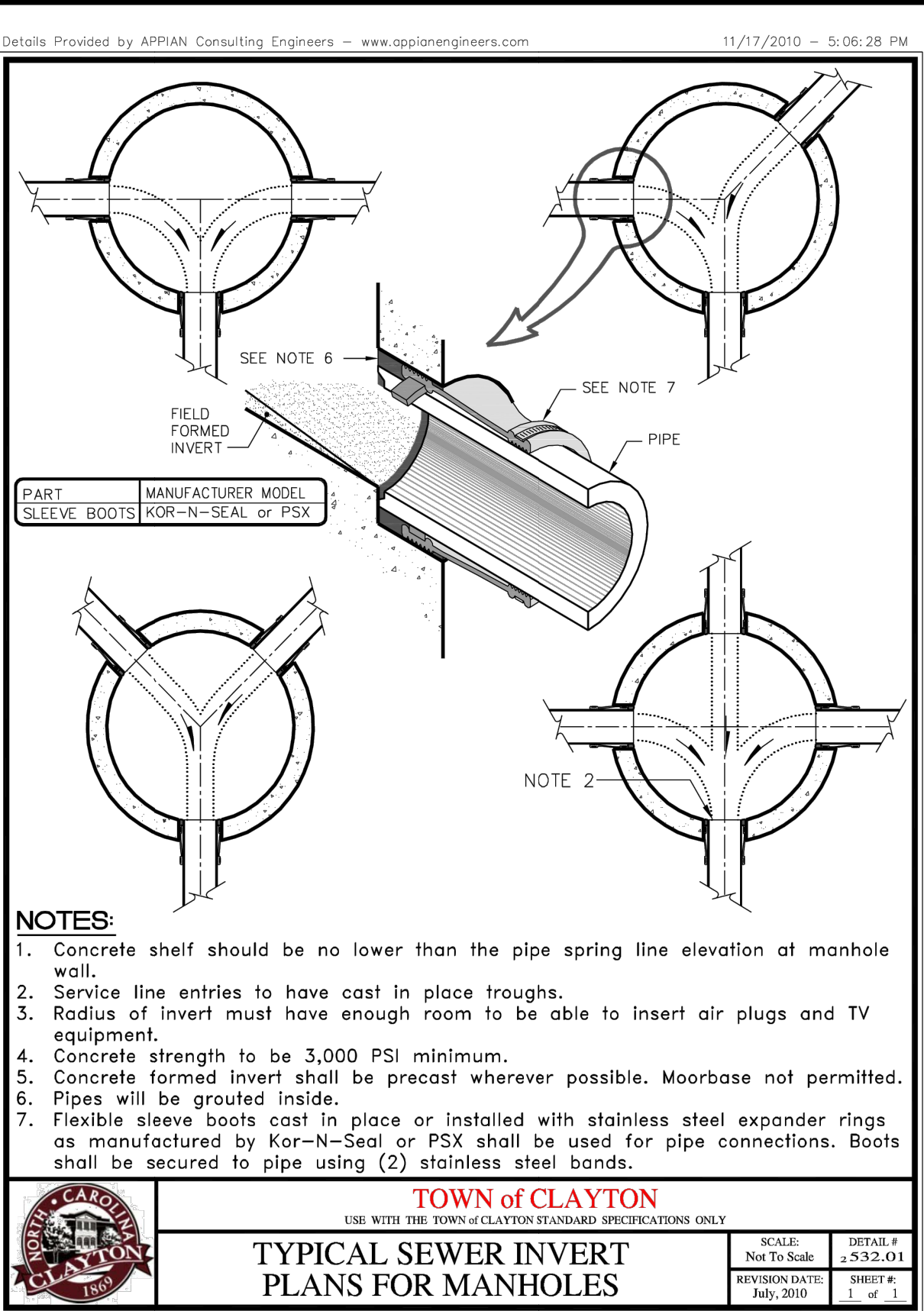
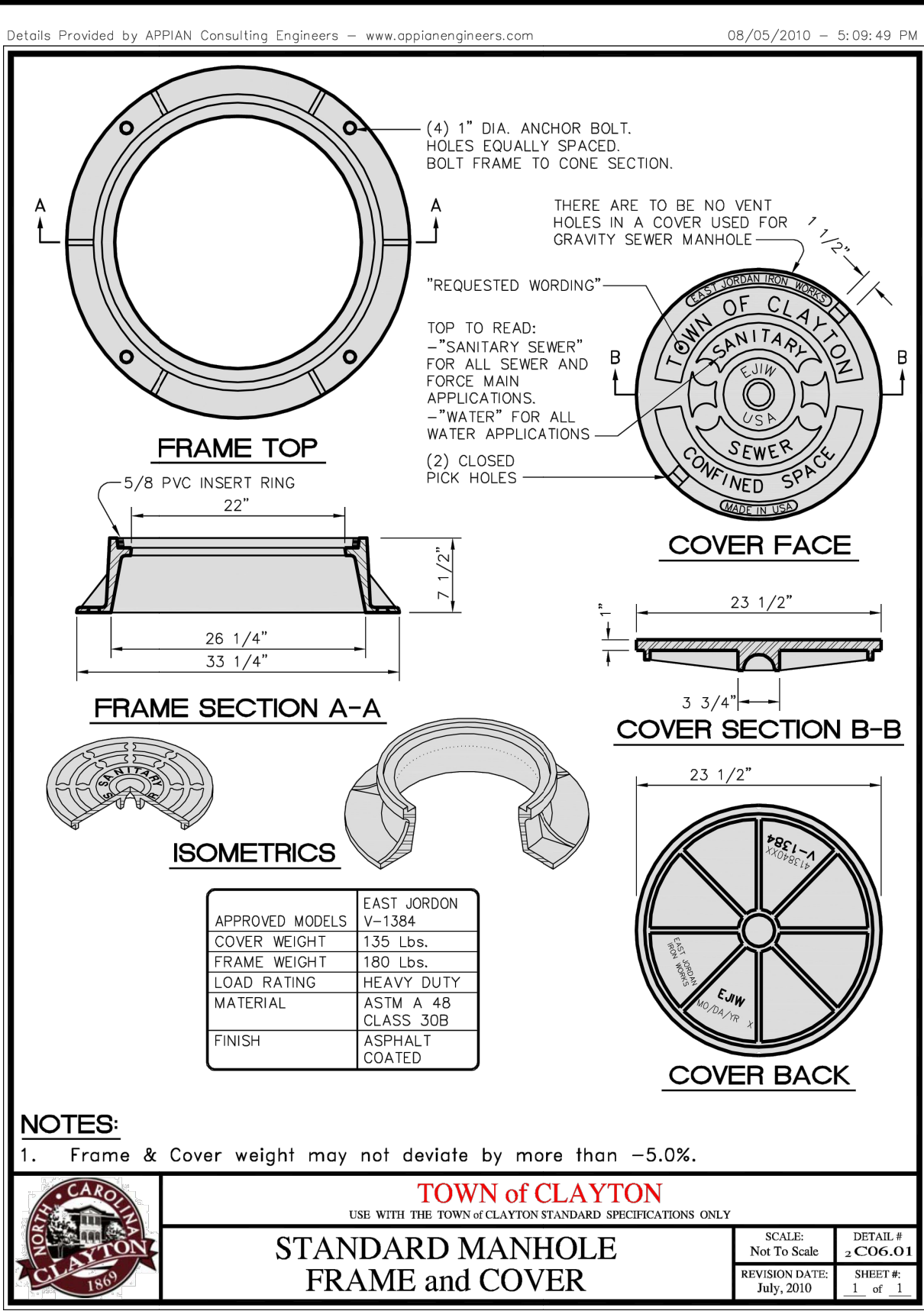


UTILITY DETAILS SHEET 1 OF 2	
FOR CREEKSIDE TOWNES	
TOWN of CLAYTON JOHNSTON COUNTY, NORTH CAROLINA	
STATUS: PRELIMINARY NOT FOR CONSTRUCTION REVISION: --- SHEET: D2.0	

No.	DATE	REVISIONS	JOB NO.	21640
0	12/14/2022	SUP. APPROVAL BY TOWN OF CLAYTON	SCALE:	AS SHOWN
1	08/06/2024	SUP. MODIFICATION REQUEST TO TOWN OF CLAYTON	DATE:	08/14/2024
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	ENGINEER:	JMK
			DRAWN BY:	ERD
			DESIGN BY:	ERD
			REVIEW BY:	ERD

MORRIS & RITCHIE ASSOCIATES OF NC, PC
ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
530 HINTON POND RD., STE 104
KNIGHTDALE, NC 27545
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No.	DATE	REVISIONS	JOB NO.
0	12/14/2022	SUP APPROVAL BY TOWN OF CLAYTON	21640
1	08/08/2024	SUP MODIFICATION REQUEST TO TOWN OF CLAYTON	SCALE: AS SHOWN
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	DATE: 08/14/2024
			ENGINEER: JMK
			DRAWN BY: ERD
			DESIGN BY: ERD
			REVIEW BY: ERD

Town of Clayton Construction Drawing Approved for Construction

Director/Assistant Director of Engineering:

Planning Director:

Official Document

Town of Clayton Engineering must be stamped and signed prior to the commencement of construction activities. This document has been reviewed by the Town of Clayton and the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not relieve the Applicant and/or Design Professional from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and meeting all applicable standards and regulations.

UTILITY DETAILS SHEET 2 OF 2

FOR

CREEKSIDE TOWNES

TOWN OF CLAYTON JOHNSTON COUNTY, NORTH CAROLINA

MORRIS & RITCHIE ASSOCIATES OF NC, PC

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

530 HINTON POND RD., STE 104

KNIGHTDALE, NC 27545

(984) 200-2103

LICENSE # C-4182

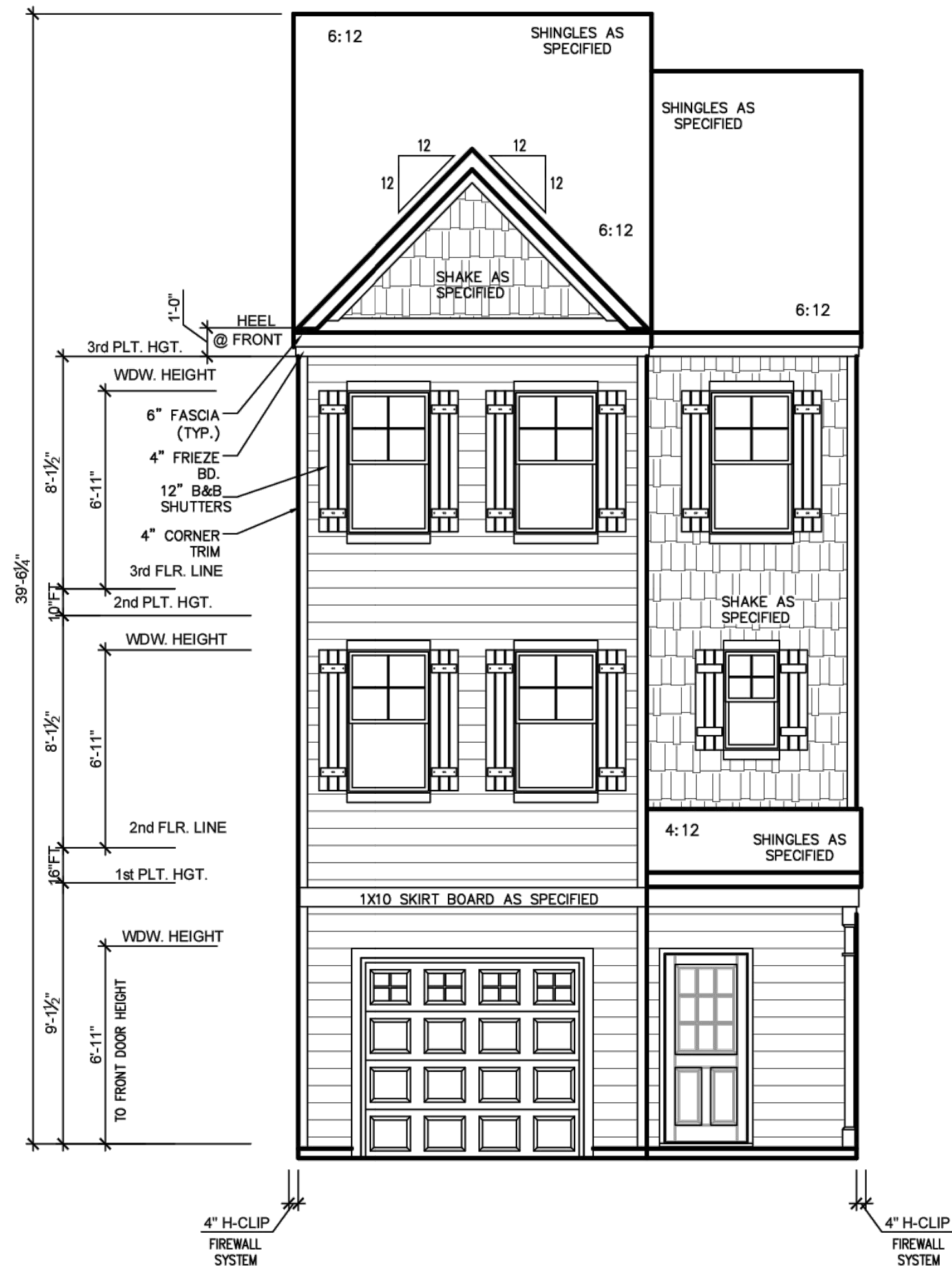
MRA@MRA-GA.COM

© 2024 MORRIS & RITCHIE ASSOCIATES, INC.

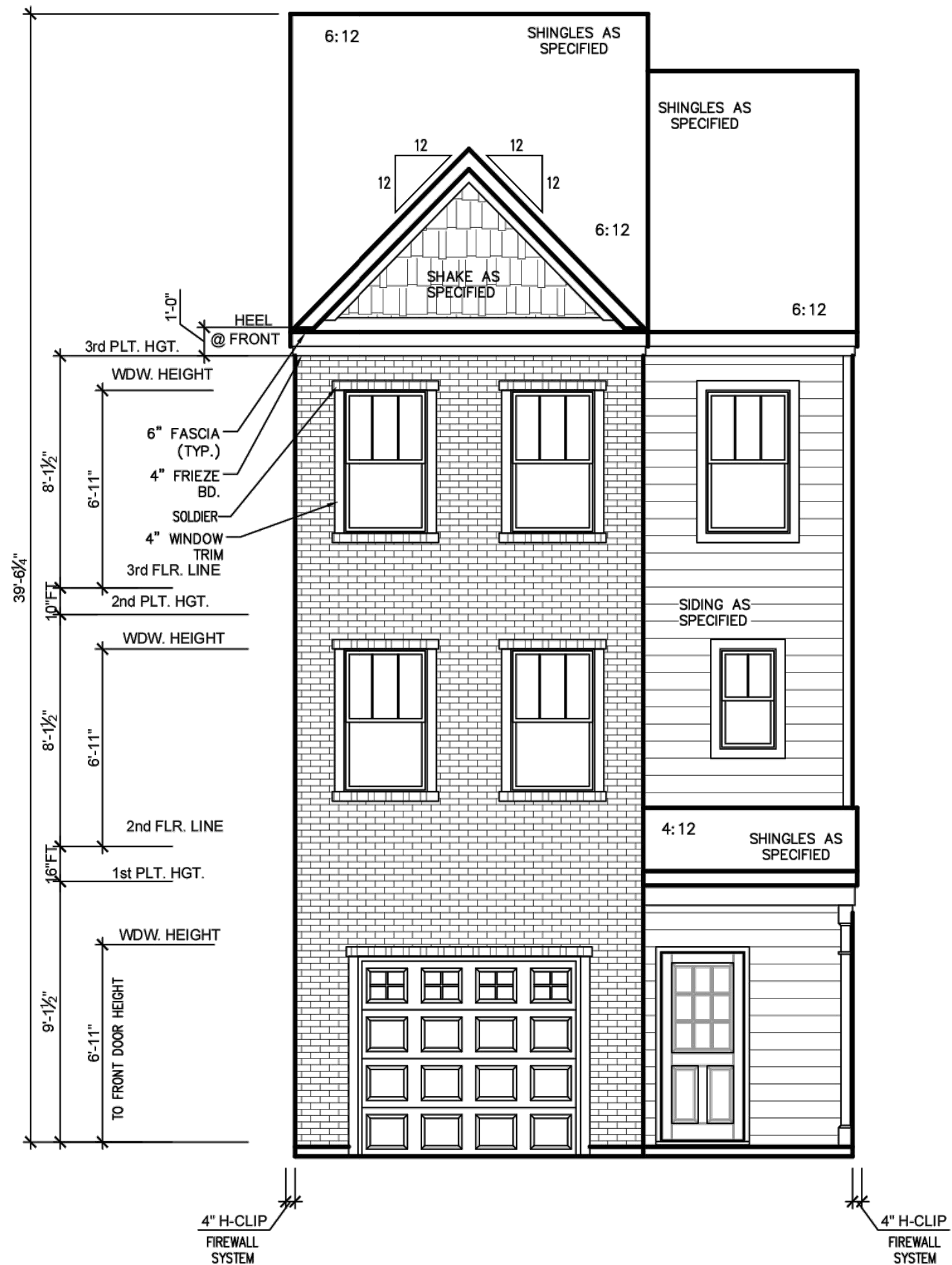
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REVISION: ---

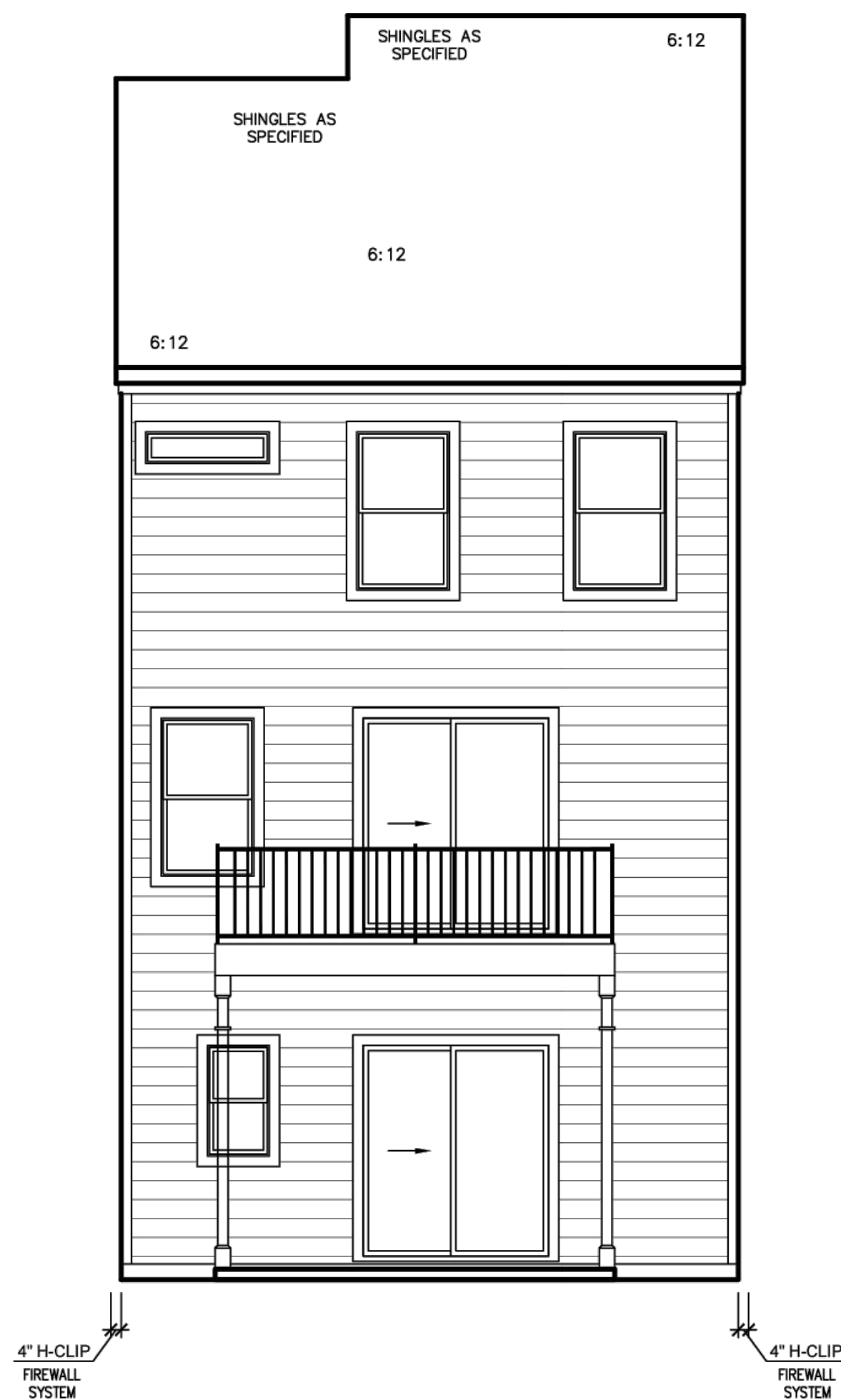
SHEET: D2.I



FRONT ELEVATION 'THE ROSE-A' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



FRONT ELEVATION 'THE ROSE-B' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



REAR ELEVATION 'THE ROSE' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

MATERIAL SPECIFICATIONS:

- FRONT:
- HARDIPLANK (2 OF 3)
1. LAPSIDE
 2. BOARD & BATTON
 3. CEDAR SHAKE
- MASONRY (1 OF 2)
1. BRICK
 2. STONE
- SIDE & REAR
1. HARDIPLANK LAPSIDE

NOTE: MEAN HEIGHT VARIES PER GRADE.

NOTE: DOORS, WINDOWS AND OTHER DETAILS SUBJECT TO COMMUNITY STANDARDS U.O.N. IN SELECTIONS

NOTE: INSTALL RAILING ONLY WHERE REQUIRED BY CODE U.O.N. IN SELECTIONS

Town of Clayton
Construction Drawing
Approved for Construction

Director/Assistant Director of Engineering:

Planning Director:

Official Document

Town of Clayton Engineering must be contacted at a minimum 48 hours prior to the commencement of construction activities. This document has been reviewed by the Town of Clayton and to the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not relieve the Applicant and/or Design Professional from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and meeting all applicable standards and regulations.

Consultant
1611 Jones Franklin Road
Suite 101 Raleigh, NC 27606
Mobile 919-749-2213

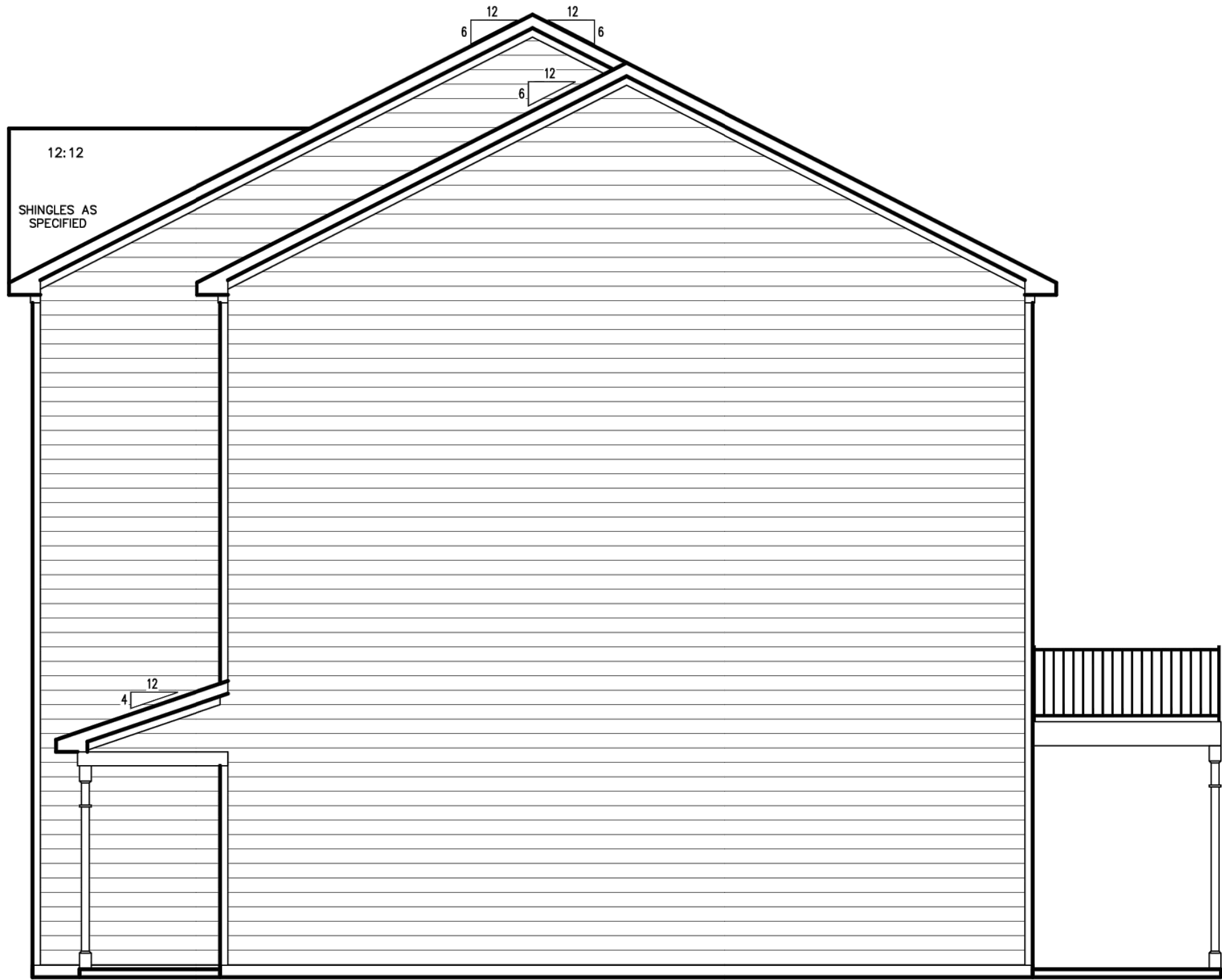
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HOME
INC.

SMALL TOWNHOUSE
THE ROSE

DRAWN BY: AJ Designs
ISSUE DATE: 08/17/2021
CURRENT REVISION DATE: ...
SCALE: 1/8" = 1'-0"
SHEET



RIGHT ELEVATION 'THE ROSE-A & B' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

MATERIAL SPECIFICATIONS:

- FRONT:
- HARDIPLANK (2 OF 3)
1. LAPSIDE
 2. BOARD & BATTON
 3. CEDAR SHAKE
- MASONRY (1 OF 2)
1. BRICK
 2. STONE
- SIDE & REAR
1. HARDIPLANK LAPSIDE

Town of Clayton

Construction Drawing

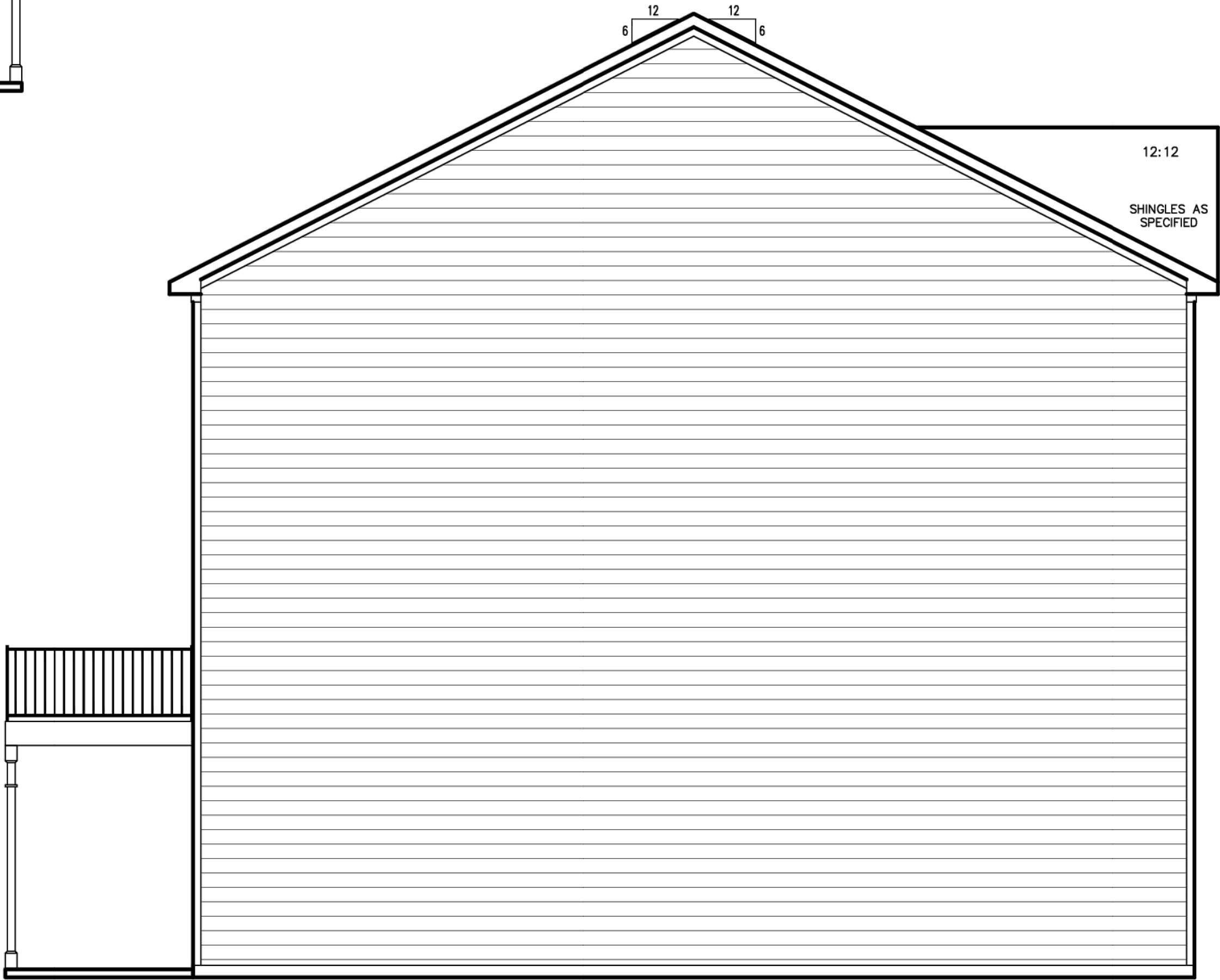
Approved for Construction

Director/Assistant Director of Engineering:

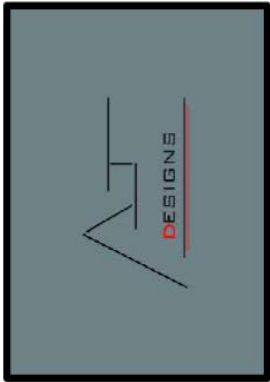
Planning Director:

Official Document

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LEFT ELEVATION 'THE ROSE-A & B' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



Consultant
1611 Jones Franklin Road
Suite 101 Raleigh, NC 27606
Mobile 919-749-2213

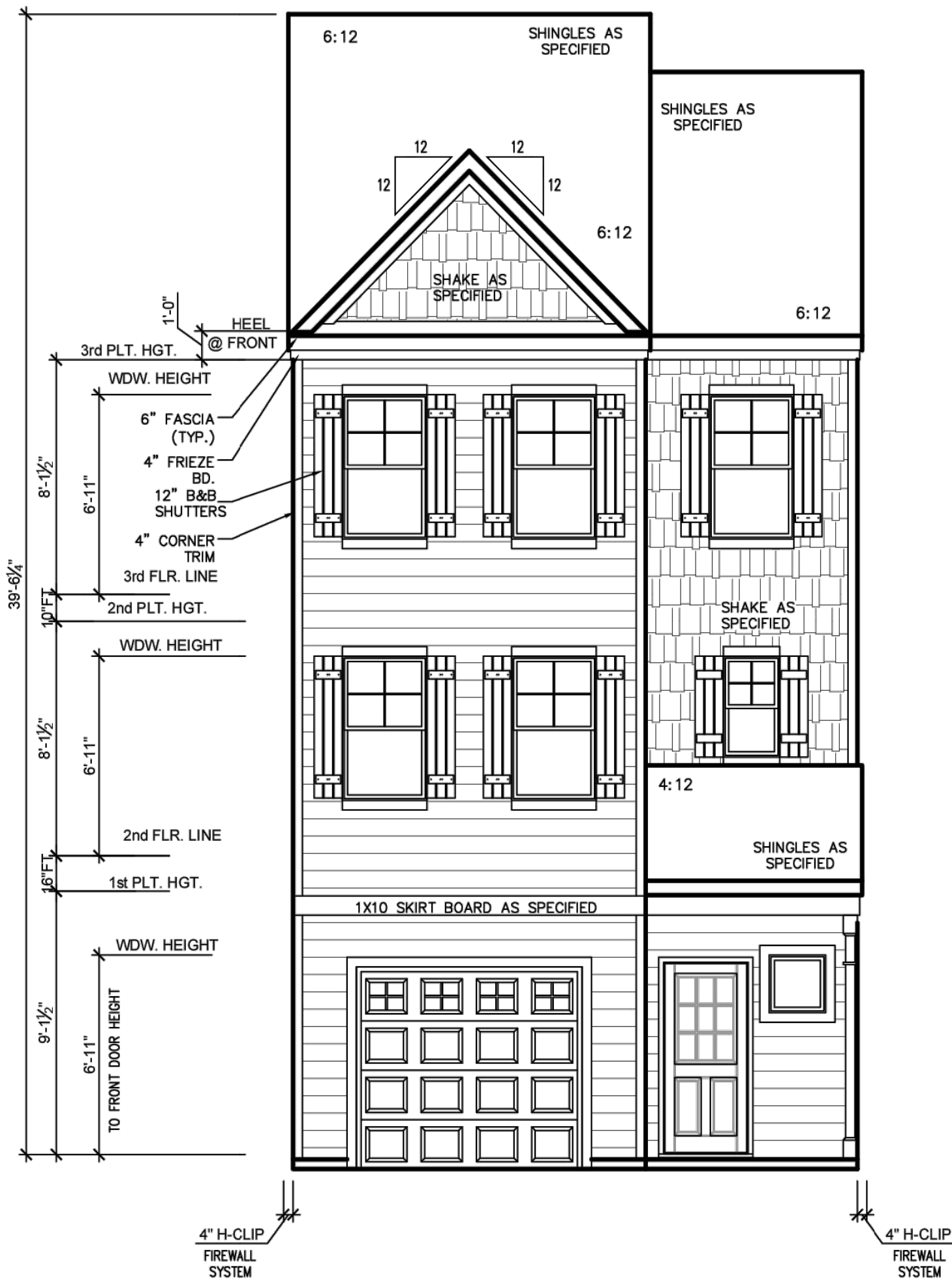
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NEW
HOME
INC.

SMALL TOWNHOUSE
THE ROSE

DRAWN BY:
AJ Designs
ISSUE DATE:
08/17/2021
CURRENT REVISION DATE:

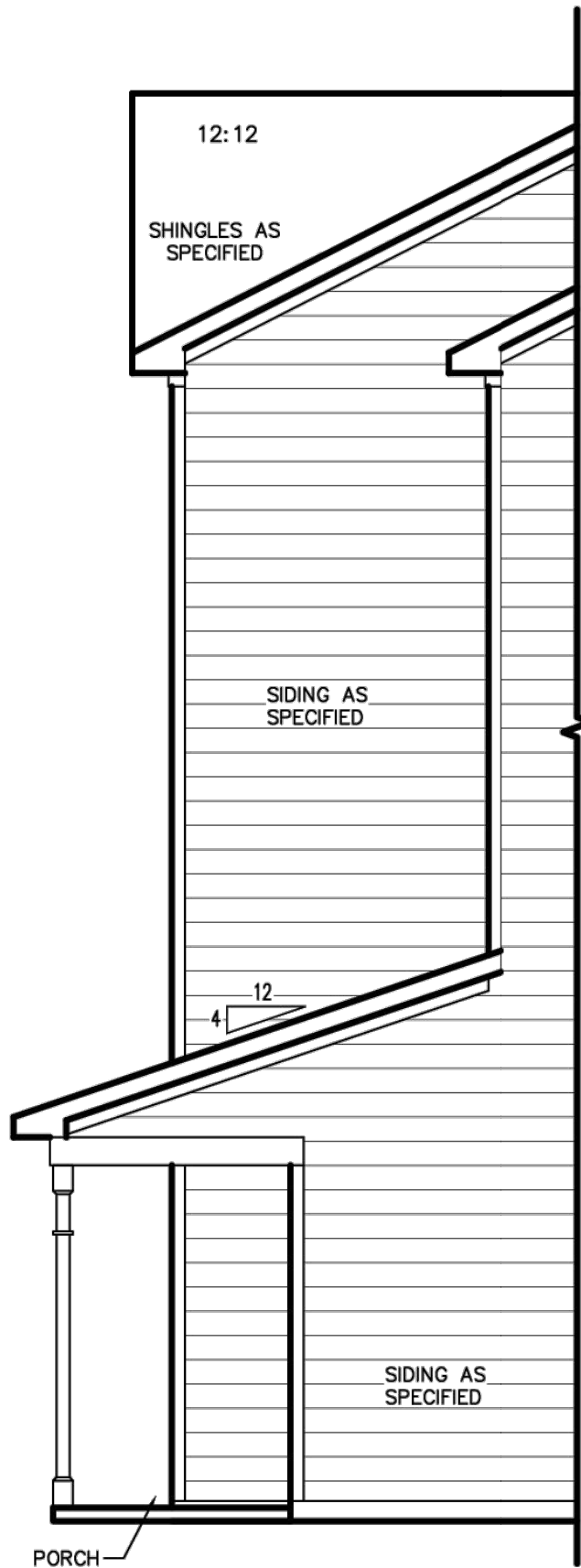
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1/8" = 1'-0"
SHEET



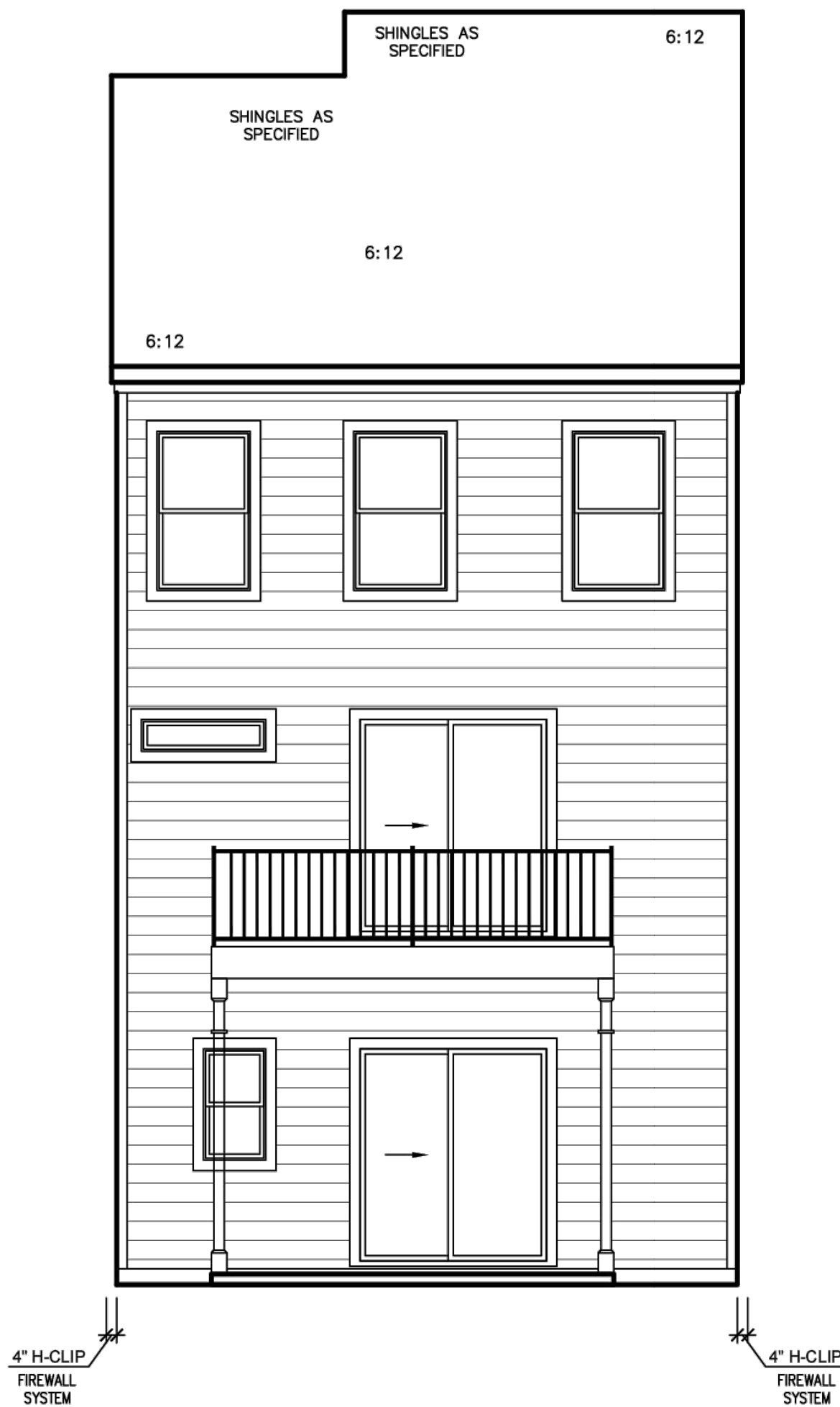
OPT. SMART DOOR DELIVERY
FRONT ELEVATION 'THE ROSE-A' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

MATERIAL SPECIFICATIONS:

- FRONT:
- HARDIPLANK (2 OF 3)
- LAPSIDE
 - BOARD & BATTON
 - CEDAR SHAKE
- MASONRY (1 OF 2)
- BRICK
 - STONE
- SIDE & REAR
- HARDIPLANK LAPSIDE



OPT. SMART DOOR DELIVERY
RIGHT ELEVATION 'THE ROSE-A & B' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



OPT. OWNER'S @ 2ND FLOOR &
MEDIA ROOM W/ POCKET OFFICE
@ 3DR FLOOR
REAR ELEVATION 'THE ROSE' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

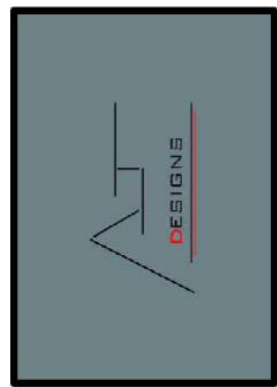
Town of Clayton
Construction Drawing
Approved for Construction

Director/Assistant Director of Engineering:

Planning Director:

Official Document

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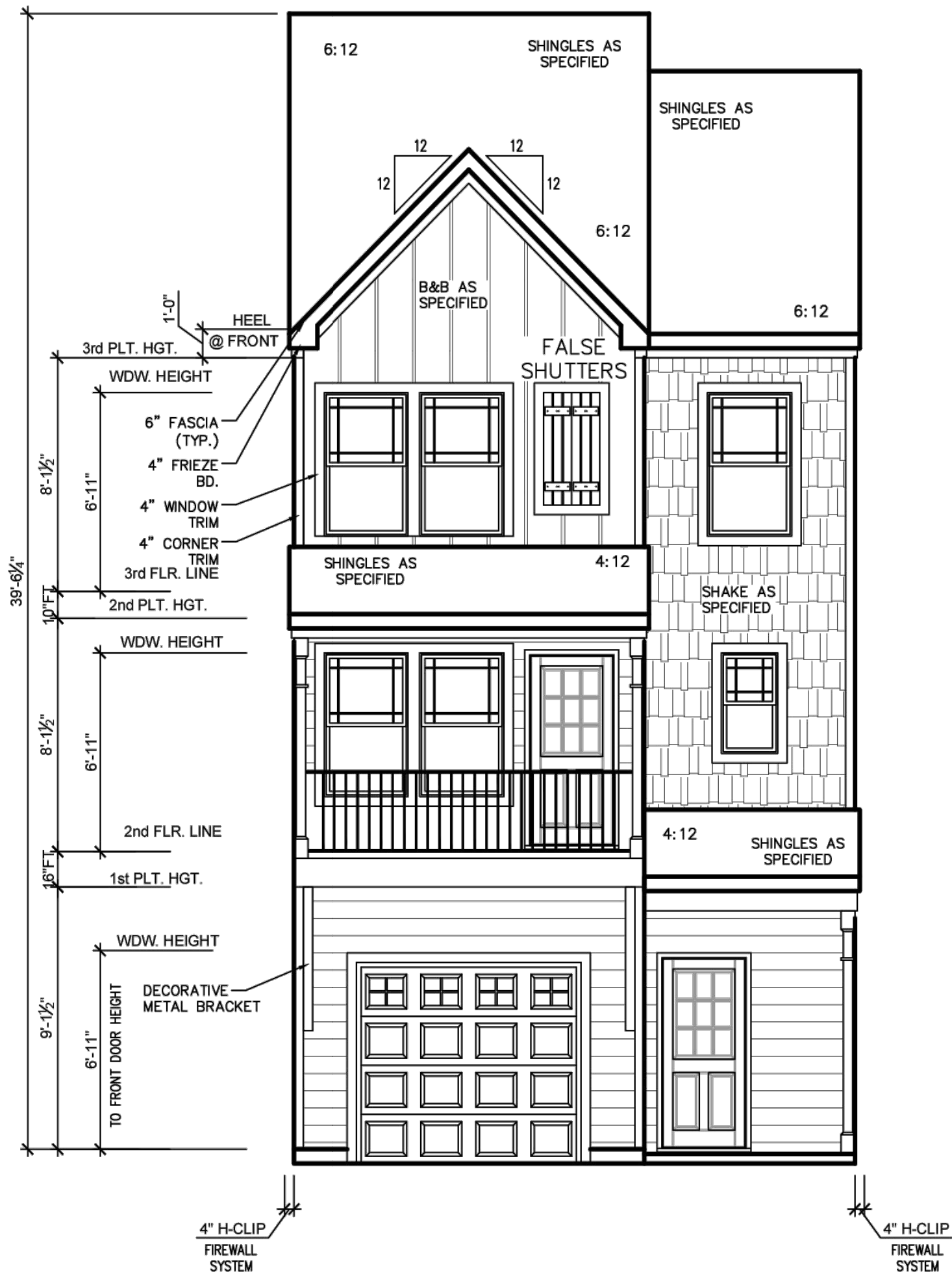
Consultant
1611 Jones Franklin Road
Suite 101 Raleigh, NC 27606
Mobile 919-749-2213

DATE	DESCRIPTION	REV. #
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NEW
HOME
INC.

SMALL TOWNHOUSE
THE ROSE

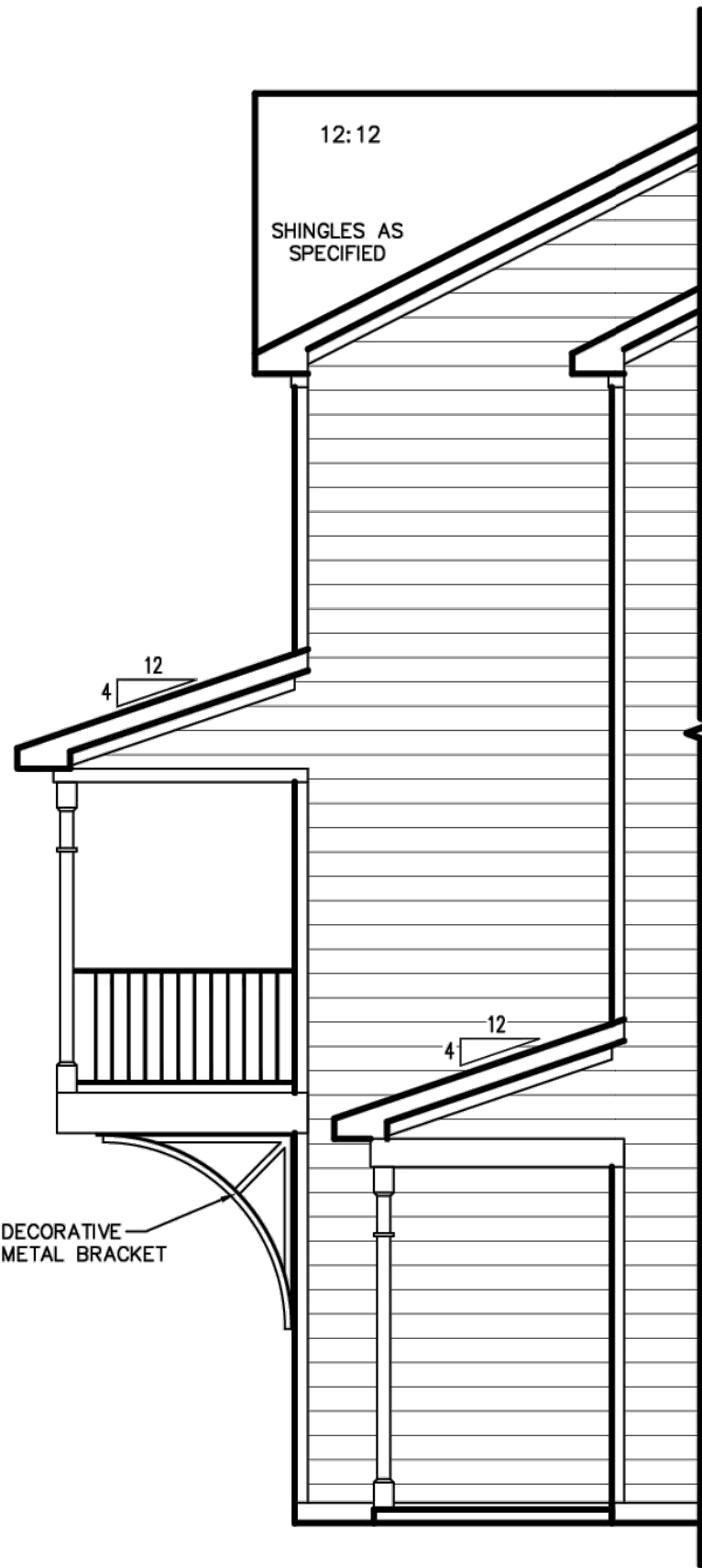
DRAWN BY: AJ Designs
ISSUE DATE: 08/17/2021
CURRENT REVISION DATE: ---
SCALE: 1/8" = 1'-0"
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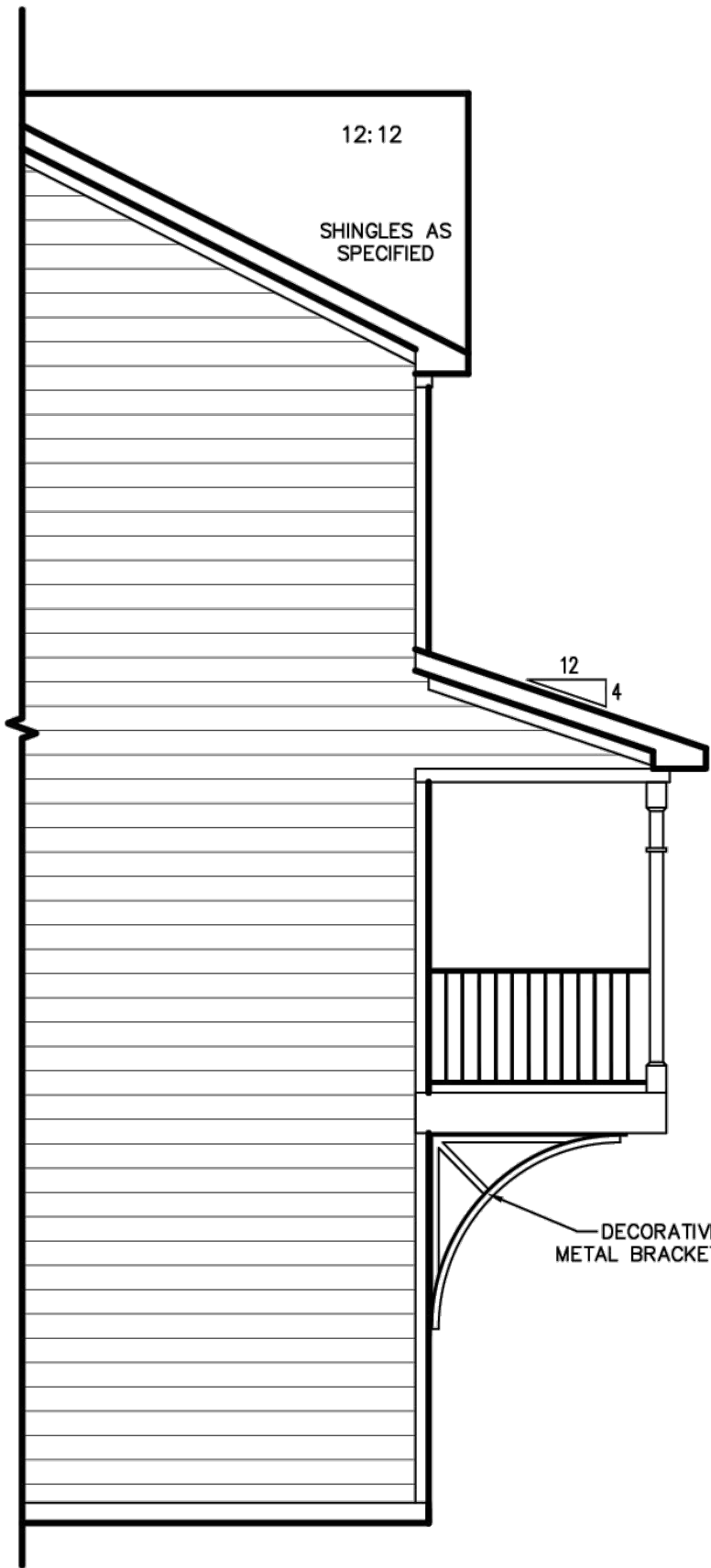
FRONT ELEVATION 'THE ROSE-C' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

MATERIAL SPECIFICATIONS:

- FRONT:
- HARDIPLANK (2 OF 3)
- LAPSIDE
 - BOARD & BATON
 - CEDAR SHAKE
- MASONRY (1 OF 2)
- BRICK
 - STONE
- SIDE & REAR
- HARDIPLANK LAPSIDE



OPT. 2ND FLOOR DECK
RIGHT ELEVATION 'THE ROSE-C' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



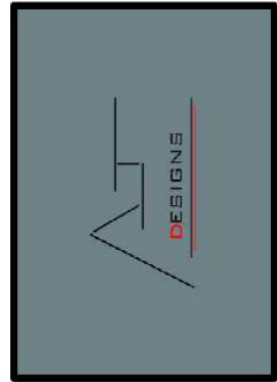
OPT. 2ND FLOOR DECK
LEFT ELEVATION 'THE ROSE-C' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

Town of Clayton
Construction Drawing
Approved for Construction
Director/Assistant Director of Engineering:

Planning Director:

Official Document

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Mobile 919-749-2213

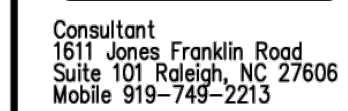
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NEW
HOME
INC.

SMALL TOWNHOUSE
THE ROSE

DRAWN BY:
AJ Designs
ISSUE DATE:
08/17/2021
CURRENT REVISION DATE:

SCALE:
1/8" = 1'-0"
SHEET



REV #	DESCRIPTION	DATE
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6	xxxx	xxxx
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NEW HOME INC.

SMALL TOWNHOUSE
AKAMATSU

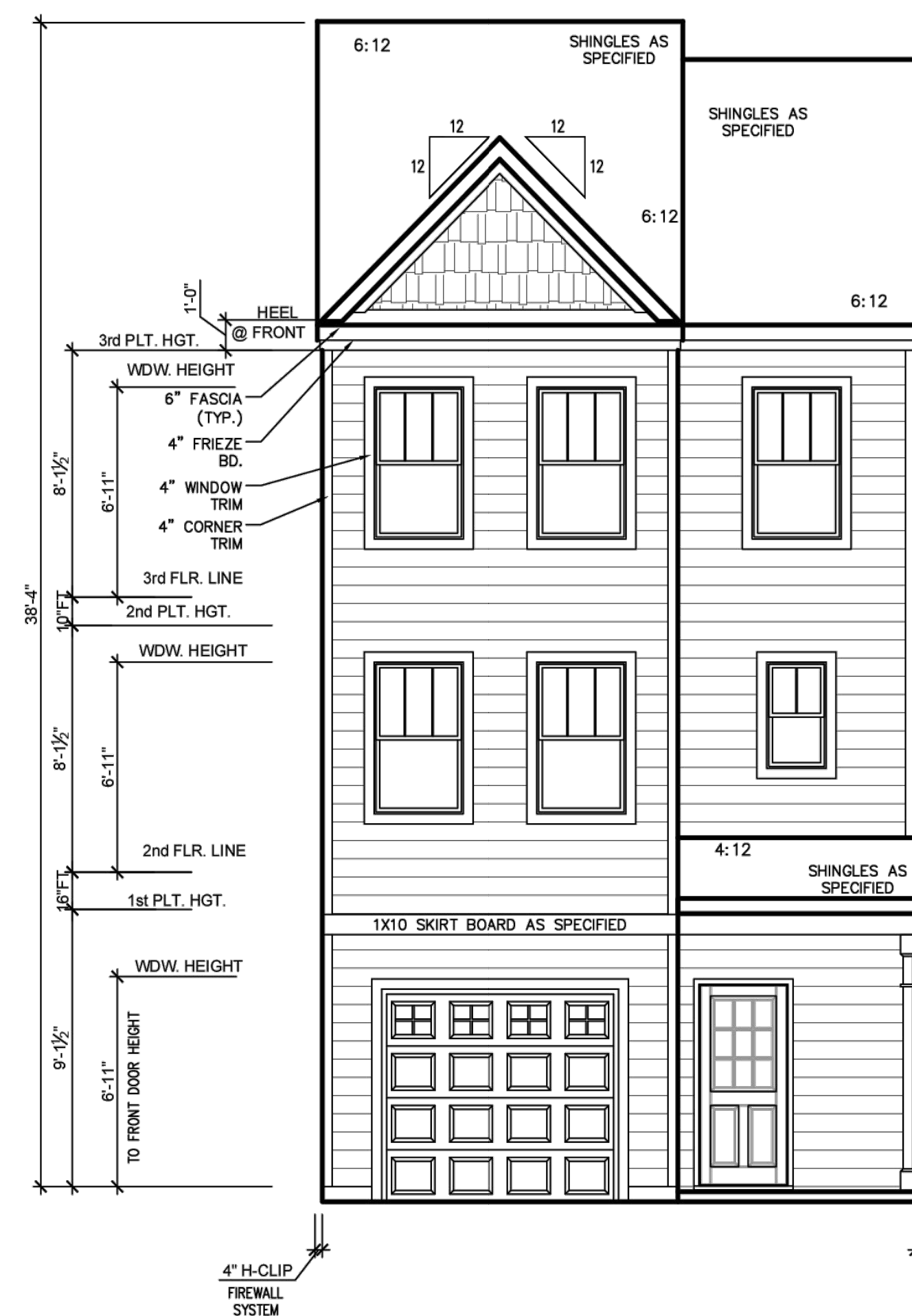
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AJ Designs

ISSUE DATE:
08/17/2021

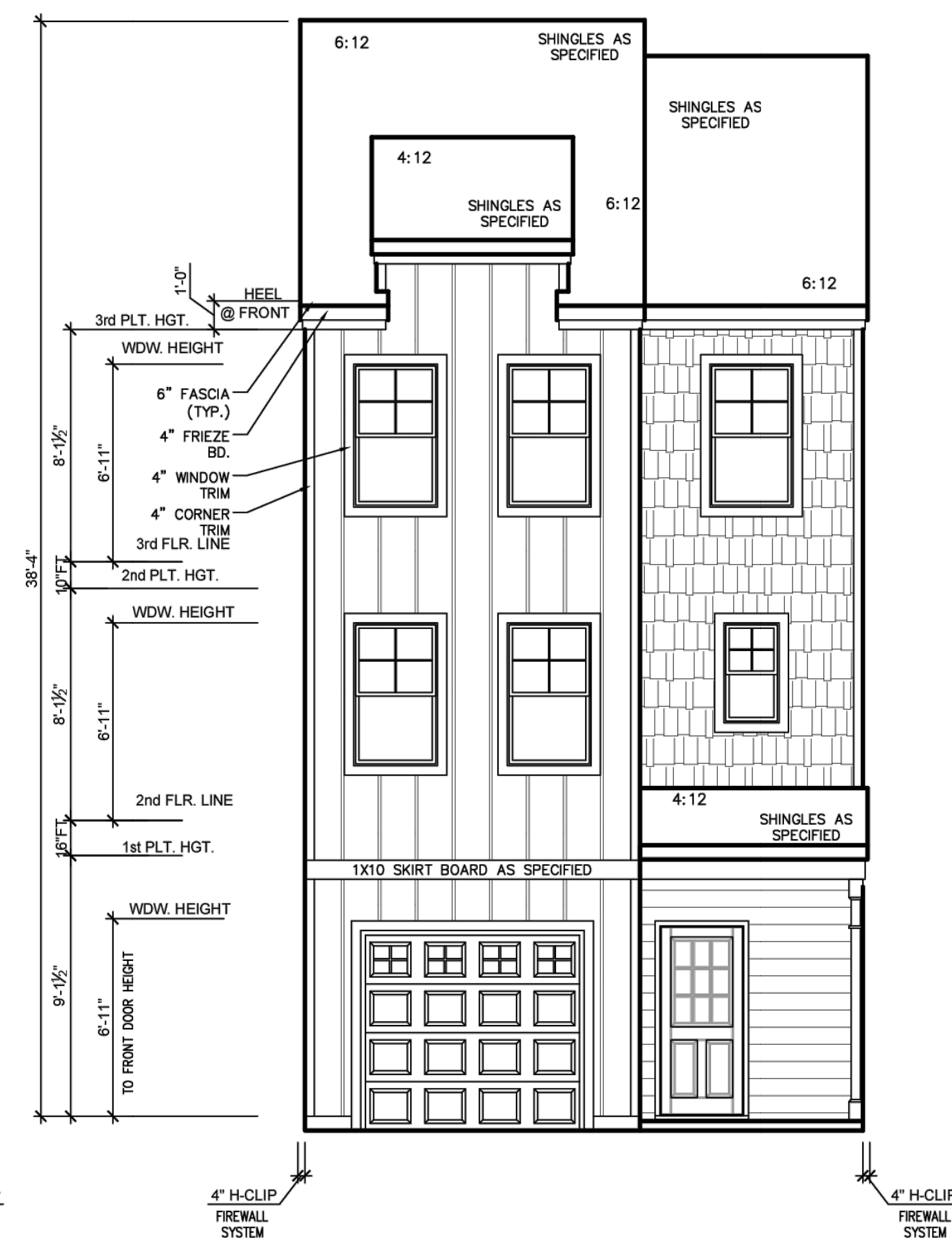
CURRENT REVISION #

SCALE:
1/8" = 1'-0"

SHEET



FRONT ELEVATION 'AKAMATSU-A' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



FRONT & RIGHT ELEVATION 'AKAMATSU-B' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



REAR ELEVATION 'AKAMATSU-A & B' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

MATERIAL SPECIFICATIONS:

FRONT:

HARDIPLANK (2 OF 3)

1. LAPSIDE
2. BOARD & BATTON
3. CEDAR SHAKE

MASONRY (1 OF 2)

1. BRICK
2. STONE

SIDE & REAR

- ## I. HARDIPLANK LAPSIDE

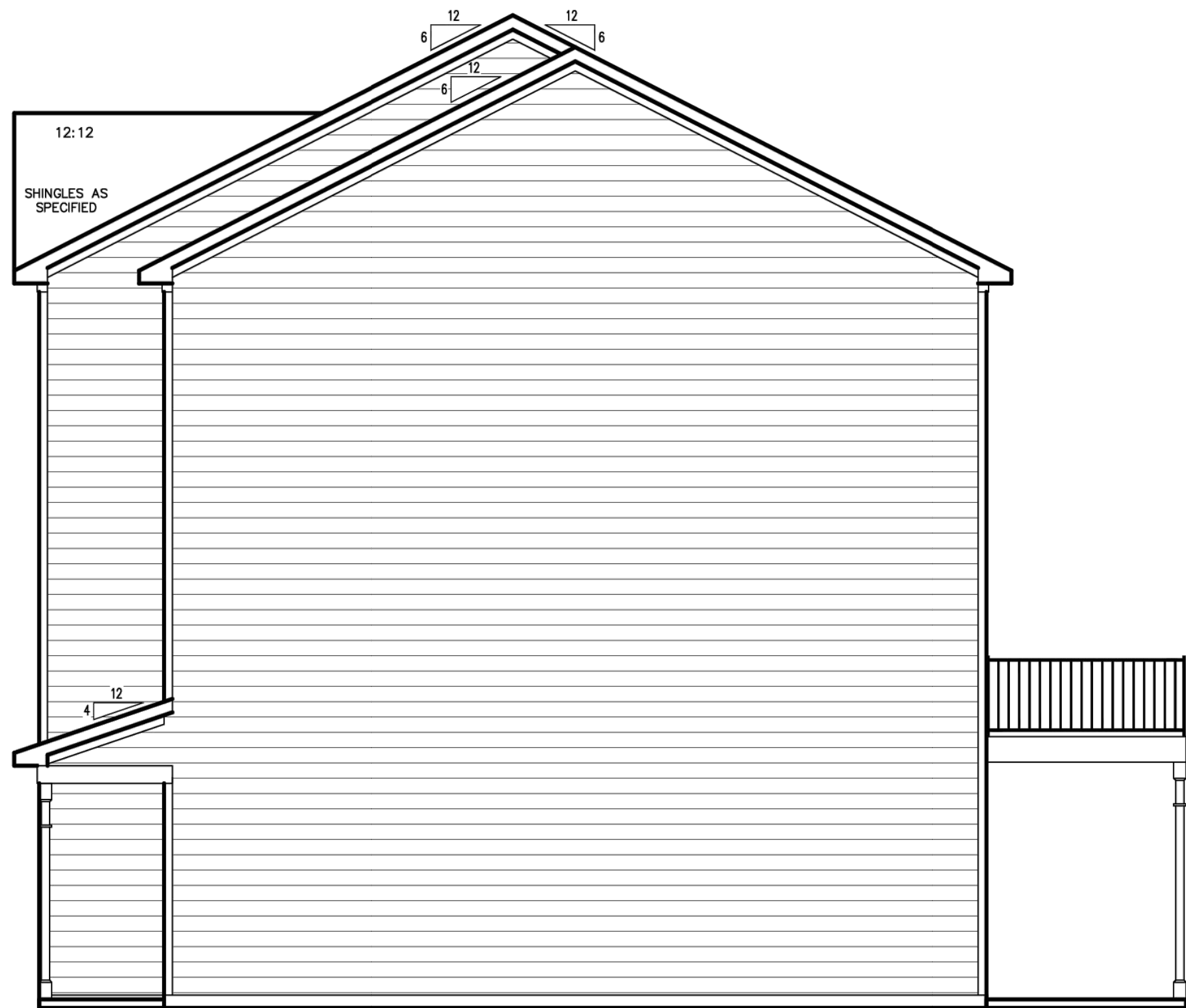
**Town of Clayton
Construction Drawing
Approved for Construction**

Director/Assistant Director of Engineering:

Planning Director:

Official Document

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RIGHT ELEVATION 'AKAMATSU-A' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

- MATERIAL SPECIFICATIONS:
- FRONT:
- HARDIPLANK (2 OF 3)
1. LAPSIDE
 2. BOARD & BATTON
 3. CEDAR SHAKE
- MASONRY (1 OF 2)
1. BRICK
 2. STONE
- SIDE & REAR
1. HARDIPLANK LAPSIDE

Town of Clayton
Construction Drawing
Approved for Construction

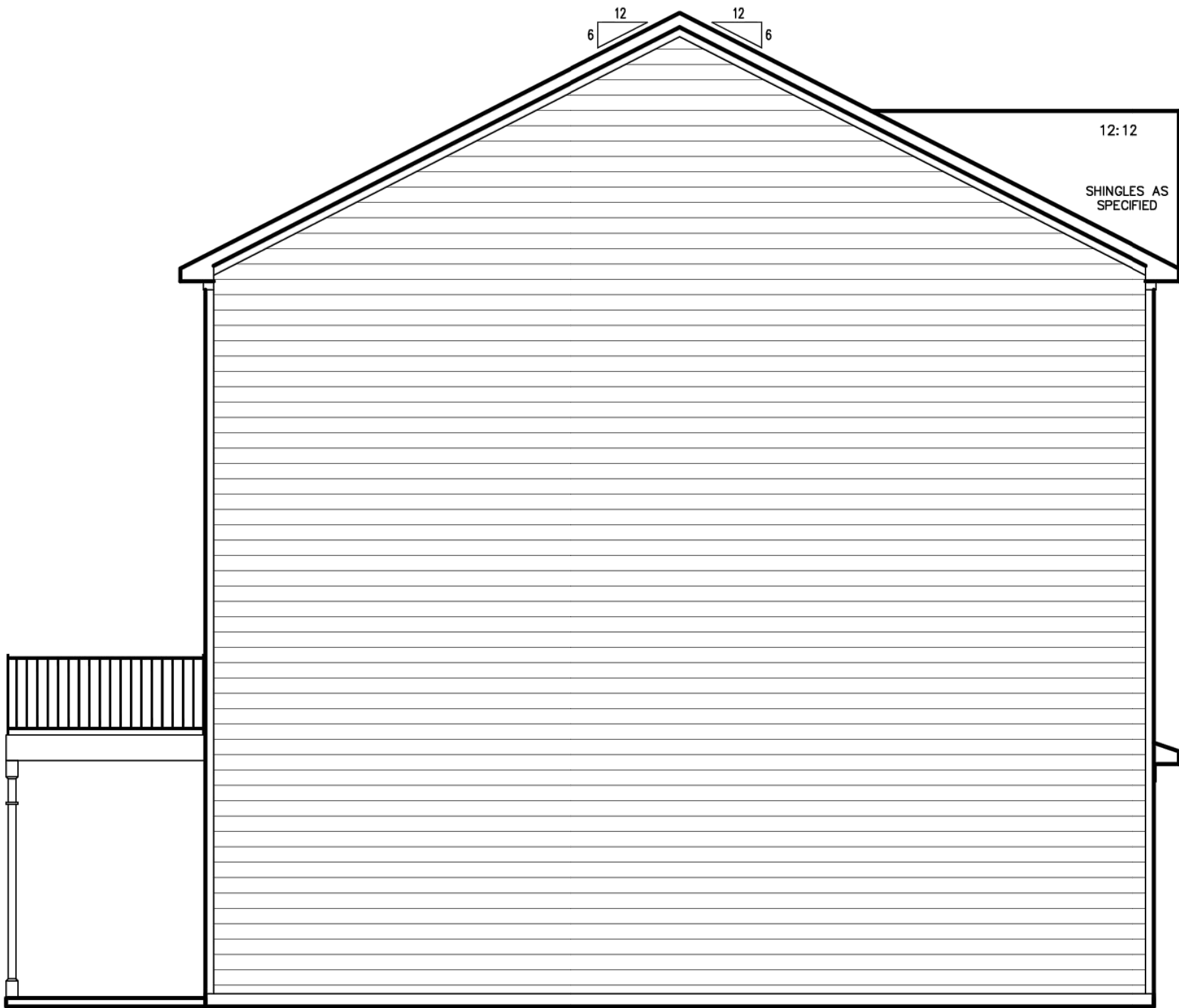
Director/Assistant Director of Engineering:

Planning Director:

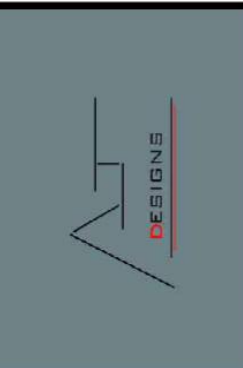
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LEFT ELEVATION 'AKAMATSU-A' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



Consultant
1611 Jones Franklin Road
Suite 101 Raleigh, NC 27606
Mobile 919-749-2213

REV. #	DATE	DESCRIPTION
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NEW
HOME
INC.

SMALL TOWNHOUSE
AKAMATSU

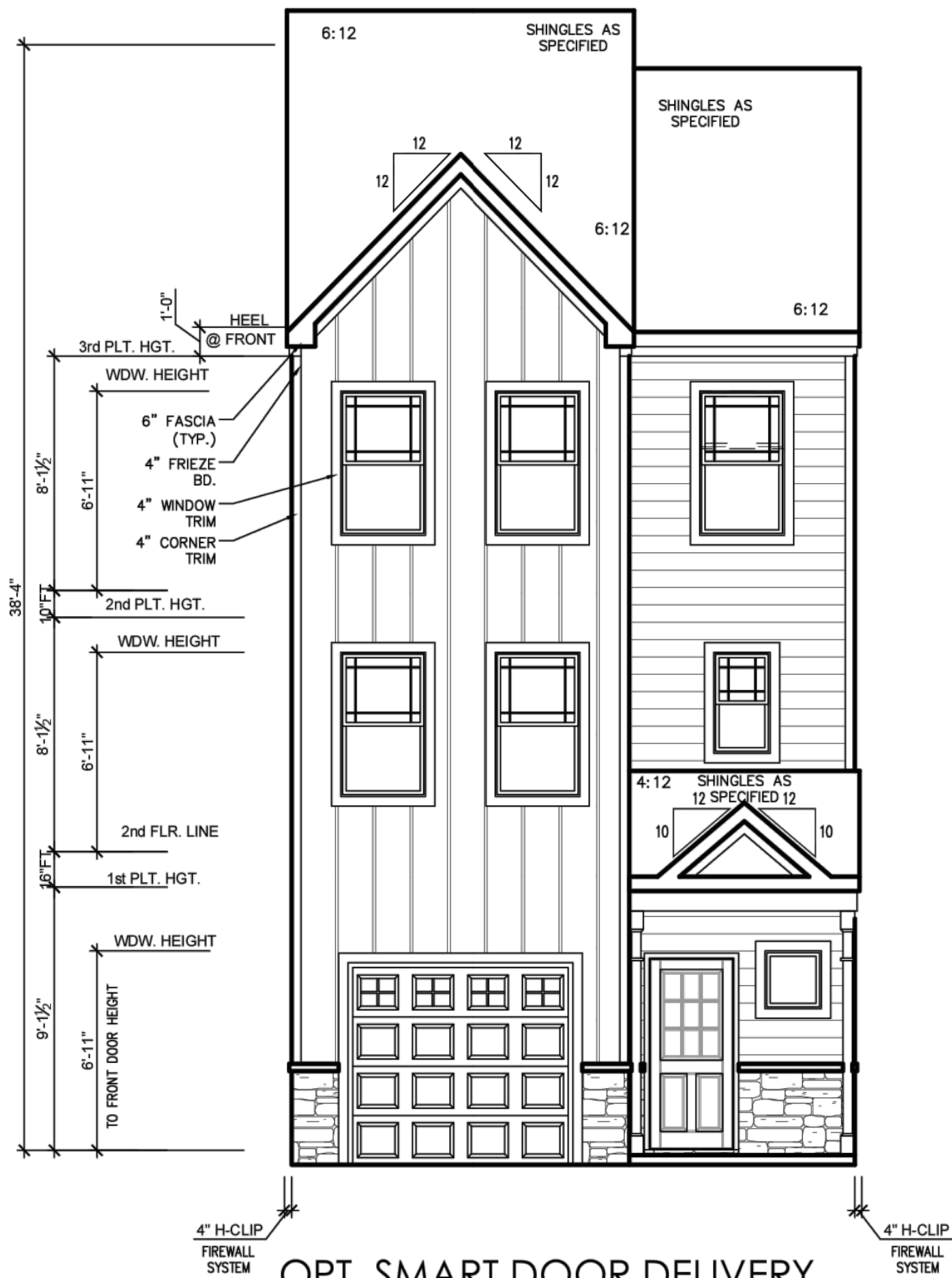
DRAWN BY:
AJ Designs

ISSUE DATE:
08/17/2021

CURRENT REVISION DATE:

SCALE:
1/8" = 1'-0"

SHEET



OPT. SMART DOOR DELIVERY
FRONT ELEVATION 'AKAMATSU-C' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17

MATERIAL SPECIFICATIONS:

FRONT:

HARDIPLANK (2 OF 3)

1. LAPSIDE
2. BOARD & BATTON
3. CEDAR SHAKE

MASONRY (1 OF 2)

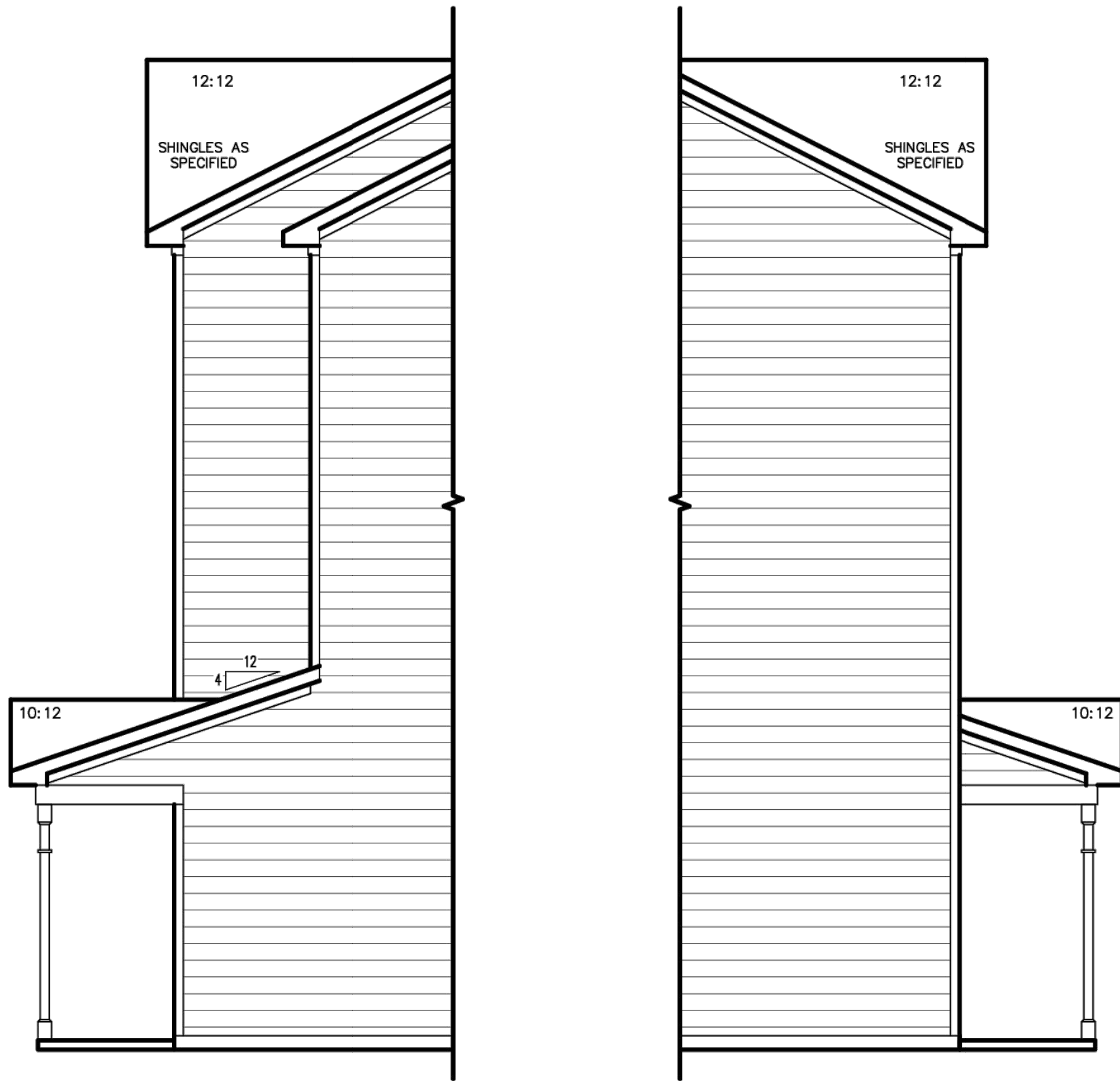
1. BRICK
2. STONE

SIDE & REAR

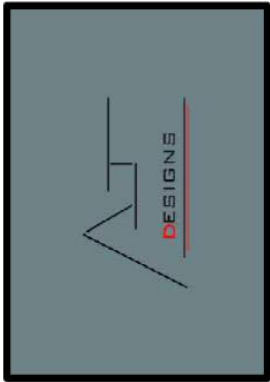
1. HARDIPLANK LAPSIDE



REAR ELEVATION 'AKAMATSU-C' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



OPT. SMART DOOR DELIVERY
RIGHT & LEFT ELEVATION 'AKAMATSU-C' (SLAB)
SCALE: 1/4" = 1'-0" ON 22x34, 1/8" = 1'-0" ON 11x17



Consultant
1611 Jones Franklin Road
Suite 101 Raleigh, NC 27606
Mobile 919-749-2213

DATE	DESCRIPTION	REV. #
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NEW
HOME
INC.

SMALL TOWNHOUSE
AKAMATSU

DRAWN BY:

AJ Designs

ISSUE DATE:

08/17/2021

CURRENT REVISION DATE:

SCALE:

1/8" = 1'-0"

SHEET

CAD FILE: S:\PROJECTS\TOWNES\2023\21640 - Creekside Townes\20-CLCWD-CD\PILOTS-DETAILS.dwg PLOT DATE/TIME: 8/14/2024 11:45 AM USER: rcd\lguzar-dlva edgar



MATERIAL SPECIFICATIONS:

- FRONT:
HARDPLANK (2 OF 3)
1. LAPSIDE
2. BOARD & BATTON
3. CEDAR SHAKE
MASONRY (1 OF 2)
1. BRICK
2. STONE
SIDE & REAR:
1. HARDPLANK LAPSIDE

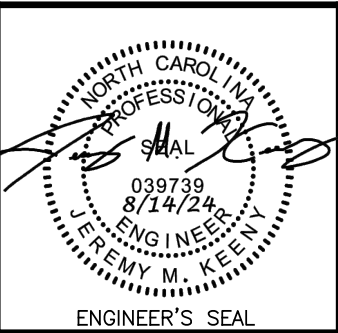
Town of Clayton
Construction Drawing
Approved for Construction
Director/Assistant Director of Engineering:

Planning Director:

Official Document

Town of Clayton Engineering areas for approval and signature. Review prior to the commencement of construction work. This document has no effect on the Town of Clayton with the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not release the Applicant and/or Design Professional from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and meeting all applicable standards and regulations.

No.	DATE	REVISIONS	
0	12/14/2022	SUP. APPROVAL BY TOWN OF CLAYTON	
1	08/08/2024	SUP. MODIFICATION REQUEST TO TOWN OF CLAYTON	JOB NO.: 21640
2	08/14/2024	REVISED PER TOWN OF CLAYTON COMMENTS	SCALE: AS SHOWN
			DATE: 08/14/2024
			ENGINEER: JMK
			DRAWN BY: ERD
			DESIGN BY: ERD
			REVIEW BY: ERD



STATUS: PRELIMINARY NOT FOR CONSTRUCTION

ELEVATIONS
FOR
CREEKSIDE TOWNES

TOWN OF CLAYTON JOHNSTON COUNTY, NORTH CAROLINA

MORRIS & RITCHIE ASSOCIATES OF NC, PC
ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
530 HINTON POND RD., STE 104
KNIGHTDALE, NC 27545
(984) 200-2103
LICENSE # C-4182
WWW.MRAGTA.COM
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REVISION SHEET: B1.8





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

August 13, 2024

Barber Mill Development Group, LLC
Attn: Rob Bailey
1611 Jones Franklin Road, Suite 101
Raleigh, NC 27606
rbailey@randrdev.com

Re: 2023-124-SUP Creekside Townes Major Modification

To Whom It May Concern,

In accordance with the outcome of the Public Hearing for this Special Use Permit, which appeared before the Town Council on August 19, 2024, Town of Clayton Planning staff have amended the list of approval conditions which were included in the packet for that meeting. You will find the modified list of conditions on the following pages.

Please read through these conditions of approval and sign below if you are in agreement with the conditions as written. If you are not in agreement, please respond accordingly in writing. These conditions will also be included on the approval document for the Special Use Permit.
Thank you.

Sincerely,

Conrad Olmedo, AICP, CZO
Planning Director

Recommended Conditions of Approval (2023-124-SUP Creekside Townes Major Modification):

1. These Conditions of Approval, and any others included with the associated Site Plan (2024-88-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and approval.
2. The Development shall be constructed in substantial conformance with the Special Use Permit as approved by the Clayton Town Council and associated Site Plan (2024-88-SD) as approved by Town staff.
3. In accordance with the associated Site Plan, a northbound left-turn lane shall be constructed on Barber Mill Road.
4. In accordance with the associated Site Plan, frontage improvements along Barber Mill Road, consisting of a 5-foot-wide bike lane, curb-and-gutter and sidewalk shall be paid for with a fee-in-lieu per the signed and sealed Engineer's Estimate prior to Final Plat approval.
5. Any ground-mounted utility or mechanical equipment shall be screened from view of adjacent public rights-of-way in accordance with the screening requirements under Section 155.402(G)(4)-(5) of the Town of Clayton Unified Development Code.
6. In accordance with the associated Site Plan, the maximum gross density for the site shall be 4.96 dwelling units per acre.
7. The following standards will apply to the Development:
 - Minimum Lot Area: 1,450 square feet
 - Minimum Lot Width: 20 feet
 - Maximum Impervious Surface (Total Site): 40%
 - Minimum Setbacks:
 - Front: 20 feet
 - Minimum Garage Setback from Sidewalk: 25 feet
 - Side: 0 feet
 - Rear: 20 feet
 - Maximum Structural Height: 41 feet
8. Sustainable high efficiency products and/or appliances will be provided as part of the development in order to achieve wastewater allocation. All homes constructed will be part of the HERO home program with Duke Energy. A minimum of three (3) of the following energy efficient elements shall be included within each single family home/unit:
 - Low flow water fixtures (faucet and shower heads)
 - Low flow toilets
 - LED Lighting throughout home
 - Low VOC Paint
 - Low-E Insulated single-hung Vinyl Windows
 - Advanced framing and thermostats
 - Sealed Insulated Ducts
9. The townhome buildings shall match the elevations shown in the associated Site Plan (2024-88-SD). All buildings will include a minimum masonry coverage of 25% on the front building façade,

with the remaining front, side and rear façades using the following materials, as noted in the Site Plan:

- Front Façade: Combination of Hardiplank Lapside, Board and Batten or Cedar Shake
- Side and Rear Façades: Hardiplank Lapside

10. If any on-street parking is provided, it shall only be allowed on one side of the street, with proper signage approved during the Construction Drawing review designating which side of the street will be designated No Parking. The applicant may also provide marked parallel parking spaces on the proposed street, subject to review and approval of the Town during the Construction Drawing review.

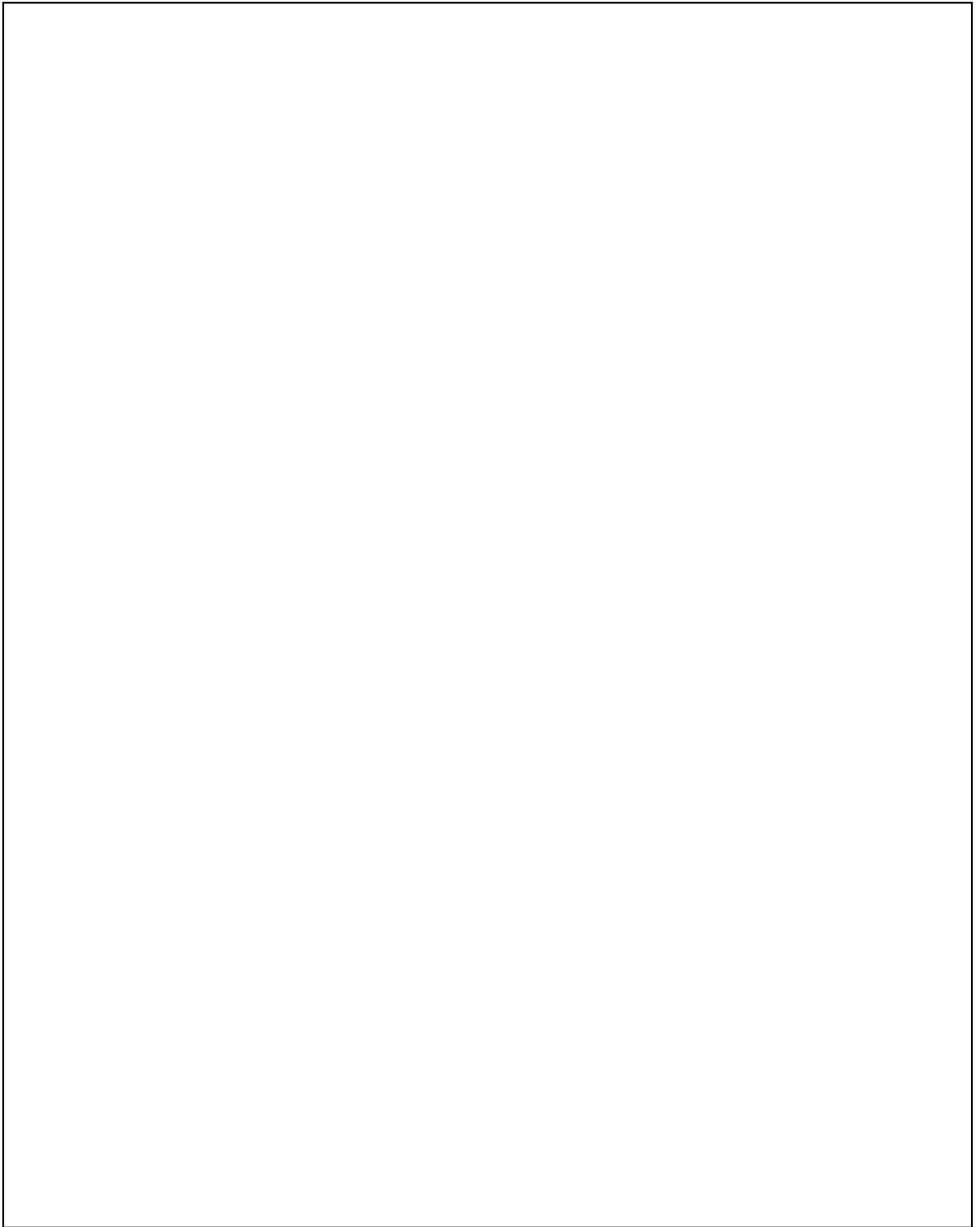
APPLICANT AFFIDAVIT

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.

ROBERT N BAILEY
Print Name

[Signature]
Signature of Applicant

8/13/24
Date





R&R Development

April 9, 2024

To: Town of Clayton Planning Department

From: Barber Mill Development Group, LLC

Project: 2023-124-SUP Creekside Townes Modification

Location: Barber Mill Rd & Grovewood Dr.

Dear Town of Clayton Planning Department:

We are requesting that the Special Use Permit 2022-124-SUP application be continued to the Monday May 20, 2024 Clayton Town Council meeting. Additional time is needed to review the Towns requested conditions for this project.

Best regards,

A handwritten signature in blue ink, appearing to read 'R.N. Bailey', is written over the printed name.

Robert N Bailey
Manager



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 April 15, 2024
Continued until Town Council August 19, 2024*

STAFF REPORT

Application Number: 2023-124-SUP

Project Name: CREEKSIDE TOWNES MAJOR MODIFICATION

Tag #: 05G04199I

Location: Barber Mill Road, Clayton, NC 27520

Existing Zoning District: Residential Low Density (RLD)

Applicant: R&R Development Group of NC, LLC

Owner(s): Barber Mill Development Group, LLC

Public Noticing:

- **Sign posted:** April 5, 2024
- **Letters mailed:** April 5, 2024
- **First Public Hearing:** April 15, 2024, Continued
- **Second Public Hearing:** August 19, 2024.

REQUEST: The applicant is seeking to amend a previously approved Special Use Permit (2022-113-SUP) and the associated Preliminary Subdivision Plat (2022-111-SD). The proposed changes include relocation of the perimeter landscape buffer along Barber Mill Rd, a reduction in the number of total townhome units from 25 to 20, and a request for Fee-in-Lieu for a 5-foot-wide bike lane, curb-and-gutter and sidewalk due to the future realignment of Barber Mill Rd.

SITE DATA:

Acreage: 4.03 +/- acres

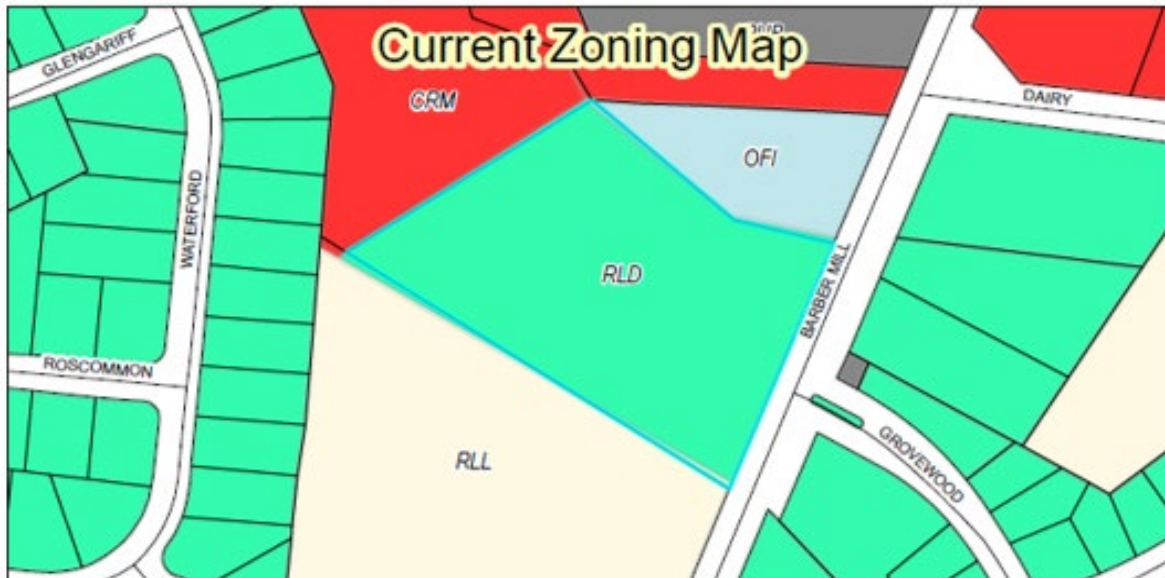
Existing Use: Vacant



Page 1 of 9

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use(s)
North	Corridor Commercial (CRM)/Office and Institutional (OFI)	Office, Residential, and commercial uses
South	Residential Large Lot (RLL)	Church
East	Residential Low Density (RLD)	Single-family residential
West	Residential Low Density (RLD)	Single-family residential



DEVELOPMENT DATA:

Proposed Uses:	Townhomes (attached single-family homes and associated residential accessory uses.
Proposed Density:	Up to 20 units are proposed at an overall proposed residential density of 4.93 units/acre for the development.
Fire Protection:	Town of Clayton
Access/Streets:	The site will be accessed off of Barber Mill Rd.
Water/Sewer Provider:	Town of Clayton
Electric Provider:	Duke Energy

EXPLANATION OF MODIFICATION:

Image showing the original alignment of Barber Mill Road. - 

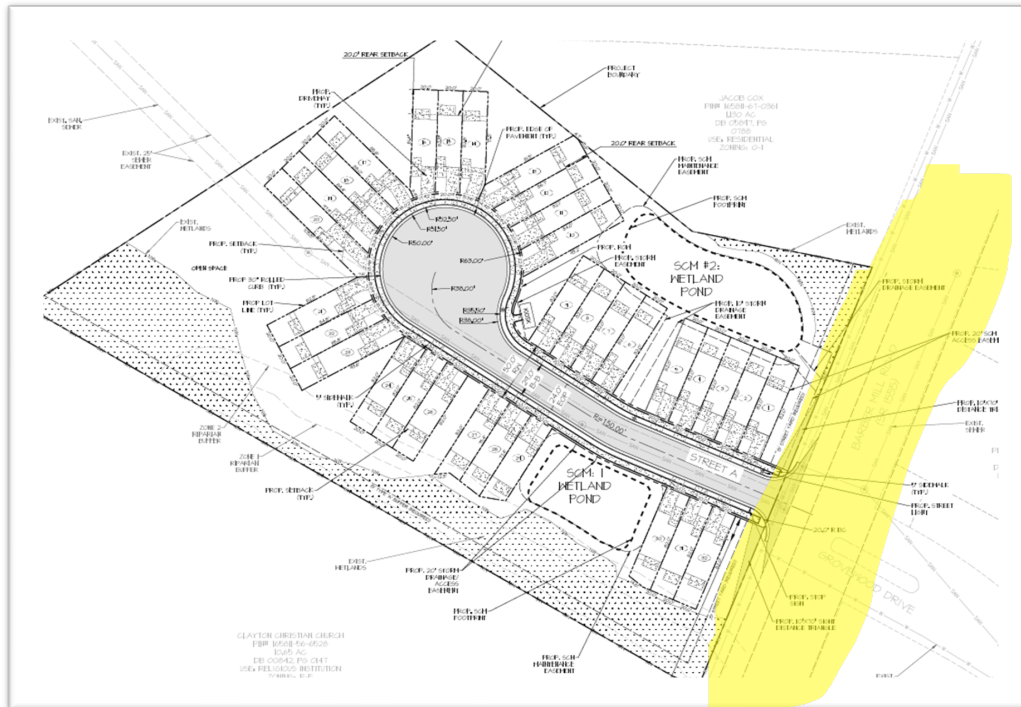
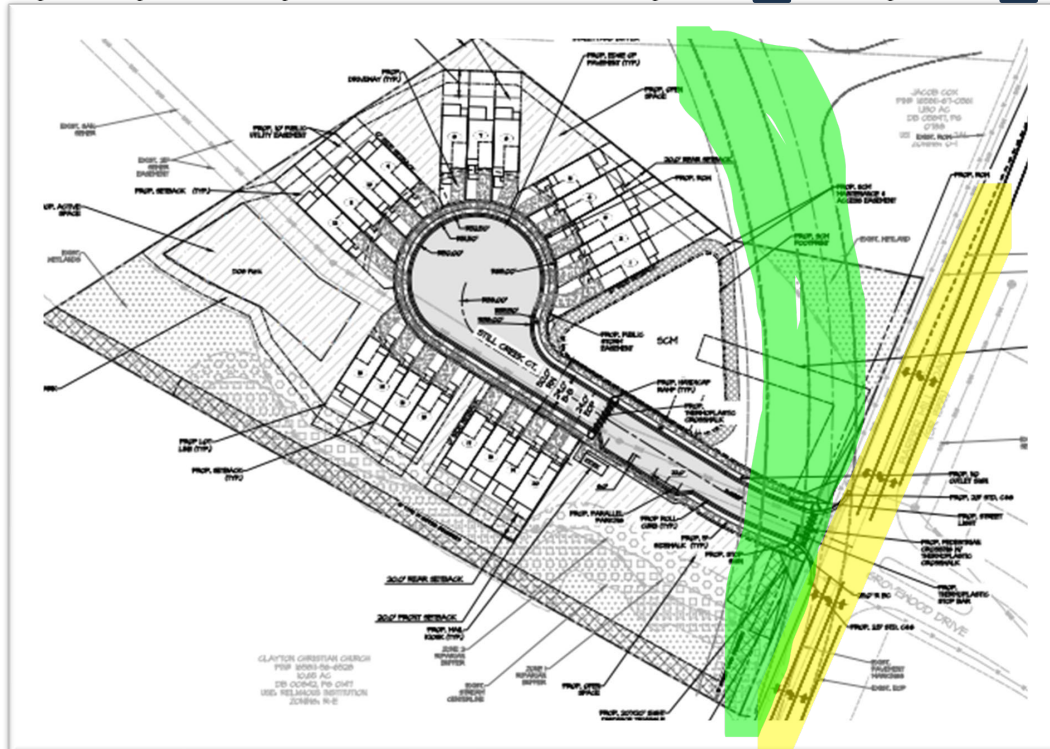
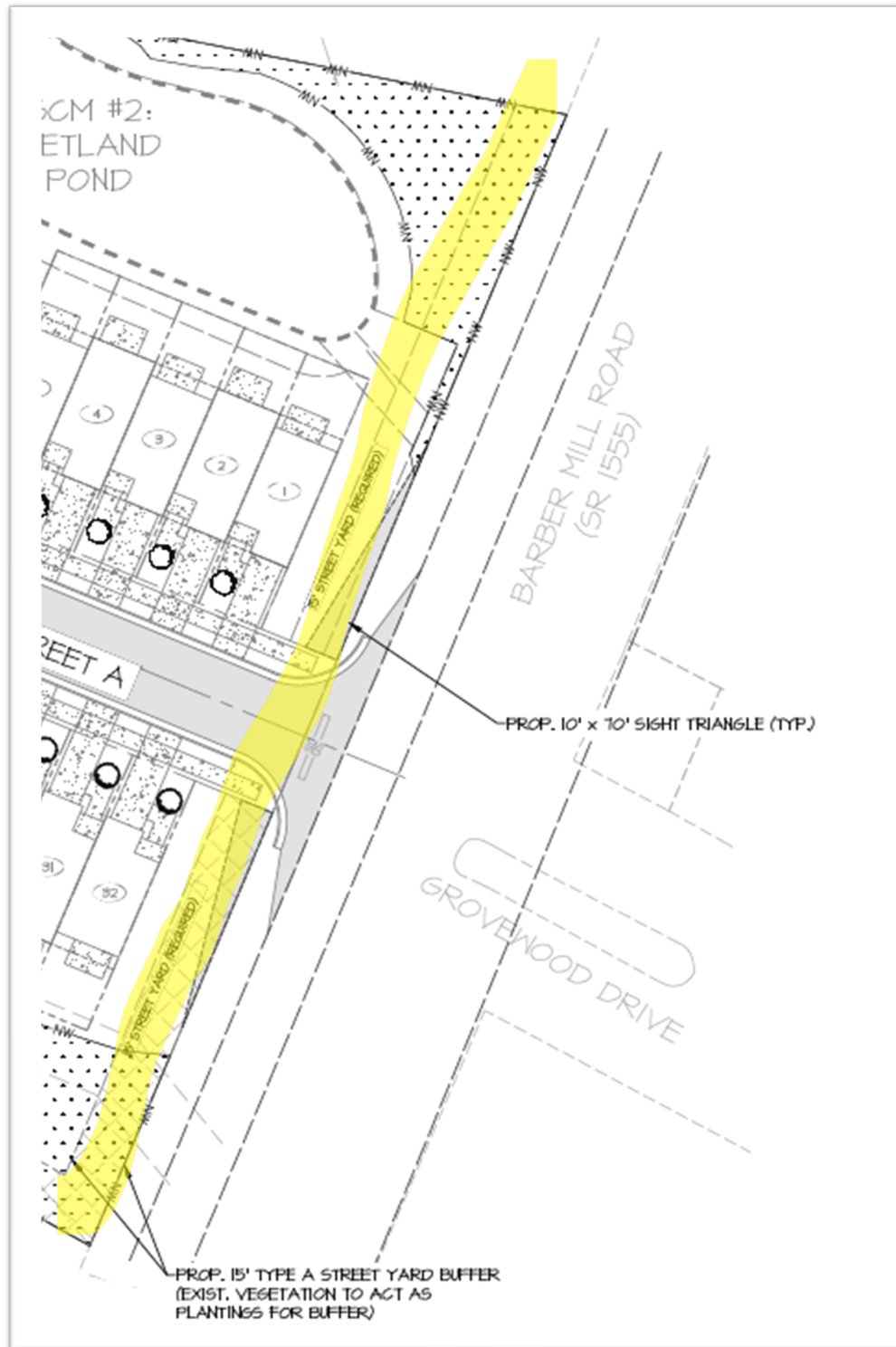


Image showing the new realignment of Barber Mill Road. Old alignment -  New Alignment - 

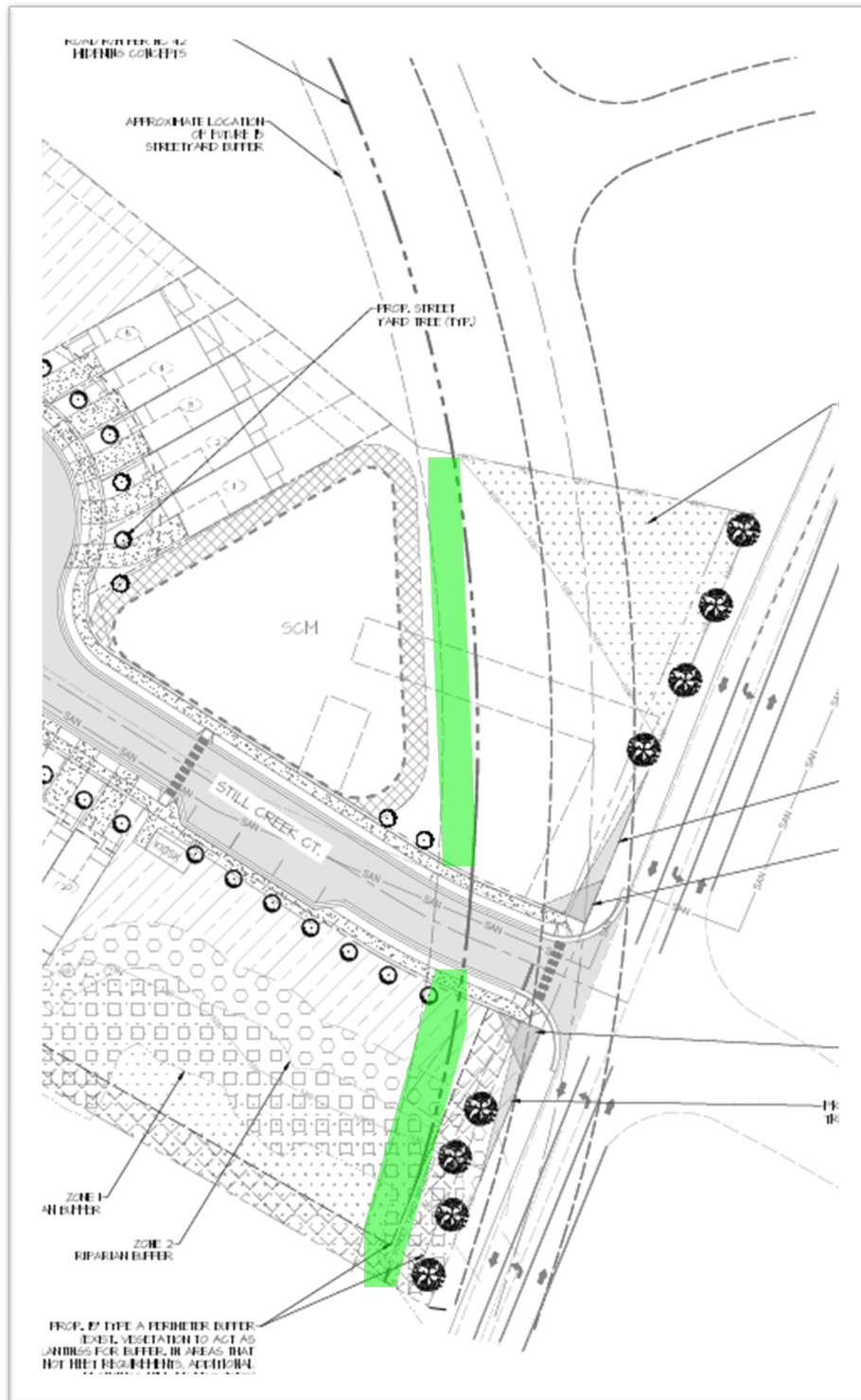


RELOCATION OF LANDSCAPE BUFFER:

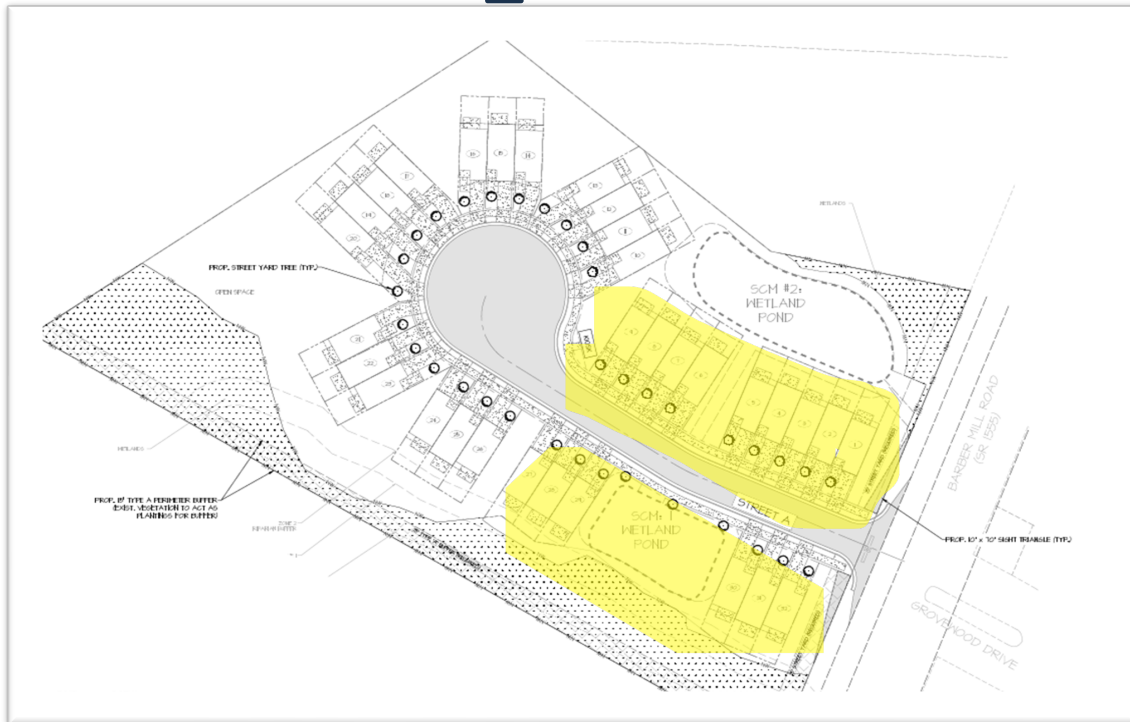
Original Location of Class A Type Buffer = 



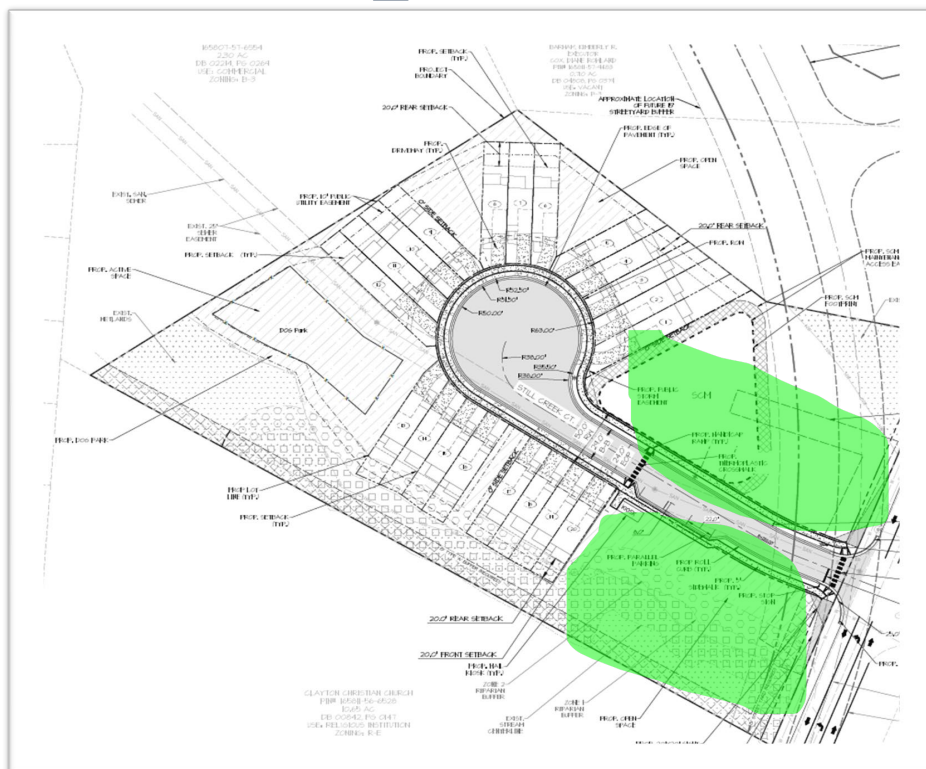
New Location of Class A type Buffer = 



The original Site Plan shows 25 units Area of change = 



The new Site Plan Shows 29 units Area of change = 



FINDINGS OF FACT:

Special Use Permits shall address the following findings, with the burden of persuasion 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: The application includes the development of a townhome subdivision with associated utilities and infrastructure. The proposed subdivision will not detrimentally impact the adjacent properties which include a mix of commercial and residential properties. Site work and development will be minimized to the maximum extent possible, to preserve natural characteristics of the existing site.

Staff Commentary: Proposed vehicular access and utility provision are adequate for emergency responders to address fires and medical emergencies. The proposed use of townhomes does not pose a danger to health and safety in and of itself.

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 Site Plan and engineering design conforms to the standards and practices of sound land use planning and the Town of Clayton Code of Ordinances as well as applicable state and local regulations such as NCDEQ Stormwater Design Manual standards, NCDOT development regulations, and the Johnston County Land Development Code.

Staff Commentary: The design of the site meets all Unified Development Code criteria for parking, access, landscaping, and open space. The development density does not exceed the maximum allowable density of 10 units per acre allowed in the Unified Development Code.

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 project will not substantially injure the value of adjoining/abutting properties. The specific Townhome use will conform with the abutting properties that are a mix of residential and commercial.

Staff Commentary: Staff has no comment with respect to whether the site will affect the value of abutting properties. The project will not impede the development of any surrounding properties.

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 application will not adversely affect the adopted plans and policies of the Town or violate the character of existing standard for development of the adjacent properties. All applicable Town of Clayton, County and State standards shall be met. The proposed use of the project will conform with the surrounding residential use of the abutting properties.

Staff Commentary: The Comprehensive Growth Plan designates this site as Medium Density Residential. The Plan calls for housing units that are more urban in character and in closer proximity to commercial services and centers, with the intent of providing a transition between suburban and higher intensity development. The plan calls for a gross residential density of between 3 and 5 units, and for the unit type to be predominantly single family detached homes, with attached units generally constituting less than 50% of all housing units. While the proposed development is a higher density than called for in the

Growth Plan, it is under the maximum density for the Zoning District.

Staff Commentary: The applicant has provided proposed conditions, staff believes that the applicant has successfully met the criteria.

CONSIDERATIONS:

- The Town Council shall make final decisions regarding Special Use Permits.
- Special Use Permits shall address the four Findings of Fact, with the burden of persuasion for meeting the Findings of Fact on the applicant. The Applicant shall produce competent and material evidence to show they meet all four Findings of Fact.
- 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.

STAFF RECOMMENDATION:

Staff recommends approval of the modification of the Special Use Permit, subject to the conditions listed below, to the Town Council.

Recommended Conditions of Approval (2023-124-SUP Creekside Townes Major Modification):

1. These Conditions of Approval, and any others included with the associated Site Plan (2024-88-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and approval.
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- Maximum Structural Height: 41 feet
8. Sustainable high efficiency products and/or appliances will be provided as part of the development in order to achieve wastewater allocation. All homes constructed will be part of the HERO home program with Duke Energy. A minimum of three (3) of the following energy efficient elements shall be included within each single-family home/unit:
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ATTACHMENTS:

- 1) Application
- 2) Updated Site Plan
- 3) Staff Report Map
- 4) Recommended Conditions of Approval – Signed
- 5) Letter Requesting Continuation
- 6) Staff Report



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 19, 2024

Agenda Location

NEW BUSINESS

Item Title

Fire Department 2024-2029 Strategic Plan

Presenter(s)

David Ranes - Fire Chief

Suggested Action

Adoption of Resolution - This strategic plan is the road map for the Fire Department for 2024 - 2029

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

This strategic plan was presented to Council at the June 3, 2024 work session. At the work session, Mayor McLeod requested more information as it pertains to the critical tasks associated with each objective. On July 31, 2024, a follow up document was provided to all members of Council with the opportunity to ask questions or seek more information if warranted. This strategic plan is the first step towards the Fire Department seeking accreditation through the Center for Accreditation International (CFAI) and our road map for the next fire years (2024 - 2029).

Recommendation

It's the recommendation of staff that Council adopt the Resolution 2024-87 - Clayton Fire Department Strategic Plan.

Funding Source

N/A

Cost

N/A

Corresponding Documentation

[Strategic Plan Final Document CFD 2024](#)

[Resolution for Strategic Plan](#)

Submitted By: David Raney, Fire Department

Reviewed By:

David Raney, Fire Chief

Rich Cappola, Town Manager

Heidi Holland, Town Clerk

Approved - Aug 12 2024

Approved - Aug 14 2024

Approved - Aug 14 2024



CLAYTON FIRE DEPARTMENT

2024-2029 Strategic Plan



COLLABORATION, COMMITMENT, COMPASSION, COMPETENCE, COURAGE

CLAYTON FIRE DEPARTMENT

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CLAYTON FIRE DEPARTMENT



Clayton Fire Department

David R. Ranes, Fire Chief
325 W. Horne Steet
Clayton, NC 27520



Town of Clayton

Jody McLeod, Mayor

Town Council

Michael Sims, Mayor Pro Tem

Andria Archer

Porter Casey

Gretchen Williams

Ruth Anderson

Richard Cappola, Town Manager

STRATEGIC PLAN

Page 3 of 33

CLAYTON FIRE DEPARTMENT

Message From the Fire Chief



The Clayton Fire Department is comprised of dedicated individuals who take pride in their service and are deeply committed to the welfare of our community. On behalf of our membership, I am excited to present the Clayton Fire Department's 2024-2029 Strategic Plan. This is our latest strategic plan and is a dynamic and comprehensive roadmap that charts the course for the Clayton Fire Department's future by focusing efforts on our current and future priorities. This Strategic Plan focuses on continuous improvement and is a major step towards our goal of seeking status as an accredited agency.

The essence of this Strategic Plan lies in delineating organizational priorities, aligning resources to effectively address them, and steering the course in a manner that harmonizes with the collective expectations of stakeholders. The department's core values of Collaboration, Commitment, Compassion, Competence, and Courage serve as guidance for this plan and exemplify our commitment to providing the highest level of service to the citizens and visitors of Clayton.

This plan embodies feedback from internal stakeholders with the focus on three simple questions; what should we keep doing, what should we stop doing, and what should we start doing. Based on these simple perspectives, we forge a trajectory that not only navigates the present but also anticipates the future, ensuring that we stay ahead of the needs and expectations of a rapidly growing community with ever changing and increasing risks.

This living document will undergo quarterly review to ensure continual progress and an unwavering focus on achieving all aspects of our strategic plan. With the steadfast support and collaboration of our most valuable asset, our department members, we are poised to realize the objectives outlined in this plan. By pursuing perfection, we aim to attain excellence, driving our organization towards its highest potential.

In conclusion, we extend our heartfelt appreciation to the Mayor, Town Council, Town Manager, and all other dedicated town staff for their invaluable support and partnership with the Fire Department. Together, we are committed to delivering the highest levels of service and enhancing the quality of life for the citizens of Clayton.

David R. Ranes, Fire Chief

CLAYTON FIRE DEPARTMENT

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10.....	Process and Acknowledgements
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12.....	Mission Statement
13.....	Values
14.....	Programs and Services
15.....	SWOT
16.....	Critical Issues and Service Gaps
16.....	Strategic Initiatives
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22.....	Goal 6
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CLAYTON FIRE DEPARTMENT

History and Introduction

The prominent tale of Clayton dates to the 1700's when the area was established as settlers moved westward from the coastal plain of the state. The community grew in the mid 1800's, and in 1856, a railroad line was completed from Charlotte to Goldsboro. The area was known as Stallings Station and a rail depot was established near today's O'Neill and Front Streets. At about the same time, the name was changed to Clayton, in honor of Senator John M. Clayton. The town was considered for a charter from the state in 1859 but was not granted official recognition by the House of Commons. After the Civil War in 1869, Clayton was officially incorporated by the General Assembly on April 12, 1869. Throughout its storied past, this town has been a beacon of achievement and a testament to progress, shaping its legacy with each passing year, while maintaining its small-town charm. Today, Clayton is considered one of the fastest growing communities in the United States, due to its proximity to the capital city of Raleigh and the Research Triangle Park. The town encompasses just over 16 square miles and is home to major bio-pharmaceutical companies such as Grifols and Novo Nordisk and industrial companies such as Caterpillar.

The Clayton Fire Department (CFD) was established in 1883 as a volunteer fire company to protect the good citizens of Clayton, serving a population of fewer than 500 citizens. By 1909, the Clayton Fire Department included 25 members and the equipment makeup was a hand engine, one hose cart, and 500 feet of 2.5-inch cotton hose. As the community grew, so did the Fire Department, with an ever-increasing number of calls for service and members. By 1925, CFD included a membership of 40 personnel, had sirens and bells for the fire alarms and the water facilities were Town-owned, which operated from three deep wells, with gravity and direct pressure systems. In 1973, the first appointed fire chief led the department, whereas all previous fire chiefs had been voted on by the membership. In that same year, the groundwork was laid to form the rural fire district which is known today as the Claytex. Clayton employed its first career firefighters in 2012, with three full time fire engineers and fire chief. Today, CFD is an all career, all-hazards department that provides services to the Town of Clayton and the Claytex Fire District residents, businesses, and visitors. Operating out of two firehouses with two engines, one ladder, one heavy rescue, and one Battalion Chief, services include fire suppression, emergency medical care, technical rescue, hazardous materials



CLAYTON FIRE DEPARTMENT

mitigation, domestic preparedness, fire code enforcement, community risk reduction, and fire investigations.

The department is continuing to see the effects of growth in the region as the demand for services is increasing annually at an average of 8%. The department is seeing over 15% of its calls for service overlapping with another call, again an indicator of the increased population and growth of the area. The department is currently staffed by over 50 members who deliver services to the community and has achieved an ISO rating of 2/9E.

As an organization that strives to maintain the highest level of professionalism and efficiency, CFD utilized the S.W.O.T. model of strategic planning to document the organization's path into the future. The enclosed strategic plan was written after members of the department provided input during multiple facilitated feedback sessions. It is intended to guide the organization within established parameters set forth by the authority having jurisdiction. It challenged the organization's members to critically examine paradigms, values, philosophies, and beliefs. It challenged individuals to work in the best interest of the "team", which provided the organization with an opportunity to participate in the development of its long-term direction and focus.

Town of Clayton Statistics

Town Land: 16.7 sq. miles

Population: 29,445

Median Household Income: \$71,698

Estimated Value of Property Protected: \$3,478,436,697.00

Community Composition

White 64.3%

Black 24.0%

Hispanic/Latino 13.8%

Asian 0.8%

Data Provided by the 2022 US Census Bureau

Claytex Fire District Statistics

Claytex Land: 27.6 sq. miles

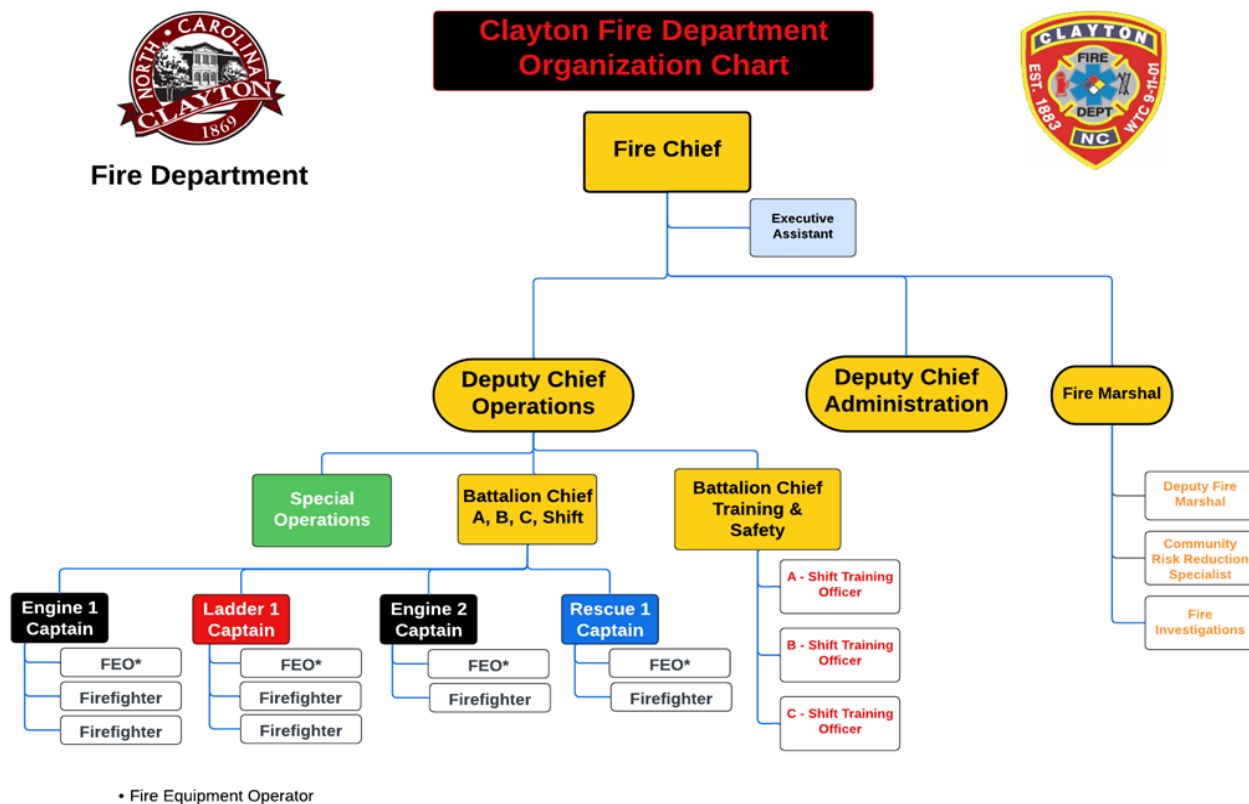
Population: 12,232

Estimated Value of Property Protected: \$2,282,843,349.00

Data Provided by Johnston County Emergency Services

CLAYTON FIRE DEPARTMENT

Organizational Structure



CLAYTON FIRE DEPARTMENT

Strategic Planning Process

The process of strategic planning is defined as “A systematic process of envisioning a desired future and translating this vision into broadly defined goals or objectives with a sequence of steps to achieve them.” A community engaged emergency services organization recognizes the importance of meeting the expectations of the community they serve and seeks continuous improvements in all the services they deliver. A strategic plan is a living document that provides direction, builds a shared vision, and helps agencies optimize their resources.

Effective strategic planning occurs when organizations utilize a consistent and cohesive process across all levels of the organization. Planning is a continuous process, one with no defined beginning or end. The process of planning is what is important in the continued improvement of an organization. The publication of a strategic plan does not ensure a healthy organization, but the planning and development of a strategic plan does present the opportunity for all stakeholders to have an understanding of where the organization is going, how everyone involved can help get to that desired state, and how progress will be measured to determine success.

The Strategic Planning Process Outline

1. Define the programs provided to the community.
2. Revisit the Mission Statement, giving careful attention to the services and program currently provided, and which logically can be provided in the future.
3. Revisit the Values of the organization’s membership.
4. Identify the internal Strengths and Weaknesses of the organization.
5. Identify the Opportunities and potential Threats to the organization.
6. Identify the organization’s critical issues and service gaps.
7. Determine strategic initiatives for organizational improvement.
8. Establish a realistic goal and objectives for each initiative.
9. Identify implementation tasks for accomplishment of each objective.
10. Determine the Vision for the future.
11. Develop organization and community commitment to accomplishing the plan.



CLAYTON FIRE DEPARTMENT

Process and Acknowledgements

The Clayton Fire Department acknowledges and thanks the department members for their participation and input into this process. The time and commitment that each provided was invaluable to the development of this plan. Development of this strategic plan began in July 2023 with the leadership team from the Town of Clayton and Fire Department reviewing the planned process for internal feedback. The Clayton Fire Department contracted with North Carolina Fire Chief Consulting (NCFCC) to provide facilitated feedback sessions and develop strategic goals from these sessions. The internal stakeholder sessions were held in August 2023 across three separate days encompassing all shifts and divisions of the department.



CLAYTON FIRE DEPARTMENT

Department Stakeholder Group Findings

The internal stakeholder work sessions were conducted over three days by the facilitators from NCFCC. The sessions served to discuss the organization's approach to strategic planning in the past and an understanding of the department's development of this strategic plan. The sessions focused on what is the mission of the department, what are the values, core services provided, and what are the perceived Strengths, Weaknesses, Opportunities, and Threats. The work sessions involved participation by members from all levels within the department and from all divisions of the department.

CLAYTON FIRE DEPARTMENT			
Matt Sutphin Deputy Chief	Tony Atkinson Fire Marshal	Mark Morris Battalion Chief	Andrew Shaw Battalion Chief
Stacey Turner Battalion Chief	Kevin Stancil Fire Inspector	Elizabeth Jernigan Operations Manager	Amy Shearin EM Coordinator
Cory Beard Captain	Bryan Belvin Captain	Mitch Boyette Captain	Chris Carter Captain
Kyle Driver Captain	Ken Evans Captain	Daryle Harris Captain	Josh Spivey Captain
Anthony Venero Captain	Jake Cox Engineer	Jordan Craven Engineer	Louis D'Arco Engineer
Anthony Marino Engineer	Brandon Messina Engineer	Marshall Smith Engineer	Brian Ruksznis Engineer
Joel Shanks Engineer	Ryan Tillerson Engineer	Justin Allen Firefighter	Austyn Bauser Firefighter
Jonathan Braswell Firefighter	Andrew Craver Firefighter	Charlie Evans Firefighter	Blake Grandy Firefighter
Antwan Hardy Firefighter	Paul Harris Firefighter	Michael Hine Firefighter	Alan Johnson Firefighter
Justin Jones Firefighter	Ramey Kemp Firefighter	Seth Knott Firefighter	Aaron Lee Firefighter
Jordan Manning Firefighter	James Merle Firefighter	Austin Neuhaus Firefighter	Austin Parris Firefighter
Bailey Register Firefighter	Clint Royal Firefighter	Dominique Singletary	Rena Smith-Seitz Firefighter
Steve Wall Firefighter	Anthony Carter Firefighter P-T	Kenneth Herring Firefighter P-T	John Holland Firefighter P-T
Joshua Holloman Firefighter P-T	Paul Lang Firefighter P-T	Juan Padron Firefighter P-T	

CLAYTON FIRE DEPARTMENT

Mission Statement

The purpose of any mission statement is to answer the following questions:

- Who are we?
- Why do we exist?
- What do we do?
- Why do we do it?
- For whom?

Throughout the collaborative work sessions, the department meticulously scrutinized its existing mission statement to ensure its thoroughness and relevance in addressing pertinent queries. Consensus was reached that the current mission statement effectively furnishes comprehensive guidance to all members within the department.

Mission Statement

Providing Prompt Professional Service with Pride

Everyone Goes Home



CLAYTON FIRE DEPARTMENT

Values

The shared values of an organization are what make up the personality and culture of the organization. The department has established five values that are promoted throughout the organization from probationary firefighter training through leadership training for chief officers. The Mission and Values are the foundation of the organization. Thus, every effort will be made to keep these current and meaningful to the members of the Clayton Fire Department.

Values

Collaboration: *Teamwork, continue to build partnerships and provide quality customer service (internally and externally). Ownership*

Commitment: *Honor the profession. Maintain a positive attitude. Work Hard*

Compassion: *Treat others with dignity and respect. Help in anyway. Family*

Competence: *Knowledge. Readiness. Training. Flexibility.*

Courage: *Integrity. Facing Fears. Accountability*



Vision Statement

Dedicated to being a model organization serving an ever-changing community through continuous improvement.



CLAYTON FIRE DEPARTMENT

Programs and Services

The department's internal stakeholders identified the core programs offered to the community as well as many of the services that enable the organization to deliver those programs. The department's core programs are provided below with an example.

Program	Example
Community Risk Reduction	Child Passenger Seats checks & installation, smoke alarm installations.
Domestic Preparedness Planning & Response	Developing Emergency Operations Plans, Incident Management Teams.
Emergency Medical Services	First Response at the EMT level.
Fire Cause Investigation	Cause and Origin of all types of fires.
Fire Suppression	Building, Vehicle, Brush/Forest.
Fire Code Enforcement	New Construction, Routine Inspections.
Hazard Materials Response	Response to spills or leaks.
Public Fire & Life Safety Education/Outreach	Community and School programs, workplace classes.
Technical Rescue	Auto extrication, water, high angle, confined space, trench, wilderness rescue.

CLAYTON FIRE DEPARTMENT

Strengths, Weakness, Opportunities and Threats

A S.W.O.T analysis (Strengths, Weaknesses, Opportunities, and Threats) is a powerful yet straightforward framework for aiding organizations in identifying and formulating strategic plans to achieve objectives and enhance efficiencies. By assessing both favorable and less-than-desirable attributes (strengths and weaknesses), the Fire Department can pinpoint internal factors that are within its capacity to address. Meanwhile, the examination of opportunities and challenges highlights external factors that may lie beyond the department's direct control but can still impact its operations.

In its strategic planning initiative, the Clayton Fire Department in cooperation with NCFCC undertook a comprehensive S.W.O.T. analysis involving input from internal stakeholders of Fire Department personnel. These internal stakeholders were comprised of all Fire Department members, which contributed to the internal analysis.



These complementary S.W.O.T. analyses offered a comprehensive perspective from various viewpoints from all ranks of the department on the strengths, weaknesses, opportunities, and threats facing the Clayton Fire Department. They shed light on areas of proficiency and areas needing improvement, while also identifying advantages and obstacles crucial to the department's enhancement efforts. Ultimately, these analyses serve as a roadmap, guiding the department's continuous improvement process

toward achieving its objectives effectively. By delving into the intricacies of the S.W.O.T. analysis, CFD can fortify its strengths, mitigate entrenched weaknesses, chart a clear course, and address the apprehensions of department members.

Appendix 1 contains data and information gathered from department stakeholders.

CLAYTON FIRE DEPARTMENT

Critical Issues and Service Gaps

Upon compiling the information from the S.W.O.T. sessions, Record Management System (RMS), and GIS Analysis, several critical issues were determined. These critical issues were grouped into six areas for development of the strategic plan. The draft plan was also reviewed by a group of fire service professionals from around North Carolina to offer feedback to the Clayton Fire Department Executive Team during a facilitated discussion.

Strategic Initiatives

Strategic Initiatives	
Infrastructure Needs	Succession Planning
External Engagement	Current Program Service Delivery
Internal Engagement	Health and Wellness

Goals and Objectives

To continuously achieve the mission of the Clayton Fire Department, realistic goals and objectives with timelines for completion must be established to enhance strengths, address weaknesses, provide a clear path forward, and address the expectations of the community. These should become a focus of the department's efforts, as they will direct the organization to its desired future state. It should also help reduce and predict obstacles that will occur along the way. Leadership established work groups should meet and manage progress toward accomplishing these goals and objectives and adjust timelines as needs and the environment change. Regular reports of progress and changes should be shared with the department's leaders and members.



CLAYTON FIRE DEPARTMENT

GOAL 1: Develop an ongoing Capital Expenditure Plan that maintains current capabilities and provides for capabilities expansion in the future.

Objective 1A: Ongoing analysis of current infrastructure to include fixed facilities, apparatus, equipment, personal protective equipment, and all supporting resources, to identify shortfalls and opportunities to increase efficiency and improve service delivery.

Critical Tasks: Document all the current capabilities of the department. Once current capabilities are established, use that list as the baseline service level in which to maintain and then build upon.

Timeframe: Annually – ongoing

Objective 1B: Review the current level of support needed to maintain existing infrastructure and identify the levels needed to maintain and support proposed infrastructure changes or improvements, including but not limited to addressing areas of previously identified Standard of Cover voids.

Critical tasks: Identify support gaps between expectations and current support levels. Ensure that changes to infrastructure are shared with all relevant stakeholders within Town of Clayton and that an appropriate level of support is in place to facilitate these changes.

Timeframe: 1 year- ongoing

Objective 1C: Conduct a yearly review of current capital assets and ensure current plans address emerging needs of the community.

Critical Tasks: Executive team review of department needs assessment during annual budget process. Ensure that each review is in keeping with the program's desired maintenance and growth in capability direction.

Timeframe: Annually – ongoing

CLAYTON FIRE DEPARTMENT

Objective 1D: Identify additional funding streams that can address the capital expenditure needs of the department.

Critical Tasks: Annual strategic planning meeting for grant applications and management.
Management and tracking of all grants for efficiency and transparency.

Timeframe: Annually – ongoing

GOAL 2: Develop, promote, and enhance the professional development of all CFD members to improve operational effectiveness and quality of life by providing exceptional training and education.

Objective 2A: Ensure career development opportunities provide for continuity of leadership at all levels of the department and members regularly seek to fill leadership roles.

Critical Tasks: Analyze current departmental structure and resources provided for personnel development and training.

Identify current programs used for succession planning/leadership growth.

Analyze current programs to determine applicability and utilization.

Research best practices within industry for leadership growth.

Timeframe: 1 year- ongoing

Objective 2B: Enhance the training program to meet the needs of the department.

Critical Tasks: Analyze current training programs and strategies to determine effectiveness.
Research best practices within fire service for discipline specific operational skills training.

Timeframe: 1 Year-ongoing

Objective 2C: Develop an equitable and competitive promotional process for members of the department based on job qualifications, personal development, skills, and demonstrated performance. This includes providing clear feedback and opportunities for staff to develop skills required for advancement.

Critical Tasks: Assess promotional process for each rank within department.

Evaluate competencies for each rank within department.

Develop additional methods for personal development of members.

Timeframe: 1 Year

CLAYTON FIRE DEPARTMENT

Objective 2D: Review current strategies for recruitment to identify areas for improvement.

Critical Tasks: Assess current recruiting venues for effectiveness.

Examine current pay scale and compare it to other fire departments within the region.

Evaluate accessibility of initial application process and candidate applicant testing.

Evaluate potential new recruiting avenues with local school system(s).

Timeframe: 1 Year

Objective 2E: Develop and implement strategies and processes to remedy identified gaps in recruitment and retention of members.

Critical Tasks: Seek input from stakeholders.

Continue focusing on competitive compensation and benefits for members.

Develop strategies to assist department members with high cost of living challenges in region, including affordable housing.

Develop strategies that highlight the work life balance and quality of life for department members.

Timeframe: 1 Year

GOAL 3: Continue to increase the number of outreach and engagement opportunities to external stakeholders and continue to align our efforts with the community's expectations.

Objective 3A: Increase relationships with local and regional mutual aid partners and develop standardized operational practices.

Critical Tasks: Identify strategies to utilize shared technology.

Evaluate current response practices for effectiveness.

Determine needs to address response deficiencies by both CFD and regional mutual aid.

Establish additional relationships regionally.

Timeframe: 1 Year

CLAYTON FIRE DEPARTMENT

Objective 3B: Evaluate current initiatives and programs related to community risk reduction and community preparedness.

Critical Tasks: Analyze current departmental structure and resources provided for community risk reduction.

Identify current programs and methods used for community outreach.

Analyze effectiveness of current programs.

Timeframe: 1 Year

Objective 3C: Develop and improve emergency management processes and relationships that allow the department to plan for, prevent, respond to, and recover from both manmade and natural disasters for a more resilient community.

Critical Tasks: Research industry best practices for programs not currently provided.

Establish relationships with community partners to collaborate and leverage abilities.

Timeframe: 1 Year-ongoing

GOAL 4: Provide the highest quality of service in the most efficient manner of current departmental programs and enhance capabilities for the future needs of our community.

Objective 4A: Review all current services/programs provided to community to ensure alignment with fire service best practices and community expectations.

Critical Tasks: Review outcomes of current services to determine if comprehensive and modern. Determine current state of department's demonstrated performance and establish benchmarks for outcome measurement performance for department.

Create list of needed adjustments of the services which will be provided.

Identify current funding gaps within established programs.

Timeframe: 1 Year

CLAYTON FIRE DEPARTMENT

Objective 4B: Determine the future service needs of the community.

Critical Tasks: Review and analyze community and industry trends.
Review new and current legislation impacting service delivery.
Develop methodology for ongoing/annual stakeholder input into department programs and seek opportunities for collaboration.

Timeframe: 18 Months - Annually thereafter

Objective 4C: Perform an analysis of current program outcomes being measured to ensure accuracy, need, and appropriateness.

Critical Tasks: Identify what is currently being measured.
Analyze methods to improve understanding and access to performance measures.
Determine other performance measures to be added to inventory.

Timeframe: 2-3 Years – ongoing

Objective 4D: Implement or modify services provided to meet the needs of the community.

Critical Tasks: Develop implementation plan.
Ensure an adequate funding stream has been identified.
Ensure implementation is created in accordance with all federal, state, and local regulations.
Educate personnel and community.
Ensure service delivery changes are aligned with department mission.
Execute implementation plan.
Develop process to engage members for suggestions to improve service delivery.

Timeframe: 2 Years

Objective 4E: Reassess service delivery model to ensure it meets needs of the community.

Critical Tasks: Perform continuous analysis to assess the impact of our interventions.
Share results of analysis with internal and external stakeholders.
Perform modifications to programs as needed.

Timeframe: Ongoing

CLAYTON FIRE DEPARTMENT

GOAL 5: Develop a culture of internal engagement within the department that promotes empowerment, trust, and open communication.

Objective 5A: Improve internal department communication to maximize effective messaging in a safe and open environment.

Critical Tasks: Identify and evaluate the effectiveness of current methods of internal communication.

If needed, implement changes to existing systems.

Train personnel on how to determine which method of communication is most appropriate for the subject matter and audience.

Develop additional communications training and skills for entire department.

Timeframe: Ongoing

Objective 5B: Identify methods to enhance cross divisional collaboration within department.

Critical Tasks: Provide opportunities for personal development in project management and/or work teams or committees.

Timeframe: 1 Year

Objective 5C: Explore differing approaches to communication, motivation, and training with newer/younger members.

Critical Tasks: Research industry practices for emerging technologies and best practices for generations entering the workplace related to communications.

Research emerging practices related to adult learning techniques.

Convene younger employees to provide better understanding of generational values.

Timeframe: 2 Years

Objective 5D: Perform continual analysis of the department's internal engagement to assess effectiveness.

Critical Tasks: Establish a method for regular ongoing feedback from members.

Determine interest in formalized surveys of membership bi-annually.

Modify plan as needed.

Timeframe: Ongoing

CLAYTON FIRE DEPARTMENT

Goal 6: Develop, promote, and enhance the wellness of all CFD members in order to improve operational effectiveness and quality of life.

Objective 6A: Analyze current programs and available data to determine trends and effectiveness of current health and safety programs and potential gaps.

Critical Tasks: Benchmark against best practices.

Consolidate current data and provide accessibility for stakeholders.

Convene Wellness Committee and other key stakeholders to analyze current status.

Incorporate firefighter health and wellness impacts into decision-making relating to infrastructure and equipment design and procurement.

Timeframe: 12-18 Months

Objective 6B: Establish a culture of personal and organizational accountability to health and wellness.

Critical Tasks: Evaluate and enforce current policies related to firefighter health and wellness.

Develop training sessions on nutrition, fitness, behavioral health, and firefighter wellness for CFD members.

Timeframe: 2 Years-ongoing

Objective 6C: Enhance and improve current programs to address deficiencies.

Critical Tasks: Address gaps identified in Objective 6A.

Identify necessary resources (funding, locations, and staff).

Timeframe: 2-3 Year

Objective 6D: Initiate and develop new programs to address departmental needs.

Critical Tasks: Address gaps identified in Objective 6A.

Identify needed resources.

Develop and deliver curriculum or educational needs to ensure an effective implementation.

Collect and analyze data from program implementation and adjust to meet departmental goals.

Timeframe: 3 Years

CLAYTON FIRE DEPARTMENT

Objective 6E: Analyze effectiveness of program annually.

Critical Tasks: Evaluate data relevant to programs and develop performance metrics.
Analyze feedback from internal stakeholders.
Update current programs and incorporate other avenues of wellness into the plan.

Timeframe: 2 Years-ongoing



CLAYTON FIRE DEPARTMENT

Vision

The process of strategic planning would be incomplete if at the conclusion of the process there was not a shared vision. At the end of this process the department's executive team was presented with a group of strategic initiatives and measurable objectives. The team was then asked to help develop a vision statement that articulates where the department will be when the plan is completed. This is not to override the department's overall vision, but to confirm to its members that the goals established by the members are part of the future of the department.

Clayton Fire Department's 2029 Vision

To continue to be known as a fire department that is engaged and focused on meeting the needs of our community by continuing to deliver the highest level of customer service.

As we work towards the completion of the goals and objectives stated within this plan, we envision the Clayton Fire Department continuing to be focused on our most important resource, our people. We envision even more opportunities for our members' health, wellness, and quality of life to improve. We will continue to be considered the fire department of choice in our region. We believe that upon meeting the goals and objectives we have developed, our department will foster a culture of excellence in all things we do. We look forward to the growing opportunities of a more diverse community and that our department will reflect our community.

We will continue to work to be the department our community desires. Our community expects us to respond and assist in emergency situations, and we will continue to do so to the best of our abilities. In addition to responding to emergencies, we will continue to engage in the community to do everything we can to prevent emergencies. We will educate our community on the importance of reducing risk in all phases of their lives. We will continue to grow relationships to make our community safer.

To meet the needs of our community it will take continued financial and staff resources to address the various operational and maintenance requirements. As our community invests resources to meet these needs, we will continue to be the best possible stewards of the resources provided to us. Our processes and business practices will continue to be aligned with best practices. We will always be transparent and accountable.

CLAYTON FIRE DEPARTMENT

Performance Measurement

The development of a strategic plan with truly SMART objectives is only the beginning of the process of continuous improvement. The organization must be able to assess and ensure that the promises made to its stakeholders are being met. The organization's leadership must determine performance measures for which they are fully accountable. Determining what will be measured and how to measure it can be a significant challenge, the organization must focus on assessing the organization moving toward the desired or intended outcomes. Organizations must further be prepared to revisit and revise their goals, objectives, and performance measures to keep up with the accomplishments of the organization and environmental changes that occur.

To determine if the department's strategic plan is achieving results, performance measurement data will be implemented and integrated as part of this plan. An integrated process, known as "Managing for Results," will be utilized, which is based upon:

- The identification of strategic goals and objectives;
- The determination of resources necessary to achieve them;
- The analyzing and evaluation of performance data; and
- The use of that data to drive continuous improvement in the organization.

The department will quarterly review the objectives of the established strategic plan to ensure forward progress and success. In the book *Reinventing Government*, Osborne and Gaebler aptly state the importance of this process.

- **If you don't measure the results of your plan, you can't tell success from failure.**
- **If you can't see success, you can't reward it.**
- **If you can't reward success, you're probably rewarding failure.**
- **If you can't see success, you can't learn from it.**
- **If you can't recognize failure, you can't correct it.**
- **If you can demonstrate results, you can win public support.**

Measures utilized to indicate performance include:

- **Inputs-** Value of resource used to produce an output.
- **Outputs-** Quantifiable units produced which are activity-oriented and measurable.
- **Efficiency-** Inputs used per output or outputs per input.
- **Service Quality-** The degree to which customers are satisfied with a program, or how accurately or timely a service is provided.
- **Outcome-** Qualitative consequences associated with a program or service, the ultimate benefit to the customer. Focused on the "why" of providing a service.



CLAYTON FIRE DEPARTMENT

The Success of the Strategic Plan

The department has approached its desire to develop and implement a strategic plan by asking for and receiving input from both the community and its members during the developmental stage of the planning process. The department has followed the community-driven strategic planning process. The success of this strategic plan will not depend upon the implementation of the goals and their related objectives, but from support received from the Town of Clayton, the members of the Clayton Fire Department, and the community-at-large.

Provided the strategic planning process is kept dynamic and supported by effective leadership and active participation, it will be a considerable opportunity to unify department and community stakeholders through a jointly developed understanding of organizational direction; how all vested parties will work to achieve the mission, goals, and vision. How the organization will measure and be accountable for its progress and successes. Dr. Gerald Gordon in his book *Strategic Planning for Local Governments* defined strategic planning as a “systematic process by which a community anticipates and plans for its future.” The way to anticipate the future is through goal setting, and the way to plan for it is by setting the right objectives to reach that desired future. A strong link between our city’s goals and the activities of its employees is the key to a strategic plan.

CLAYTON FIRE DEPARTMENT

Glossary of Terms, Acronyms, and Initialisms

Accreditation	A process by which an association or agency evaluates and recognizes a program of study, or an institution as meeting certain predetermined standards or qualifications. It applies only to institutions or agencies and their programs of study or their services. Accreditation ensures a basic level of quality in the services received from an agency.
CRR	Community Risk Reduction
Customer(s)	The person or group who establishes the requirement of a process and receives or uses the outputs of that process; or the person or entity directly served by the department or agency.
Efficiency	A performance indication where inputs are measured per unit of output or vice versa.
EMS	Emergency Medical Services
EM	Emergency Management, the process of preparing for, responding to, and recovering from disasters or other significant events within a community.
Environment	Circumstances and conditions that interact with and affect an organization. These can include economic, political, cultural, and physical conditions inside or outside the boundaries of the organization.
Input	A performance indication where the value of the resources is used to produce an output.
Mission	An enduring statement of purpose; the organization's reason or existence. Describes what the organization does, for it does it, and how it does it.
Outcome	A performance indication of where qualitative consequences are associated with a program/service. The ultimate benefit to the customer.
Output	A performance indication where a quality or number of units produced is identified.
Performance Measure	A specific measurable result for each goal and/or program that indicates achievement.
Stakeholder	Any person, group, or organization that can place a claim on, or influence the organization's resources or outputs, is affected by those outputs, or has an interest in or expectation of the organization.

CLAYTON FIRE DEPARTMENT

Strategic Goal	A broad target that defines how the agency will carry out its mission over a specific period of time. An aim, the final result of an action. Something to accomplish in assisting the agency to move forward.
Strategic Objective	A specific, measurable accomplishment required to realize the successful completion of a strategic goal.
Strategic Plan	A long range planning document that defines the mission of the agency and broadly identifies how it will be accomplished, and that provides the framework for more detailed annual and operational plans.
Strategic Planning	The continuous and systematic process whereby guiding members of an organization make decisions about their future, develop procedures and operations to achieve that future, and determine how success will be measured.
Strategy	A description of how a strategic objective will be achieved. A possibility. A plan or methodology for achieving a goal.
SWOT	Strengths, Weaknesses, Opportunities, and Threats.
Vision	An idealized view of a desirable and potentially achievable future state-where or what an organization would like to be in the future.

CLAYTON FIRE DEPARTMENT

Appendix 1

Identified Strengths

All Sessions

Service delivery to community/Operationally sound
Training culture of department
Community engagement

Multiple sessions

Well equipped (2)
Compensation and benefits (2)
Support from town administration and community (2)

Individual sessions

Welcoming culture of department- opinions are valued
Opportunity to learn and grow
Department's personnel
Number of firefighters able to send to emergency scenes
Command presence
Relationships with other Town of Clayton departments
Family oriented culture of department
Retention
Progressive mindset of department

Identified Gaps or Weaknesses

All Sessions

Training- lack of dedicated staff has led to views that quality and support have decreased.
Communications between department administration and operations
Department administration has not grown proportionally with department.

Multiple sessions

Lack of operational consistency between shifts (3)
Lack of accountability/policy adherence (3)
Lack of career development plan (3)
Retention of new employees (2)
Leave management challenges (2)
Policy direction/support for outside training opportunities (2)
Need to better focus operational disciplines/ "jack of all trades" lack of proficiency (2)
Recruitment strategies (2)
Promotional processes/lack of advancement (2)

CLAYTON FIRE DEPARTMENT

Compensation plan addressing career advancement (2)
Lack of trust and/or leadership (2)
Program management/delegation to operational staff/additional duties assigned (2)
Relationships with mutual aid departments (2)
Resource/facility needs (2)
Social media/image focus instead of mission focus (2)

Individual sessions

No out of class policy
FLSA impacts to Mandatory Overtime
New hire academy has been discontinued
Loss of Deputy Chief
Lack of focus on Technical Rescuer Skills
Apparatus specs not operationally focused
Minimum staffing levels
Community engagement focus taking away from core mission.
Previous successes requires department to fill multiple roles for TOC.
Emergency Management roles
Lack of growth within FMO
Excessive response times to parts of district
Follow through on past strategic initiatives
Good ole boy club

Identified Opportunities

All Sessions

Clayton and Fire Department
Greater engagement with mutual aid/town departments

Multiple sessions

Enhanced/strengthened departmental training (3)
Improved recruitment strategies (3)
Retention strategies/Compensation improvements (3)
Career Development Programs (2)
Advancement and promotional opportunities (2)
Consistency of operations (2)

Individual sessions

Out of Class policy development
Single parent support
High rise operations preparations
Operations staff involvement with apparatus specifications
Stability
Better/enhanced service delivery
Pursuing accreditation
Seeking additional grants

CLAYTON FIRE DEPARTMENT

Becoming a deployable asset for NCEM
Obtaining Delivery Agency status
Greater communication about TOC administration's vision
Formal memorial for LODD in 2020

Identified Threats

All Sessions

No clear themes from all four sessions

Multiple sessions

Growth challenges/lack of resources (3)
Neighboring/mutual aid departments growing (3)
Department's morale/complacency (3)
Compensation challenges (3)
Relationships with mutual aid departments (2)
Wrong Leader (2)
Departmental communications (2)
Town staff not supporting departments plans (2)
Former chief still involved in operations (2)
"The way we have always done things" culture (2)
Lack of career development/training (2)

Individual sessions

Lack of applicant pool
Culture of department difficult to acclimate to for new employees
Lack of compensation for out of class assignments
Lack of SOPs/policies
Lack of promotional opportunities
Involvement within TOC functions reduces core service delivery.
Lack of experience within Administration responsibilities

Mission and Value Statements

All Sessions

All sessions stated Mission Statement and Values are current and still relevant.

Multiple sessions

"Everyone goes home" not obtainable/not agreed to- understand the source of the phrase but
LODD has impacted (3)
5C's need to focus on meeting/living out values/operating within values (3)

CLAYTON FIRE DEPARTMENT

Individual sessions

Add language reflecting community engagement

Member's Vision for the Future

All Sessions

A department that is growing, additional stations, personnel, and apparatus
Administrative support/stable leadership, a vision for the future

Multiple sessions

Becoming a department of choice in the region (2)
Company/discipline specific operations (2)

Individual sessions

Collaboration across Johnston County in service delivery
Pride in department and work
Greater crew continuity
Improved apparatus specifications
Continued community engagement
End of the "good ole boy" system
Career development plan

END OF DOCUMENT



STRATEGIC PLAN

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**RESOLUTION ADOPTING
CLAYTON FIRE DEPARTMENT 2024-2029 STRATEGIC PLAN**

WHEREAS, the Town of Clayton hired North Carolina Fire Chief Consulting to assist with the development of a strategic plan for the Clayton Fire Department; and

WHEREAS, the proposed Clayton Fire Department 2024-2029 Strategic Plan was provided and discussed with the Town Council at the Monday, June 3, 2024 work session meeting; and

WHEREAS, the strategic plan is vital to planning for the future Fire Department services within the Town of Clayton.

NOW THEREFORE BE IT RESOLVED THAT:

The Mayor and Clayton Town Council of the Town of Clayton hereby adopt the Clayton Fire Department 2024-2029 Strategic Plan.

Duly adopted this the 19th day of August, 2024 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk