Town of Clayton
Regular Town Council Meeting Agenda
Tuesday, June 20, 2023 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
Presenter: Clayton Fire Department Honor Guard will provide the Color Guard and also lead the Pledge of Allegiance

c. Invocation

2. ADJUSTMENT OF THE AGENDA

a. **POTENTIAL ACTION:** Approve or Adjust the Agenda

3. CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

a. Minutes
- June 5, 2023 - Work Session
- June 5, 2023 - Regular Session

Presenter: Heidi Holland, Town Clerk
June 5, 2023 - Work Session
June 5, 2023 - Regular Session

b. Resolution 2023-37: To Accept Streets into the Town Of Clayton Street System for Maintenance – RWAC, Perimeter of Tract C (Manning Drive)
Presenter: Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director
Resolution 2023-37: To Accept Streets into the Town Of Clayton Street System for Maintenance – RWAC, Perimeter of Tract C (Manning Drive)
Resolution #2023-37

c. FY24 Capital Improvement Plan (CIP)
Presenter: Joshua Baird - Engineering Director, Rich Cappola - Town Manager
FY24 Capital Improvement Plan (CIP)

POTENTIAL ACTION: Approve Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

a. Hocutt-Ellington Memorial Library: Fine Free
Presenter: Joy Garretson
Hocutt-Ellington Memorial Library: Fine Free - Pdf

POTENTIAL ACTION: Adoption of Ordinance #2023-06-01

b. Downtown Development Advisory Board Appointment Recommendations
Presenter: Heidi Holland, Town Clerk
Downtown Development Advisory Board Appointment Recommendations

POTENTIAL ACTION: Approval of Recommended Appointments

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. National Parks and Recreation Month Proclamation
Presenter: Mayor McLeod to Present to Parks & Rec.
National Parks and Recreation Month Proclamation

6. PUBLIC HEARINGS

Quasi-Judicial Hearing

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

a. 2023-74-SUP Champion East Special Use Permit Modification
Presenter: Ben Howell, Planning Director
2023-74-SUP Champion East Special Use Permit Modification - Planning - Pdf
0 2023-74-SUP Champion East SUP Modification Staff Report
1 2023-74-SUP Champion East SUP Modification Application
2 2023-74-SUP Champion East SUP Modification Neighborhood Meeting Materials
3 2023-74-SUP Champion East SUP Modification Recorded Approval 2020-98-SUP
4 2023-74-SUP Champion East SUP Modification Revised Architectural Elevations
5 2023-74-SUP Champion East SUP Modification Recommended Conditions of Approval-Signed by Applicant
6 2023-74-SUP Champion East SUP Modification Staff Report Maps
2023-74-SUP Champion East SUP Modification - Approval Document

POTENTIAL ACTION: Approval of SUP

7. OLD BUSINESS

a. Transportation Plan Update
Presenter: Jonathan Jacobs, Asst. Engineering Director

8. NEW BUSINESS

a. Budget Amendments - Capital Project Budget Ordinances
Presenter: Robert McKie - Finance Director
Budget Amendments - Capital Project Budget Ordinances

POTENTIAL ACTION: Adoption of Ordinances #2023-06-05, #2023-06-06, #2023-06-07 and #2023-06-08

b. Amendment to the Code of Ordinances Chapter 92 - Cemeteries
Presenter: Justin Pulley, Grounds Superintendent
Amendment to the Code of Ordinances Chapter 92 - Cemeteries

POTENTIAL ACTION: Adoption of Ordinance #2023-06-04

c. Policy Update - Cemetery Flower/Decoration Policy
Presenter: Justin Pulley, Grounds Superintendent
Policy Update - Cemetery Flower/Decoration Policy

POTENTIAL ACTION: Adoption of Resolution #2023-36

9. STAFF REPORTS

a. Town Manager

b. Town Attorney

c. Town Clerk

d. Other Staff

10. OTHER BUSINESS

a. Informal Discussion & Public Comment
- Individuals have three (3) minutes to address the Town Council.
- Groups will designate a spokesperson. Spokesperson will have five (5) minutes to address the Town Council.

b. Council Comments

11. CLOSED SESSION

12. ADJOURNMENT

a. Adjourn

POTENTIAL ACTION: Motion To Adjourn

Town of Clayton
Town Council Work Session Minutes
Monday, June 5, 2023 at 3:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:
Mayor Jody McLeod
Mayor Pro Tem Jason Thompson
Council Member Andria Archer
Council Member Avery Everett
Council Member Michael Sims
Council Member Porter Casey

Council Absent:
None

Staff Present:
Rich Cappola, Town Manager
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Heidi Holland, Town Clerk
Robert McKie, Finance Director
Ben Howell, Planning Director
Michelle Snyder, Executive Asst. to Town Manager
Jonathan Jacobs, Assistant Engineering Director
Joshua Baird, Engineering Director
Lydia Davis, Economic Development Specialist
Patrick Pierce, Economic Development Director

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 3:04 p.m.

2 ADJUSTMENT OF THE AGENDA

a) There were no adjustments to the agenda.

Approve or Adjust the Agenda

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Andria Archer, Avery Everett, Michael Sims, and Porter Casey
NO:	None

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Employee Introductions (5 Minutes)
Daniel Bizzell, Communication & Outreach
Presenter: Nathanael Shelton, Communication Director

Coy Turnage, Summer Intern (Engineering)
Presenter: Joshua Baird, Engineering Director

Christopher Medina, Summer Intern (Planning)
Presenter: Ben Howell, Planning Director

Mr. Shelton introduced Daniel Bizzell who has been with us since June 2022 as an intern. He would now become full-time. Mr. Bizzell discussed some of the changes that he plans on bringing to the Town. Mr. Baird introduced Coy Turnage who would be an engineering intern and would be helping out with a lot of tasks. He discussed the certifications that he has already received. Mr. Jacobs introduced Allen Nance, Development Planner. Mr. Howell introduced Christopher Medina, Planning intern who is working on his master's degree.

4 ITEMS FOR DISCUSSION

a) DDA Board Recommendation Discussion (5 Minutes)
Presenter: Heidi Holland, Town Clerk

Ms. Holland stated DDA has 7 vacancies on the board, applications were received, and interviews were held. Council was provided with the names of the applicant's recommended for appointment.

b) Hospital Signs (10 Minutes)
Presenter: Jonathan Jacobs, Asst. Engineering Director & Allan Nance, Development Plan Reviewer

Mr. Jacobs stated we have hospital signs at 7 locations and the goal is to improve visibility and connectivity, increase awareness. Shared were examples of the current signage and the proposed new locations to include Downtown: E. Main St/Lombard St.; E. Main St/N. O'Neil St.; S. Lombard St/BUS 70 Exit; East Clayton: Highway 42/BUS 70; Hwy 42/Castleberry; Johnston Health Clayton: Hwy 42/Hospital; 70 Bypass (1/2 mile before exit west bound); 70 bypass (1/2 mile before exit east bound); Clayton Gateway: BUS 70/Walmart; BUS 70/Shotwell Rd.; Ranch Road Interchange: Ranch Rd. north/Clayton bypass; Ranch Rd. south/Clayton bypass; and Highway 42/Guy Rd.: Guy Rd/Amelia Church Rd.; Guy Rd./Hwy 42; Hwy 42/Amelia Church Rd.

Proposed signage overview: 15 proposed locations, increases visibility, informs residents and visitors, increases connectivity and helps promotes future transportation long-term plan.

Mr. Baird stated staff have had conversations with DOT on these roads. They would like to review this and discuss the next steps.

c) Transportation Plan Update (15 Minutes)
Presenter: Jonathan Jacobs, Asst. Engineering Director

Mr. Jacobs stated Council was provided a list of proposed members for the steering committee. He stated he wanted to get ahead of the kick-off for this before starting the project; more details to come in 2 weeks. He would like to get guidance from Council as to who they would like to see on the committee. He went through the list of proposed members. He asked if Council had any feedback to let Mr. Cappola or Ms. Holland know. He stated the committee would meet every 3-4 months. This committee's role is to provide feedback to the core technical team, which are involved in the everyday plan. Kick-off would be July/August. This would be brought back to the June 20th meeting to get Council's blessing to move forward. Mayor McLeod stated he would like 2 council members with Mayor McLeod as an alternate on this committee.

d) Legend Park Update (15 Minutes)
Presenter: Joshua Baird, Engineering Director

Mr. Baird provided an update on Legend Park, a project that has been going on for over 4 years. The State has studied this site, changed contractors. Shared was the waste boundary. The State's goal is to relocate some of existing trash near the stream, pull some back and relocate other areas and put a cap on the site. Staff has requested to maintain and use as much space as possible. The State would clear cut the entire area, level out trash and put soil back on top but there would be an area that would be grassy meadow with restrictions.

Staff has been working with the State and know they would like to have parking area and have also been discussing a trailhead. There was discussion on access areas. Shared was an overlap map of this park. DOT is proposing a gravel parking lot, but staff are pushing for an asphalt lot.

The next step is for the State to take this to public comment before the contractor has been hired and hopefully move forward with this. He discussed the challenges of this project. The Greenway would have to be relocated and the Town would have to maintain the signs.

Mr. Baird asked if Council is ok with this going to public comment or to take other routes? This area would not be an active recreation area with ball fields, this would be an open field.

It was the consensus of the Council to allow this to go to public comments and then move forward.

e) Downtown Branding (15 Minutes)
Presenter: Patrick Pierce, Economic Development Director

Mr. Pierce stated in August 2022, DDA kicked off a strategic planning process.

In Fall 2022, this project went before focus groups, advisory board outreach, two Council work sessions, and surveys were sent out. In January 2023, the final draft of Strategic Plan was provided to staff and DDA.

Implementing the Plan:

- Destination Branding for Downtown was a priority recommendation
- Brand should coordinate with the Town's current brand, yet tell Downtown's story
- Through partnership with Downtown Strategies, engaged Arnett Muldrow, a municipal and downtown branding specialist.

After several tweaks by DDA, they voted to unanimously endorse the new downtown brand. Ms. Davis shared the branding pallet which includes yellow, green and red to incorporate vibrant colors. They wanted the brand to show a downtown story. There will be generic banners but also new banners that would show the new downtown brand design.

Next Steps

- Update digital assets and collateral
- Launch at July 1 fireworks, including new tent, promo items, merch (Koozies with new logo given out on water bottles)
- Banners installed mid-July
- Video on Downtown Social Media
- New t-shirts and merch at August Concert

Recap

- Creates destination brand for Downtown
- Complements Town's existing brand, "Think Clayton", does not replace.
- Color palettes complement Town and other brands downtown brands
- Flexible brand and extensions for use by businesses and organizations

f) DOT Roads Renaming (Hwy 70/42W) (15 Minutes)
Presenter: Patrick Pierce, Economic Development Director

Mr. Pierce stated they are still working through this with the County.

Overview

- US 70 is currently dual shield as I-42 and US 70
- I-42 will replace US 70 in Fall 2023
- US 70 BUS will revert to US 70 from I-40 to current US 70/US 70 BUS interchange
- Submittal deadline in fall 2023

Shared was a map of the relocation on what was approved and what would be

NC 36.

Propsals
NC 42 to be changed to NC 36; portions of 42 will be eliminated; others would be renamed to NC 36 as a result of I-42.

There would be a public meeting on July 25, 2023 at the request of NCDOT.

Shared were idea names for these highways. It was stated there is already a Johnston Parkway.

70 Side
- Clayton Parkway
- Clayton Blvd
- Clayton-Garner Parkway

42 Side
- Johnston Parkway to Wake County line
- Johnston Parkway Wake County to Amelia Church/Lombard St. to Horne Square.

Mr. Pierce asked Council if they had any ideas. It was stated to incorporate Copper on the 42 side somewhere in the name. It was consensus of Council to use Clayton Blvd on the 70 side and if the County is naming this NC 26, we need to do that also. If they are coming up with something unique, we could do that too.

g) Codify Clayton Update (30 Minutes)
Presenter: Ben Howell, Planning Director

Mr. Howell provided an update. Shared was the schedule, we are currently in the drafting phase with delivery October 2023. The project website is currently being updated. Shared was the project timeline.

Project Goals
- Make the Code more user-friendly and predictable
- Implement the 2045 Comprehensive Growth Plan
- Raise the bar for development quality & design
- Accommodate a wider range of housing options
- Encourage employment-generating uses
- Foster downtown development/redevelopment
- Protect community character and property values

Prefactory Sections

- Not codified text, but important background
- UDO Amendment Table
- Using this UDO
- FAQ
- Master TOC

Mr. Howell discussed each of the chapters:

- Chapter 1: Administration
- Chapter 2: Applications
- Chapter 3: Districts
- Chapter 4: Land Uses
- Chapter 5: Nonconformities
- Chapter 6: Standards
- Chapter 7: Violations
- Chapter 8: Word Usage

Next Steps

- Codify Clayton Steering Committee Meetings in June
  - Review Chapters 3, 6 and 8
- Testing in July
  - Consultant will test new UDO against previously - approved development plans
- Public Engagement
  - Final Public Engagement period in July/August
- August Town Council Work Session
- August/September – Planning Board Public Comment Session
- September/October/November – Town Council Public Hearing

Chapter 155 would no longer be in the Code of Ordinances, it would be removed out of American Legal.

h) Discussion

- FY24 Retreat
- Work Session Topics

There was discussion on dates and location for the next Council Retreat. We would stay local on odd years and offsite on even years. We would target dates for the Spring. In the Fall, we would stay in Clayton and need a day or two to review the UDO. The next big project would be the Strategic Plan. Ms. Gill stated she would send out a survey to Council to get their opinion on retreat topics. There was discussion on holding the retreat in Little Washington.

5 ADJOURNMENT

a) With nothing further, the meeting was adjourned at 5:17 p.m.

Motion To Adjourn

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Andria Archer, Avery Everett, Michael Sims, and Porter Casey
NO:	None

Duly adopted by the Town Council this 20th day of June, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

Town of Clayton
Regular Town Council Meeting Minutes
Monday, June 5, 2023 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Council Present:
Mayor Jody McLeod
Mayor Pro Tem Jason Thompson
Council Member Porter Casey
Council Member Avery Everett
Council Member Andria Archer
Council Member Michael Sims

Council Absent:
None

Staff Present:
Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Heidi Holland, Town Clerk
Robert McKie, Finance Director
Greg Tart, Police Chief
Jonathan Jacobs, Assistant Engineering Director
Nathanael Shelton, Communications Officer
Ben Howell, Planning Director
Patrick Pierce, Economic Development Director

1. CALL TO ORDER

a. Call to Order

Mayor McLeod called the meeting to order at 6:03 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. Mr. Cappola adjusted the agenda as follows:

ADD 9d.
Downtown Social District
Presenter: Patrick Pierce, Economic Development Director

Approve or Adjust the Agenda

RESULT:	**CARRIED 5-0**
MOVER:	Andria Archer
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

3. CONSENT AGENDA

a. Draft Minutes
- May 15, 2023 Minutes

Presenter: Heidi Holland, Town Clerk

b. Resolution 2023-32 To Accept Streets into The Town of Clayton Street System for Maintenance - Walk at East Village Phase 1
Presenter: Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director

c. Resolution 2023-35 To Accept Public Utilities into the Town of Clayton Public Utility System for Maintenance – Ashcroft Subdivision, Phase 7.
Presenter: Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

4. ADMINISTRATIVE ITEMS

a. Amending DDA By-Laws
Presenter: Heidi Holland, Town Clerk

Ms. Holland stated the Process for Appointments to Town of Clayton Advisory Boards was adopted at the March 6, 2023 meeting. This process stated all boards would have two alternates in addition to the standard board members. These by-laws have been amended to reflect these alternates.

Adoption of Resolution #2023-34

RESULT:	**CARRIED 5-0**
MOVER:	Andria Archer
SECONDER:	Michael Sims
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Tourette's Syndrome Awareness Month Proclamation
Presenter: Mayor McLeod

Mayor McLeod read the proclamation into the record.

6. PUBLIC HEARINGS

a. 2022-154-River Mews Conditional Zoning District and Master Plan
(Continued from May 15, 2023 meeting)
Presenter: Ben Howell, Planning Director

Mr. Howell provided a recap on this project.

Updates from the May 15, 2023 public hearing were: Revised has been the mixed number of units, reduced townhomes and increased single-family detached homes. Total maximum of 825 units remains, 279 single-family detached homes proposed (increased from 246); 306 townhomes proposed (decreased from 339); and 240 apartments proposed (no change). Shared was an updated master plan to reflect change in mix of unit, revised architectural elevations provided and revised conditions.

Revisions were made to conditions #6, #12, #14, #15, #16, #18, #21, #24 and #27. These revisions were shared and have been included in the agenda packet. Considerations are the same from the last meeting as well as the statement of consistency and reasonableness.

Council Member Casey asked if the developer must abide by the Town standards subdivision requirements, Mr. Howell stated yes. There was discussion on density.

Joey Brehm, developer, stated they have made the suggested recommendations from the last meeting. He addressed concerns that were brought up at the May 15, 2023 meeting. He stated one concern was the number of townhomes on this project, this has been reduced by 10%. Also committed was 50% of single-family homes to being over 3,000 sq. ft. and placing those homes in the executive housing category.

Regarding traffic concerns, he stated they have agreed to monitor traffic and ensure there would not be any future traffic hazards. Regarding executive housing ideas, those would be placed along the floodplain and stream borders.

15% of the single-family lots would be over 8,000 sq. ft. All homes in the executive lots would be 3,000 sq. ft. and above. All homes in the executive lots would showcase minimum standards of 40% masonry and would adhere to the 25% masonry standard and all executive homes would have raised foundations. He stated the agreed upon architectural standards not only guarantee the quality of homes but would also create visual interest and diversity within the community.

He thanked Caterpillar for attending the meeting, he stated they have had construction conversations and look forward to working with them.

Council Member Casey asked to confirm condition #18, Mr. Brehm stated this would be 75%, this was a condition that they could adhere to to further enhance the homes. Council Member Casey stated at the last meeting, there was discussion in the developer agreement having a condition on owner-occupied; he stated 50% of the

homes and townhomes on site would be restricted from rentals. That could be made a condition for approval tonight.

There was discussion on the availability of the 8,000 sq. ft. lots, Mr. Brehm stated there is only so much property to put these size lots on. Council Member Casey asked about the elevated crawls, Mr. Brehm stated for being out of space on the desirable areas, he stated he would be willing to add an additional 5% of homes in the single-family detached category to be 3,000 sq. ft. or above, and those would still adhere to the executive housing. He stated he would be willing to have an additional 10% of the homes having elevated foundations, meaning 30% of all homes within the single-family detached would be elevated foundations.

Council Member Casey asked about the thought process on 5,000 sq. ft lots. Mr. Brehm discussed other developments that Council had approved, and River Mews compares to them. He stated if you take a 5,000 sq. ft. house in River Mews and put in other subdivisions in the Town, it would look like an executive home.

Mr. Perkins stated if looking at other site plans, they envision those with rear loaded products, they are eliminating a lot of garage facing products, but with rear loaded products. It would take additional infrastructure and alleys that take up lot sizes. He stated to maybe suggest front loaded products have a minimum of 6,000 sq. ft. but rear loaded products have a minimum of 5,000 sq. ft., he stated maybe that is something they could meet in the middle on.

Council Member Casey asked to see the elevations and discussed how to capture balconies on these homes. Mr. Brehm feels confident and stated this showcases the standards that were agreed upon.

Mr. Perkins stated if you look at the Country Lane architecture, they took that list and added additional items. From the homes shown, you see some characteristics are uniform, but some make it more unique. A minimum of three features will be implemented. Shared were the list of additional features which include shutters, shakes, decorative window trim, board and baton, direct decorative gable vents, hip roof lines, horizontal trim boards, dormers, brick stone accents, front porch columns, and two-story porches.

Council Member Archer stated she is happy with the changes that have been made. She stated in terms of the ratio of the three housing types, she feels it fits in with the area and she sees this area as having a higher density. Regarding conditions, she asked if they would be open to a condition for the apartments to have balconies, Mr. Brehm stated he would be open to that.

Council Member Casey asked if the exterior trim would have cement siding. The consultant from McAdams stated that came from the Town's code. Mr. Perkins stated it would be similar to what the zoning code suggests, it would be a mixture of mason and fiber cement. Council Member Casey asked if this could be a condition, Mr. Perkins stated yes.

Council Member Archer stated on the condition regarding the rear loaded 5,000 sq. ft. versus the 6,000 sq. ft, she did not want that condition to force a change in the

proposed layout. She would like this to be proposed in the condition as an option. Mr. Perkins stated if it's agreed to rear being rear loaded 5,000 sq. ft. and front loaded being 6,000 sq. ft., that would accomplish both goals.

Mayor Pro Tem Thompson stated he appreciates the hard work on this on both sides. He likes this better than what was presented at the last meeting. Regarding density, not everyone wants a large executive home and not everyone wants a townhome, this is a good representation of a mixture.

Mayor McLeod stated what was presented tonight is visually pleasing. The more executive homes are a huge part of the market that would be successful. He hopes when it's time to do the tree street scape that they would keep in mind types of trees and be mindful of the infrastructure.

Mayor McLeod stated the public hearing was closed at the last meeting. He asked if all communication received regarding this was given to the Clerk, Ms. Holland stated it was.

Mr. Howell recapped the amended conditions:

- Increase the percentage of patio homes from 50% to 75%
- Increase the percentage of single-family detached homes (minimum of 3,000 sq. ft. homes) from 15% to 20%
- 20% of executive homes would have raised foundations and 10% of the remaining homes would also have raised foundations, meaning 30% of all single-family homes would have raised foundations
- Front loaded single-family detached homes must be a minimum of 6,000 sq. ft.
- Rear loaded single-family detached homes would have a minimum of 5,000 sq. ft.
- Add a condition regarding architectural features, listed by the developer, requiring a minimum of 3 from the list for all single-family detached homes
- Add a condition requiring apartments have balconies
- Add a condition for multi-family units that it be a mixture of masonry and fiber cement siding

Attorney Cauley stated the applicant needs to acknowledge that all of these terms and conditions are approved; Mr. Brehm stated they are.

Adoption of Ordinance #2023-05-03 with Consistency and Reasonableness Statement with Amended Conditions

RESULT:	**CARRIED 5-0**
MOVER:	Andria Archer
SECONDER:	Jason Thompson
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Adoption of Wastewater Resolution #2023-29

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

b. River Mews Development Agreement
Presenter: Ben Howell - Planning Director

Mr. Howell spoke on the development agreement. Shared was the master plan that was approved on the previous item, 2022-154 River Mews Conditional Zoning District and Master Plan.

Development Agreement Items

- Agreement Term: 10 Years
- Overview of Development Uses
  - Maximum of 825 Units
  - Event Center
- Public Facilities
  - Public Water Extension to serve project
  - Public Sewer Extension and potential downstream infrastructure improvements
  - Roadway improvements on NC 42
- Non-Residential Development (Event Center) Use
  - Access – Construction of gravel access road for access to Event Center
  - Septic – Utilize existing well and septic for Event Center until public water and sewer are extended
  - Parking – Utilize Grass Parking area for Event Center parking, in compliance with standards in Unified Development Code
- Trail Easement
  - Utilize existing paved access through property for a trail – provide requirements for timing of dedication to Town and improvements to trail
- Park Site
  - Allow for dedication of up to 49 acres of property to Town as public park

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

Joey Brehm spoke on the park dedication, there has been discussion with the Town and not sure where everyone stands. Proposed is to push this as a condition of the approval of the agreement, the date he would like this pushed to is 365 days from now. This would give a year to approach how they would like to do the park site.

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

Council Member Archer stated given the potential large donation to the park, she is

more in favor of tabling this agreement until the next council meeting, she would like council members to consider this as well. It would be nice to have extra time to work through details before voting on this item. Mayor McLeod asked if this was to be tabled, would that have an impact on the developers? Mr. Brehm stated it's not ideal, he feels everything in the agreement mimics the conditions, the only two outliers are the park and road leading to the event space. He stated he had a conversation with Jonathan Jacobs, Assistant Town Engineer, on how to move forward with the road. The only question in the agreement is the park. He feels if Council could approve it with the condition of more time; delaying this would make things a little more difficult on their end. Mayor McLeod stated he is comfortable with allowing the 365 days. Council Member Casey stated his concern is Council received the final draft right before the meeting and there is an email about the owner occupied that Council has not received. He stated he did not know how this could be approved tonight if there was something that may have been overlooked or with the email that has not been addressed.

Mr. Howell stated the park timing is in Section 9 of the agreement, it states "the Town and developer shall determine location, size, amenities and other terms and conditions of the dedication of the park if any dedication is to occur prior to June 5, 2024". Regarding the question of the owner occupancy requirement, that email came later and staff were not able to discuss this, there needs to be further discussion with staff and the attorney before the language can be added into the agreement. Options would be to table the consideration agreement at another meeting or approve the agreement as it's drafted without that clause. Council Member Casey asked if it could be approved but added that additional item at a later time, Mr. Howell deferred to the Town Attorney. Attorney Cauley stated once it has been approved, any amendments would require a mutual agreement. The consultant from McAdams asked if could be approved and provide authorization for that item about the owner-occupied status pending Attorney review. Attorney Cauley stated that is a good suggestion for that piece, the part that is more concerning is the agreement to agree on the parkland. He would like to see more definition about the park portion. Mr. Howell stated in the conditions recently approved, there is a condition that if the parkland dedication is not agreed upon, that fee-in-lieu of the parkland dedication would be paid pursuant to the Town's ordinance. Town staff is satisfied as this as a default.

Daniel Perkins stated he would love to work together as a private public partnership and utilize this space. Council Member Archer stated looking at the language in #9, there is enough of a deadline that she is comfortable with accepting as is. Attorney Cauley stated he could be comfortable with this being approved tonight subject to legal review. Council Member Sims asked, if there was language they did not like, could it be removed? Attorney Cauley stated in terms of the owner-occupancy language, that could be removed; sounds like the park language is resolved. Mr. Howell clarified the agreement has been reviewed by the Town Attorney's office, it's the language around the owner-occupancy that came in late this afternoon that staff did not have an opportunity to converse with the Town Attorney on.

Council Member Casey asked if the draft received similar to what was in the agenda packet? Mr. Howell stated nothing was added to what was in the agenda packet, just some minor tweaks. Mr. Cappola stated most of the items were clean up items with one clarification regarding the access road that would be potentially through the flood plain requiring it receives all required floodplain permits. The gravel would be an acceptable consideration since it would be in an environmentally sensitive area.

Approval of Development Agreement with Section Discussing Owner-Occupancy Subject to Legal Review

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

7. OLD BUSINESS

a. Fiscal Year 2023-2024 Budget Ordinance and Comprehensive List of Fees
Presenter: Robert McKie, Finance Director

Mr. Cappola stated this had been several months of hard work. There have not been any major changes at this time from what Council had previously seen. Tax rate remains unchanged, utility rates change as indicated on the comprehensive list of fees. The fiscal year expenditures and revenue assumptions remain as they were at the previous public hearing. Mayor Pro Tem Thompson stated he is pleased that staff prepared a quality solid budget that keeps the tax rate the same.

Adoption of Ordinance #2023-06-02 for FY 2023-2024 Budget

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Adoption of Ordinance #2023-06-03 for FY 2023-2024 Comprehensive List of Fees and Charges

RESULT:	**CARRIED 5-0**
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

8. NEW BUSINESS

a. 2023 Road Rehabilitation Project Bid Award
Presenter: Jonathan K Jacobs, PE, CFM - Assistant Engineering Director

Mr. Jacobs spoke on this item. He presented a resolution to award the 2023 Road Rehabilitation project. This is an annual resurfacing project to resurface approximately 5.3 miles of Town streets. Staff held a public bid opening on May 15, 2023, three bids were received. Fred Smith Company was the lowest bidder and staff is recommending accepting the base bid of $1,820,597.50 and alternative #1 in the amount of

$326,331.00 for a total of $2,146,928.50. The anticipated project is expected to be completed in November of this year.

Mayor Pro Tem Thompson asked that Mr. Jacobs work with the Communication Department to notify citizens of this project and let them know the Town is making this investment and they would be able to see if their street is on the list. Mr. Jacobs stated he would do that and the contractors are required to notify all immediate affected property owners.

Adoption of Resolution #2023-33

RESULT:	**CARRIED 5-0**
MOVER:	Andria Archer
SECONDER:	Avery Everett
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

9. STAFF REPORTS

a. Town Manager

Mr. Cappola thanked Council for their support with the budget. On Saturday, June 10, 2023, the library will kick-off their Summer Reading Program. Saturday, June 17th from 3-5:00 p.m., would be the Town's first Juneteenth celebration which would include multiple community choir presentations as well as storyteller Donna Washington.

b. Town Attorney

Attorney Cauley shared he has a new granddaughter, Elena Jane.

c. Town Clerk

d. Other Staff

ADD 9d.
Downtown Social District
Presenter: Patrick Pierce, Economic Development Director

Mr. Pierce provided an update on this item. He stated received have been several inquiries about the social district that legislation passed a couple years ago. This allows for open consumption in certain areas, predominately downtown. 25 communities in North Carolina have created this district. He attended an NCLM event where information was shared on this topic. Staff would like to start with informational sessions with business owners, especially those that have ABC permits, to see if they would support this and would like to participate. A taskforce would also be created and bring a recommendation to Council. As part of that, there would be an enabling ordinance which goes to the ABC board for approval. This would be a several month efforts.

Mayor Pro Tem Thompson stated he appreciates the level of caution moving forward.

There may be a middle ground for this and could make an informed decision speaking with the citizens. The way to handle this is through information sessions. Mayor McLeod stated the key is education. The presentation at a breakout session at the NCLM conference provided a lot of information, it would be great to connect with the League and have this speaker educate staff. Mr. Pierce stated he would work on that. It was stated to have DDA and the Chamber's input on this.

10. OTHER BUSINESS

a. Informal Discussion & Public Comment

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

b. Council Comments

Council Member Sims thanked Council and Mayor McLeod for the River Mews project that was just approved. There was a lot of work to get the developers to make a lot of concessions, this shows we are not looking at just anything coming to Clayton, that they have concerns about putting in the extra work.

Council Member Casey stated he would like to echo Council Member Sims; he stated he trusts the developer would do this right. Mayor McLeod stated we want people to come to Clayton and invest here, no one knows the market better than someone that has lived here all their life. He stated tonight is the first time he has experienced how a developer could be flexible and create the type of community we want to see in Clayton.

11. CLOSED SESSION

a. To Discuss Economic Development in Accordance with NC GS 143-318.11(a)(4) and Legal Matter in Accordance with NC GS 143-318.11(a)(3)

A closed session was not held.

12. ADJOURNMENT

a. Adjourn

With nothing further, the meeting was adjourned at 7:25 p.m.

Motion To Adjourn

RESULT:	**CARRIED 5-0**
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims
NO:	None

Duly adopted by the Town Council this 20th day of June, 2023 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	CONSENT AGENDA

Item Title

Resolution 2023-37: To Accept Streets into the Town Of Clayton Street System for Maintenance – RWAC, Perimeter of Tract C (Manning Drive)

Presenter(s)

Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment

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

Public Hearing: No

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

Streets and rights-of-way are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications, and Design. Engineering staff has verified through the inspection process that the subject street and right of sections have been installed to meet or exceed this standard and recommends final acceptance. Upon final acceptance, the subject streets are eligible for funding through NCDOT's Powell Bill Program.

Funding Source

N/A

Corresponding Documentation

Resolution

Submitted By: Chris Rowland, Engineering

Reviewed By:

Jonathan Jacobs, Assistant Engineering Director	Approved - Jun 12 2023
Sam Johnson-Phillips, Deputy Town Clerk	Approved - Jun 12 2023
Heidi Holland, Town Clerk	Approved - Jun 12 2023

Resolution # 2023-37

RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF CLAYTON STREET SYSTEM FOR MAINTENANCE – RIVERWOOD ATHLETIC CLUB, PERIMETER OF TRACT C (MANNING DRIVE)

WHEREAS, streets and right-of-way are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications and Design; and

WHEREAS, approval by the Town of Clayton Town Council is necessary for eligibility for receiving funding from the NCDOT's Powell Bill Program.

WHEREAS, the street segments listed below were placed under a warranty period for five years to monitor for construction deficiencies, which has subsequently expired and

WHEREAS, Town of Clayton Engineering staff has inspected the street segments referenced below and recommends final acceptance by Town Council for 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 streets and right-of-way into the Town of Clayton Street System.

SUBDIVISION	STREET NAME	BEGINNING DESCRIPTION	END DESCRIPTION	LENGTH
RWAC, Perimeter Tract C	Manning Drive	Athletic Club Boulevard	Collinsworth Drive	0.04
			TOTAL	**0.23M**

Duly adopted this the 20th day of June 2023

_____
Jody McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

Resolution # 2023-37

RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF CLAYTON STREET SYSTEM FOR MAINTENANCE – RIVERWOOD ATHLETIC CLUB, PERIMETER OF TRACT C (MANNING DRIVE)

WHEREAS, streets and right-of-way are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications and Design; and

WHEREAS, approval by the Town of Clayton Town Council is necessary for eligibility for receiving funding from the NCDOT's Powell Bill Program.

WHEREAS, the street segments listed below were placed under a warranty period for five years to monitor for construction deficiencies, which has subsequently expired and

WHEREAS, Town of Clayton Engineering staff has inspected the street segments referenced below and recommends final acceptance by Town Council for 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 streets and right-of-way into the Town of Clayton Street System.

SUBDIVISION	STREET NAME	BEGINNING DESCRIPTION	END DESCRIPTION	LENGTH
RWAC, Perimeter Tract C	Manning Drive	Athletic Club Boulevard	Collinsworth Drive	0.04
			TOTAL	**0.23M**

Duly adopted this the 20th day of June 2023

_____
Jody McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	CONSENT AGENDA

Item Title

FY24 Capital Improvement Plan (CIP)

Presenter(s)

Joshua Baird - Engineering Director, Rich Cappola - Town Manager

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment

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

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

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

Summary

The Town of Clayton's annual budget process included the preparation of a combined Capital Improvement Program (CIP) for the General Fund, Water-Sewer Enterprise Fund, and Electric Utility Enterprise Fund. The CIP includes the construction of infrastructure and municipal facilities and the acquisition of large or specialized equipment exceeding $100,000.00. The plan provides a detailed list of projects anticipated to be completed within 1 to 5 years and a listing of needs that are anticipated within 6 to 10 years. The CIP strives to meet the Comprehensive Plan Level of Service recommendations as well as regulatory compliance. Adoption of the CIP by Town Council provides direction to the Town Manager and Budget Officer to plan for funding estimated project expenditures related to the next 5 fiscal years which will enable projects to be bid and awarded from a multi-year perspective. A review if the CIP based on the criteria established by the Town Council is performed annually and reaffirmed by Town Council action. The complete list of projects by fund and category is included as an attached to the resolution.

Please note that this is a **plan**, not a **budget**, as a budget controls the actual spending of allocated funds. While the plan attempts to provide data based on current needs, markets, and trends as accurate as possible, estimate project costs should be considered planning level estimates. Prior to funds being formally committed, they must be budgeted through the annual operating budget or, in most cases, through a separately adopted project ordinance. The first year of the Capital Improvement Program is adopted with the Town's annual budget. The project prioritization and estimates are subject to annual review and re-adoption (as necessary).

Additionally, as facilities are being planned, staff identifies operating costs, such as staffing, equipment, and utilities associated with the proposed projects. The cost of these items depends on final project size and operational needs that may not be apparent until the facility is further along in the planning and development process. These costs will be discussed and planned for in future annual budgeting processes.

Funding Source

Various

Cost

Yes

Corresponding Documentation

Official Town of Clayton Capital Improvment Plan - Fiscal Year 2023-2024

Resolution for Capital Improvement Plan

Meeting Timeline

5 min

Submitted By: Joshua Baird, Engineering

Reviewed By:
Heidi Holland, Town Clerk Approved - Jun 14 2023

MAYOR
Jody L. McLeod

TOWN MANAGER
Richard D. Cappola, Jr.

TOWN ATTORNEY
Cauley Pridgen, P.A.

MAYOR PRO TEM
Jason Thompson

COUNCIL MEMBERS
Andria Archer
Porter Casey
Avery Everett
Michael Sims

Town of Clayton

Official

Capital Improvement Program

Fiscal Year 2023-2024

PO Box 879 • Clayton, NC 27528 • 919-553-5002 Fax 919-553-8919 • TownofClaytonNC.org

OVERVIEW

The Town of Clayton's annual budget process included the preparation of a combined Capital Improvement Program (CIP) for the General Fund, Water-Sewer Enterprise Fund, and Electric Utility Enterprise Fund. The CIP includes the construction of infrastructure and municipal facilities and the acquisition of large or specialized equipment exceeding $100,000.00. The plan provides a detailed list of projects anticipated to be completed within 1 to 5 years and a listing of needs that are anticipated within 6 to 10 years. The CIP strives to meet the Comprehensive Plan Level of Service recommendations as well as regulatory compliance.

Adoption of the CIP by Town Council provides direction to the Town Manager and Budget Officer to plan for funding estimated project expenditures related to the next 5 fiscal years which will enable projects to be bid and awarded from a multi-year perspective. A review of the CIP based on the criteria established by the Town Council is performed annually and reaffirmed by Town Council action. The CIP will be reviewed and adjusted accordingly on an annual basis depending on the changing needs and the strengthening financial condition of the Town.

The complete list of projects by fund and category is noted below. Please note that this is a **plan**, not a **budget**, as a budget controls the actual spending of allocated funds. While the plan attempts to provide data based on current needs, markets, and trends as accurately as possible, estimate project costs should be considered planning level estimates. Prior to funds being formally committed, they must be budgeted through the annual operating budget or, in most cases, through a separately adopted project ordinance. The first year of the Capital Improvement Program is adopted with the Town's annual budget. The project prioritization and estimates are subject to annual review and readoption (as necessary).

Additionally, as facilities are being planned, staff identifies operating costs, such as staffing, equipment, and utilities associated with the proposed projects. The cost of these items depends on final project size and operational needs that may not be apparent until the facility is further along in the planning and development process. These costs will be discussed and planned for in future annual budgeting processes.

GENERAL FUND

Capital Improvement Plan

Project Summary – By Priority Rank

	A	B	C	D	E	F	G	H	I	J	K	L	M
			Funding Source	Priority Rank	2024	2025	2026	2027	2028	2029	2030	2031-2033	Total
1	**Uses:**												
2	**Department**	**Project**											
3	Parks and Rec	**Pre-Approved Capital Project (GO Bonds)**	Debt		4,500,000	-	-	-	-	-	-		4,500,000
4	**Top Priority Projects**												
5	Public Safety	Northside Public Safety Complex	Debt	1	-	-	500,000	12,500,000	-	-	-	-	13,000,000
6	Public Safety	Southside Public Safety Complex	Debt	1	750,000	12,000,000	-	-	-	-	-	-	12,750,000
7	Public Safety	Public Safety Training Facility	Debt	3	-	-	-	-	500,000	4,000,000	-	-	4,500,000
8	Public Works	Southern Connector - Cobblestone/LCC Rd cut through	Debt	4	-	150,000	1,650,000	-	-	-	-	-	1,800,000
9	Public Works	Operations Warehouse	Debt	5	-	-	-	150,000	3,300,000	-	-	-	3,450,000
10	Public Works	Shotwell Intersection Improvements	General Pay-Go	6	-	50,000	250,000	-	-	-	-	-	300,000
11	Public Works	Main St Improvement Project	Debt	7	-	-	-	-	-	1,000,000	23,000,000	-	24,000,000
12	Public Works	Operations Facility (40% General Fund)	Debt	8	-	-	-	450,000	9,500,000	-	-	-	9,950,000
13	Public Works	Southern Connector - Central Spine to Dairy Road	Debt	9	-	-	-	-	250,000	2,000,000	-	-	2,250,000
14	Library	Library Renovation Project	Debt	10	2,000,000	-	-	-	-	-	-	-	2,000,000
15	Library	Library Facility at Copper District	Debt	10	-	-	-	4,600,000	-	-	-	-	4,600,000
16	**Subtotal - Top Priority Projects**				**2,750,000**	**12,200,000**	**2,400,000**	**17,700,000**	**13,550,000**	**7,000,000**	**23,000,000**	**-**	**78,600,000**
17	**Non-Top Priority Projects**												
18	Public Works	First Street Modernization & Parking Aisle - Church to Horne Square	Debt	12	-	-	-	-	-	-	-	4,525,000	4,525,000
19	Public Works	Robertson Street Sidewalk Gaps	General Pay-Go	13	-	-	-	-	-	-	-	138,000	138,000
20	Public Works	Main St. Pedestrian Improvments	Debt	13	-	-	-	-	-	-	-	720,000	720,000
21	Economic Development	Project Life Dust - Town required improvements	General Pay-Go	15	-	-	-	-	-	-	-	200,000	200,000
22	Parks and Rec	Town Square Stage	General Pay-Go	16	-	-	-	-	-	-	-	1,500,000	1,500,000
23	Parks and Rec	Clayton Community Center - Phase 2	Debt	17	-	-	-	-	-	-	-	5,750,000	5,750,000
24	Parks and Rec	ECCP-Bleachers and Shade	General Pay-Go	17	-	-	-	-	-	-	-	255,000	255,000
25	Parks and Rec	Municipal Park Playground shade	General Pay-Go	17	-	-	-	-	-	-	-	75,000	75,000
26	Parks and Rec	Loop Road Sports Multisport Complex	Debt	20	-	-	-	-	-	-	-	16,150,000	16,150,000
27	Parks and Rec	Community Park-skatepark	Debt	21	-	-	-	-	-	-	-	3,350,000	3,350,000
28	Economic Development	Railroad Parking & First St. Extension	General Pay-Go	22	-	-	-	-	-	-	-	-	-
29	Economic Development	Project Goodwill	General Pay-Go	22	-	-	-	-	-	-	-	1,550,000	1,550,000
30	Economic Development	Robertson to Bartex Business Center Multipurpose Path	General Pay-Go	22	-	-	-	-	-	-	-	1,350,000	1,350,000
31	Public Safety	Fire Admin Building	Debt	22	-	-	-	-	-	-	-	6,000,000	6,000,000
32	Parks and Rec	ECCP-restroom renovations	Debt	22	-	-	-	-	-	-	-	1,255,000	1,255,000
33	Parks and Rec	ECCP-parking expansion	Debt	22	-	-	-	-	-	-	-	1,832,500	1,832,500
34	Parks and Rec	ECCP-install curb and gutter at original p-lot/disc golf p-lot	General Pay-Go	22	-	-	-	-	-	-	-	105,000	105,000
35	Parks and Rec	Sam' Branch Trailhead Improvements	Debt	22	-	-	-	-	-	-	-	2,300,000	2,300,000
36	Parks and Rec	Covered Bridge Trailhead Improvements	Debt	22	-	-	-	-	-	-	-	2,300,000	2,300,000
37	Parks and Rec	Loop Road Park-Nature Center	General Pay-Go	22	-	-	-	-	-	-	-	1,000,000	1,000,000
38	Public Works	Main St Sidewalk (LAPP)	General Pay-Go	22	-	-	-	-	-	-	-	744,555	744,555
39	Public Works	NC 42E Greenway Extension (Town Participation)	General Pay-Go	22	-	-	-	-	-	-	-	600,000	600,000
40	Public Works	Stallings St Extension	Debt	22	-	-	-	-	-	-	-	535,000	535,000
41	Public Works	Downtown Parking/Parking Lot Acquisitions	Debt	22	-	-	-	-	-	-	-	1,050,000	1,050,000
42	Public Works	Downtown Railway Ped Crossings	Debt	22	-	-	-	-	-	-	-	600,000	600,000
43	Public Works	US 70 Crossings	Debt	22	-	-	-	-	-	-	-	220,000	220,000
44	Public Works	Amelia Church Rd & Shotwell Rd Greenway Gaps	Debt	22	-	-	-	-	-	-	-	1,530,000	1,530,000
45	Public Works	Glen Laurel Road Pedestrian Improvements	Debt	22	-	-	-	-	-	-	-	750,000	750,000
46	Public Works	O'Neil St Pedestrian Improvements	Debt	22	-	-	-	-	-	-	-	80,000	80,000
47	Public Works	East Coast Greenway Completion - NC 42 Sidepath	Debt	22	-	-	-	-	-	-	-	1,500,000	1,500,000
48	Public Works	Cobblestone to CCC Greenway	Debt	22	-	-	-	-	-	-	-	1,725,000	1,725,000
49	Public Works	Clayton Riverwalk extension to NC 42E	Debt	22	-	-	-	-	-	-	-	1,725,000	1,725,000
50	Public Works	Parkview, Meadowview, High Point Greenway Gap	General Pay-Go	22	-	-	-	-	-	-	-	725,000	725,000
51	Public Works	Clayton Community Center - Pedestrian Crossing	General Pay-Go	22	-	-	-	-	-	-	-	962,500	962,500
52	Public Works	Shotwell Pedestrian Improvements	General Pay-Go	22	-	-	-	-	-	-	-	575,000	575,000
53	Public Works	First Street Pedestrian Improvements - O'Neil to Robertson	Debt	22	-	-	-	-	-	-	-	3,450,000	3,450,000
54	Public Works	Downtown Parking & Turn Lane - N O'Neil & First Street	General Pay-Go	22	-	-	-	-	-	-	-	550,000	550,000
55	Public Works	Stallings St Extension (LAPP Grant)	LAPP Grants	22	-	-	-	-	-	-	-	2,140,000	2,140,000
56	Public Works	Downtown Railway Ped Crossings (LAPP Grant)	LAPP Grants	22	-	-	-	-	-	-	-	2,400,000	2,400,000
57	**Sub-Total - Non-Top Priority Projects**				**-**	**-**	**-**	**-**	**-**	**-**	**-**	**72,217,555**	**72,217,555**
58	**Grand Total CIP (Line 16 + 57)**				**2,750,000**	**12,200,000**	**2,400,000**	**17,700,000**	**13,550,000**	**7,000,000**	**23,000,000**	**72,217,555**	**150,817,555**

Municipal Advisor Disclosure

The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the "SEC") has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC ("Davenport") has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons.

This material was prepared by public finance, or other non-research personnel of Davenport. This material was not produced by a research analyst, although it may refer to a Davenport research analyst or research report. Unless otherwise indicated, these views (if any) are the author's and may differ from those of the Davenport fixed income or research department or others in the firm. Davenport may perform or seek to perform financial advisory services for the issuers of the securities and instruments mentioned herein.

This material has been prepared for information purposes only and is not a solicitation of any offer to buy or sell any security/instrument or to participate in any trading strategy. Any such offer would be made only after a prospective participant had completed its own independent investigation of the securities, instruments or transactions and received all information it required to make its own investment decision, including, where applicable, a review of any offering circular or memorandum describing such security or instrument. That information would contain material information not contained herein and to which prospective participants are referred. This material is based on public information as of the specified date, and may be stale thereafter. We have no obligation to tell you when information herein may change. We make no representation or warranty with respect to the completeness of this material. Davenport has no obligation to continue to publish information on the securities/instruments mentioned herein. Recipients are required to comply with any legal or contractual restrictions on their purchase, holding, sale, exercise of rights or performance of obligations under any securities/instruments transaction.

The securities/instruments discussed in this material may not be suitable for all investors or issuers. Recipients should seek independent financial advice prior to making any investment decision based on this material. This material does not provide individually tailored investment advice or offer tax, regulatory, accounting or legal advice. Prior to entering into any proposed transaction, recipients should determine, in consultation with their own investment, legal, tax, regulatory and accounting advisors, the economic risks and merits, as well as the legal, tax, regulatory and accounting characteristics and consequences, of the transaction. You should consider this material as only a single factor in making an investment decision.

The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein. This material may not be sold or redistributed without the prior written consent of Davenport.

Version 1.01.23 CW | MB | TC

WATER-SEWER ENTERPRISE FUND

TOWN OF CLAYTON
WATER RESOURCES FUND
CAPITAL IMPROVEMENT PLAN

Project	CIP Inflation	Priority Assignment	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water Capital Projects											
Projects Description											
W&S Vehicle Replacement Plan	Medium	1	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
W&S Heavey Equipment Replacement Plan	Medium	1	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Water System Capacity Purchases	None	1	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000
Waterline replacement (partial funds coordinated with stre	Medium	1	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000
Sewer Line and manhole rehab/replacement	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Manhole Rehab Project	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sewer System Capacity Purchases	None	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Future Lift Station Rehab/Upgrade/Generators/Bypass Pum	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
0	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
W&S Project (South O'Neil - Blanche to Horne, Fayetteville t	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water Project (70 Bus W - Olde Town to Rose)	Medium	1	$ -	$ -	$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Sams Branch Water Reclamation Facility	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
East Clayton Industrial Area to NRWRF	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Little Creek Project (Pump Station, Gravity and Force Main)	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operations Facility (30% W/S Fund)	Medium	1	$ -	$ -	$ -	$ -	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000
Lombard: Second St to Little Creek Outfall	Medium	1	$ -	$ -	$ 40,000	$ 300,000	$ -	$ -	$ -	$ -	$ -
Walnut Creek Gravity Sewer Lift Station Abandonment	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inflow and Infiltration Analysis	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
W. Main and Liberty W&S Improvments	Medium	1	$ 262,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interconnect Water Meter Relocation	Medium	1	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -
Bulk Water Filling Station	Medium	1	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FS #2 Elevated Tank Riser Floor	Medium	1	$ -	$ -	$ -	$ -	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Elevated Storage Improvements Project	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Starmount PS Abandonemnt & Sewer Line Rehab	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5MGD Surface Water Treatment Plant	Medium	1	$ -	$ -	$ -	$ -	$ 50,000,000	$ 50,000,000	$ 50,000,000	$ 50,000,000	$ 50,000,000
Arbors Lift Station Abandonment	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Walmart Lift Station Abandonment	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Main St Repair and Redirection Phase 1	Medium	1	$ -	$ 60,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ -
Main St Repair and Redirection Phase 2	Medium	1	$ -	$ -	$ 80,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ -
Main St Repair and Redirection Phase 3	Medium	1	$ -	$ -	$ -	$ 80,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Main St Repair and Redirection Phase 4	Medium	1	$ -	$ -	$ -	$ -	$ 220,000	$ 220,000	$ 220,000	$ 220,000	$ 220,000
City Rd PS Abandonment & Waterline	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NC42/Ranch Rd Waterline Extension	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAT Tank Conversion	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Forest Hills Pump Station	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAT 289D w/MP Bucket & Brush cutter	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAT 304E2 Excavator w/hydraulic coupler & thumb	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lumen Infrastructure Contribution (Storage Tank)	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NC-42W Wastewater Transmission	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clayton to Raleigh Improvements	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Decommissioning Little Creek WRF	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Page/Hamby	Medium	1	$ 375,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Summerlyn Redirect	Medium	1	$ 375,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Neuse 3 Regional Pump Station (Vinson Rd)	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sams Branch WRF Phase 2	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sams Branch WRF Phase 3	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Waterline Extension/Loop A	Medium	1	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Waterline Extension/Loop B	Medium	1	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -
Waterline Extension Loop C	Medium	1	$ -	$ -	$ -	$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Little Creek Interceptor - NC42 to Shotwell	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operations Facility Improvements (30% W/S Fund)	Medium	1	$ 562,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water System Master Plan	Medium	1	$ 400,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sewer System Master Plan	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Walnut Creek/Glen Haven PS Gravity and Abandonment	Medium	1	$ -	$ -	$ -	$ 3,500,000	$ -	$ -	$ -	$ -	$ -
Forcemain improvements to convey residential flow to Cou	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal Projects Description			$ 5,625,000	$ 4,110,000	$ 4,670,000	$ 9,030,000	$ 55,370,000	$ 55,370,000	$ 55,370,000	$ 55,370,000	$ 55,370,000
Total Water Capital Projects			**$ 5,625,000**	**$ 4,110,000**	**$ 4,670,000**	**$ 9,030,000**	**$ 55,370,000**	**$ 55,370,000**	**$ 55,370,000**	**$ 55,370,000**	**$ 55,370,000**

TOWN OF CLAYTON
WATER RESOURCES FUND
CAPITAL IMPROVEMENT PLAN

Project	CIP Inflation	Priority Assignment	2024	2025	2026	2027	2028	2029	2030	2031	2032
Wastewater Capital Projects											
Projects Description											
W&S Vehicle Replacement Plan	Medium	1	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
W&S Heavey Equipment Replacement Plan	Medium	1	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Water System Capacity Purchases	None	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Waterline replacement (partial funds coordinated with stre	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sewer Line and manhole rehab/replacement	Medium	1	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000	$ 750,000
Manhole Rehab Project	Medium	1	$ 150,000	$ 175,000	$ 200,000	$ 225,000	$ 225,000	$ 225,000	$ 225,000	$ 225,000	$ 225,000
Sewer System Capacity Purchases	None	1	$ 169,500	$ 169,500	$ 169,500	$ 169,500	$ 169,500	$ 169,500	$ -	$ -	$ -
Future Lift Station Rehab/Upgrade/Generators/Bypass Pum	Medium	1	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000
0	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
W&S Project (South O'Neil - Blanche to Horne, Fayetteville t	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water Project (70 Bus W - Olde Town to Rose)	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sams Branch Water Reclamation Facility	Medium	1	$ 88,800,000	$ 100,100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
East Clayton Industrial Area to NRWRF	Medium	1	$ 20,000,000	$ 5,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Little Creek Project (Pump Station, Gravity and Force Main)	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operations Facility (30% W/S Fund)	Medium	1	$ -	$ -	$ -	$ -	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000
Lombard: Second St to Little Creek Outfall	Medium	1	$ -	$ -	$ 60,000	$ 450,000	$ -	$ -	$ -	$ -	$ -
Walnut Creek Gravity Sewer Lift Station Abandonment	Medium	1	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inflow and Infiltration Analysis	Medium	1	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -
W. Main and Liberty W&S Improvments	Medium	1	$ 1,487,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interconnect Water Meter Relocation	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bulk Water Filling Station	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FS #2 Elevated Tank Riser Floor	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Elevated Storage Improvements Project	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Starmount PS Abandonemnt & Sewer Line Rehab	Medium	1	$ 1,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5MGD Surface Water Treatment Plant	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Arbors Lift Station Abandonment	Medium	1	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Walmart Lift Station Abandonment	Medium	1	$ -	$ 3,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Main St Repair and Redirection Phase 1	Medium	1	$ -	$ 90,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ -	$ -
Main St Repair and Redirection Phase 2	Medium	1	$ -	$ -	$ 120,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ -
Main St Repair and Redirection Phase 3	Medium	1	$ -	$ -	$ -	$ 120,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
Main St Repair and Redirection Phase 4	Medium	1	$ -	$ -	$ -	$ -	$ 330,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000
City Rd PS Abandonment & Waterline	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NC42/Ranch Rd Waterline Extension	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAT Tank Conversion	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Forest Hills Pump Station	Medium	1	$ -	$ -	$ -	$ -	$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000
CAT 289D w/MP Bucket & Brush cutter	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAT 304E2 Excavator w/hydraulic coupler & thumb	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lumen Infrastructure Contribution (Storage Tank)	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NC-42W Wastewater Transmission	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clayton to Raleigh Improvements	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Decommissioning Little Creek WRF	Medium	1	$ -	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Page/Hamby	Medium	1	$ 375,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Summerlyn Redirect	Medium	1	$ 375,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Neuse 3 Regional Pump Station (Vinson Rd)	Medium	1	$ -	$ -	$ -	$ -	$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000
Sams Branch WRF Phase 2	Medium	1	$ -	$ -	$ -	$ -	$ 20,000,000	$ -	$ -	$ -	$ -
Sams Branch WRF Phase 3	Medium	1	$ -	$ -	$ -	$ -	$ 4,000,000	$ 4,000,000	$ 4,000,000	$ 4,000,000	$ 4,000,000
Waterline Extension/Loop A	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Waterline Extension/Loop B	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Waterline Extension Loop C	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Little Creek Interceptor - NC42 to Shotwell	Medium	1	$ -	$ -	$ 300,000	$ 3,000,000	$ -	$ -	$ -	$ -	$ -
Operations Facility Improvements (30% W/S Fund)	Medium	1	$ 562,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water System Master Plan	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sewer System Master Plan	Medium	1	$ -	$ 400,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Walnut Creek/Glen Haven PS Gravity and Abandonment	Medium	1	$ -	$ -	$ -	$ 3,500,000	$ -	$ -	$ -	$ -	$ -
Forcemain improvements to convey residential flow to Cou	Medium	1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal Projects Description			$ 115,819,500	$ 112,334,500	$ 4,249,500	$ 10,364,500	$ 29,524,500	$ 9,524,500	$ 9,355,000	$ 9,355,000	$ 9,355,000
Total Wastewater Capital Projects			**$ 115,819,500**	**$ 112,334,500**	**$ 4,249,500**	**$ 10,364,500**	**$ 29,524,500**	**$ 9,524,500**	**$ 9,355,000**	**$ 9,355,000**	**$ 9,355,000**
Total			**$ 121,444,500**	**$ 116,444,500**	**$ 8,919,500**	**$ 19,394,500**	**$ 84,894,500**	**$ 64,894,500**	**$ 64,725,000**	**$ 64,725,000**	**$ 64,725,000**

ELECTRIC UTILITY ENTERPRISE FUND

TOWN OF CLAYTON
ELECTRIC UTILITY FUND
CAPITAL IMPROVEMENT PLAN

Capital Improvements Program

Source: 2022-26 CIP from 2022 Rate Study

No.	Project No.	Description	Fiscal Year Ending June 30,						Total 23-28
			2023	2024	2025	2026	2027	2028	
			fee rev @ $450	$ 337,500	$ 337,500	$ 393,750	$ 393,750	$ 393,750	
			fee rev @ $1000	$ 375,000	$ 750,000	$ 875,000	$ 875,000	$ 875,000	
			lots:	*750*	*750*	*875*	*875*	*875*	
		Capital Improvement Plan		est. $4000 per lot cost for new subdivision lot					
	EL-18-02	Projected Capital UG New Res Development	$1,700,000	$3,000,000	$3,000,000	$3,500,000	$3,500,000	$3,500,000	$18,200,000
	EL-18-16	Vehicle Replacement Plan	$0	$0	$0	$0	$0		$0
		Heavy Equipment Replacement Plan	$175,000	$250,000	$300,000	$300,000	$350,000	$350,000	$1,725,000
	EL-19-04	Operations Facility Improvements (30% Electric Fund)			$375,000	$1,125,000	$0	$0	$1,500,000
		Operations Facility (30% Electric Fund)			$1,000,000	$1,000,000	$1,000,000	$2,000,000	$5,000,000
	EL-22-01	Main St. 477 Reconductor/Atkinson to Shotwell	$0	$0	$0	$1,000,000	$0		$1,000,000
	EL-22-02	Main St. Conversion/Robinson to Smith	$0	$0	$0	$0	$5,000,000		$5,000,000
	EL-22-04	Cobblestone Electric Facilities Upgrade	$0	$0	$0	$0	$0		$0
	EL-22-06	South Substation Facility Upgrades	$0	$0	$200,000	$0	$0		$200,000
		42 East Feeder Extension (Lawson Glen)	$0	$500,000	$0	$0	$0		$500,000
		Walnut Creek Subdivision Backfeed	$0	$0	$0	$0	$0		$0
		Boling St Townhomes Reconductor	$0	$0	$0	$0	$0		$0
		Clayton Manor Apartments Rebuild	$0	$0	$0	$0	$0		$0
		Brittany Woods Rebuild	$0	$0	$0	$0	$0		$0
			$1,875,000	$3,750,000	$4,875,000	$6,925,000	$9,850,000	$5,850,000	$33,125,000
		Total Capital Improvements	$1,875,000	$3,750,000	$4,875,000	$6,925,000	$9,850,000	$5,850,000	$33,125,000
		Beginning Capital Fund Balance	$0	$0	$0	$0	$0	$0	
		SOURCES OF FUNDS							
		Transfer from Operating Fund	$0	$0	$0	$0	$0	$0	
		Bond Proceeds	$0	$2,000,000	$2,000,000	$5,000,000	$6,000,000	$2,500,000	
		(Name)Alternative Funding Source 1	$0	$0	$0	$0	$0	$0	
		(Name)Alternative Funding Source 2	$0	$0	$0	$0	$0	$0	
		(Name)Alternative Funding Source 3	$0	$0	$0	$0	$0	$0	
		Total Source of Funds	**$0**	**$2,000,000**	**$2,000,000**	**$5,000,000**	**$6,000,000**	**$2,500,000**	
		USES OF FUNDS							
		CIP Projects	$1,875,000	$3,750,000	$4,875,000	$6,925,000	$9,850,000	$5,850,000	
		Transfer to Operating Fund	$0	$0	$0	$0	$0	$0	
		Bond Issuance Costs	$0	$0	$0	$0	$0	$0	
		Other Use	$0	$0	$0	$0	$0	$0	
		Total Uses of Funds	**$1,875,000**	**$3,750,000**	**$4,875,000**	**$6,925,000**	**$9,850,000**	**$5,850,000**	
		Ending Capital Fund Balance	**($1,875,000)**	**($1,750,000)**	**($2,875,000)**	**($1,925,000)**	**($3,850,000)**	**($3,350,000)**	
			$1,875,000	($250,000)	$4,625,000	$11,550,000	$21,400,000	$27,250,000	$40,368,655
		Financing - Bonds/Installment Debt	$0	$4,000,000	$0	$11,000,000	$0	$2,500,000	$15,000,000
		Remaing Balance From Financed Debt	$0	$4,000,000	$250,000	($4,625,000)	($11,550,000)	($21,400,000)	
		Total	$1,875,000	$3,750,000	$4,625,000	$22,550,000	$21,400,000	$29,750,000	$55,368,655

Resolution #2023-39

A RESOLUTION OF THE TOWN OF CLAYTON TOWN COUNCIL ADOPTING THE TOWN OF CLAYTON CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2024-2033

WHEREAS, the Town of Clayton is seeking to adhere to a high standard of professional financial management to ensure the provision of adequate public facilities and services for its citizens; and

WHEREAS, the Town Council is striving to enhance opportunities for all the citizens of the town and are therefore incorporating Capital Improvement Plan (CIP) review and adoption as an annual portion of the Town's budgetary and financial management process; and

WHEREAS, the Town Council has also adopted financial policies to guide major decisions related to capital financing, debt capacity, and capital reserve appropriation; and

WHEREAS, the projects included in the CIP will improve the quality of life for all the citizens of the Town of Clayton; and

WHEREAS, a complete itemized copy of estimated projects filed with the Town Clerk, and marked "Town of Clayton Official Capital Improvement Program - Fiscal Year 2023-2024" is hereby approved and by reference adopted; and

WHEREAS, the first year of the Capital Improvement Program was adopted with the Town's annual budget; and

WHEREAS, adoption of this resolution shall be interpreted as approved by the Town Council as may be required for grant or other funding programs for fiscal years 2023-2024 through 2032-2033 with the first 5 years of projects being the planning priority; and

NOW, THEREFORE BE IT RESOLVED that the Town of Clayton Town Council does hereby adopt the attached Capital Improvements Plan schedule for Fiscal Years 2024-2033; and

BE IT FURTHER RESOLVED that the Town Council directs Town Staff to use the adopted document as a guide for proceeding with the implementation of projects detailed in fiscal year 2024.

Duly adopted this the 20th day of June 2023, while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	NEW BUSINESS

Item Title

Hocutt-Ellington Memorial Library: Fine Free

Presenter(s)

Joy Garretson

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment

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

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

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

Summary

This presentation will request that the Town Council adopt the ordinance to discontinue overdue fines for books at the Hocutt-Ellington Memorial Library. The Library will continue to send out bills for long overdue and lost items, and will continue charging fines for technology materials. However, the library will discontinue collecting dues for overdue books once they are returned.

Funding Source

N/A

Corresponding Documentation

Copy of Final Comprehensive List of Fees and Charges FY2024 REDLINE

Copy of Final Comprehensive List of Fees and Charges FY2024 CLEAN

Fine Free Stats 2023- Council June 20 NEW FILE 06152023

Comprehensive Fees and Charges Library Fines Ordinance

Submitted By: Joy Garretson, Library

Reviewed By:

Dolores Gill, Deputy Town Manager	Approved - Jun 08 2023
Rich Cappola, Town Manager	Approved - Jun 12 2023
Heidi Holland, Town Clerk	Approved - Jun 12 2023

Comprehensive List of Fees and Charges

Effective July 1, 2023

Taxes & Fees	
Town of Clayton Tax Rate	$0.60 / $100 valuation of property
Claytex Fire District Tax Rate	$0.1175 / $100 valuation of property
Vehicle Fee (pursuant to NCGS 20-97 (b1)	$30 / vehicle

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

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

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

Customer Fees	
Connection Fee	$25
Returned Check/Draft Fee	$25
Non-Payment Penalty	$50
Late fee for charges unpaid by due date	5%
Bucket Truck Mobilization Fee	$500

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

Water & Sewer Utility Rates		
Water		
Base Rates		
Meter Size:	**In Town**	**Out of Town**
5/8' Meter	$21.01	$25.76
3/4" Meter	$30.52	$37.64
1" Meter	$49.54	$61.42
1.5" Meter	$97.06	$120.83
2" Meter	$154.10	$192.12
3" Meter	$287.19	$358.48
4" Meter	$477.30	$596.12
6" Meter	$952.60	$1,190.25
8" Meter	$1,522.95	$1,903.19
10" Meter	$2,188.37	$2,734.96
Non-Irrigation		
Commodity Rates		
Residential:	**In Town**	**Out of Town**
Block 1: 0 - 2,000 Gallons	$4.95	$6.20
Block 2: 2,001 - 4,000 Gallons	$5.21	$6.51
Block 3: 4,001 - 6,000 Gallons	$5.46	$6.82
Block 4: All Gallons > 6,000	$5.96	$7.44
Commercial:		
Block 1: 0 - 100,000 Gallons	$5.54	$6.93
Block 2: All Gallons > 100,000	$6.37	$7.96
Industrial:		
Block 1: 0 - 100,000 Gallons	$5.63	$7.02
Block 2: All Gallons > 100,000	$6.47	$8.08

Irrigation		
Commodity Rates		
Residential:	**In Town**	**Out of Town**
Block 1: 0 - 8,000 Gallons	$7.70	$7.70
Block 2: 8,001 - 16,000 Gallons	$9.60	$9.60
Block 3: All Gallons > 16,000	$11.81	$11.81
Non-Residential		
Block 1: 0 - 50,000 Gallons	$6.25	$6.25
Block 2: 50,001 to 100,000 Gallons	$8.62	$8.62
Block 3: All Gallons > 100,000	$10.14	$10.14

Sewer		
Base Rates		
Meter Size:	**In Town**	**Out of Town**
5/8' Meter	$34.25	$42.82
3/4" Meter	$51.39	$64.23
1" Meter	$85.63	$107.05
1.5" Meter	$171.28	$214.10
2" Meter	$274.06	$342.59
3" Meter	$513.87	$642.32
4" Meter	$856.42	$1,070.54
6" Meter	$1,712.88	$2,141.10
8" Meter	$2,740.59	$3,425.75
10" Meter	$3,939.60	$4,924.49
12" Meter	$9,076.66	$11,346.64
Commodity Rates:		
All usage (per 1,000 gallons)	$11.02	$13.79
Flat Rate Sewer - No Meter:	$67.42	$84.28

Water & Sewer - Bulk	
Monthly Commodity Rates (Water):	$5.25 / 1,000 gallons
High Strength Surcharge (Sewer):	
Biochemical Oxygen Demand (BOD)	$0.355 / pound for concentration in excess of 250 mg/liter
Total Suspended Solids (TSS)	$0.13 / pound for concentration in excess of 250 mg/liter
Ammonia Nitrogen (NH3-N)	$1.75 / pound for concentration in excess of 20 mg/liter
Industrial High Strength Surcharge	$4.00 / 1,000 gallons
Bulk Water Filling Station Usage:	
Base rate	$10
Minimum charge (less than 1,000 gallons)	$5.25
Above 1,000 gallons	$5.25 / 1,000 gallons

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

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

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

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

Large General Service*	
Monthly Base Charge:	$240.00
Monthly Demand Charge:	
CP Demand	$20.18 / CP kW
Excess Demand	$1.685 / kW
Monthly Energy Charge:	$0.06070 / kWh

***No existing customers**

Coincident Peak (CP)	
Monthly Base Charge:	$240.00
Monthly Demand Charge:	
CP Demand	$21.37 / CP kW
Excess Demand	$5.15 / kW
Monthly Energy Charge:	$0.05740 / kWh

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

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

Area Lighting	
Monthly Rate Per Lighting Unit:	
Residential Unit	$13.42
Small Commercial Unit	$17.81
Large Commercial Unit	$40.64
Underground Charge	$5.40
Monthly Rate Per Pole Type:	
Wooden	$3.37
Decorative	$7.41
Monthly Energy Charge:	$0.09398 / kWh

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

Public Works Water & Sewer Taps & Water & Sewer / Electric Meter Fees					
** Cost for an applicable boring or non-typical installation requirements (Actual Cost + 10%)					
Single Lots Only - No Commercial or Developers					
Service/Meter	**Base Cost**	**Street Cut**	**Concrete Cut**	**Meter Only**	**Permit Fee**
3/4 & 5/8 Inch Water	$2,000	$750	$750	Cost of Meter + End Point + 10%	N/A
1 Inch Water	$2,350	$750	$750	Cost of Meter + End Point + 10%	N/A
1/5 & 2 Water	$2,900	$750	$750	Cost of Meter + End Point + 10%	N/A
4 Inch Sewer	$3,900	$750	$750	N/A	N/A
Irrigation Split	$600	N/A	N/A	N/A	N/A
Relocate Meter Box *For service adjustments within 30" of tap location. Greater than 10" will require a new tap.	$600	N/A	N/A	N/A	N/A
Residential Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A
Small Commercial Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A
Large Commercial Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A

System Development Fees				
Water Meter Testing:	Labor Cost + 10%			
Water Quality Sampling:	Labor Cost + Lab Fee + 10%			
Hydrant Flow Testing Fee:	$150 per hydrant			
FOG Inspection:	$25			
Service/Meter Size	**Water**	**Sewer**	**Total**	New & Existing users expanding usage requiring meters greater than 2-in require a Developer's Agreement.
5/8 & 3/4 inch	$2,690	$4,890	$7,580	
1 Inch	$4,483	$8,150	$12,633	
1.5 & 2 inch	$14,344	$26,080	$40,424	Current Cost per gallon based on 2018 SDF Study:
				Water = $6.18 per gallon per day (GPD)
				Sewer = $15.52 per gallon per day (GPD)

Nutrient Offset Fees	
Residential Tap	$450/ Tap
Non Residential Tap	$0.005 / gallon of annual wastewater capacity

Planning Department	
Public Notices Fees	
Mailed Notice	$1.00 per Mailed Notice
Public Notice Signs	$20 per Posted Sign
Development Submittal Fees	
Determination	$200
Development Agreement	$1,000
Fee-in-Lieu Request (By Applicant)	$300
Limited Subdivision	$250
Street Renaming/Closure	$300
Temporary Permit	$100
After-the-Fact Temporary Permit	$200
Vested Rights Certificate	$300
Administrative Adjustment	$150/Adjustment
Uniform Sign Plan	$150
Re-Advertisement	$200
Appeal	$350
Annexation	$300
Urban Archery Hunting Permit	$50
Major Subdivision/Conservation Subdivision	$500 + $15 / acre
Minor Subdivision (<5 lots)	$300 + $15 / acre
Conditional Zoning, Unlimited with Associated Concept Plan	$1,000 + $5 / acre
Small Cell Wireless	$100 ea for first 5 facilities, $50 ea additional
Zoning Compliance Inspection/Re-Inspection	$150
Resubmittal Fee	4th and each subsequent submittal - 1/2 the cost of the original submittal fee
Exempt Subdivision	$150
Final Plat Review	$300 + $15 / acre
Rezoning	$750 + $10 / acre
Conditional Rezoning, Limited Use and Limited Standard	$750 + $10 / acre
Alternative Sign Plan	$300
Sign - Permanent	$75 + $5 / additional sign
Sign - Temporary	$50
After-the-Fact Sign Permit	$150 +$10 / additional sign
Minor Modification	$250
Site Plan	$500 + $15 / acre
Special Use Permit	$750
Temporary Use / Special Event	$100
After-the-Fact Temporary Use/Special Event Permit	$200
Tree Clearing Certificate	$250
Variance Application	$500 ($1,000 after the fact)
Zoning Compliance	$100
Zoning Verification	$100
Family Health Care Structure	Initial Permit (Good for 1 Year): $100 Annual Renewal Fee (Due every year starting with Year 2): $50
Planning/Engineering Development Submittal Technology Fee Surcharge	4% of Fee Total (Planning & Engineering)

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

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

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

Recreation & Open Space Fees	
Single-Family Detached, Attached, Duplex, and Manufactured Home Dwellings	Pre-Development Cost of 1/35 of an Acre (Based on County Tax Assessor Data or Appraisal) Times the Number of Dwelling Units, Payable at Final Plat for each subdivision or phase of subdivision

Building Inspections	
Plan Review Fee - Initial Review	Commercial Projects 0-25,000' = $250, over 25,000' = $500
Plan Review Fee - Permit Cancelled or Not Picked up/Issued	$100
Plan Review Fee - Subsequent Reviews (ea)	$150

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

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

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

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

Dwelling Moved On	
Fee	$250
Trade Fee	$75

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

Trade Inspections	
Building, Electrical, Plumbing and Mechanical	$75

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

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

Re-Inspection Fees	
First Re-Inspection	$75
Additional Re-Inspection of Same Item	$150 2nd trip, $225 3rd trip, $300 4th trip (+$75 each additional trip thereafter)
After Hours (Requires Special Approval)	$200/hour (3 hour minimum)
Day Care Re-Certification	$100
ABC Permit Form	$150
Expired Permit Reissue	
Work Started / Code Changes	Original fee x 50%
No Work Started / No Code Changes	$150
Re-Review, Lost Plans / Update	$150

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

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

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

Sign	
Building	$75
Electrical	$75

Swimming Pools	
Building	$75
Electrical	$75

Pedestals	
Building	$1
Electrical	$75

LP Gas Tanks	
Building	$50
Electrical	$75

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

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

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

Demolition - Residential	$50 + asbestos report
Demolition - Commercial	$150
Sprinkler System	Commercial Rate

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

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

Inspection Fees	
New Public Streets	$1.75 per linear foot
Curb and Gutter (new and replacement)	$0.75 per linear foot
Application for Acceptance of Public Infrastructure – Utilities	$500
Acceptance of Public Infrastructure – Right-of-Way	$500
Acceptance of Public Infrastructure - Reinspection	$100
Pump Station	$1,500
Water System Extensions	$1.25 per linear foot
Pump Station	$1,500
Stormwater SCM Inspection	$500
Sanitary Sewer System Extensions	$1.25 per linear foot
Storm Drainage (Public and Private)	$0.75 per linear foot
Greenways & Sidewalks	$0.75 per linear foot
Residential Driveway – Initial	$100
Residential Driveway – Reinspection	$75
Fire Lanes	$1.75 per linear foot
Sanitary Sewer Taps (not performed by Town)	$100

Water Taps (not performed by Town)	$100
Fee-in-lieu Admin Fee	$150
Reinspection Fee-Linear Footage Inspections	$100

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

Police Department	
Accident Report	$2
Animal Service Penalty Fees:	
Animal Cruelty	$500 per offense, per animal
Dangerous Dogs	$500 per offense, per animal
All Other Violations, including leash law violations:	
-First Notice of Violation	$100
-Second Notice of Violation	$200
-Third and Subsequent Notice of Violation(s)	$300

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

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

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

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

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

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

Tournament Field Rentals & Add Ons	
Community Park - Full Day	$250 / field / day
Community Park - Half Day	$125 / field / day
East Clayton - Baseball	$350 / day
Additional Field Prep	$30 / field
Scoreboard	$25 / field / day
Drying Agents	$10 / bag
Admission Fee to Town	$50 / day
Concessions	Only CPRD Allowed
Other Vendors (Non-Food)	$50 / vendor / weekend

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

Commercial Use Permit	$25	$25

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

Special Events		
Special Event Fees	**Resident Fee**	**Non-Resident Fee**
Application Review	$100	$200
Sanitation Deposit	$250	$250
Street Closure	$50 / day	$100 / day
Type III Barricade Rental	$5 / barricade / day	$25 + $5 / barricade / day
Police Detail Fee (3 hour minimum)	$35 / officer / hour	$35 / officer / hour + $100 Admin Fee
Garbage/Recycling Container Rental (minimum of 4)	$13 / container / day	$13 / container / day + $50 Admin Fee
Generating Notice Addresses (one hour minimum)	$25 / hour	$50 / hour
Emergency Notification Call / Mass Phone	$50	$100
No Parking Signage	$3 / sign	$3 / sign
Positive Barricades (filled and installed)	$45 per intersection	$45 per intersection
Utility Fees (Water and Electricity)		
Events longer than one day	$10 / utility	$20 / utility
Town/Horne Square Rental with Road Closure: (Special Event Application Fee, 8 Trash Cans, Road Closure Fee, 10 No Parking Signs, Water Barricades, and Town Square Rental)	$500	$750
Town/Horne Square Rental with No Road Closure: (Special Event Application Fee, 6 Trash Cans, and Horne Square Rental)	$250	$400

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

Comprehensive List of Fees and Charges

Effective July 1, 2023

Taxes & Fees	
Town of Clayton Tax Rate	$0.60 / $100 valuation of property
Claytex Fire District Tax Rate	$0.1175 / $100 valuation of property
Vehicle Fee (pursuant to NCGS 20-97 (b1)	$30 / vehicle

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

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

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

Customer Fees	
Connection Fee	$25
Returned Check/Draft Fee	$25
Non-Payment Penalty	$50
Late fee for charges unpaid by due date	5%
Bucket Truck Mobilization Fee	$500

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

Water & Sewer Utility Rates

Water

Base Rates

Meter Size:	In Town	Out of Town
5/8' Meter	$21.01	$25.76
3/4" Meter	$30.52	$37.64
1" Meter	$49.54	$61.42
1.5" Meter	$97.06	$120.83
2" Meter	$154.10	$192.12
3" Meter	$287.19	$358.48
4" Meter	$477.30	$596.12
6" Meter	$952.60	$1,190.25
8" Meter	$1,522.95	$1,903.19
10" Meter	$2,188.37	$2,734.96

Non-Irrigation

Commodity Rates

Residential:	In Town	Out of Town
Block 1: 0 - 2,000 Gallons	$4.95	$6.20
Block 2: 2,001 - 4,000 Gallons	$5.21	$6.51
Block 3: 4,001 - 6,000 Gallons	$5.46	$6.82
Block 4: All Gallons > 6,000	$5.96	$7.44
Commercial:		
Block 1: 0 - 100,000 Gallons	$5.54	$6.93
Block 2: All Gallons > 100,000	$6.37	$7.96
Industrial:		
Block 1: 0 - 100,000 Gallons	$5.63	$7.02
Block 2: All Gallons > 100,000	$6.47	$8.08

Irrigation

Commodity Rates

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

Sewer		
Base Rates		
Meter Size:	**In Town**	**Out of Town**
5/8' Meter	$34.25	$42.82
3/4" Meter	$51.39	$64.23
1" Meter	$85.63	$107.05
1.5" Meter	$171.28	$214.10
2" Meter	$274.06	$342.59
3" Meter	$513.87	$642.32
4" Meter	$856.42	$1,070.54
6" Meter	$1,712.88	$2,141.10
8" Meter	$2,740.59	$3,425.75
10" Meter	$3,939.60	$4,924.49
12" Meter	$9,076.66	$11,346.64
Commodity Rates:		
All usage (per 1,000 gallons)	$11.02	$13.79
Flat Rate Sewer - No Meter:	$67.42	$84.28

Water & Sewer - Bulk	
Monthly Commodity Rates (Water):	$5.25 / 1,000 gallons
High Strength Surcharge (Sewer):	
Biochemical Oxygen Demand (BOD)	$0.355 / pound for concentration in excess of 250 mg/liter
Total Suspended Solids (TSS)	$0.13 / pound for concentration in excess of 250 mg/liter
Ammonia Nitrogen (NH3-N)	$1.75 / pound for concentration in excess of 20 mg/liter
Industrial High Strength Surcharge	$4.00 / 1,000 gallons
Bulk Water Filling Station Usage:	
Base rate	$10
Minimum charge (less than 1,000 gallons)	$5.25
Above 1,000 gallons	$5.25 / 1,000 gallons

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

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

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

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

Large General Service*	
Monthly Base Charge:	$240.00
Monthly Demand Charge:	
CP Demand	$20.18 / CP kW
Excess Demand	$1.685 / kW
Monthly Energy Charge:	$0.06070 / kWh

***No existing customers**

Coincident Peak (CP)	
Monthly Base Charge:	$240.00
Monthly Demand Charge:	
CP Demand	$21.37 / CP kW
Excess Demand	$5.15 / kW
Monthly Energy Charge:	$0.05740 / kWh

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

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

Area Lighting	
Monthly Rate Per Lighting Unit:	
Residential Unit	$13.42
Small Commercial Unit	$17.81
Large Commercial Unit	$40.64
Underground Charge	$5.40
Monthly Rate Per Pole Type:	
Wooden	$3.37
Decorative	$7.41
Monthly Energy Charge:	$0.09398 / kWh

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

Public Works Water & Sewer Taps & Water & Sewer / Electric Meter Fees					
** Cost for an applicable boring or non-typical installation requirements (Actual Cost + 10%)					
Single Lots Only - No Commercial or Developers					
Service/Meter	**Base Cost**	**Street Cut**	**Concrete Cut**	**Meter Only**	**Permit Fee**
3/4 & 5/8 Inch Water	$2,000	$750	$750	Cost of Meter + End Point + 10%	N/A
1 Inch Water	$2,350	$750	$750	Cost of Meter + End Point + 10%	N/A
1/5 & 2 Water	$2,900	$750	$750	Cost of Meter + End Point + 10%	N/A
4 Inch Sewer	$3,900	$750	$750	N/A	N/A
Irrigation Split	$600	N/A	N/A	N/A	N/A
Relocate Meter Box *For service adjustments within 30" of tap location. Greater than 10" will require a new tap.	$600	N/A	N/A	N/A	N/A
Residential Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A
Small Commercial Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A
Large Commercial Electric	N/A	N/A	N/A	Cost of Meter + 10%	N/A

System Development Fees				
Water Meter Testing:	Labor Cost + 10%			
Water Quality Sampling:	Labor Cost + Lab Fee + 10%			
Hydrant Flow Testing Fee:	$150 per hydrant			
FOG Inspection:	$25			
Service/Meter Size	**Water**	**Sewer**	**Total**	New & Existing users expanding usage requiring meters greater than 2-in require a Developer's Agreement.
5/8 & 3/4 inch	$2,690	$4,890	$7,580	
1 Inch	$4,483	$8,150	$12,633	
1.5 & 2 inch	$14,344	$26,080	$40,424	Current Cost per gallon based on 2018 SDF Study:
				Water = $6.18 per gallon per day (GPD)
				Sewer = $15.52 per gallon per day (GPD)

Nutrient Offset Fees	
Residential Tap	$450/ Tap
Non Residential Tap	$0.005 / gallon of annual wastewater capacity

Planning Department	
Public Notices Fees	
Mailed Notice	$1.00 per Mailed Notice
Public Notice Signs	$20 per Posted Sign
Development Submittal Fees	
Determination	$200
Development Agreement	$1,000
Fee-in-Lieu Request (By Applicant)	$300
Limited Subdivision	$250
Street Renaming/Closure	$300
Temporary Permit	$100
After-the-Fact Temporary Permit	$200
Vested Rights Certificate	$300
Administrative Adjustment	$150/Adjustment
Uniform Sign Plan	$150
Re-Advertisement	$200
Appeal	$350
Annexation	$300
Urban Archery Hunting Permit	$50
Major Subdivision/Conservation Subdivision	$500 + $15 / acre
Minor Subdivision (<5 lots)	$300 + $15 / acre
Conditional Zoning, Unlimited with Associated Concept Plan	$1,000 + $5 / acre
Small Cell Wireless	$100 ea for first 5 facilities, $50 ea additional
Zoning Compliance Inspection/Re-Inspection	$150
Resubmittal Fee	4th and each subsequent submittal - 1/2 the cost of the original submittal fee
Exempt Subdivision	$150
Final Plat Review	$300 + $15 / acre
Rezoning	$750 + $10 / acre
Conditional Rezoning, Limited Use and Limited Standard	$750 + $10 / acre
Alternative Sign Plan	$300
Sign - Permanent	$75 + $5 / additional sign
Sign - Temporary	$50
After-the-Fact Sign Permit	$150 +$10 / additional sign
Minor Modification	$250
Site Plan	$500 + $15 / acre
Special Use Permit	$750
Temporary Use / Special Event	$100
After-the-Fact Temporary Use/Special Event Permit	$200
Tree Clearing Certificate	$250
Variance Application	$500 ($1,000 after the fact)
Zoning Compliance	$100
Zoning Verification	$100
Family Health Care Structure	Initial Permit (Good for 1 Year): $100 Annual Renewal Fee (Due every year starting with Year 2): $50
Planning/Engineering Development Submittal Technology Fee Surcharge	4% of Fee Total (Planning & Engineering)

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

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

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

Recreation & Open Space Fees	
Single-Family Detached, Attached, Duplex, and Manufactured Home Dwellings	Pre-Development Cost of 1/35 of an Acre (Based on County Tax Assessor Data or Appraisal) Times the Number of Dwelling Units, Payable at Final Plat for each subdivision or phase of subdivision

Building Inspections	
Plan Review Fee - Initial Review	Commercial Projects 0-25,000' = $250, over 25,000' = $500
Plan Review Fee - Permit Cancelled or Not Picked up/Issued	$100
Plan Review Fee - Subsequent Reviews (ea)	$150

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

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

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

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

Dwelling Moved On	
Fee	$250
Trade Fee	$75

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

Trade Inspections	
Building, Electrical, Plumbing and Mechanical	$75

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

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

Re-Inspection Fees	
First Re-Inspection	$75
Additional Re-Inspection of Same Item	$150 2nd trip, $225 3rd trip, $300 4th trip (+$75 each additional trip thereafter)
After Hours (Requires Special Approval)	$200/hour (3 hour minimum)
Day Care Re-Certification	$100
ABC Permit Form	$150
Expired Permit Reissue	
Work Started / Code Changes	Original fee x 50%
No Work Started / No Code Changes	$150
Re-Review, Lost Plans / Update	$150

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

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

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

Sign	
Building	$75
Electrical	$75

Swimming Pools	
Building	$75
Electrical	$75

Pedestals	
Building	$1
Electrical	$75

LP Gas Tanks	
Building	$50
Electrical	$75

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

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

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

Demolition - Residential	$50 + asbestos report
Demolition - Commercial	$150
Sprinkler System	Commercial Rate

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

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

Inspection Fees	
New Public Streets	$1.75 per linear foot
Curb and Gutter (new and replacement)	$0.75 per linear foot
Application for Acceptance of Public Infrastructure – Utilities	$500
Acceptance of Public Infrastructure – Right-of-Way	$500
Acceptance of Public Infrastructure - Reinspection	$100
Pump Station	$1,500
Water System Extensions	$1.25 per linear foot
Pump Station	$1,500
Stormwater SCM Inspection	$500
Sanitary Sewer System Extensions	$1.25 per linear foot
Storm Drainage (Public and Private)	$0.75 per linear foot
Greenways & Sidewalks	$0.75 per linear foot
Residential Driveway – Initial	$100
Residential Driveway – Reinspection	$75
Fire Lanes	$1.75 per linear foot
Sanitary Sewer Taps (not performed by Town)	$100

Water Taps (not performed by Town)	$100
Fee-in-lieu Admin Fee	$150
Reinspection Fee-Linear Footage Inspections	$100

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

Police Department	
Accident Report	$2
Animal Service Penalty Fees:	
Animal Cruelty	$500 per offense, per animal
Dangerous Dogs	$500 per offense, per animal
All Other Violations, including leash law violations:	
-First Notice of Violation	$100
-Second Notice of Violation	$200
-Third and Subsequent Notice of Violation(s)	$300

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

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

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

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

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

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

Tournament Field Rentals & Add Ons	
Community Park - Full Day	$250 / field / day
Community Park - Half Day	$125 / field / day
East Clayton - Baseball	$350 / day
Additional Field Prep	$30 / field
Scoreboard	$25 / field / day
Drying Agents	$10 / bag
Admission Fee to Town	$50 / day
Concessions	Only CPRD Allowed
Other Vendors (Non-Food)	$50 / vendor / weekend

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

Commercial Use Permit	$25	$25

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

Special Events		
Special Event Fees	**Resident Fee**	**Non-Resident Fee**
Application Review	$100	$200
Sanitation Deposit	$250	$250
Street Closure	$50 / day	$100 / day
Type III Barricade Rental	$5 / barricade / day	$25 + $5 / barricade / day
Police Detail Fee (3 hour minimum)	$35 / officer / hour	$35 / officer / hour + $100 Admin Fee
Garbage/Recycling Container Rental (minimum of 4)	$13 / container / day	$13 / container / day + $50 Admin Fee
Generating Notice Addresses (one hour minimum)	$25 / hour	$50 / hour
Emergency Notification Call / Mass Phone	$50	$100
No Parking Signage	$3 / sign	$3 / sign
Positive Barricades (filled and installed)	$45 per intersection	$45 per intersection
Utility Fees (Water and Electricity)		
Events longer than one day	$10 / utility	$20 / utility
Town/Horne Square Rental with Road Closure: (Special Event Application Fee, 8 Trash Cans, Road Closure Fee, 10 No Parking Signs, Water Barricades, and Town Square Rental)	$500	$750
Town/Horne Square Rental with No Road Closure: (Special Event Application Fee, 6 Trash Cans, and Horne Square Rental)	$250	$400

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

Library Overdue Fines: ROI and Mapping
June 2023

Payments brought in for overdue fines and lost/damaged items:

	Overdue Fines	Lost/Damaged Item Payments
FY 17	3767.52 (no data for split between overdues and lost items)	
FY 18	5445.49	
FY 19	6239.92	
FY 20	1965.65	493.32
FY 21	772.15	286.69
FY 22	2756.43	1083.64
YTD FY 23 (total through May)	3273.07	816.35*

**Changes in our online catalog delayed billing for lost items. We are currently billing a large number of lost items.*

Staff Time spent on fines:

- Daily: Roughly 1 hour
- Lowest-paid staff member: $15/hr
- Conservative estimate: 313 days/year
- Staff cost of retrieving overdue fines**: $4,695**

Current total dues owed (overdue and lost items) for patrons with fines over $0.25:

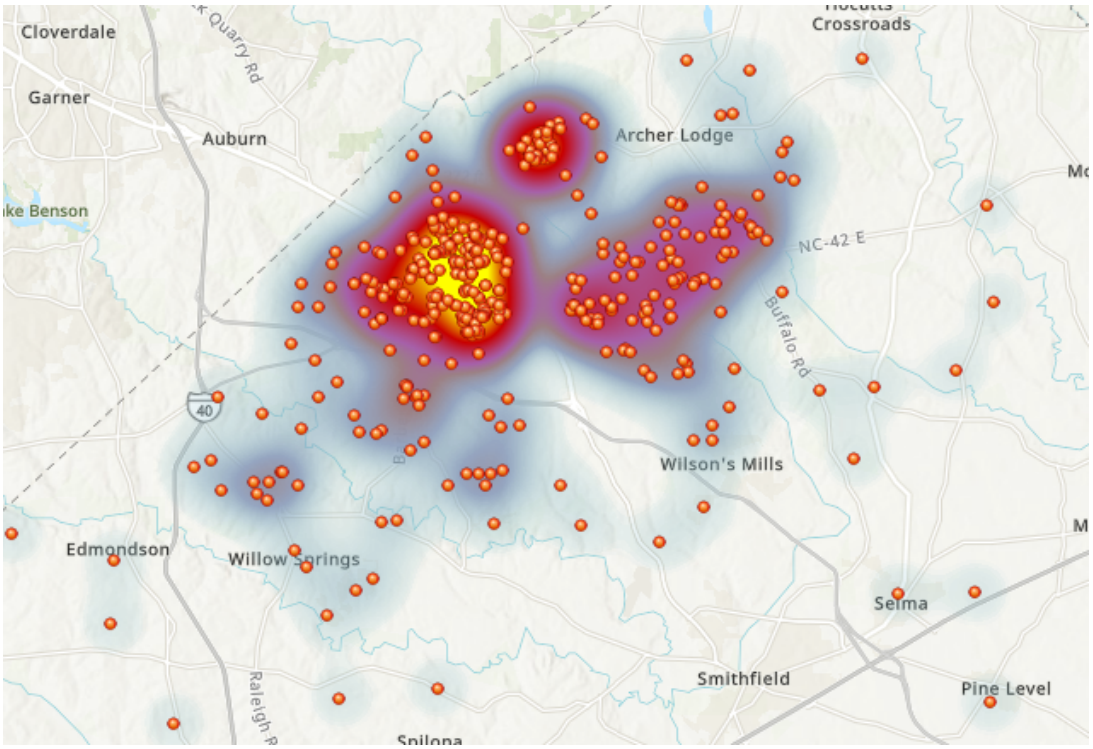
Year	Number of patrons with fines	Dollar amount owed
2015	**21**	**149.25**
2016	**218**	**1481.20**
2017	215	1530.50
2018	328	8514.81
2019	339	7906.14
2020	327	5487.43
2021	112	1929.19
2022	201	5453.04
2023	552	**12936.74**** (see note above)*

Current total overdues/lost fees owed for patrons with fines over $25:

Year	Number of patrons with fines over 25	Dollar amount owed
2017		
2018	93	6669.92
2019	77	5988.92
2020	56	3579.88
2021	23	1334.55
2022	54	4414.30
2023	121	9258.18** (see note above)*

Library Overdue Fines: ROI and Mapping
June 2023

Heat map of where patrons with fines over $25 live in relation to the library:



Ordinance #2023-06-01

TOWN OF CLAYTON
ORDINANCE AMENDING COMPREHENSIVE LIST OF FEES AND CHARGES
FOR FISCAL YEAR 2023-2024
LIBRARY

BE IT HEREBY adopted by the Town Council for the Town of Clayton, North Carolina that the following fees are amended as noted herein:

Library Fees	Johnston County Resident	Non-Jo
Overdue Fines	$0	$0

This amendment will be effective June 20, 2023.

Duly adopted this the 20th day of June 2023, while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST: APPROVED AS TO FORM:

_____ _____

Heidi L. Holland, CMC, NCCMC Town Clerk
Jim Cauley Town Attorney

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	ADMINISTRATIVE ITEMS

Item Title

Downtown Development Advisory Board Appointment Recommendations

Presenter(s)

Heidi Holland, Town Clerk

Suggested Action

Approval of Recommended Appointments

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

DDA currently has 7 vacancies (1 unexpired term position, 4 expiring term positions, and 2 alternate positions). This item was brought to Council at the June 5, 2023 Work Session for discussion. Applications were received and interviews were held with the recommendations for appointment as follows:

DDA2 - Joel Tew (filling an unexpired term) Term Expires: 6/30/2024
DDA7 - Christi Thompson (reapplied for position) Term Expires: 6/30/2026
DDA8 - Lila Rieber (reapplied for position) Term Expires: 6/30/2026
DDA10 - Marty Kornegay (filling a full term) Term Expires: 6/30/2026
DDA11 - Matthew Kagel (reapplied for position) Term Expires: 6/30/2026
DDA12 - Cameron Coolidge (filling an alternate position) Term Expires: 6/30/2026
DDA13 - Andre Walden (filling an alternate position) Term Expires: 6/30/2026

Funding Source

N/A

Corresponding Documentation

Marty Kornegay 04112023

Joel Tew 04102023

Lila Rieber 04172023

Christi Thompson 04172023

Cameron Coolidge 02282023

Andre Walden 04212023

Matthew Kagel 05032023

Submitted By: Heidi Holland, Administration

Reviewed By:

Rich Cappola, Town Manager	Approved - Jun 12 2023
Heidi Holland, Town Clerk	Approved - Jun 12 2023

BA-23-79

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: April 11, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Marty Kornegay
☒ Male ☐ Female	
Phone Number:	3365294411
Email:	marty.kornegay@gmail.com
Address:	101 Swann Trail, Clayton, NC, 27527

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	12 years
Do you live in Clayton Corporate Limits?	yes
Do you live in ETJ?	yes
How did you find about this board?	Website
Employment Status:	Employed
Employer:	Nstar Global Services
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	Served on Board of Directors for the Winston Salem Urban League. Served on Parks and Recreation Advisory Board for the Town of Clayton. Active member of Kingdom Life Church Ministry Team. Serve as Global IT Director at my current place of employment, and have a love for the Town of Clayton and its people.
Outline your qualifications and why you wish to serve on the board you indicated:	I am interested in increasing my civic participation in the growth of our beloved Town of Clayton. I feel that my leadership qualities and experience on similar boards will lend a welcome voice to the team.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no
Please list any current or previous service to the community, civic organizations, activities and any special talents:	Served on Parks and Recreation Advisory Board previously

Printed Name:
Marty Kornegay

BA-23-78

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: April 10, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Joel Tew
☒ Male ☐ Female	
Phone Number:	9196106238
Email:	jbtew22@gmail.com
Address:	211 E second St, Clayton, NC, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	19 years
Do you live in Clayton Corporate Limits?	yes
Do you live in ETJ?	no
How did you find about this board?	Facebook
Employment Status:	Employed
Employer:	CDW Corp.
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	graduate of NC State University (1995), downtown resident, multiple downtown property owner and small business owner/partner. 26 years of corporate business development in technology and lifelong clayton resident. Son of a downtown business owner of 50+ years (Allen Tew).
Outline your qualifications and why you wish to serve on the board you indicated:	to ensure a sensible application of development principles and ideas to the downtown community and to be able to preserve historical value while attracting new investment and to advise on improvements that can benefit the downtown area in new ways.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no
Please list any current or previous service to the community, civic organizations, activities and any special talents:	clayton Civitan club member since 2015 and founder of clayton lacrosse club in 2008. Clayton area small business owner since 2013.

Printed Name:
Joel B. Tew

BA-23-84

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: April 16, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Lila Rieber

☐ Male
☒ Female

Phone Number:	7034630203
Email:	lr65358@gmail.com
Address:	475 E 2nd St., Clayton, NC, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	3 years
Do you live in Clayton Corporate Limits?	yes
Do you live in ETJ?	no
How did you find about this board?	Other
Employment Status:	Employed
Employer:	UCB Pharma
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	Currently serving on board
Outline your qualifications and why you wish to serve on the board you indicated:	I have enjoyed my time serving with the DDA and would like to continue my work. I will continue to contribute by volunteering at events.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no
Please list any current or previous service to the community, civic organizations, activities and any special talents:	I volunteer with Preservation North Carolina and Friends of Oberlin Village. I am knowledgeable in historic preservation.

Printed Name:
Lila Rieber

BA-23-85

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: April 17, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Christi Thompson

☐ Male
☒ Female

Phone Number:	9195854648
Email:	threelittlebirdsclayton@gmail.com
Address:	225 E MAIN ST, Clayton, NC, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	20 years
Do you live in Clayton Corporate Limits?	yes
Do you live in ETJ?	yes
How did you find about this board?	Other
Employment Status:	Employed
Employer:	Three Little Bords
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	Currently serving on board
Outline your qualifications and why you wish to serve on the board you indicated:	Currently serving on board

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no
Please list any current or previous service to the community, civic organizations, activities and any special talents:	Currently serving on board

Printed Name:
CHRISTI THOMPSON

BA-23-75

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: February 28, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Cameron Coolidge
☒ Male ☐ Female	
Phone Number:	9199094666
Email:	cameronjcoolidge@gmail.com
Address:	310 Highland Rhodes Drive, Clayton, NC, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	3.5 Years
Do you live in Clayton Corporate Limits?	yes
Do you live in ETJ?	yes
How did you find about this board?	Website
Employment Status:	Employed
Employer:	Midtown Law
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	Executive board and founding president of Phi Sigma Kappa - Beta Octaton.
Outline your qualifications and why you wish to serve on the board you indicated:	Been a resident of Clayton for 3.5 years, but have been coming into Clayton for nearly 15. Passion for preserving the quality of life in Clayton, as well as keeping our town a staple among Triangle suburbs.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no

Printed Name:
Cameron Coolidge

BA-23-86

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: April 21, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Andre Walden
☒ Male ☐ Female	
Phone Number:	9194498412
Email:	mr.andrewalden@gmail.com
Address:	297 Hopper Cir, Clayton, North Carolina, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	3 years
Do you live in Clayton Corporate Limits?	yes
How did you find about this board?	Friend
Employment Status:	Employed
Employer:	WakeMed Health and Hospitals
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	Received a M.A in Sports Management with a concentration in Facility Operations from ECU. Program did have an Entertainment and Tourism component. Lived in larger NC cities such as Charlotte, Raleigh, and Durham. Have seen various downtown development over the years
Outline your qualifications and why you wish to serve on the board you indicated:	This would be my first attempt at serving on an Advisory board. I have a family and we have set roots here in Johnston County and do not plan on leaving. I want to see the best for my community, and I am willing to help anyway that I can. I believe that the potential here is unlimited. With the beauty of the area, and the kindness of the people. We can develop a downtown that can compete with the best of them.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no
Please list any current or previous service to the community, civic organizations, activities and any special talents:	Alpha Phi Alpha Fraternity, Inc. (Currently Active)

Printed Name:
Andre Walden

BA-23-88

Town of Clayton
ADVISORY BOARD CANDIDATE APPLICATION

Received Date: May 3, 2023
Application Type: Downtown Development Association Advisory Board

Name:	Matthew Kagel
☒ Male ☐ Female	
Phone Number:	804-370-1063
Email:	matt.kagel22@gmail.com
Address:	59 Heathwood Dr, Clayton, NC, 27527

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency:	3 years
Do you live in Clayton Corporate Limits?	no
Do you live in ETJ?	yes
How did you find about this board?	Other
Employment Status:	Employed
Employer:	Pepsi Bottling Ventures LLC
Please list any experience, education and/or work experience you have relevant to the board you are applying for:	I'm a current board member since 2021 and reapplying to continue serving as an advisor to support our growing downtown.
Outline your qualifications and why you wish to serve on the board you indicated:	I currently serve as president of the 501(c)(3), vice chair of the board, and chair the organization committee for the Downtown Development Association.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?	no
Please list any current or previous service to the community, civic organizations, activities and any special talents:	Lead and participate in DDA-sponsored events!

Printed Name:
Matthew Kagel

TOWN OF CLAYTON
PROCLAMATION
NATIONAL PARKS AND RECREATION MONTH

WHEREAS, parks and recreation is an integral part of communities throughout this country, including the Town of Clayton; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being; and

WHEREAS, parks and recreation encourages physical activities by providing space for sports, hiking trails, and many other activities designed to promote active lifestyles; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

NOW, THEREFORE, on behalf of the Clayton Town Council, I, Mayor McLeod, hereby recognizes the benefits derived from parks and recreation resources and proclaim July as Parks and Recreation Month.

Proclaimed this the 20th day of June, 2023.

_____

Jody L. McLeod
Mayor

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	Quasi-Judicial Hearing

Item Title

2023-74-SUP Champion East Special Use Permit Modification

Presenter(s)

Ben Howell, Planning Director

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

Other/Special Instructions: Sign Posted on Property

Summary

The Champion East Special Use Permit, for 6 townhomes located on Champion Street at Amos Street, was approved January 18, 2022. One of the conditions of the approval was that architectural elevations that were shown to Council at the January 18, 2022 meeting would be used for the townhomes. The developer has decided that different architectural elevations will be used, which requires a major modification to the Special Use Permit to revise the condition regarding the architectural elevations.

Recommendation

Staff recommends the Council approve the major modification to the Champion East Special Use Permit.

Funding Source

N/A

Cost

N/A

Corresponding Documentation

0 2023-74-SUP Champion East SUP Modification Staff Report

1 2023-74-SUP Champion East SUP Modification Application

2 2023-74-SUP Champion East SUP Modification Neighborhood Meeting Materials

3 2023-74-SUP Champion East SUP Modification Recorded Approval 2020-98-SUP

4 2023-74-SUP Champion East SUP Modification Revised Architectural Elevations

5 2023-74-SUP Champion East SUP Modification Recommended Conditions of Approval-Signed by Applicant

6 2023-74-SUP Champion East SUP Modification Staff Report Maps

2023-74-SUP Champion East SUP Modification - Approval Document

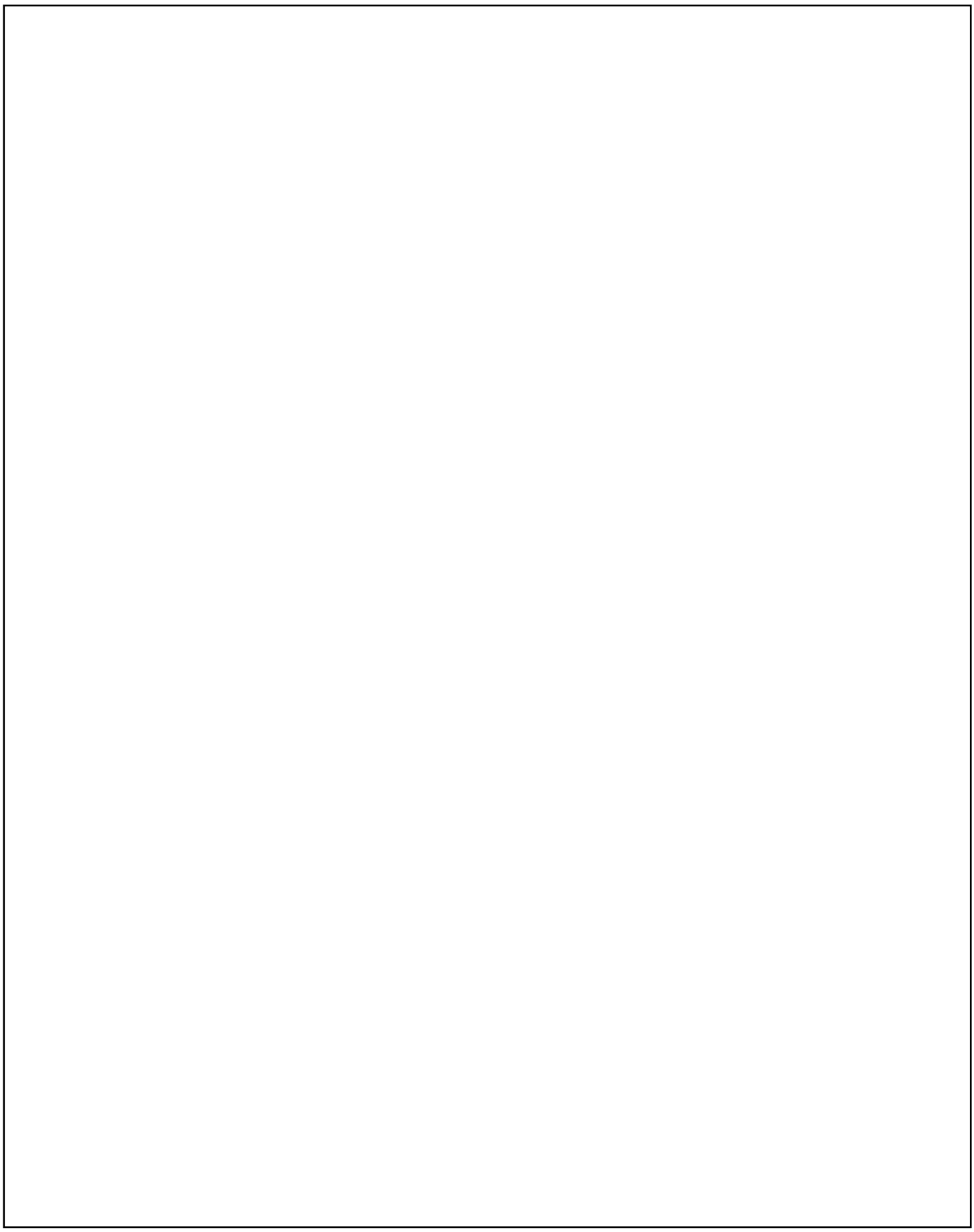
Meeting Timeline

Town Council Public Hearing - June 20, 2023

Submitted By: Ben Howell, Planning

Reviewed By:

Ben Howell, Planning Director	Approved - Jun 12 2023
Rich Cappola, Town Manager	Approved - Jun 12 2023
Heidi Holland, Town Clerk	Approved - Jun 12 2023



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

Town Council
June 20, 2023

STAFF REPORT

Application Number: 2023-74-SUP

Project Name: Champion East Special Use Permit Major Modification

Original SUP:	2020-98-SUP
Tag #:	05003003
Location:	Southeast Corner of Champion Street and Amos Street
Zoning District:	R-6
Applicant:	Adams & Hodge Engineering, PC
Owner:	Cloudbreak Investments, LLC
Project Planner:	Ben Howell, AICP, CZO

Public Noticing Dates:

- **Neighborhood Meeting:** June 8, 2023
- **Sign Posted:** June 7, 2023
- **Newspaper Ad Published:** June 7, 2023 and June 14, 2023
- **Letters Mailed:** June 7, 2023

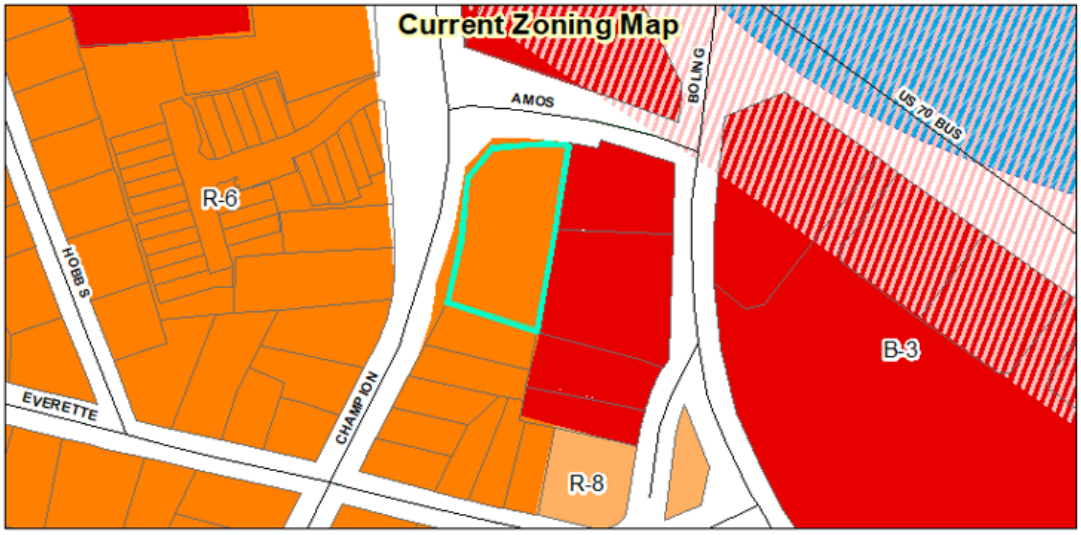
REQUEST: Applicant requests a Major Modification to the approved Special Use Permit for Champion East (2020-98-SUP) to revise the architectural elevations and Condition #6 of the approval.

SITE DATA:

Acreage:	0.849
Zoning:	R-6
Existing Use:	Vacant

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	B-3	Commercial/Restaurant (Burger King)
South	R-6	Vacant
East	B-3	Commercial (Doctor Office)
West	R-6	Residential



DEVELOPMENT DATA:

Proposed Use: Townhomes

Number of Lots/Units: 6 Units

Impervious Surface: 36%

Required Parking: 2 spaces per unit (12 total)

Access/Streets: The site will be accessed from a private shared access road off of Champion Street near the intersection with Champion Street and Amos Street.

STAFF ANALYSIS AND COMMENTARY:

Overview:

The applicant received approval of a Special Use Permit on January 18, 2022 for 6 townhome/duplex units located near the intersection of Champion and Amos Streets. At the January 18th meeting, architectural elevations for the proposed townhomes were provided for Town Council, and Condition #6 was placed on the approval requiring these architectural elevations be used for the project. Since that time, the applicant has decided to utilize different architectural elevations for the project, and is requesting that Condition #6 be modified to allow the use of the architectural elevations attached to this staff report.

Associated Subdivision:

Pursuant to §155.711(D)(1), concurrent with a request for a Special Use Permit, the applicant was required to submit a Major Subdivision Preliminary Plat, which is attached to this staff report. The Preliminary Plat was approved in conjunction with the original Special Use Permit 2020-98-SUP, and remains in effect.

Consistency with Adopted Plans:

- **Comprehensive Growth Plan 2045**
  The Future Land Use Map (below) shows that this area is designated as High density Residential. This designation may include townhome development. The applicant has proposed a density of 7.07 units/acre. This is consistent with the note in the comprehensive plan identifying High Density Residential designations to have densities up to 10 dwelling units/acre.

- **Unified Development Code**
  If the Special Use Permit is approved, the townhome development will meet the code requirements as outlined in the Unified Development Code. The site meets landscape buffer requirements and general design requirements including parking, stormwater, and open space. The dimensional standards for the townhomes is set via this SUP.

CONSIDERATIONS:

- The Town Council shall make final decisions regarding Special Use Permits.
- Special Use Permits shall address specific Findings of Fact, with the burden of proof for meeting the Findings of Fact on the applicant. These Findings all must be met for a Special Use Permit to be approved.
- Staff has worked with the applicant on the proposed conditions, and the applicant has agreed to all proposed conditions in writing.
- The Town Council shall consider the recommendation(s) in this staff report, and may approve the SUP with the proposed conditions, add or remove conditions (with the agreement of the applicant), deny the application upon finding that one or more of the Findings of Fact are not met, or may send the application back to the Technical Review Committee for additional consideration.

FINDINGS OF FACT:

Special Use Permits shall address the following findings, with the burden of proof for meeting the Findings of Fact on the applicant. Please see below for the applicant's response to each finding, as well as staff's commentary.

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

   Applicant Response:

   The site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The change in architectural elevations should not endanger the public health or safety of the proposed use or surrounding area.

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 proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The revised architectural elevations are in compliance with the Town of Code of Ordinances and other applicable regulations.

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

   Applicant Response:

   The site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The revised architectural elevations should not be detrimental to the use or development of adjacent properties or other neighborhood uses, and are generally consistent with other development in the area.

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 site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The change in architectural elevations does not affect the density of the proposed development, and the revised architectural elevations are generally consistent with the appearance of other development in the area.

RECOMMENDED CONDITIONS OF APPROVAL:

If approved, staff is recommending conditions of approval be placed upon the application. The recommended conditions are listed below, and the applicant's signed acceptance of the recommended conditions is provided as an attachment. Note that Conditions 1-5 were approved with the original Special Use Permit on January 18, 2022. The recommended Condition 6 has been modified.

1. These Conditions of Approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimensional standards shall be set by those indicated on the associated preliminary plat (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot wide shared access easement.
5. The 10-foot wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at the site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. The approved site plan for the Champion East Special Use Permit shall be supplemented to include the architectural elevations presented at the June 20, 2023 Town Council meeting, titled "East Champion Duplexes, Lots 1-2, Lots 3-4, Lots 5-6."

ATTACHMENTS:

1) Application & Owner's Consent Form
2) Neighborhood Meeting Materials
3) Recorded Approval 2020-98-SUP
4) Revised Architectural Elevations
5) Recommended Conditions of Approval – Signed by Applicant
6) Staff Report Maps

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: Champion East **Date:** 5/18/2023

Applicant Name: Adams & Hodge Engineering, PC

The following checklist to be completed by applicant:

[✓] Pre-Application Meeting on: Per Ben Howell

[✓] Application Review fee

[✓] Advertisement 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)

[N/A] Wastewater Allocation Request Form (if applicable)

[✓] Set of stamped, addressed, empty envelopes for adjacent property owner notification

[✓] Associated Site Plan (separate application required for major site plans, must be submitted concurrently)

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

☐ **New Special Use Permit**

☒ **Major Modification to an approved SUP**
Permit Modified: 2020-98-SUP
MODIFICATION TO ELEVATIONS ONLY

SITE INFORMATION

Name of Project: Champion East

Acreage of Property: 0.849 AC **Zoning District:** R-6

County Tag #: 05003003 **NC Pin #:** 166806-38-1375

Address/Location: Southeast corner of Champion Street and Ammos Street

Existing Use: Vacant **Proposed Use:** Townhomes

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: Adams & Hodge Engineering, PC
Mailing Address: 314 E. Main Street, Clayton, NC 27520
Phone Number: 919-243-1332 / 919-812-2654 **Fax:** N/A
Contact Person: Amy Stancil
Email Address: info@adamsandhodge.com / amy@adamsandhodge.com

OFFICE USE ONLY

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

PROPERTY OWNER INFORMATION

Name: Cloudbreak Investments, LLC

Mailing Address: PO Box 189, Clayton, NC 27528

Phone Number: 919-345-6729 **Fax:** N/A

Email Address: nathan@nlevans.com

EXPLANATION OF PROJECT

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

See Exhibit A

REQUIRED FINDINGS OF FACT

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

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

   See Exhibit A

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

See Exhibit A

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

See Exhibit A

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

See Exhibit A

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.

Amy Stancil
Print Name

Signature of Applicant

5/16/2023
Date

ADJACENT PROPERTY OWNERS LIST

Project Name: Champion East

The following are all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the property (including across street rights of way) subject to this request. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property. Please use a separate sheet if necessary

It is the responsibility of the applicant to correctly identify the current owner, based upon records in the Johnston County GIS Office, for all property owners of land within the required public notice radius.

PARCEL NUMBER	NAME	ADDRESS
See Exhibit B		

Exhibit A

Explanation of Project Findings of Fact

ADAMS & HODGE
ENGINEERING, PC

Explanation of Project

This request is specifically for the change in elevation for the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022. The proposed elevations are more in keeping with the character, style, and esthetics of recently constructed homes on the adjacent properties as well as properties across Champion Street.

ADAMS & HODGE ENGINEERING, PC

Item No. 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 approval.**

The site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

Item No. 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 proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

Item No. 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 site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

Item No. 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 site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

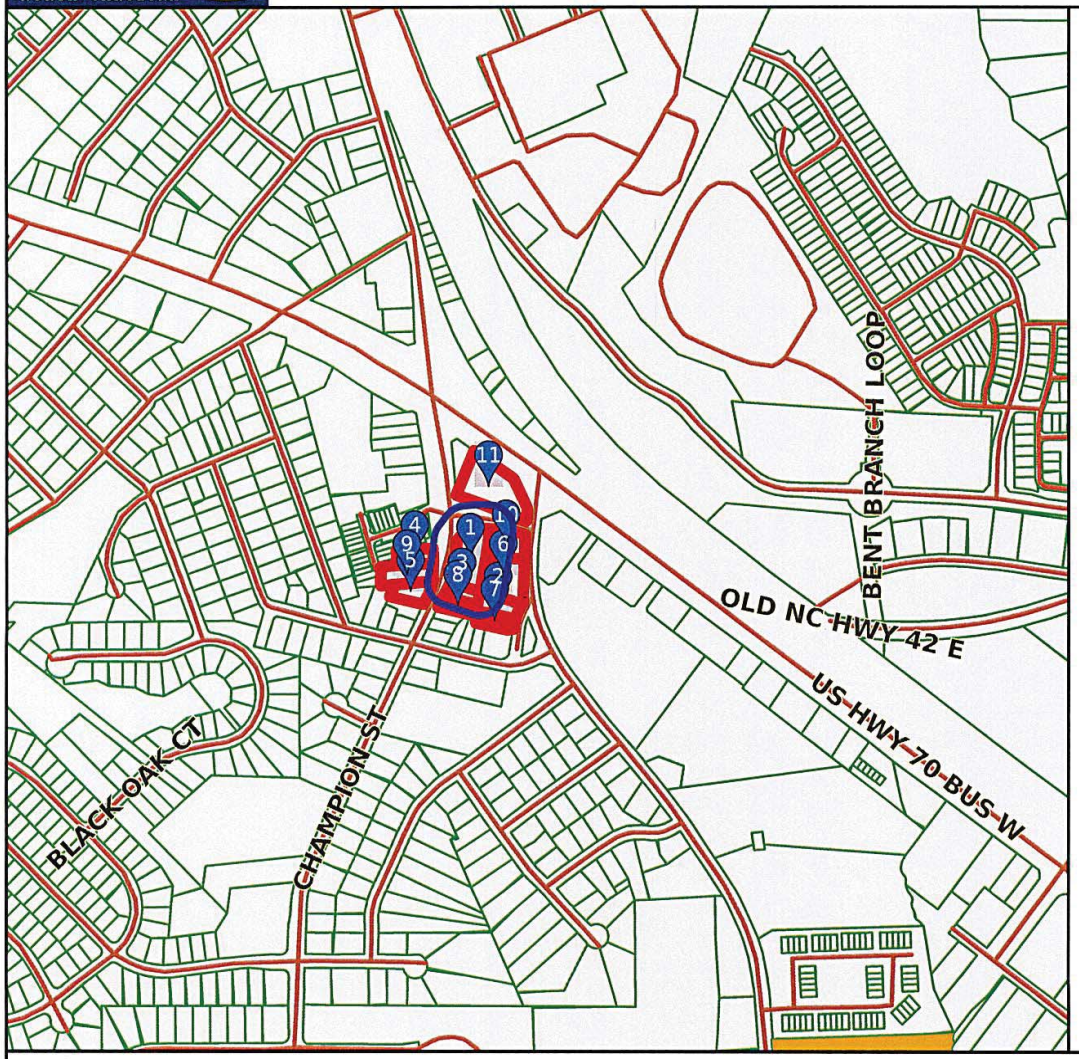
Exhibit B

Adjacent Property Owners List

JOHNSTON COUNTY
NORTH CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Result 0

id:	05003003
Tag:	05003003
Owner Name 1:	CLOUDBREAK INVESTMENTS, LLC
Owner Name 2:	
Mail Address 1:	
Mail Address 2:	PO BOX 189
Mail Address 3:	CLAYTON, NC 27528-0189
Book:	05498
Page:	0211

Result 0

id:	05003005
Tag:	05003005
Owner Name 1:	CLOUDBURST INVESTMENTS, LLC
Owner Name 2:	
Mail Address 1:	
Mail Address 2:	PO BOX 189
Mail Address 3:	CLAYTON, NC 27528-0189
Book:	05799
Page:	0213

Scale: 1:8441 - 1 in. = 703.43 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
May 16, 2023

JOHNSTON COUNTY NORTH • CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.

Result 0

id: 05003011
Tag: 05003011
Owner Name 1: JAMES E. ALLEN, LLC
Owner Name 2:
Mail Address 1: 5000 FALLS OF NEUSE RD STE 100
Mail Address 2:
Mail Address 3: RALEIGH, NC 27609-5480
Book: 06336
Page: 0979

Result 0

id: 05003021A
Tag: 05003021A
Owner Name 1: COATS, MAYNARD MAURICE
Owner Name 2: COATS, VIRGINIA O
Mail Address 1: 307 CHAMPION ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00745
Page: 0523

Result 0

id: 05003017
Tag: 05003017
Owner Name 1: COATS, MAYNARD MAURICE
Owner Name 2: COATS, VIRGINIA O
Mail Address 1: 307 CHAMPION ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 01273
Page: 0439

Result 0

id: 05003004
Tag: 05003004
Owner Name 1: KHUSAYEM, MAZEN
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 997
Mail Address 3: CLAYTON, NC 27528-0997
Book: 05329
Page: 0604

Result 0

id: 05003006
Tag: 05003006
Owner Name 1: CLOUDBURST INVESTMENTS, LLC
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 189
Mail Address 3: CLAYTON, NC 27528-0189
Book: 05799
Page: 0213

Result 0

id: 05003012
Tag: 05003012
Owner Name 1: JAMES E. ALLEN, LLC
Owner Name 2:
Mail Address 1: 5000 FALLS OF NEUSE RD STE 100
Mail Address 2:
Mail Address 3: RALEIGH, NC 27609-5480
Book: 06336
Page: 0979

Result 0

id: 05003021
Tag: 05003021
Owner Name 1: COATS, MAYNARD MAURICE
Owner Name 2: COATS, VIRGINIA O
Mail Address 1: 307 CHAMPION ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00745
Page: 0524

Result 0

id: 05003002
Tag: 05003002
Owner Name 1: KHUSAYEM, MAZEN DR
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 997
Mail Address 3: CLAYTON, NC 27528-0997
Book: 01870
Page: 0885

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.

Result 0

id: 05003001A
Tag: 05003001A
Owner Name 1: 101 BOLING STREET LLC
Owner Name 2:
Mail Address 1: 1241 NE 83RD ST
Mail Address 2:
Mail Address 3: MIAMI, FL 33138-4140
Book: 05032
Page: 0129

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

OWNER'S CONSENT FORM

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

Project Name: Champion East **Address or PIN #:** 166806-38-1375

AGENT/APPLICANT INFORMATION:

Adams & Hodge Engineering, PC
(Name - type, print clearly)

314 E. Main Street
(Address)
Clayton, NC 27520
(City, State, Zip)

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

Special Use
Administrative Amendment

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

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

OWNER AUTHORIZATION:

Cloudbreak Investments, LLC
(Name - type, print clearly)

By: [signature]
(Owner's Signature)

PO Box 189
(Address)

Clayton, NC 27528
(City, State, Zip)

STATE OF North Carolina
COUNTY OF Johnston

Sworn and subscribed before me Nathan Evans, a Notary Public for the above State and County, this the 10th day of May, 2023.

POLLY A. MUDD NOTARY PUBLIC JOHNSTON CO., NC

SEAL

Notary Public Polly A. Mudd

My Commission Expires: June 18, 2025

ADAMS & HODGE ENGINEERING, PC

May 16, 2023

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date**:** **Thursday June 8, 2023**

Meeting Time: **6:00 p.m.**

Meeting Location: **314 E. Main St. (Adams & Hodge Engineering – Entrance and Parking in the back of building)**

Type of Applications: **Special Use Permit Modification**

Project/proposal property location: **This project location is 310 Champion Street, Clayton, NC 27520.**

Description of project/proposal**:** The only reason for this is specifically for the change in elevations for the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022. The proposed elevations are more in keeping with the character, style, and esthetics of recently constructed homes on the adjacent properties as well as properties across Champion Street.

Upcoming Public Meetings for this application: To be determined.

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for application.
3. A map at scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

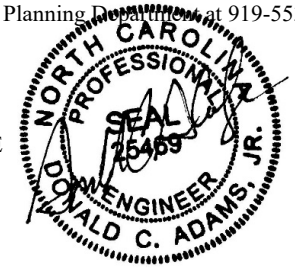
A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

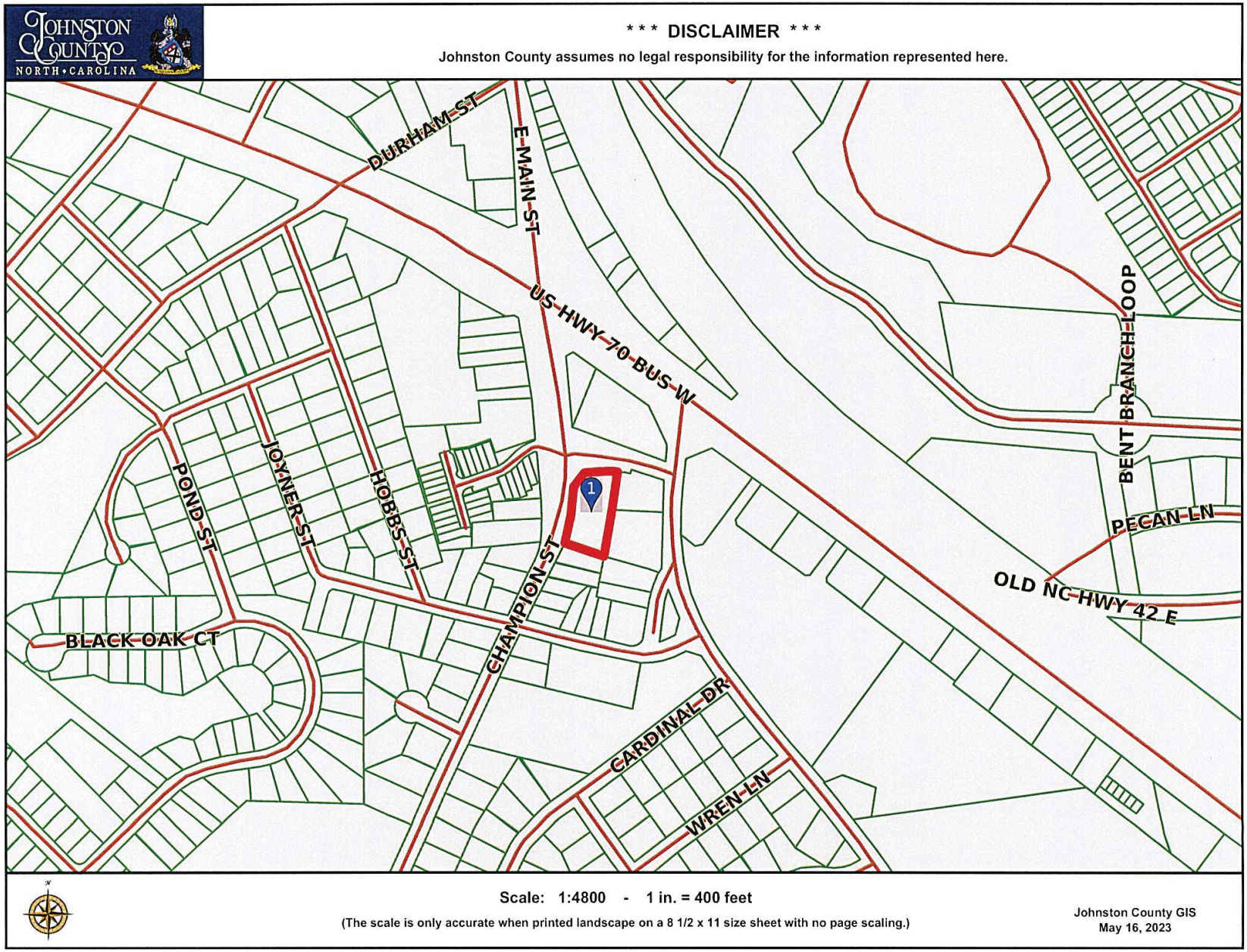
If you have any questions prior to or after this meeting, you may contact us at ***(919)763-7278***.

You may also contact the Planning Department at 919-553-5002.

Sincerely,

Donald C. Adams, Jr., PE




JOHNSTON COUNTY
NORTH • CAROLINA
*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.
DURHAM ST
E MAIN ST
US HWY 70 BUS W
BENT BRANCH LOOP
PECAN LN
OLD NC HWY 42 E
POND ST
JOYNER ST
HOBBS ST
CHAMPION ST
BLACK OAK CT
CARDINAL DR
WREN LN
1
Scale: 1:4800 - 1 in. = 400 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)
Johnston County GIS
May 16, 2023

ADAMS & HODGE ENGINEERING, PC

June 9, 2023

Lori Bryant
Development Services Coordinator
Town of Clayton
111 E. Second Street
Clayton, NC 27527

Subject: Neighborhood Meeting Minute
Champion East

Dear Ms. Bryant,

Please find attached the neighborhood meeting minutes and attendance roster for Champion East. If you have any questions, please contact me.

Sincerely,

Holland Adams
holland@adamsandhodge.com
919-763-2780

ADAMS & HODGE ENGINEERING, PC

Champion East Neighborhood Meeting Minutes
Date: June 8, 2023
Time: 6:00pm
Location: 314 E. Main Street (Adams & Hodge Engineering Conference Room)

The meeting was ready to begin at 6:00pm for the Champion East Special Use Modification. However, as of 6:20pm there were no adjacent property owners that showed up. Since there were not any neighbors that showed up, there were not any minutes to report for the meeting.

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: Champion East

Application: Special Use Permit

Location/Date: Adams & Hodge Engineering / 6-8-2023

	NAME	ADDRESS
1	Donnie Adams	404 Swann Tr. Clayton
2	Holland Adams	404 Swann Tr. Clayton
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Filed in JOHNSTON COUNTY , NC
CRAIG OLIVE, Register of Deeds
Filed 01/20/2022 10:38:06 AM
DEED BOOK: 6164 PAGE: 394-397
INSTRUMENT # 2022792265
Real Estate Excise Tax $0.00
Deputy/Assistant Register of Deeds pwoodall

TOWN OF CLAYTON
SPECIAL USE PERMIT
#2020-98-SUP
Champion East
GRANTED

On the date listed below, the Town Council for the Town of Clayton met and held an evidentiary hearing to consider the following application:

Applicant:	Adams & Hodge, PC
Property Owner:	Cloudbreak Investments, LLC
Property Location:	Located east of Champion Street near the intersection of Amos Street, south of US Highway 70 Business
Brief Property Description:	.0849 acres
Tax Parcel Number:	05003003
Proposed Use of Property:	6 Townhomes
Hearing Date(s):	January 3, 2022 & January 18, 2022

Having heard all the evidence and argument presented at the hearing, the Town Council makes the following findings:

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

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

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

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

ADDITIONAL CONDITIONS:

1. These conditions of approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimension standards shall be set by those indicated on the associated preliminary plate (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot-wide shared access easement.
5. The 10-foot-wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at this site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. A plan set including the revised architectural elevations presented at the January 18, 2022 Town Council meeting shall be submitted for final approval by the Planning Director following Town Council approval of the Special Use Permit.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

TOWN OF CLAYTON

BY: _____
Jody McLeod
Mayor

DATE: January 18, 2022 [Note: within 14 days of decision per Code Section 155.702(G)]

ATTEST:

_____ (SEAL)
Kimberly A. Moffett, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
INCORPORATED
APRIL 1869
CLAYTON, N.C.

NORTH CAROLINA

JOHNSTON COUNTY

I, Heidi L. Holland, a Notary Public, do hereby certify that Kimberly A. Moffett personally appeared before me this day and acknowledged that she is Town Clerk of the Town of Clayton and that by authority duly given and as the act of the Town, the foregoing instrument was signed in its name by her.

Witness my hand and notarial seal this the 19TH day of January 2020.

(SEAL)

Heidi L. Holland

Notary Public Heidi L. Holland
(Printed Name)

HEIDI L. HOLLAND
NOTARY PUBLIC
Johnston County
North Carolina
My Commission Expires November 18, 2023

NC County of Commission: Johnston

Commission expires: 11-18-2023

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:14:32 PM, DW

REVISION LOG	
REVISION: 1	DATE: 00/00/2023

1.

HERRING HOMES EST. 2003

ARCHITECTURAL DRAWINGS	
Sheet No.	Sheet Description
CS-1	Cover Sheet
A-01	Building First Floor Plan
A-02	Building Second Floor Plan
A-03	Front And Rear Building Elevation
A-04	Left And Right Building Elevation
A-05	Building Roof Plan

East Champion Duplexes Lots 1-2

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

REV #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
FIRST FLOOR PLAN

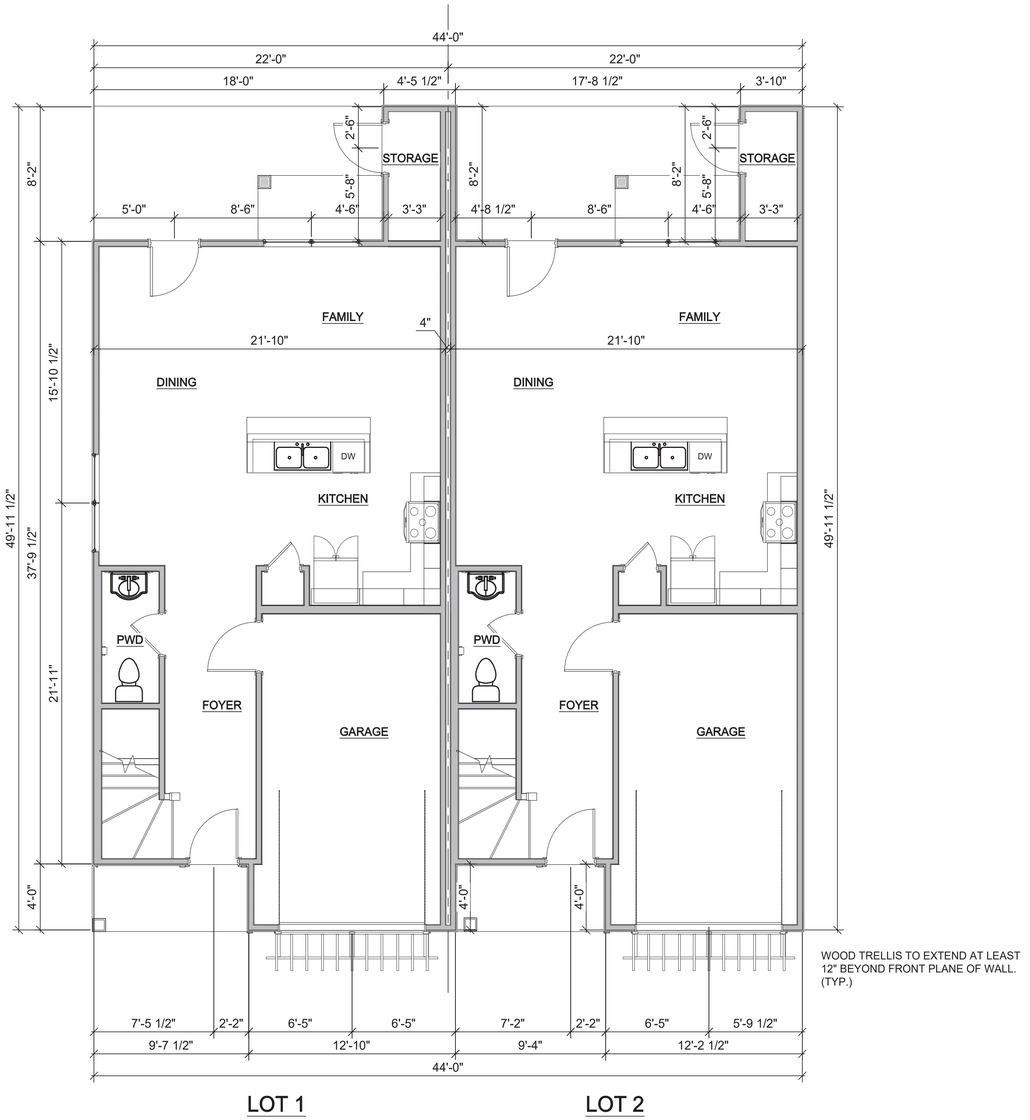
DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
CS-1



FIRST FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

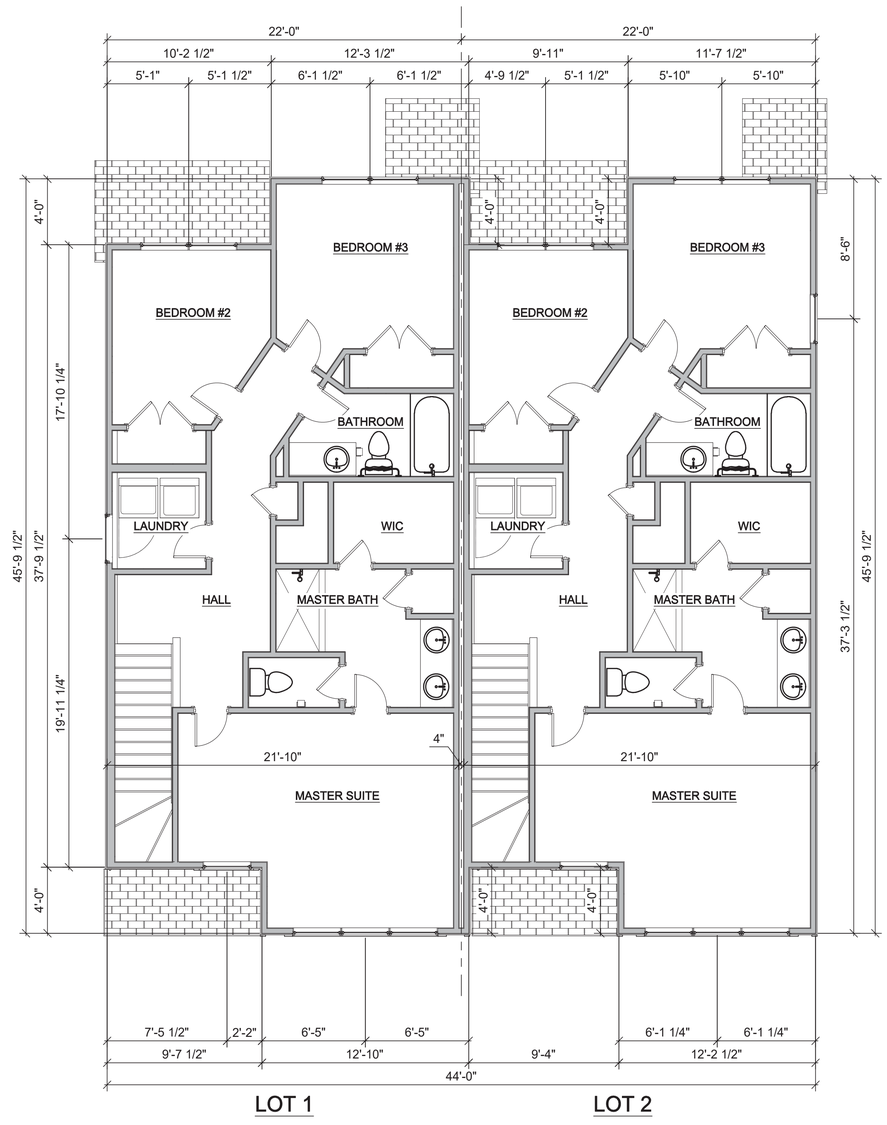
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-01

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:50:32 PM, DW



SECOND FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

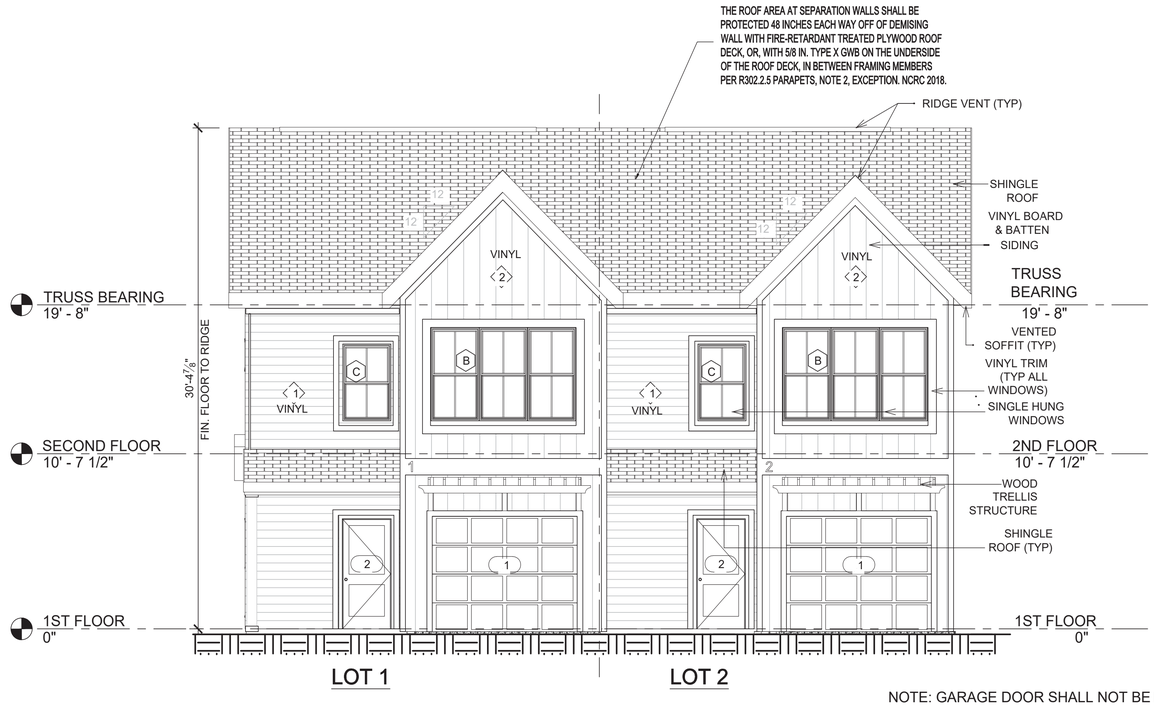
East Champion Duplexes
Lots 1-2
SECOND FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-02

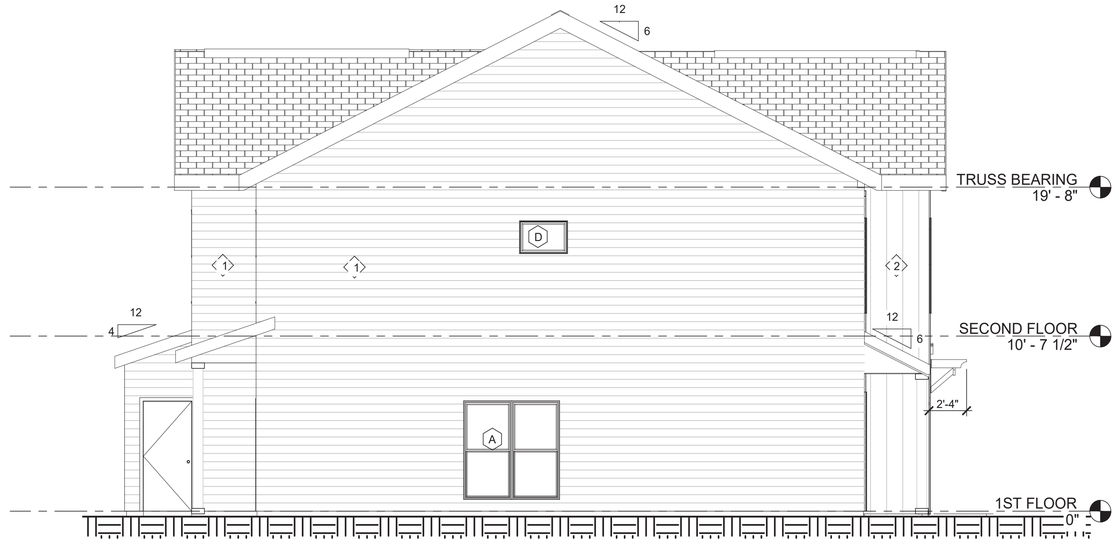
H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:14:39 PM, DW

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4



NOTE: GARAGE DOOR SHALL NOT BE MORE THAN 50% OF THE WIDTH OF THE TOWNHOME.

FRONT ELEVATION - 2 UNIT BLDG.



LEFT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2

FRONT AND LEFT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:

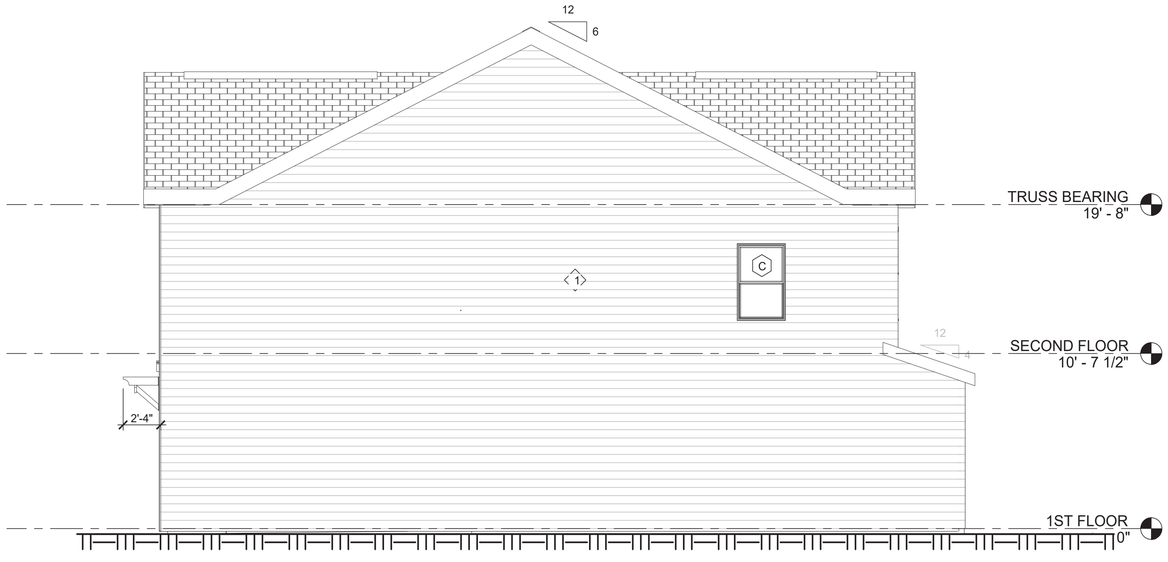
REVISED BY: SDI

DATE: 05/31/2022

SCALE:

SHEET A-03

REAR ELEVATION - 2 UNIT BLDG.



RIGHT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

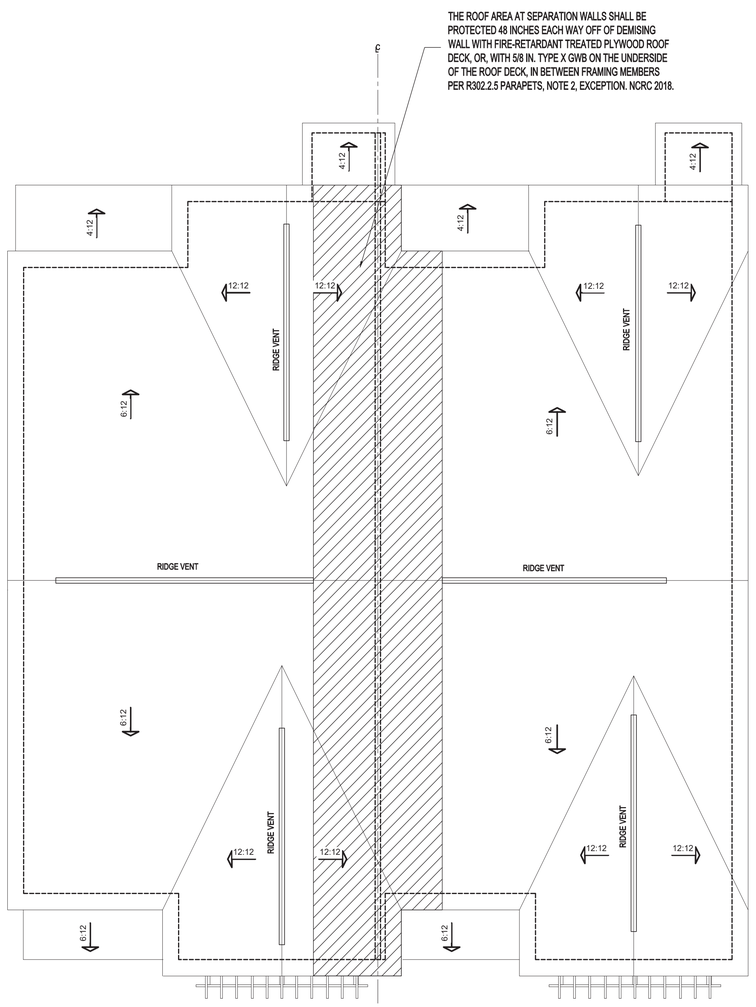
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
REAR & RIGHT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-04

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4



ROOF PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
ROOF PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-05

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-3.01 - OVERALL ROOF PLANS.dwg, 4/3/2023 2:14:55 PM, DWF

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:53:15 PM, DW

REVISION LOG	
REVISION: 1	DATE: 00/00/2023

1.

HERRING HOMES EST. 2003

ARCHITECTURAL DRAWINGS	
Sheet No.	Sheet Description
CS-1	Cover Sheet
A-01	Building First Floor Plan
A-02	Building Second Floor Plan
A-03	Front And Rear Building Elevation
A-04	Left And Right Building Elevation
A-05	Building Roof Plan

East Champion Duplexes Lots 3-4

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

REV #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

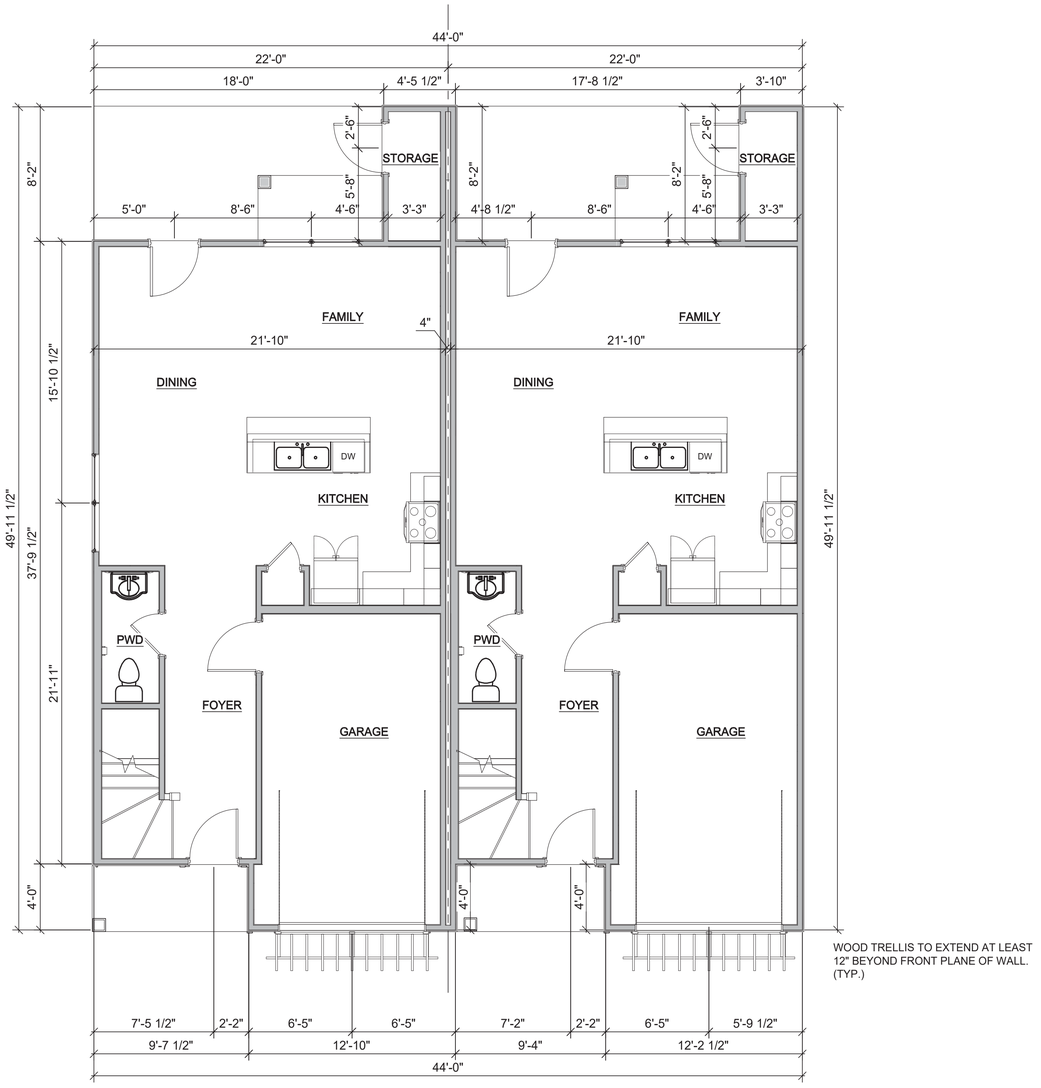
DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
CS-1



FIRST FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

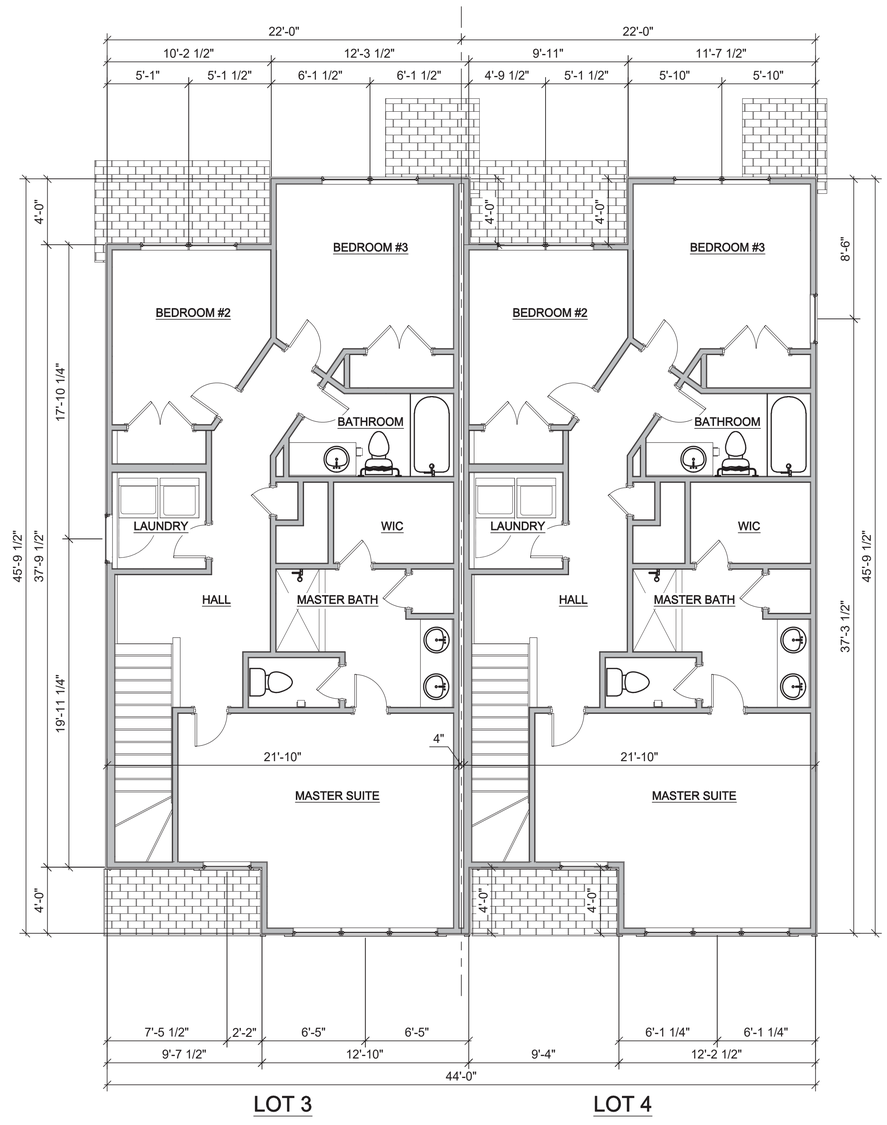
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-01

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:53:16 PM, DW



SECOND FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

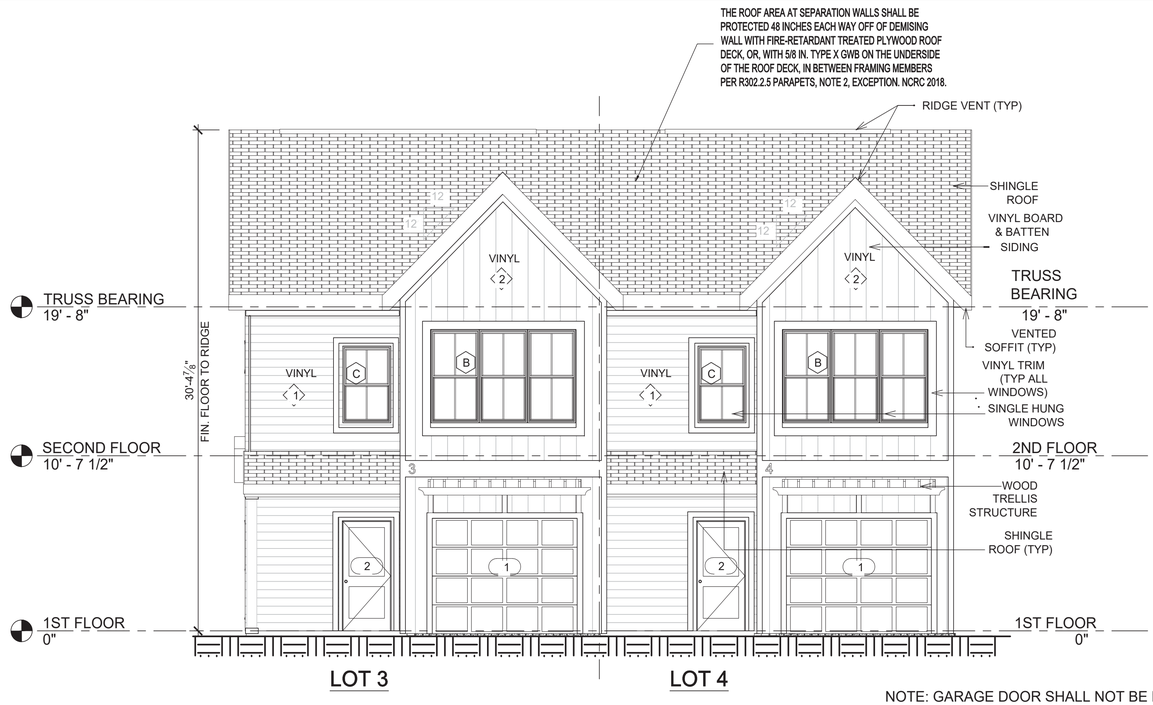
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
SECOND FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

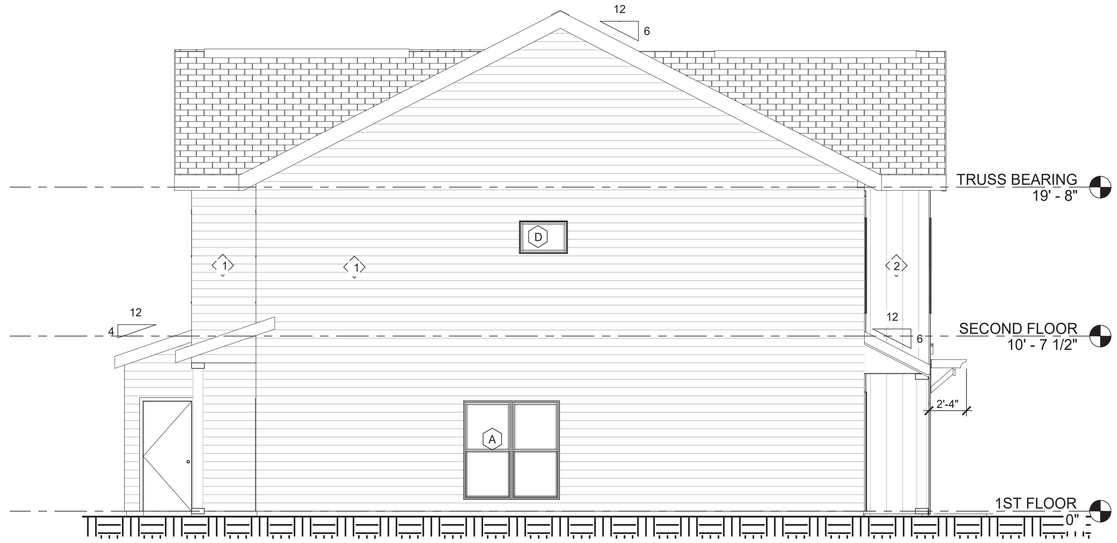
DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-02

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:53:21 PM, DW



NOTE: GARAGE DOOR SHALL NOT BE MORE THAN 50% OF THE WIDTH OF THE TOWNHOME.

FRONT ELEVATION - 2 UNIT BLDG.



LEFT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
FRONT AND LEFT ELEVATIONS

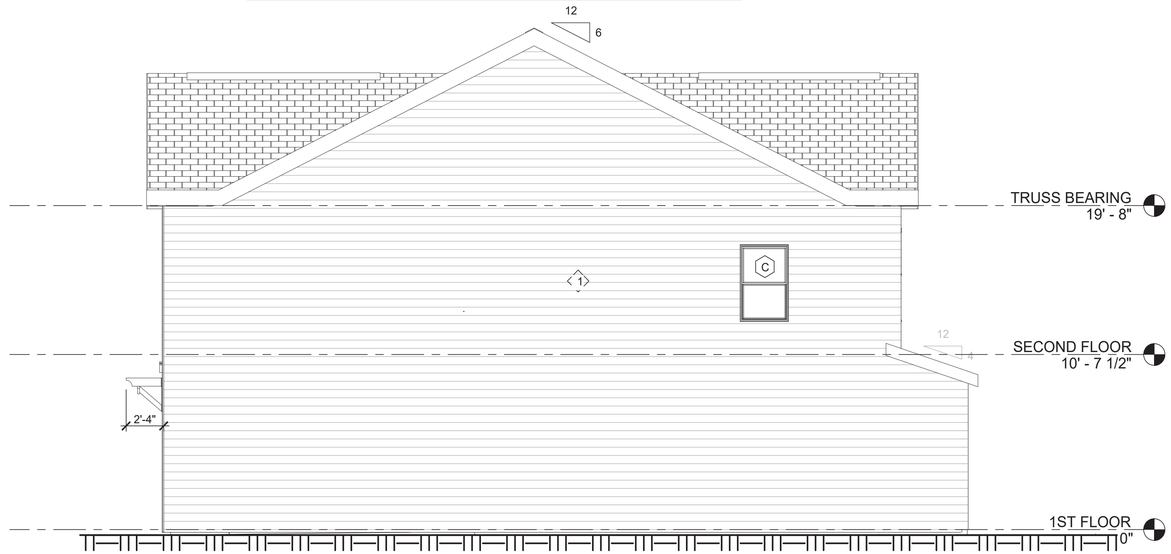
SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-03

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

REAR ELEVATION - 2 UNIT BLDG.



RIGHT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

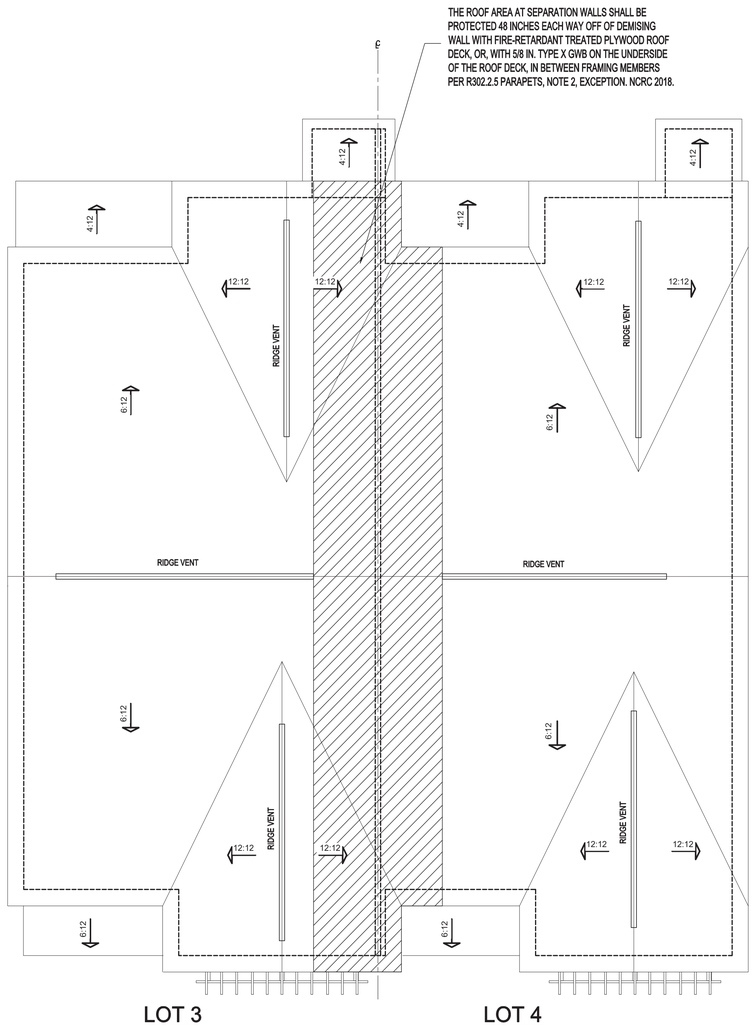
REV.#	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
REAR & RIGHT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-04

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-3.01 - OVERALL ROOF PLANS.dwg, 4/3/2023 2:53:37 PM, DWF



ROOF PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
ROOF PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
A-05

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:59:59 PM, DW

REVISION LOG	
REVISION: 1	DATE: 00/00/2023

1.

HERRING HOMES EST. 2003

ARCHITECTURAL DRAWINGS	
Sheet No.	Sheet Description
CS-1	Cover Sheet
A-01	Building First Floor Plan
A-02	Building Second Floor Plan
A-03	Front And Rear Building Elevation
A-04	Left And Right Building Elevation
A-05	Building Roof Plan

East Champion Duplexes Lots 5-6

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

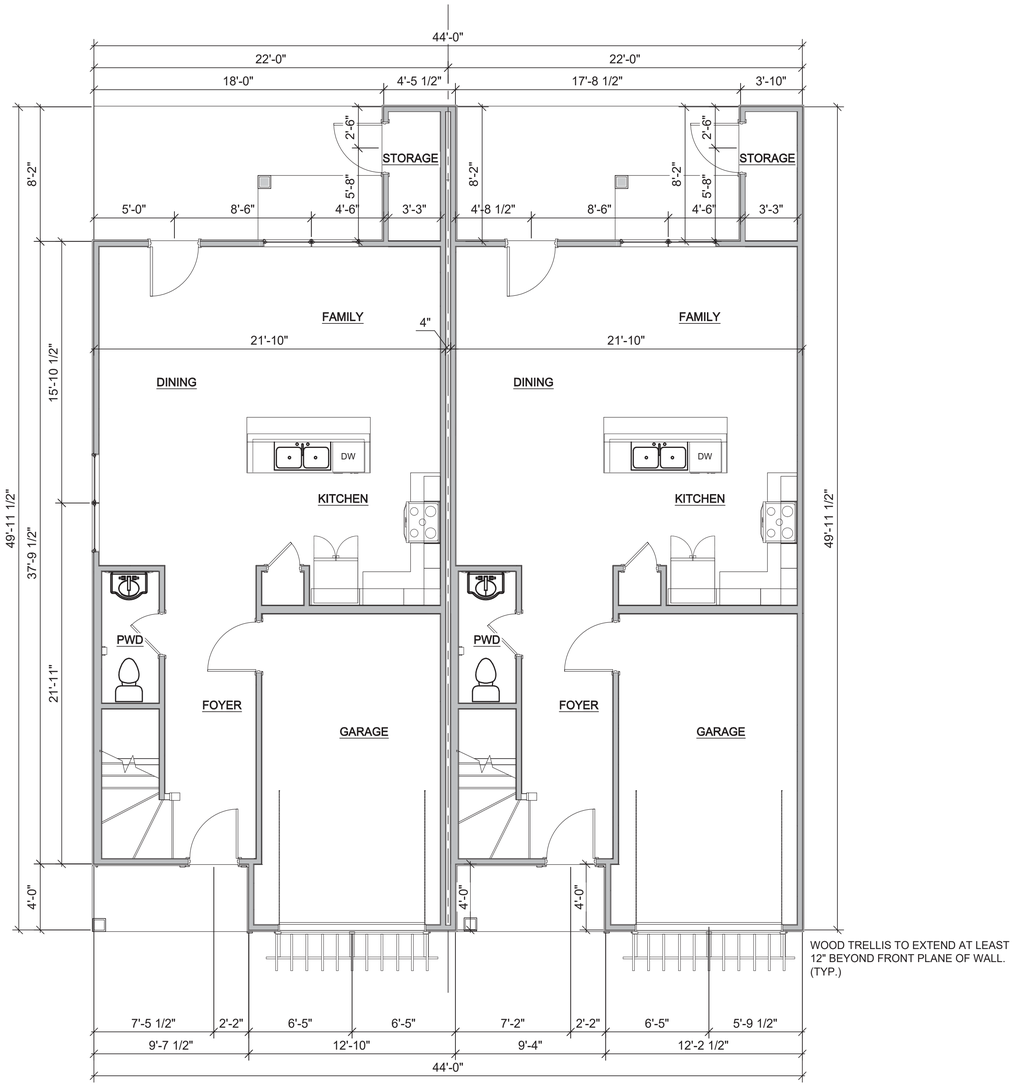
DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
CS-1



FIRST FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

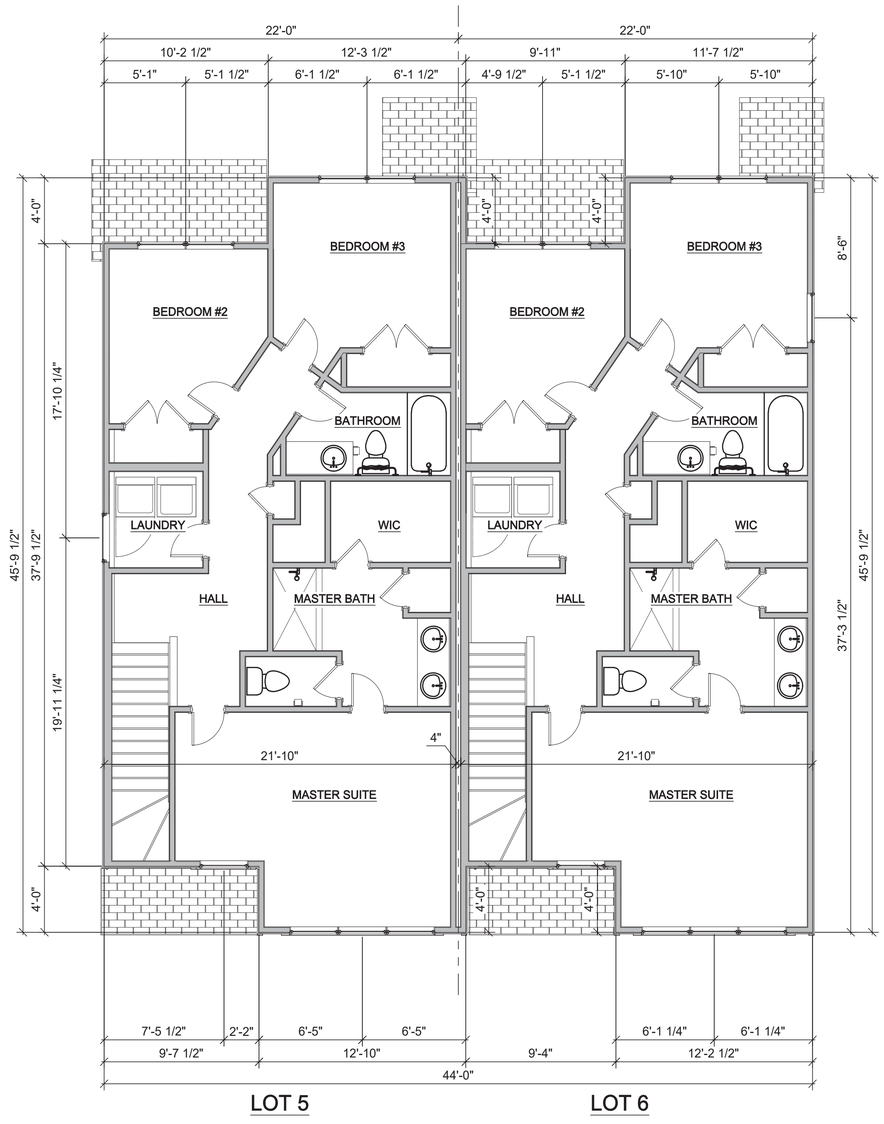
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-01

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 3:00:00 PM, DW



SECOND FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
SECOND FLOOR PLAN

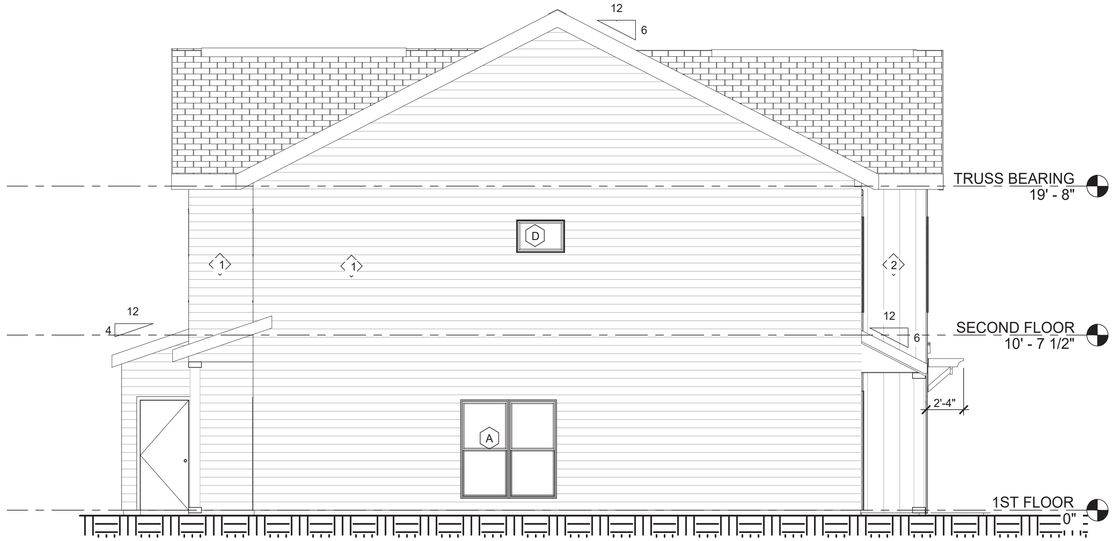
SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-02

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 3:00:05 PM, DW

NOTE: GARAGE DOOR SHALL NOT BE MORE THAN 50% OF THE WIDTH OF THE TOWNHOME.

FRONT ELEVATION - 2 UNIT BLDG.



LEFT ELEVATION - 2 UNIT BLDG.

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV #	DESCRIPTION	DATE
1	Move unit 2 and 3 Inward	08/14/2022

East Champion Duplexes
Lots 5-6
FRONT AND LEFT ELEVATIONS

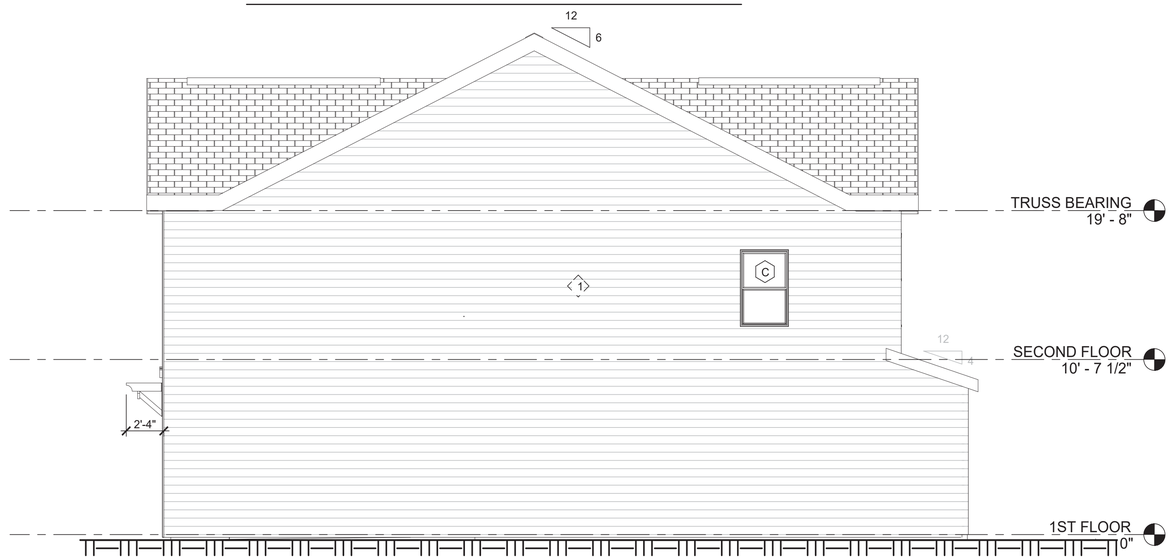
DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:

SHEET A-03

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

REAR ELEVATION - 2 UNIT BLDG.



RIGHT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

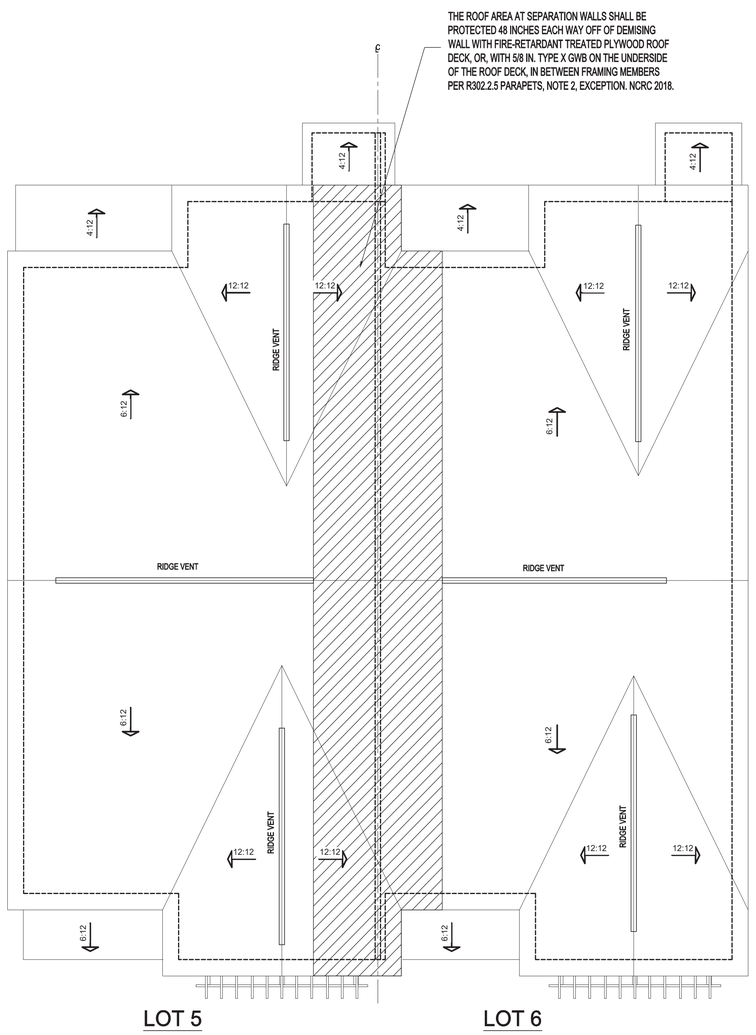
H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
REAR & RIGHT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-04



ROOF PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
ROOF PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-05

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-3.01 - OVERALL ROOF PLANS.dwg, 4/3/2023 3:00:21 PM, DWF

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

June 12, 2023

Amy Stancil
Adams & Hodge, PC
314 East Main Street
Clayton, NC 27520
amy@adamshodge.com

Re: 2023-74-SUP, Champion East Special Use Permit Modification

To Whom It May Concern,

The Town of Clayton Planning staff is recommending to the Town Council that condition #6 be revised for the above referenced application, which proceeds to Town Council on Tuesday, January 20, 2023. The recommended modification to Condition #6 and the other 5 approved conditions are on the back of this letter.

Please read through these potential conditions of approval, and sign below if you are in agreement with the conditions as proposed. If you are not in agreement please respond accordingly in writing. This will be included within the agenda packet for Town Council review.

Thank you.

Sincerely,

Ben Howell, AICP, CZO
Planning Director

Recommend Conditions of Approval (2023-74-SUP, Champion East Special Use Permit Modification):

1. These Conditions of Approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimensional standards shall be set by those indicated on the associated preliminary plat (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot wide shared access easement.
5. The 10-foot wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at the site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. The approved site plan for the Champion East Special Use Permit shall be supplemented to include the architectural elevations presented at the June 20, 2023 Town Council meeting, titled "East Champion Duplexes, Lots 1-2, Lots 3-4, Lots 5-6."

APPLICANT AFFIDAVIT

I/We, the undersigned, do herby certify that I have reviewed the recommended conditions of approval and am in agreement with the conditions as they are outlined within this letter.

Amy Stancil	Amy Stancil Amy Stancil (Jun 12, 2023 12:13 EDT)	Jun 12, 2023
Print Name	*Signature of Applicant*	*Date*

Recommended Conditions Document - 2023-74-SUP Champion East SUP Modification

Final Audit Report 2023-06-12

Created:	2023-06-12
By:	Benjamin Howell (bhowell@townofclaytonnc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI_ldW_pJYmM6W1yGVGCRwKuM5xV8BwqT

"Recommended Conditions Document - 2023-74-SUP Champion East SUP Modification" History

Document created by Benjamin Howell (bhowell@townofclaytonnc.org)
2023-06-12 - 4:03:30 PM GMT

Document emailed to amy@adamsandhodge.com for signature
2023-06-12 - 4:03:48 PM GMT

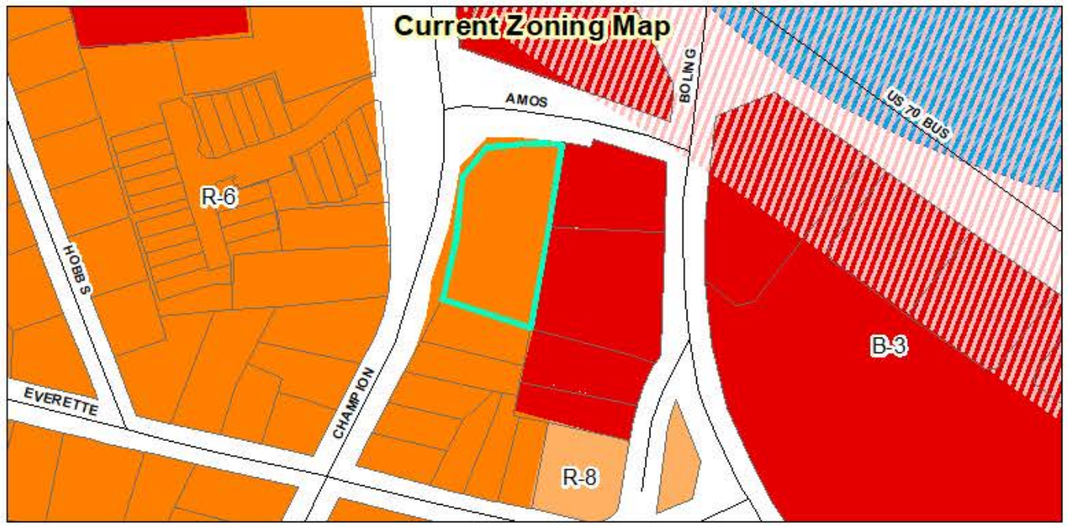
Email viewed by amy@adamsandhodge.com
2023-06-12 - 4:11:51 PM GMT

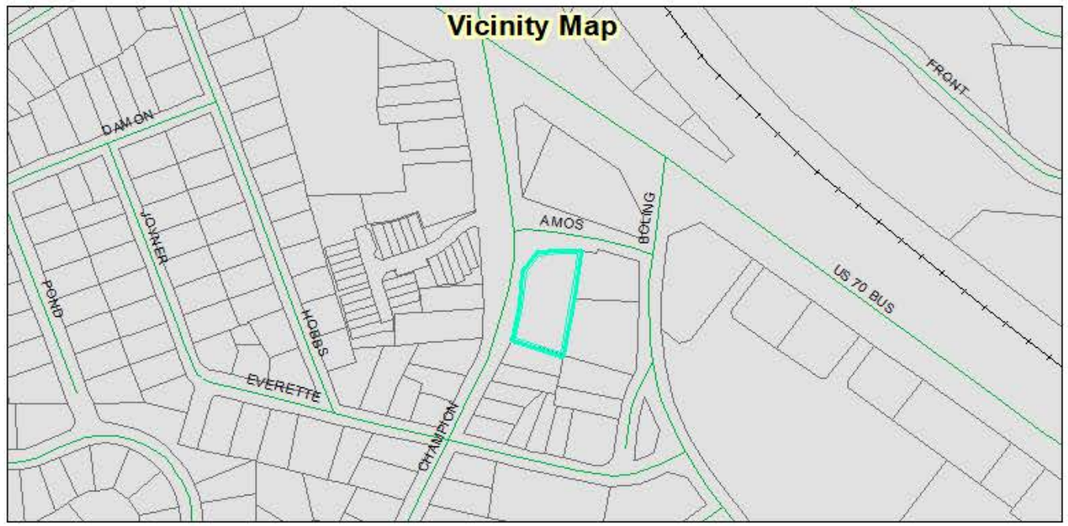
Signer amy@adamsandhodge.com entered name at signing as Amy Stancil
2023-06-12 - 4:13:40 PM GMT

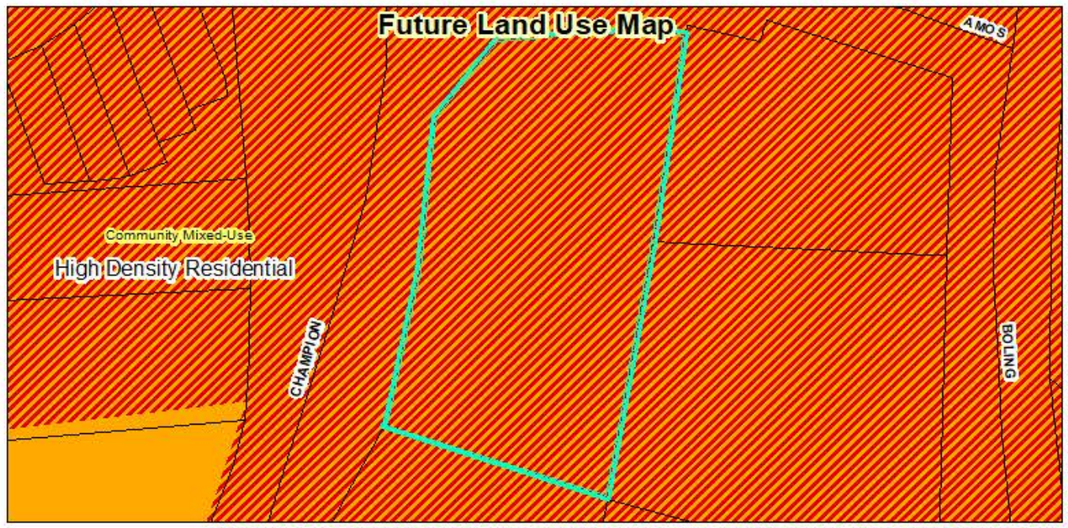
Document e-signed by Amy Stancil (amy@adamsandhodge.com)
Signature Date: 2023-06-12 - 4:13:42 PM GMT - Time Source: server

Agreement completed.
2023-06-12 - 4:13:42 PM GMT

Adobe Acrobat Sign







Request: Special Use Permit
Project Name: Champion East
Project Number: 2023-74-SUP

Applicant: Adams & Hodge Engineering, PC
Property Owner: Cloudbreak Investments, LLC
Tag #: 05003003

N

Site

0 0.1 0.2 Miles

Staff Report Map
Prepared by: TOC Planning Department
June 5, 2023

Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Document Path: P:\PLANNING\SPECIAL USE\2023\2023-74-SUP Champion East SUP#2 (Major Mod to 2020-98-SUP)\Staff Report Map\2022-74-SUP Champion East.mxd

Return to:
Town of Clayton
Town Clerk Heidi Holland
PO BOX 879
Clayton, NC 27528

TOWN OF CLAYTON
SPECIAL USE PERMIT
#2023-74-SUP
GRANTED

On the date listed below, the Town Council for the Town of Clayton met and held an evidentiary hearing to consider the following application:

Applicant:	Adams & Hodge Engineering, PC
Property Owner:	Cloudbreak Investments, LLC
Property Location:	Southeast Corner of Champion Street and Amos Street
Brief Property Description:	0.849 acre site at intersection of Champion Street and Amos Street
Tax Parcel Number:	05003003
Proposed Use of Property:	Townhomes
Hearing Date:	June 20, 2023

Having heard all the evidence and argument presented at the hearing, the Town Council makes the following findings:

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

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

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

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

CONDITIONS:

1. These Conditions of Approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimensional standards shall be set by those indicated on the associated preliminary plat (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot wide shared access easement.
5. The 10-foot wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at the site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. The approved site plan for the Champion East Special Use Permit shall be supplemented to include the architectural elevations presented at the June 20, 2023 Town Council meeting, titled "East Champion Duplexes, Lots 1-2, Lots 3-4, Lots 5-6."

TOWN OF CLAYTON

BY: _____
Jody L. McLeod
Mayor

DATE: June 20, 2023

ATTEST:

_____(SEAL)
Heidi L. Holland, CMC and NCCMC
Town Clerk

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

Town Council
June 20, 2023

STAFF REPORT

Application Number: 2023-74-SUP

Project Name: Champion East Special Use Permit Major Modification

Original SUP:	2020-98-SUP
Tag #:	05003003
Location:	Southeast Corner of Champion Street and Amos Street
Zoning District:	R-6
Applicant:	Adams & Hodge Engineering, PC
Owner:	Cloudbreak Investments, LLC
Project Planner:	Ben Howell, AICP, CZO

Public Noticing Dates:

- **Neighborhood Meeting:** June 8, 2023
- **Sign Posted:** June 7, 2023
- **Newspaper Ad Published:** June 7, 2023 and June 14, 2023
- **Letters Mailed:** June 7, 2023

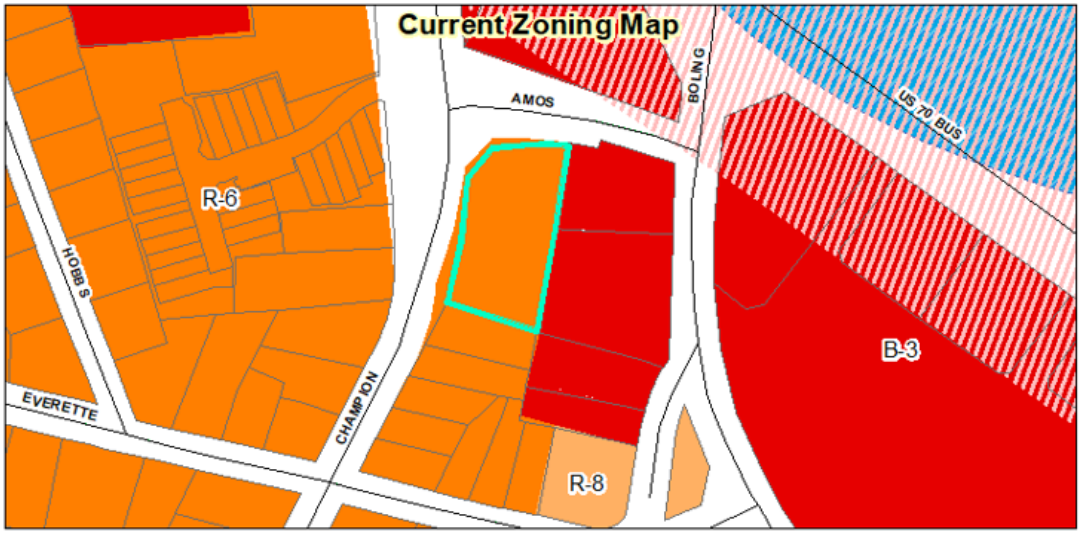
REQUEST: Applicant requests a Major Modification to the approved Special Use Permit for Champion East (2020-98-SUP) to revise the architectural elevations and Condition #6 of the approval.

SITE DATA:

Acreage:	0.849
Zoning:	R-6
Existing Use:	Vacant

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	B-3	Commercial/Restaurant (Burger King)
South	R-6	Vacant
East	B-3	Commercial (Doctor Office)
West	R-6	Residential



DEVELOPMENT DATA:

Proposed Use: Townhomes

Number of Lots/Units: 6 Units

Impervious Surface: 36%

Required Parking: 2 spaces per unit (12 total)

Access/Streets: The site will be accessed from a private shared access road off of Champion Street near the intersection with Champion Street and Amos Street.

STAFF ANALYSIS AND COMMENTARY:

Overview:

The applicant received approval of a Special Use Permit on January 18, 2022 for 6 townhome/duplex units located near the intersection of Champion and Amos Streets. At the January 18th meeting, architectural elevations for the proposed townhomes were provided for Town Council, and Condition #6 was placed on the approval requiring these architectural elevations be used for the project. Since that time, the applicant has decided to utilize different architectural elevations for the project, and is requesting that Condition #6 be modified to allow the use of the architectural elevations attached to this staff report.

Associated Subdivision:

Pursuant to §155.711(D)(1), concurrent with a request for a Special Use Permit, the applicant was required to submit a Major Subdivision Preliminary Plat, which is attached to this staff report. The Preliminary Plat was approved in conjunction with the original Special Use Permit 2020-98-SUP, and remains in effect.

Consistency with Adopted Plans:

- **Comprehensive Growth Plan 2045**
  The Future Land Use Map (below) shows that this area is designated as High density Residential. This designation may include townhome development. The applicant has proposed a density of 7.07 units/acre. This is consistent with the note in the comprehensive plan identifying High Density Residential designations to have densities up to 10 dwelling units/acre.

- **Unified Development Code**
  If the Special Use Permit is approved, the townhome development will meet the code requirements as outlined in the Unified Development Code. The site meets landscape buffer requirements and general design requirements including parking, stormwater, and open space. The dimensional standards for the townhomes is set via this SUP.

CONSIDERATIONS:

- The Town Council shall make final decisions regarding Special Use Permits.
- Special Use Permits shall address specific Findings of Fact, with the burden of proof for meeting the Findings of Fact on the applicant. These Findings all must be met for a Special Use Permit to be approved.
- Staff has worked with the applicant on the proposed conditions, and the applicant has agreed to all proposed conditions in writing.
- The Town Council shall consider the recommendation(s) in this staff report, and may approve the SUP with the proposed conditions, add or remove conditions (with the agreement of the applicant), deny the application upon finding that one or more of the Findings of Fact are not met, or may send the application back to the Technical Review Committee for additional consideration.

FINDINGS OF FACT:

Special Use Permits shall address the following findings, with the burden of proof for meeting the Findings of Fact on the applicant. Please see below for the applicant's response to each finding, as well as staff's commentary.

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

   Applicant Response:

   The site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The change in architectural elevations should not endanger the public health or safety of the proposed use or surrounding area.

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 proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The revised architectural elevations are in compliance with the Town of Code of Ordinances and other applicable regulations.

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

   Applicant Response:

   The site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The revised architectural elevations should not be detrimental to the use or development of adjacent properties or other neighborhood uses, and are generally consistent with other development in the area.

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 site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

   Staff Commentary:

   The change in architectural elevations does not affect the density of the proposed development, and the revised architectural elevations are generally consistent with the appearance of other development in the area.

RECOMMENDED CONDITIONS OF APPROVAL:

If approved, staff is recommending conditions of approval be placed upon the application. The recommended conditions are listed below, and the applicant's signed acceptance of the recommended conditions is provided as an attachment. Note that Conditions 1-5 were approved with the original Special Use Permit on January 18, 2022. The recommended Condition 6 has been modified.

1. These Conditions of Approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimensional standards shall be set by those indicated on the associated preliminary plat (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot wide shared access easement.
5. The 10-foot wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at the site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. The approved site plan for the Champion East Special Use Permit shall be supplemented to include the architectural elevations presented at the June 20, 2023 Town Council meeting, titled "East Champion Duplexes, Lots 1-2, Lots 3-4, Lots 5-6."

ATTACHMENTS:

1) Application & Owner's Consent Form
2) Neighborhood Meeting Materials
3) Recorded Approval 2020-98-SUP
4) Revised Architectural Elevations
5) Recommended Conditions of Approval – Signed by Applicant
6) Staff Report Maps

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: Champion East **Date:** 5/18/2023

Applicant Name: Adams & Hodge Engineering, PC

The following checklist to be completed by applicant:

[✓] Pre-Application Meeting on: Per Ben Howell

[✓] Application Review fee

[✓] Advertisement 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)

[N/A] Wastewater Allocation Request Form (if applicable)

[✓] Set of stamped, addressed, empty envelopes for adjacent property owner notification

[✓] Associated Site Plan (separate application required for major site plans, must be submitted concurrently)

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

☐ **New Special Use Permit**

☒ **Major Modification to an approved SUP**
Permit Modified: 2020-98-SUP
MODIFICATION TO ELEVATIONS ONLY

SITE INFORMATION

Name of Project: Champion East

Acreage of Property: 0.849 AC **Zoning District:** R-6

County Tag #: 05003003 **NC Pin #:** 166806-38-1375

Address/Location: Southeast corner of Champion Street and Ammos Street

Existing Use: Vacant **Proposed Use:** Townhomes

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: Adams & Hodge Engineering, PC
Mailing Address: 314 E. Main Street, Clayton, NC 27520
Phone Number: 919-243-1332 / 919-812-2654 **Fax:** N/A
Contact Person: Amy Stancil
Email Address: info@adamsandhodge.com / amy@adamsandhodge.com

OFFICE USE ONLY

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

PROPERTY OWNER INFORMATION

Name: Cloudbreak Investments, LLC

Mailing Address: PO Box 189, Clayton, NC 27528

Phone Number: 919-345-6729 **Fax:** N/A

Email Address: nathan@nlevans.com

EXPLANATION OF PROJECT

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

See Exhibit A

REQUIRED FINDINGS OF FACT

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

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

   See Exhibit A

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

See Exhibit A

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

See Exhibit A

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

See Exhibit A

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.

Amy Stancil		5/16/2023
Print Name	*Signature of Applicant*	*Date*

ADJACENT PROPERTY OWNERS LIST

Project Name: Champion East

The following are all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the property (including across street rights of way) subject to this request. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property. Please use a separate sheet if necessary

It is the responsibility of the applicant to correctly identify the current owner, based upon records in the Johnston County GIS Office, for all property owners of land within the required public notice radius.

PARCEL NUMBER	NAME	ADDRESS
See Exhibit B		

Exhibit A

Explanation of Project Findings of Fact

ADAMS & HODGE
ENGINEERING, PC

Explanation of Project

This request is specifically for the change in elevation for the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022. The proposed elevations are more in keeping with the character, style, and esthetics of recently constructed homes on the adjacent properties as well as properties across Champion Street.

ADAMS & HODGE ENGINEERING, PC

Item No. 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 approval.**

The site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

Item No. 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 proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

Item No. 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 site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

Item No. 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 site plan and proposed architectural elevations remain consistent with the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022.

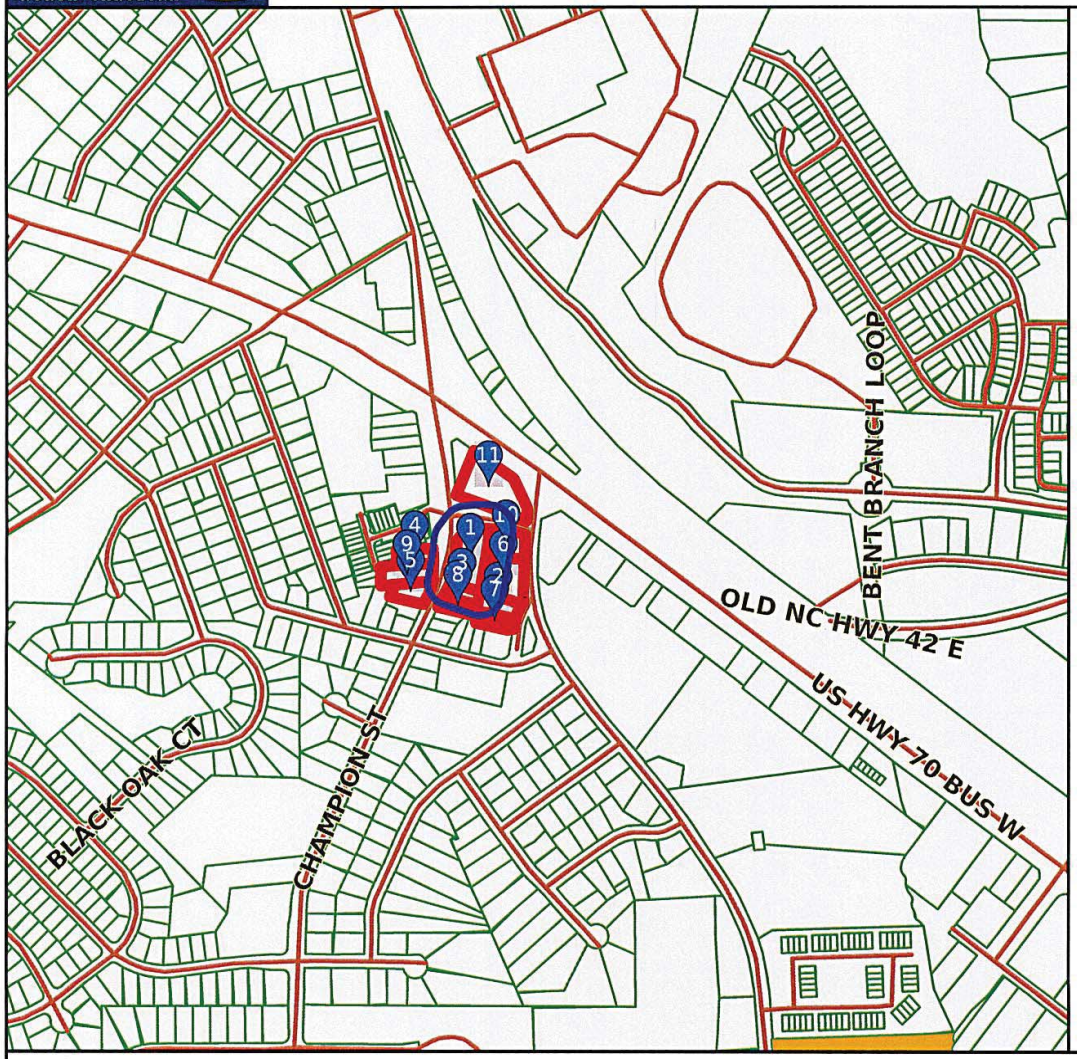
Exhibit B

Adjacent Property Owners List

JOHNSTON COUNTY
NORTH CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Result 0

id: 05003003
Tag: 05003003
Owner Name 1: CLOUDBREAK INVESTMENTS, LLC
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 189
Mail Address 3: CLAYTON, NC 27528-0189
Book: 05498
Page: 0211

Result 0

id: 05003005
Tag: 05003005
Owner Name 1: CLOUDBURST INVESTMENTS, LLC
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 189
Mail Address 3: CLAYTON, NC 27528-0189
Book: 05799
Page: 0213

Scale: 1:8441 - 1 in. = 703.43 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
May 16, 2023

JOHNSTON COUNTY NORTH • CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.

Result 0

id: 05003011
Tag: 05003011
Owner Name 1: JAMES E. ALLEN, LLC
Owner Name 2:
Mail Address 1: 5000 FALLS OF NEUSE RD STE 100
Mail Address 2:
Mail Address 3: RALEIGH, NC 27609-5480
Book: 06336
Page: 0979

Result 0

id: 05003021A
Tag: 05003021A
Owner Name 1: COATS, MAYNARD MAURICE
Owner Name 2: COATS, VIRGINIA O
Mail Address 1: 307 CHAMPION ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00745
Page: 0523

Result 0

id: 05003017
Tag: 05003017
Owner Name 1: COATS, MAYNARD MAURICE
Owner Name 2: COATS, VIRGINIA O
Mail Address 1: 307 CHAMPION ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 01273
Page: 0439

Result 0

id: 05003004
Tag: 05003004
Owner Name 1: KHUSAYEM, MAZEN
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 997
Mail Address 3: CLAYTON, NC 27528-0997
Book: 05329
Page: 0604

Result 0

id: 05003006
Tag: 05003006
Owner Name 1: CLOUDBURST INVESTMENTS, LLC
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 189
Mail Address 3: CLAYTON, NC 27528-0189
Book: 05799
Page: 0213

Result 0

id: 05003012
Tag: 05003012
Owner Name 1: JAMES E. ALLEN, LLC
Owner Name 2:
Mail Address 1: 5000 FALLS OF NEUSE RD STE 100
Mail Address 2:
Mail Address 3: RALEIGH, NC 27609-5480
Book: 06336
Page: 0979

Result 0

id: 05003021
Tag: 05003021
Owner Name 1: COATS, MAYNARD MAURICE
Owner Name 2: COATS, VIRGINIA O
Mail Address 1: 307 CHAMPION ST
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-0000
Book: 00745
Page: 0524

Result 0

id: 05003002
Tag: 05003002
Owner Name 1: KHUSAYEM, MAZEN DR
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 997
Mail Address 3: CLAYTON, NC 27528-0997
Book: 01870
Page: 0885

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.

Result 0

id: 05003001A
Tag: 05003001A
Owner Name 1: 101 BOLING STREET LLC
Owner Name 2:
Mail Address 1: 1241 NE 83RD ST
Mail Address 2:
Mail Address 3: MIAMI, FL 33138-4140
Book: 05032
Page: 0129

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

OWNER'S CONSENT FORM

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

Project Name: Champion East **Address or PIN #:** 166806-38-1375

AGENT/APPLICANT INFORMATION:

Adams & Hodge Engineering, PC
(Name - type, print clearly)

314 E. Main Street
(Address)
Clayton, NC 27520
(City, State, Zip)

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

Special Use
Administrative Amendment

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

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

OWNER AUTHORIZATION:

Cloudbreak Investments, LLC
(Name - type, print clearly)

By: [signature]
(Owner's Signature)

PO Box 189
(Address)

Clayton, NC 27528
(City, State, Zip)

STATE OF North Carolina
COUNTY OF Johnston

Sworn and subscribed before me Nathan Evans, a Notary Public for the above State and County, this the 10th day of May, 2023.

POLLY A. MUDD NOTARY PUBLIC JOHNSTON CO., NC

SEAL

Notary Public Polly A. Mudd

My Commission Expires: June 18, 2025

ADAMS & HODGE ENGINEERING, PC

May 16, 2023

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date**:** **Thursday June 8, 2023**

Meeting Time: **6:00 p.m.**

Meeting Location: **314 E. Main St. (Adams & Hodge Engineering – Entrance and Parking in the back of building)**

Type of Applications: **Special Use Permit Modification**

Project/proposal property location: **This project location is 310 Champion Street, Clayton, NC 27520.**

Description of project/proposal**:** The only reason for this is specifically for the change in elevations for the approved Special Use Permit #2020-98-SUP, dated January 18th, 2022. The proposed elevations are more in keeping with the character, style, and esthetics of recently constructed homes on the adjacent properties as well as properties across Champion Street.

Upcoming Public Meetings for this application: To be determined.

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for application.
3. A map at scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

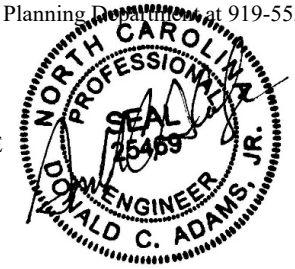
A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact us at ***(919)763-7278***.

You may also contact the Planning Department at 919-553-5002.

Sincerely,

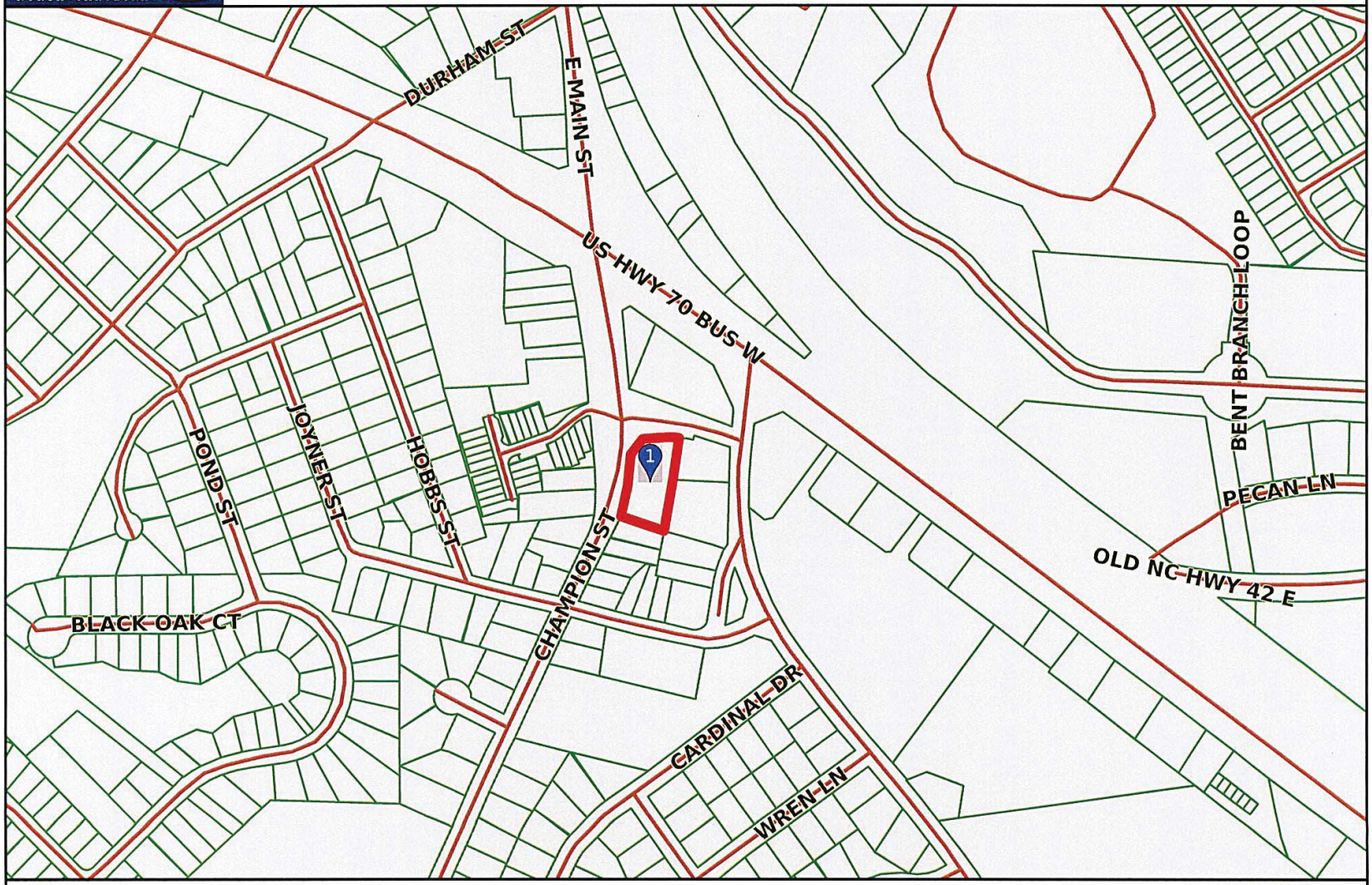
Donald C. Adams, Jr., PE



JOHNSTON COUNTY
NORTH CAROLINA

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:4800 - 1 in. = 400 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
May 16, 2023

ADAMS & HODGE ENGINEERING, PC

June 9, 2023

Lori Bryant
Development Services Coordinator
Town of Clayton
111 E. Second Street
Clayton, NC 27527

Subject: Neighborhood Meeting Minute
Champion East

Dear Ms. Bryant,

Please find attached the neighborhood meeting minutes and attendance roster for Champion East. If you have any questions, please contact me.

Sincerely,

Holland Adams
holland@adamsandhodge.com
919-763-2780

Champion East Neighborhood Meeting Minutes
Date: June 8, 2023
Time: 6:00pm
Location: 314 E. Main Street (Adams & Hodge Engineering Conference Room)

The meeting was ready to begin at 6:00pm for the Champion East Special Use Modification. However, as of 6:20pm there were no adjacent property owners that showed up. Since there were not any neighbors that showed up, there were not any minutes to report for the meeting.

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: Champion East

Application: Special Use Permit

Location/Date: Adams & Hodge Engineering / 6-8-2023

	NAME	ADDRESS
1	Donnie Adams	404 Swann Tr. Clayton
2	Holland Adams	404 Swann Tr. Clayton
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Filed in JOHNSTON COUNTY , NC
CRAIG OLIVE, Register of Deeds
Filed 01/20/2022 10:38:06 AM
DEED BOOK: 6164 PAGE: 394-397
INSTRUMENT # 2022792265
Real Estate Excise Tax $0.00
Deputy/Assistant Register of Deeds pwoodall

TOWN OF CLAYTON
SPECIAL USE PERMIT
#2020-98-SUP
Champion East
GRANTED

On the date listed below, the Town Council for the Town of Clayton met and held an evidentiary hearing to consider the following application:

Applicant:	Adams & Hodge, PC
Property Owner:	Cloudbreak Investments, LLC
Property Location:	Located east of Champion Street near the intersection of Amos Street, south of US Highway 70 Business
Brief Property Description:	.0849 acres
Tax Parcel Number:	05003003
Proposed Use of Property:	6 Townhomes
Hearing Date(s):	January 3, 2022 & January 18, 2022

Having heard all the evidence and argument presented at the hearing, the Town Council makes the following findings:

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

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

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

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

ADDITIONAL CONDITIONS:

1. These conditions of approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimension standards shall be set by those indicated on the associated preliminary plate (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot-wide shared access easement.
5. The 10-foot-wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at this site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. A plan set including the revised architectural elevations presented at the January 18, 2022 Town Council meeting shall be submitted for final approval by the Planning Director following Town Council approval of the Special Use Permit.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

TOWN OF CLAYTON

BY: _____
Jody McLeod
Mayor

DATE: January 18, 2022 [Note: within 14 days of decision per Code Section 155.702(G)]

ATTEST:

_____ (SEAL)
Kimberly A. Moffett, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
INCORPORATED
APRIL 1869
CLAYTON, N.C.

NORTH CAROLINA

JOHNSTON COUNTY

I, Heidi L. Holland, a Notary Public, do hereby certify that Kimberly A. Moffett personally appeared before me this day and acknowledged that she is Town Clerk of the Town of Clayton and that by authority duly given and as the act of the Town, the foregoing instrument was signed in its name by her.

Witness my hand and notarial seal this the 19TH day of January 2020.

(SEAL)

Heidi L. Holland

Notary Public Heidi L. Holland
(Printed Name)

HEIDI L. HOLLAND
NOTARY PUBLIC
Johnston County
North Carolina
My Commission Expires November 18, 2023

NC County of Commission: Johnston

Commission expires: 11-18-2023

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:14:32 PM, DW

REVISION LOG	
REVISION: 1	DATE: 00/00/2023

1.

HERRING HOMES EST. 2003

ARCHITECTURAL DRAWINGS	
Sheet No.	Sheet Description
CS-1	Cover Sheet
A-01	Building First Floor Plan
A-02	Building Second Floor Plan
A-03	Front And Rear Building Elevation
A-04	Left And Right Building Elevation
A-05	Building Roof Plan

East Champion Duplexes Lots 1-2

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

REV #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
FIRST FLOOR PLAN

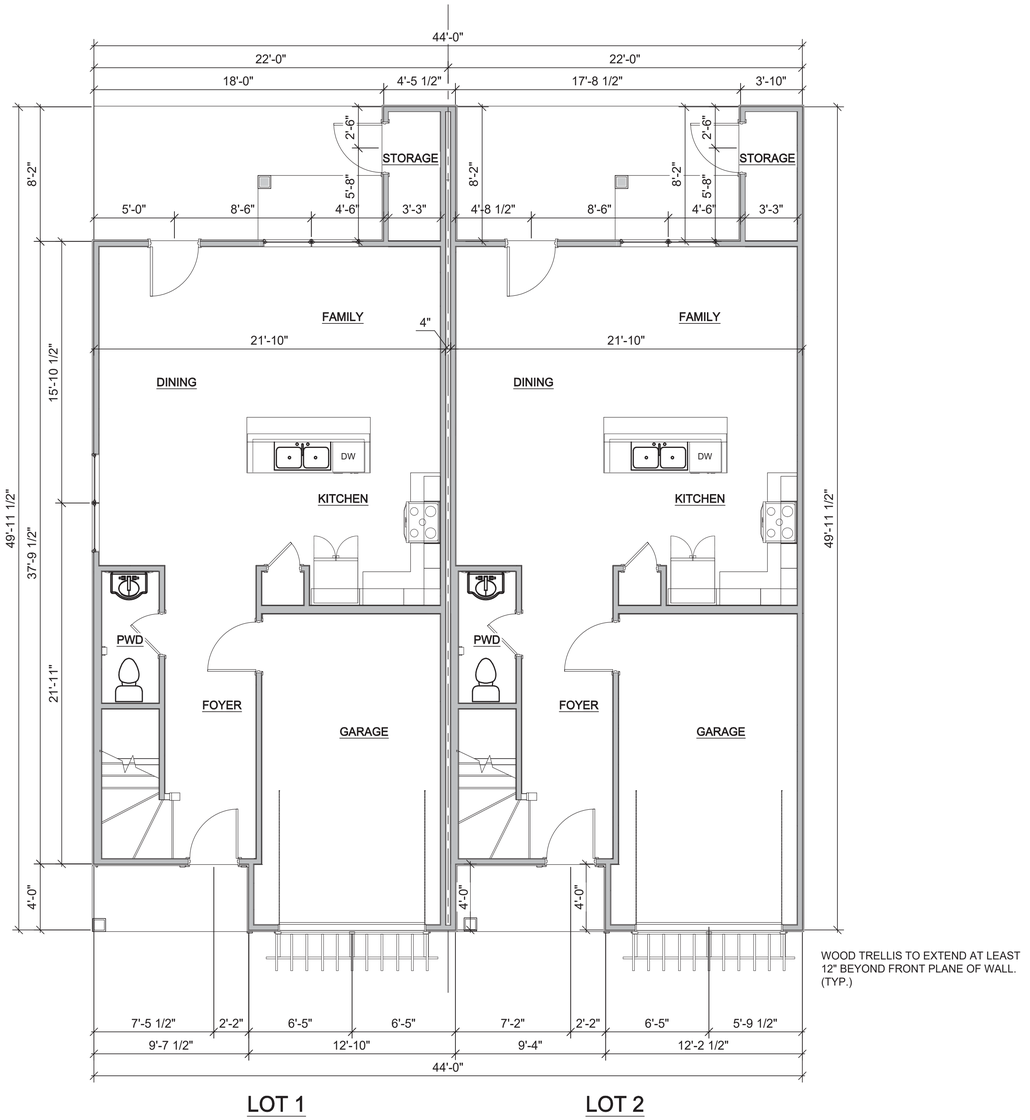
DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
CS-1



FIRST FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

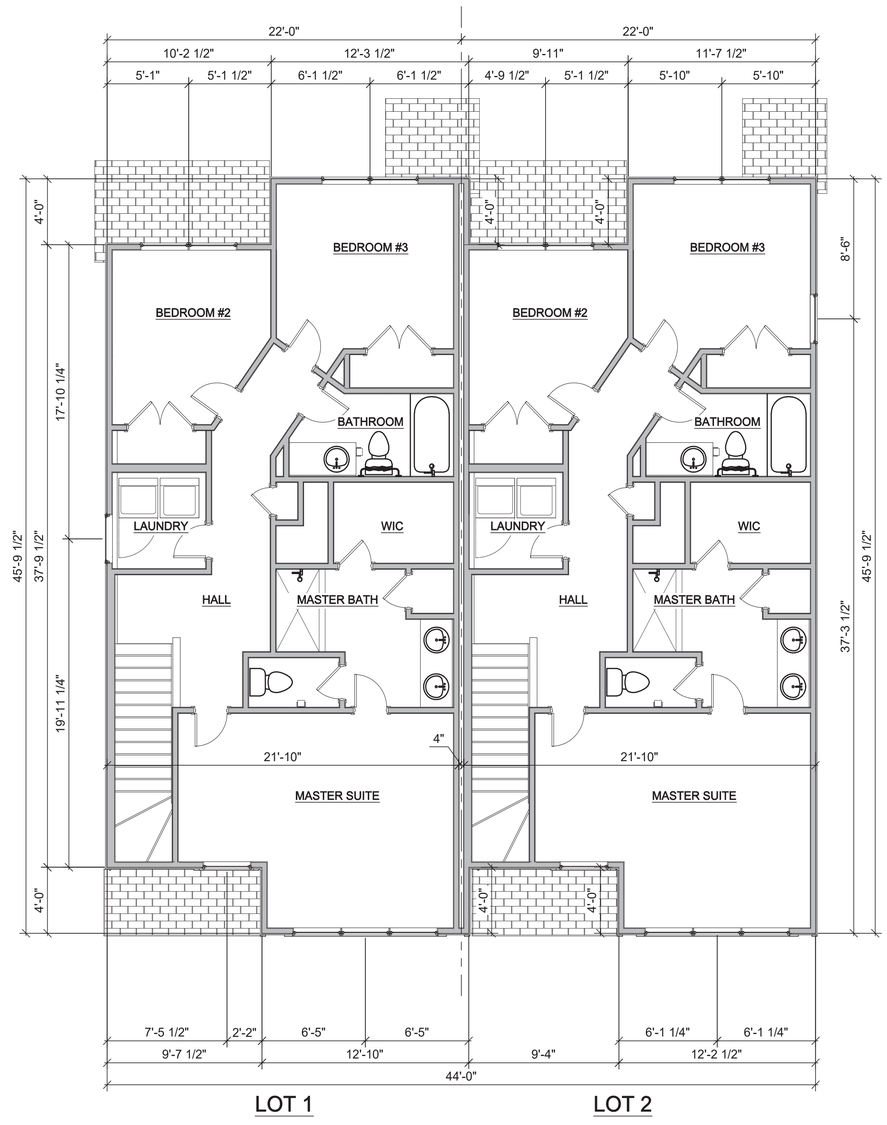
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-01

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:50:32 PM, DW



SECOND FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

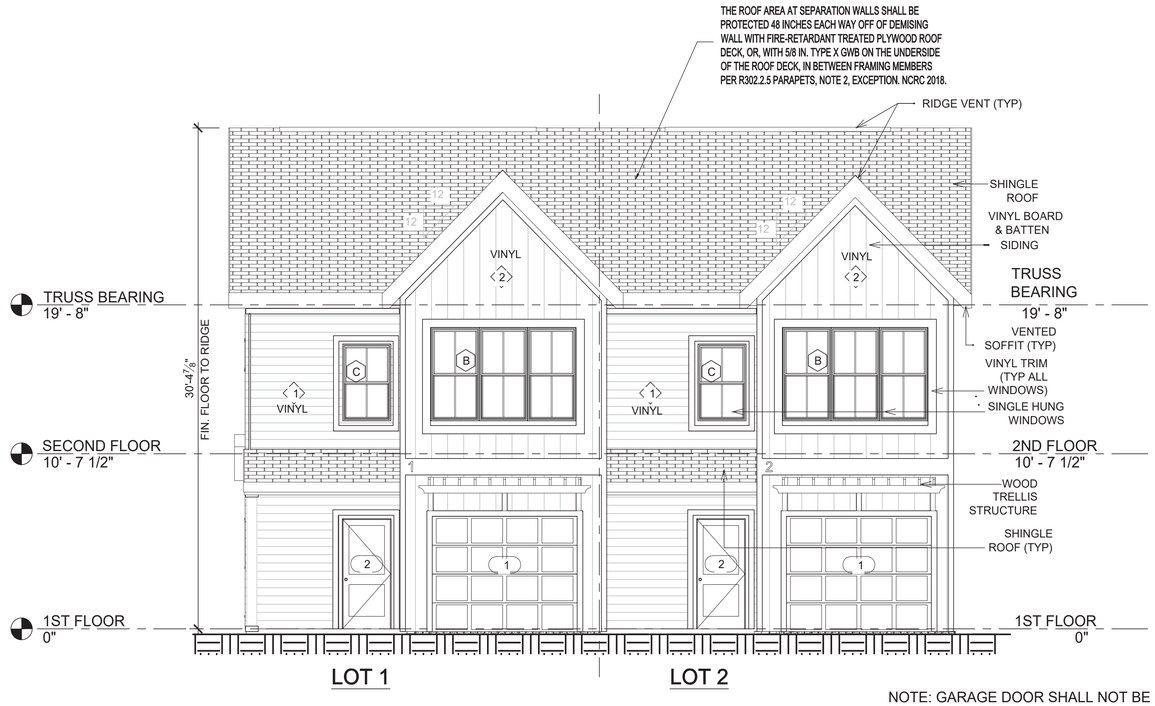
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
SECOND FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

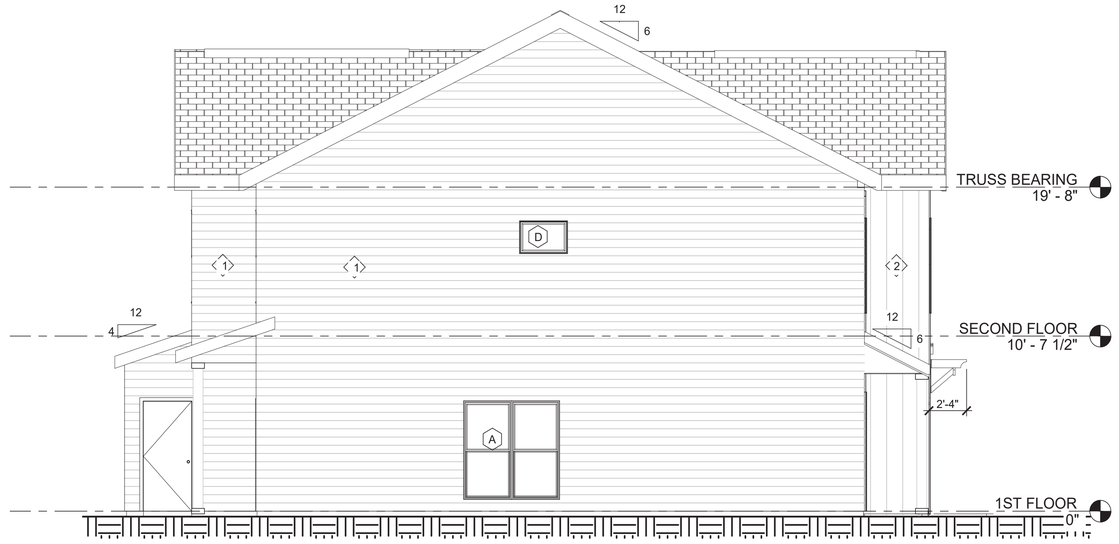
DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-02

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:14:39 PM, DW



NOTE: GARAGE DOOR SHALL NOT BE MORE THAN 50% OF THE WIDTH OF THE TOWNHOME.

FRONT ELEVATION - 2 UNIT BLDG.



LEFT ELEVATION - 2 UNIT BLDG.

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

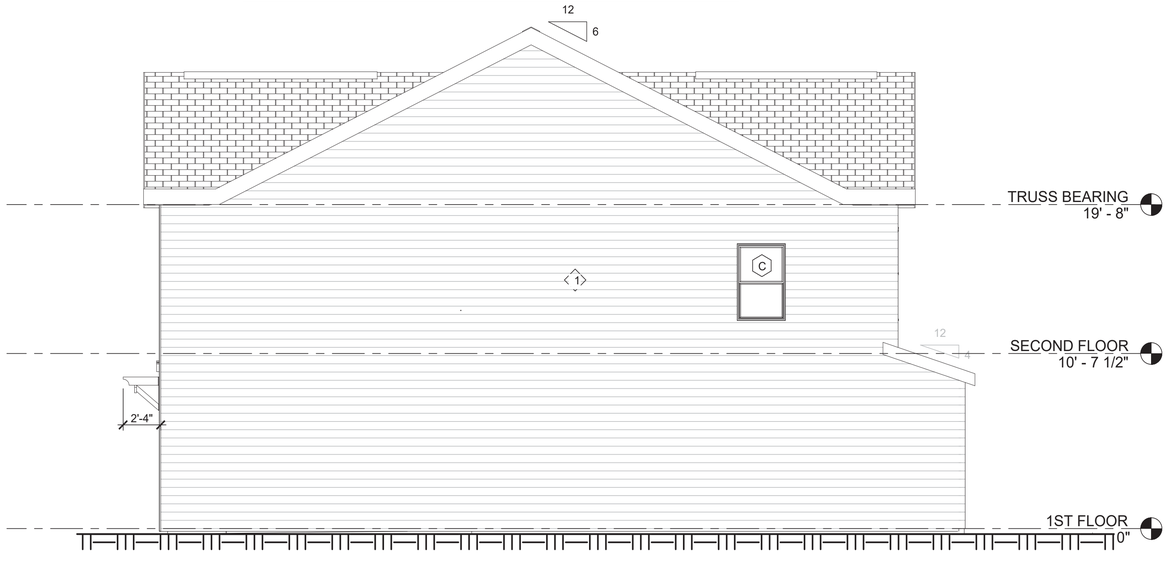
East Champion Duplexes
Lots 1-2
FRONT AND LEFT ELEVATIONS

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:

SHEET A-03

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

REAR ELEVATION - 2 UNIT BLDG.



RIGHT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
REAR & RIGHT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:

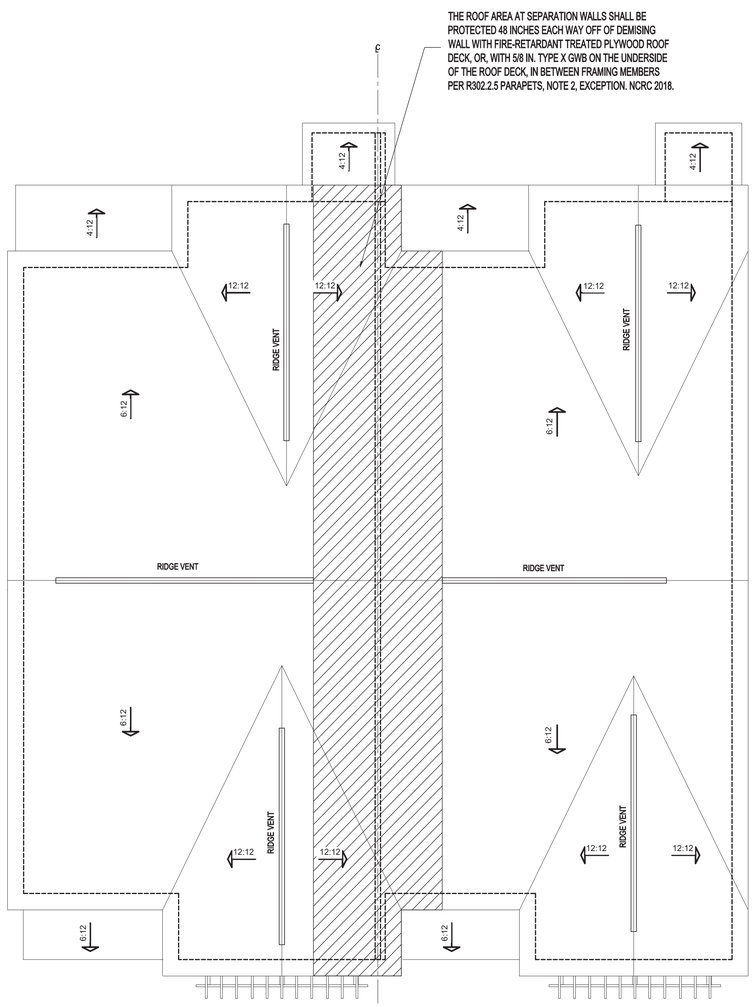
REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
A-04

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4



ROOF PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 1-2
ROOF PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-05

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-3.01 - OVERALL ROOF PLANS.dwg, 4/3/2023 2:14:55 PM, DWF

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:53:15 PM, DW

REVISION LOG	
REVISION: 1	DATE: 00/00/2023

1.

HERRING HOMES EST. 2003

ARCHITECTURAL DRAWINGS	
Sheet No.	Sheet Description
CS-1	Cover Sheet
A-01	Building First Floor Plan
A-02	Building Second Floor Plan
A-03	Front And Rear Building Elevation
A-04	Left And Right Building Elevation
A-05	Building Roof Plan

East Champion Duplexes Lots 3-4

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
FIRST FLOOR PLAN

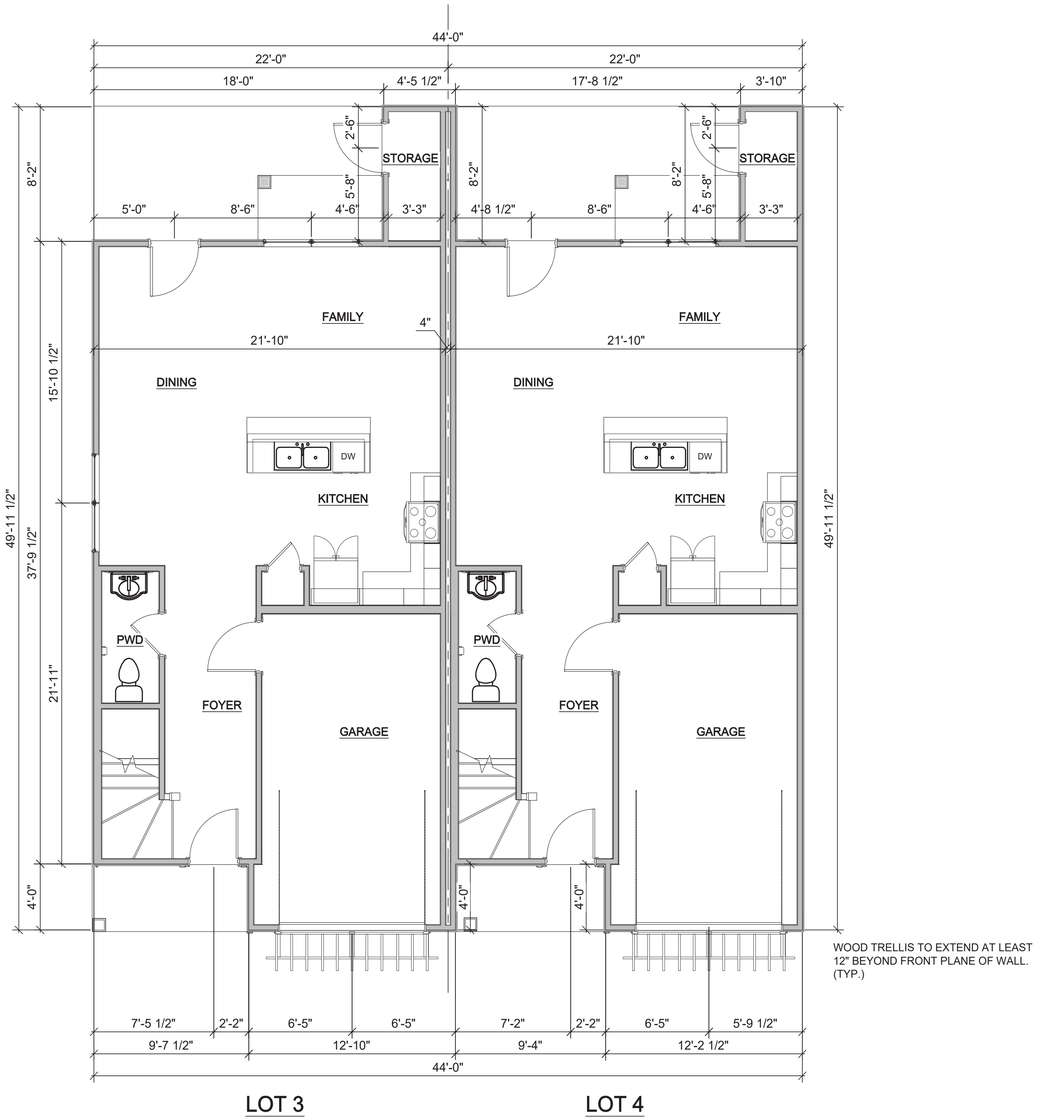
DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
CS-1



FIRST FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

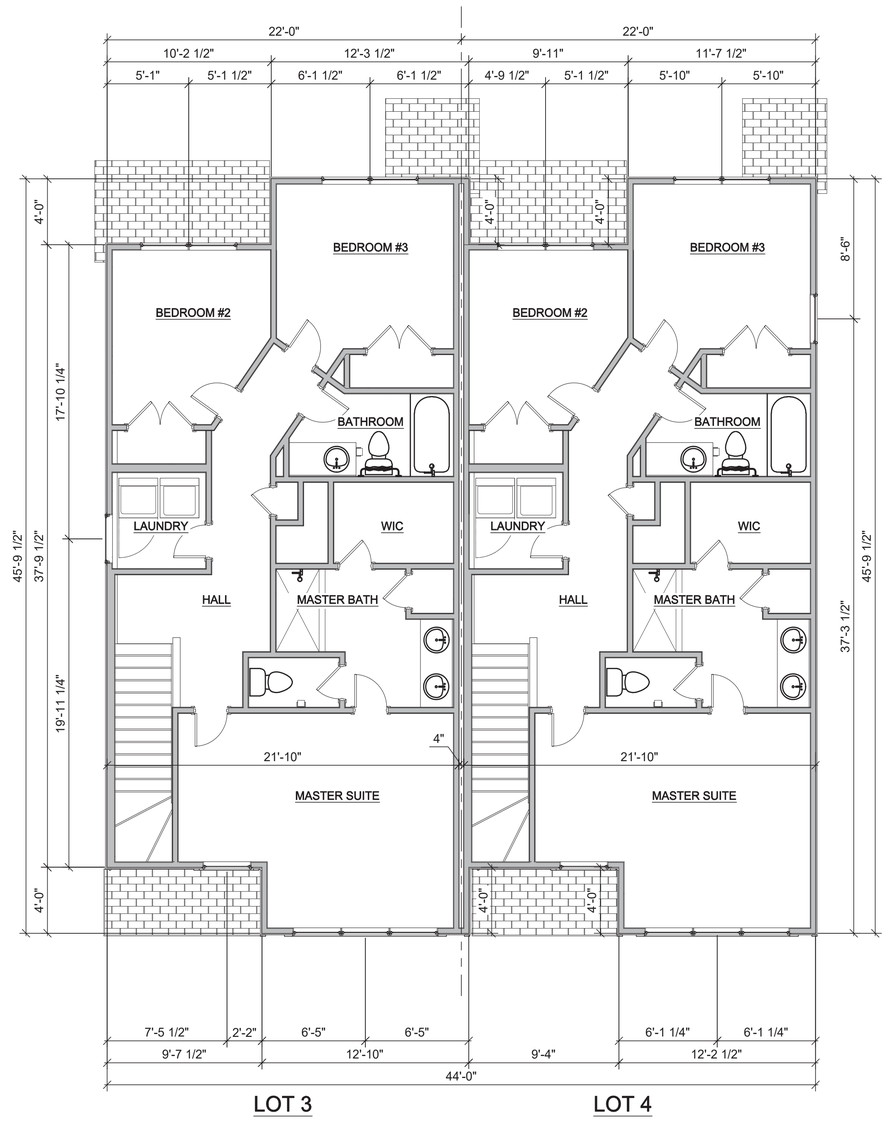
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-01

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:53:16 PM, DW



SECOND FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

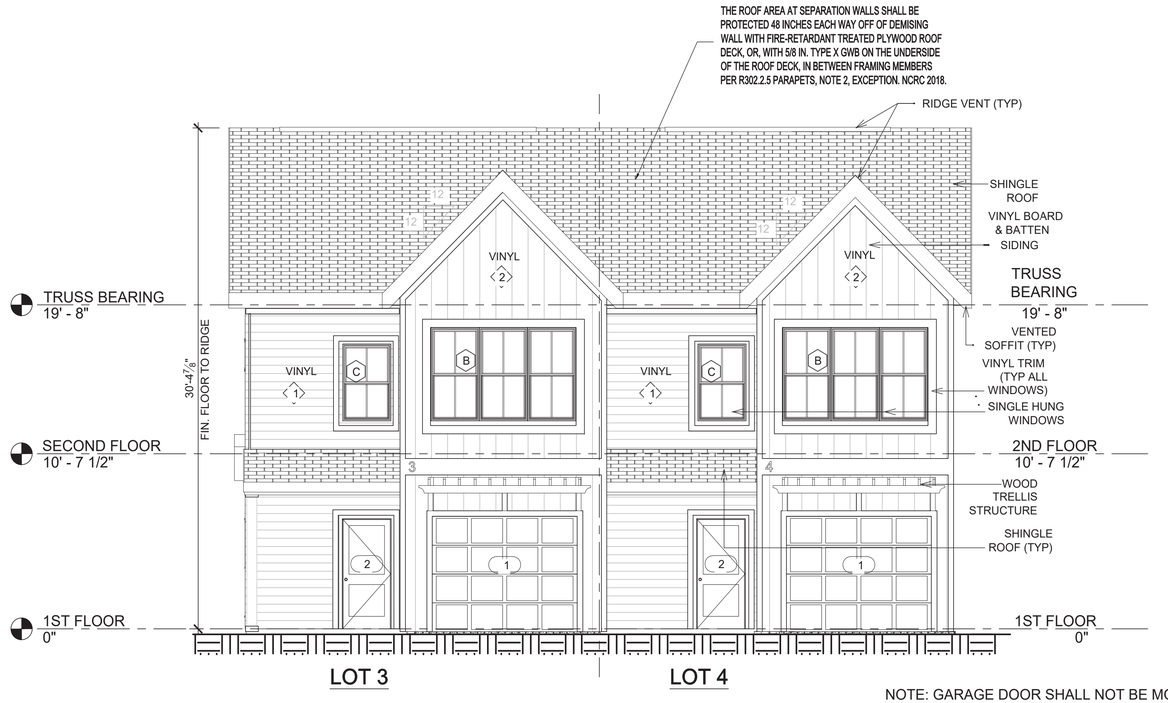
East Champion Duplexes
Lots 3-4
SECOND FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-02

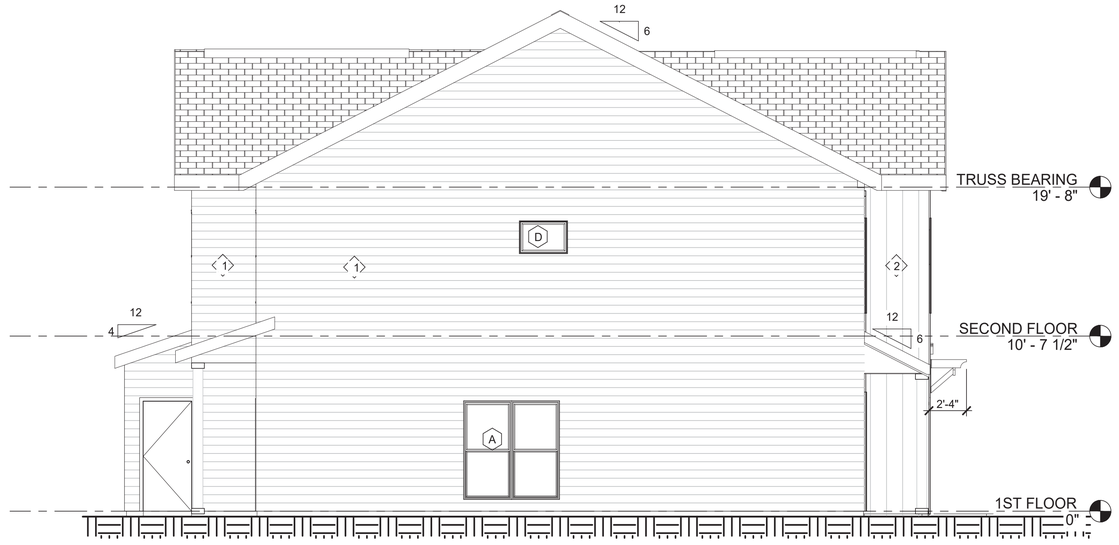
H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:53:21 PM, DW

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4



NOTE: GARAGE DOOR SHALL NOT BE MORE THAN 50% OF THE WIDTH OF THE TOWNHOME.

FRONT ELEVATION - 2 UNIT BLDG.



LEFT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
FRONT AND LEFT ELEVATIONS

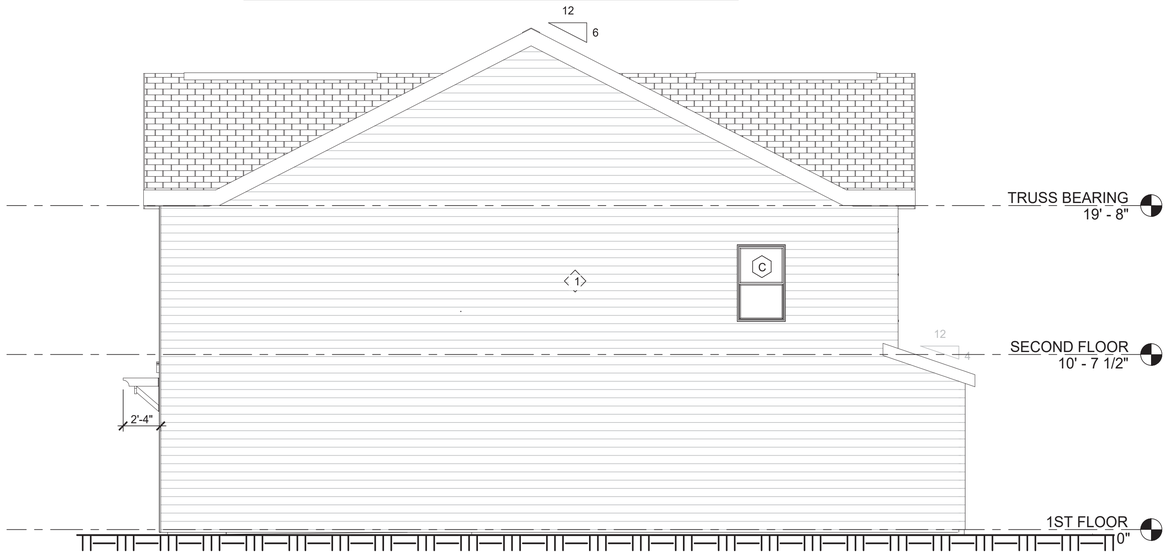
SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-03

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

THE ROOF AREA AT SEPARATION WALLS SHALL BE PROTECTED 48 INCHES EACH WAY OFF OF DEMISING WALL WITH FIRE-RETARDANT TREATED PLYWOOD ROOF DECK, OR, WITH 5/8 IN. TYPE X GWB ON THE UNDERSIDE OF THE ROOF DECK, IN BETWEEN FRAMING MEMBERS PER R302.2.5 PARAPETS, NOTE 2, EXCEPTION. NCRC 2018.

REAR ELEVATION - 2 UNIT BLDG.



RIGHT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

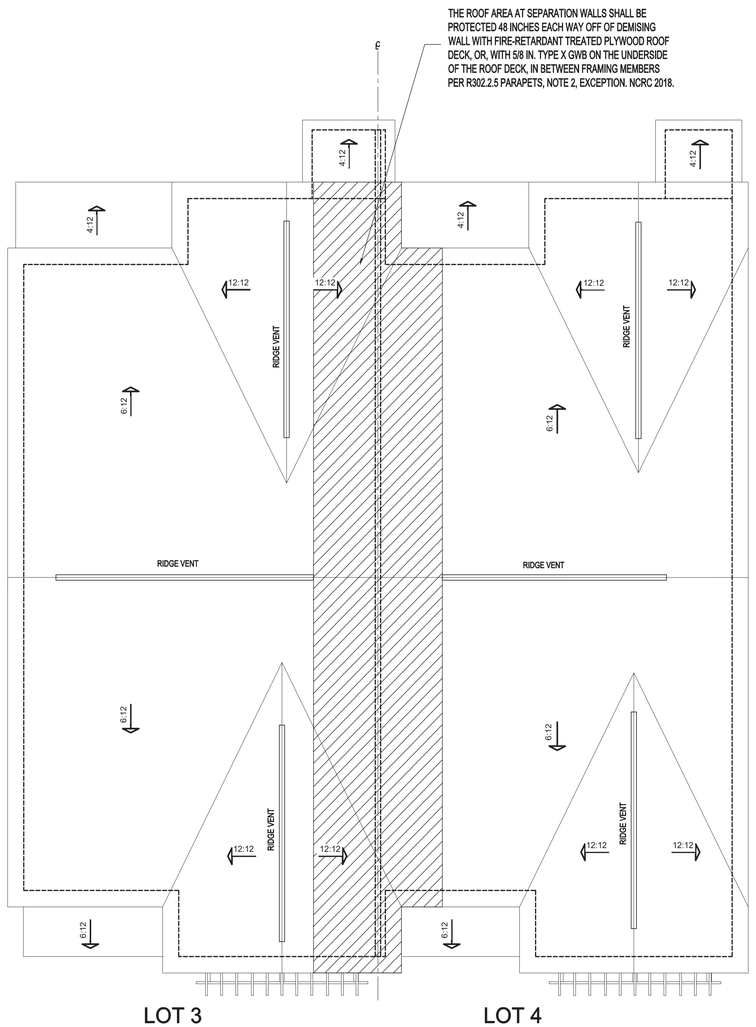
REV.#	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
REAR & RIGHT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-04

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-3.01 - OVERALL ROOF PLANS.dwg, 4/3/2023 2:53:37 PM, DWF



ROOF PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 3-4
ROOF PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
A-05

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 2:59:59 PM, DW

REVISION LOG	
REVISION: 1	DATE: 00/00/2023

1.

HERRING HOMES EST. 2003

ARCHITECTURAL DRAWINGS	
Sheet No.	Sheet Description
CS-1	Cover Sheet
A-01	Building First Floor Plan
A-02	Building Second Floor Plan
A-03	Front And Rear Building Elevation
A-04	Left And Right Building Elevation
A-05	Building Roof Plan

East Champion Duplexes Lots 5-6

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

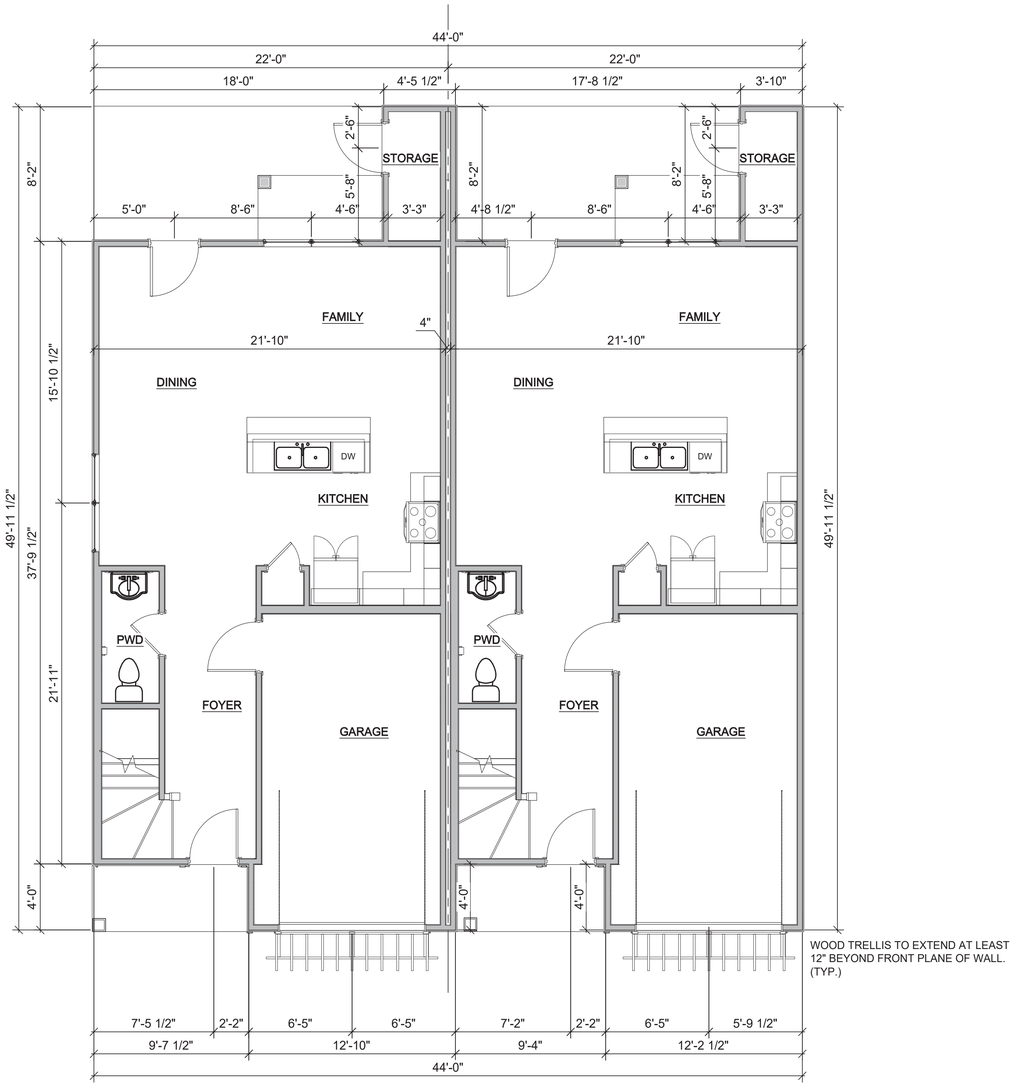
DRAWN BY:

REVISED BY:
SDI

DATE:
05/31/2022

SCALE:

SHEET
CS-1



FIRST FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

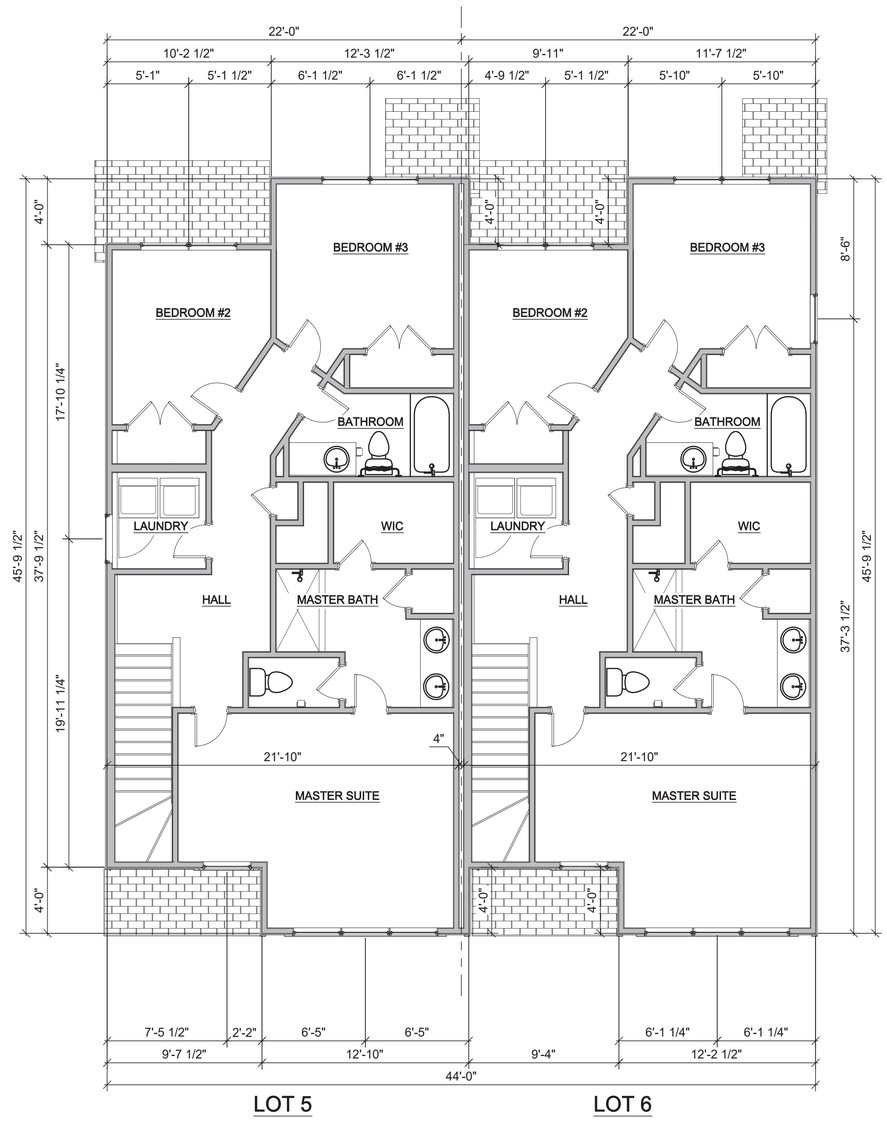
REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
FIRST FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-01

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 3:00:00 PM, DW



SECOND FLOOR PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
SECOND FLOOR PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

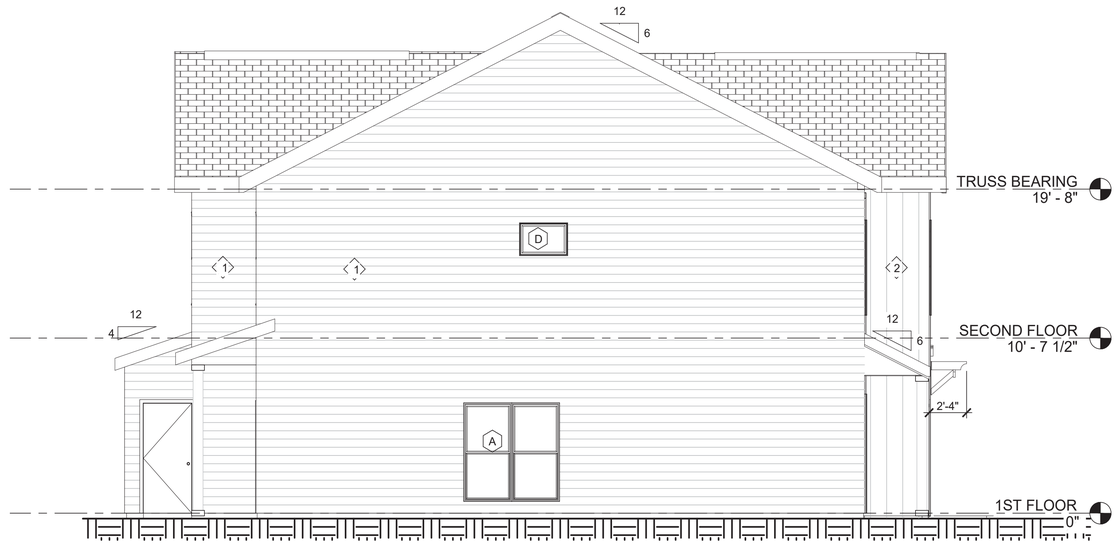
DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-02

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-2-02 - OVERALL FLOOR PLANS.dwg, 4/3/2023 3:00:05 PM, DW

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

NOTE: GARAGE DOOR SHALL NOT BE MORE THAN 50% OF THE WIDTH OF THE TOWNHOME.

FRONT ELEVATION - 2 UNIT BLDG.



LEFT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV #	DESCRIPTION	DATE
1	Move unit 2 and 3 Inward	08/14/2022

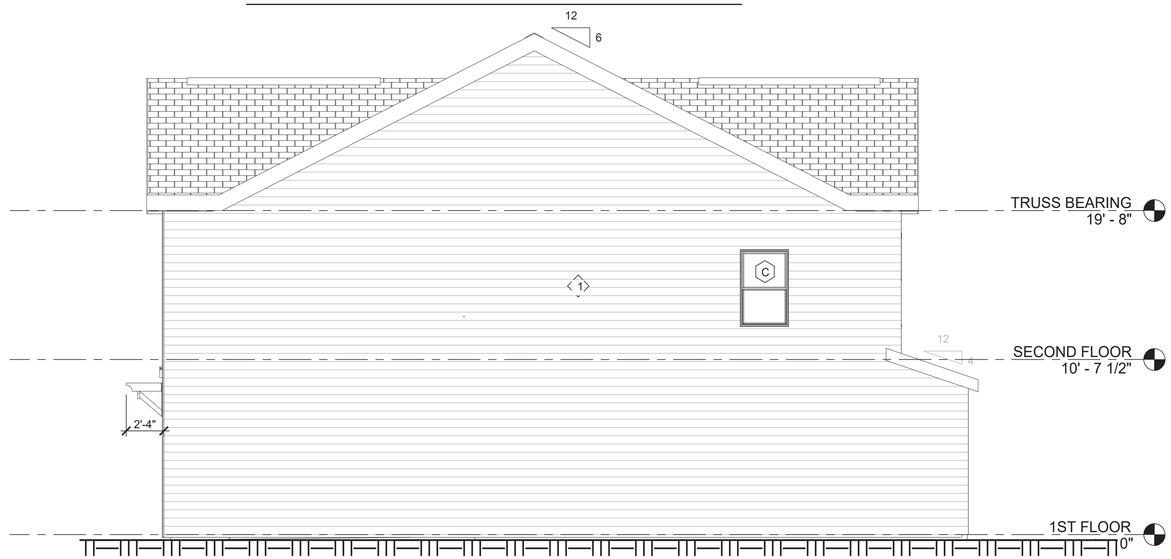
East Champion Duplexes
Lots 5-6
FRONT AND LEFT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-03

C:\Users\tan2a\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-1-04 - EXTERIOR BUILDING ELEVATIONS.dwg, 4

REAR ELEVATION - 2 UNIT BLDG.



RIGHT ELEVATION - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

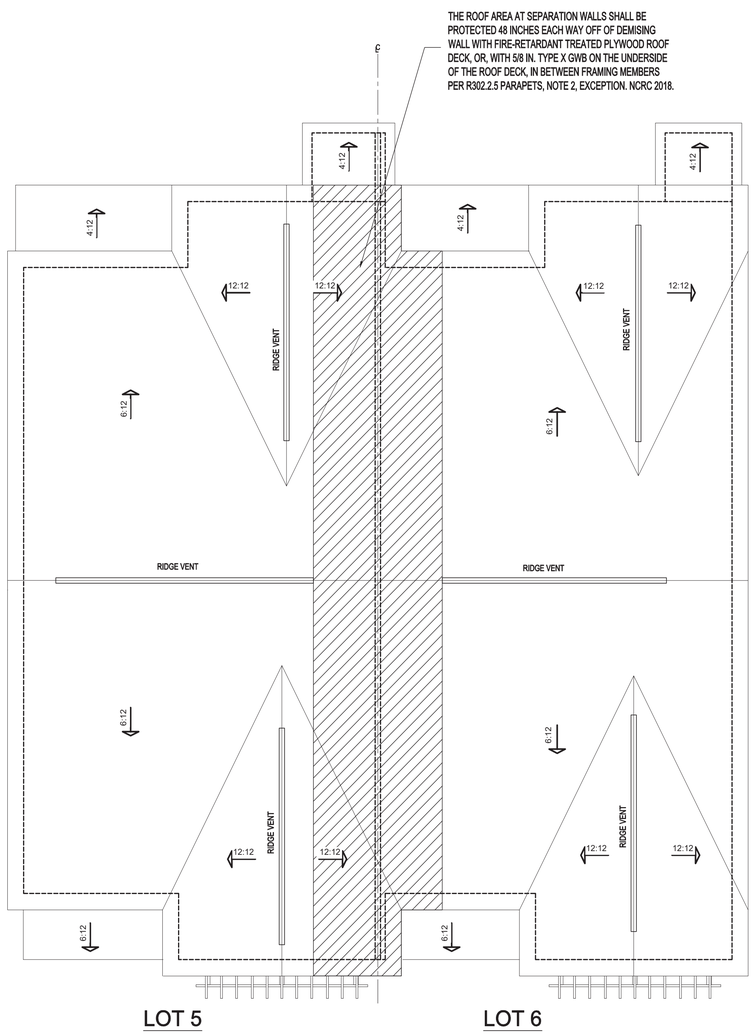
H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
REAR & RIGHT ELEVATIONS

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-04



ROOF PLAN - 2 UNIT BLDG.

© COPYRIGHT 2014 SOUTH DESIGNS, INC.

SOUTH DESIGNS
(O) 919-556-2226
(F) 919-556-2228
www.southdesigns.com

H

REV. #	DESCRIPTION	DATE
1	Move unit 2 and 3 forward	08/14/2022

East Champion Duplexes
Lots 5-6
ROOF PLAN

SHEET SCALE
34x22 SHEET SCALE = 1/4"=1'-0"
17x11 SHEET SCALE = 1/8"=1'-0"

DRAWN BY:
REVISED BY: SDI
DATE: 05/31/2022
SCALE:
SHEET A-05

H:\Dropbox\SouthDesigns_CADS Transfer\Herring Homes\0 - Current Plans\Townhomes\East Champion Duplexes\ACAD-East Champion Duplexes 05-31-2022 HERRING HOMES - Sheet - A-3.01 - OVERALL ROOF PLANS.dwg, 4/3/2023 3:00:21 PM, DWF

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

June 12, 2023

Amy Stancil
Adams & Hodge, PC
314 East Main Street
Clayton, NC 27520
amy@adamshodge.com

Re: 2023-74-SUP, Champion East Special Use Permit Modification

To Whom It May Concern,

The Town of Clayton Planning staff is recommending to the Town Council that condition #6 be revised for the above referenced application, which proceeds to Town Council on Tuesday, January 20, 2023. The recommended modification to Condition #6 and the other 5 approved conditions are on the back of this letter.

Please read through these potential conditions of approval, and sign below if you are in agreement with the conditions as proposed. If you are not in agreement please respond accordingly in writing. This will be included within the agenda packet for Town Council review.

Thank you.

Sincerely,

Ben Howell, AICP, CZO
Planning Director

Recommend Conditions of Approval (2023-74-SUP, Champion East Special Use Permit Modification):

1. These Conditions of Approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimensional standards shall be set by those indicated on the associated preliminary plat (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot wide shared access easement.
5. The 10-foot wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at the site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. The approved site plan for the Champion East Special Use Permit shall be supplemented to include the architectural elevations presented at the June 20, 2023 Town Council meeting, titled "East Champion Duplexes, Lots 1-2, Lots 3-4, Lots 5-6."

APPLICANT AFFIDAVIT

I/We, the undersigned, do herby certify that I have reviewed the recommended conditions of approval and am in agreement with the conditions as they are outlined within this letter.

Amy Stancil	Amy Stancil Amy Stancil (Jun 12, 2023 12:13 EDT)	Jun 12, 2023
Print Name	*Signature of Applicant*	*Date*

Recommended Conditions Document - 2023-74-SUP Champion East SUP Modification

Final Audit Report 2023-06-12

Created:	2023-06-12
By:	Benjamin Howell (bhowell@townofclaytonnc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI_ldW_pJYmM6W1yGVGCRwKuM5xV8BwqT

"Recommended Conditions Document - 2023-74-SUP Champion East SUP Modification" History

Document created by Benjamin Howell (bhowell@townofclaytonnc.org)
2023-06-12 - 4:03:30 PM GMT

Document emailed to amy@adamsandhodge.com for signature
2023-06-12 - 4:03:48 PM GMT

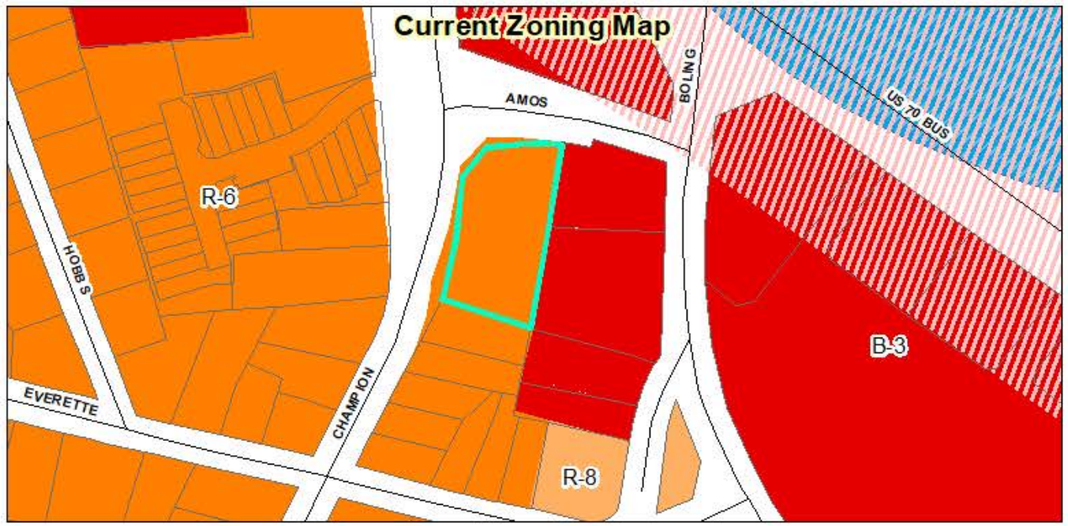
Email viewed by amy@adamsandhodge.com
2023-06-12 - 4:11:51 PM GMT

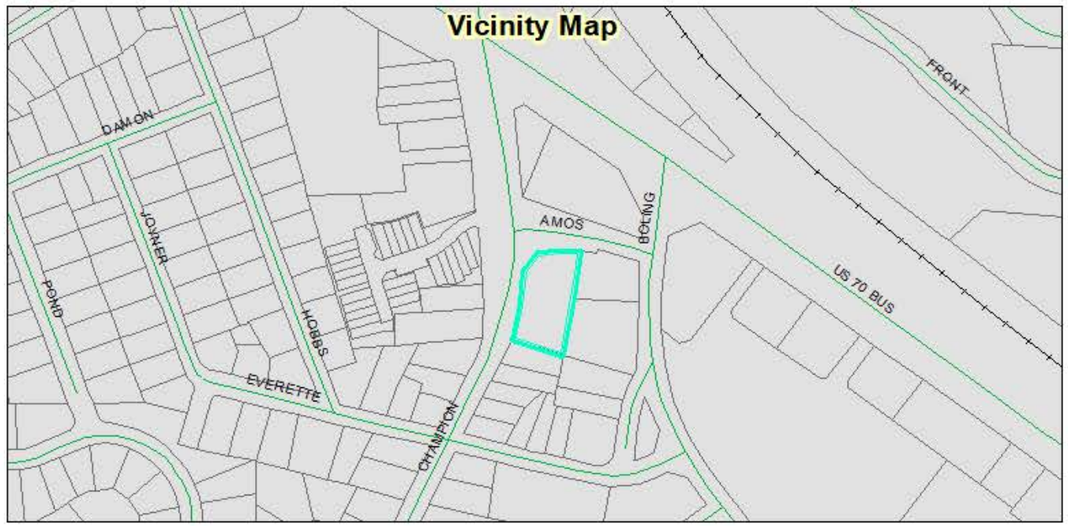
Signer amy@adamsandhodge.com entered name at signing as Amy Stancil
2023-06-12 - 4:13:40 PM GMT

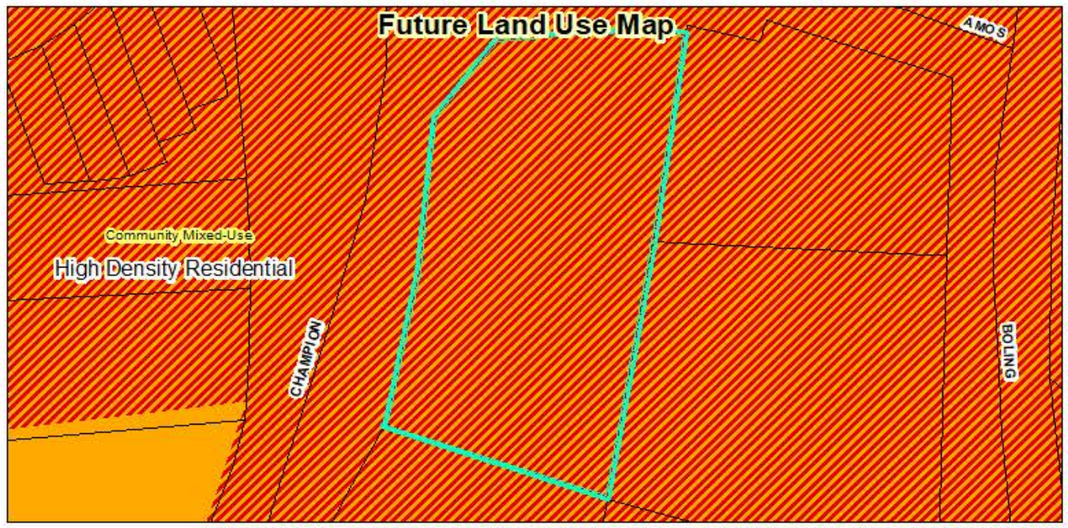
Document e-signed by Amy Stancil (amy@adamsandhodge.com)
Signature Date: 2023-06-12 - 4:13:42 PM GMT - Time Source: server

Agreement completed.
2023-06-12 - 4:13:42 PM GMT

Adobe Acrobat Sign







Request: Special Use Permit
Project Name: Champion East
Project Number: 2023-74-SUP

Applicant: Adams & Hodge Engineering, PC
Property Owner: Cloudbreak Investments, LLC
Tag #: 05003003

N

Site

0 0.1 0.2 Miles

Staff Report Map
Prepared by: TOC Planning Department
June 5, 2023

Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Document Path: P:\PLANNING\SPECIAL USE\2023\2023-74-SUP Champion East SUP#2 (Major Mod to 2020-98-SUP)\Staff Report Map\2022-74-SUP Champion East.mxd

Return to:
Town of Clayton
Town Clerk Heidi Holland
PO BOX 879
Clayton, NC 27528

TOWN OF CLAYTON
SPECIAL USE PERMIT
#2023-74-SUP
GRANTED

On the date listed below, the Town Council for the Town of Clayton met and held an evidentiary hearing to consider the following application:

Applicant:	Adams & Hodge Engineering, PC
Property Owner:	Cloudbreak Investments, LLC
Property Location:	Southeast Corner of Champion Street and Amos Street
Brief Property Description:	0.849 acre site at intersection of Champion Street and Amos Street
Tax Parcel Number:	05003003
Proposed Use of Property:	Townhomes
Hearing Date:	June 20, 2023

Having heard all the evidence and argument presented at the hearing, the Town Council makes the following findings:

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

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

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

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

CONDITIONS:

1. These Conditions of Approval, and any others included with the associated Preliminary Plat (2020-96-SD) shall be recorded upon the final plan set, which must be delivered to the Planning Department for review and final approval.
2. Dimensional standards shall be set by those indicated on the associated preliminary plat (2020-96-SD). Any deviations from these standards are pursuant to modifications as outlined in Section 155.711 of the Unified Development Code.
3. A revised Wastewater Allocation Application shall be submitted and approved prior to approval of Construction Drawings.
4. Language shall be included on the Construction Drawings and Final Plat stating that electric facilities may be installed and maintained within the 30-foot wide shared access easement.
5. The 10-foot wide Class A buffer adjacent to Lot 6 (on the south side of the proposed development) shall not be planted until electric service lines have been installed at the site. If the electric service lines have not been installed prior to Final Plat, a performance guarantee shall be submitted and approved for the Class A buffer, and the buffer shall be planted prior to Certificate of Occupancy of Lot 6.
6. The approved site plan for the Champion East Special Use Permit shall be supplemented to include the architectural elevations presented at the June 20, 2023 Town Council meeting, titled "East Champion Duplexes, Lots 1-2, Lots 3-4, Lots 5-6."

TOWN OF CLAYTON

BY: _____
Jody L. McLeod
Mayor

DATE: June 20, 2023

ATTEST:

_____(SEAL)
Heidi L. Holland, CMC and NCCMC
Town Clerk

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	NEW BUSINESS

Item Title

Budget Amendments - Capital Project Budget Ordinances

Presenter(s)

Robert McKie - Finance Director

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment

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

Public Hearing: No

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

The Finance Director will present three Capital Project Budget Ordinances related to the construction of a new public safety complex, the infrastructure commitment for the Copper District, and major replacement of water and sewer infrastructure.

Funding Source

N/A

Corresponding Documentation

Capital Project Budget Ordinance_Public Safety Complex_June 20, 2023 (1)

Capital Project Budget Ordinance_Copper District_June 20, 2023

Capital Project Budget Ordinance_Water__Sewer Infrastructure_June 20, 2023

Fund 641 Budget Amendment_Copper District Realignment

Submitted By: Robert McKie, Finance Department

Reviewed By:

Robert McKie, Finance Director	Approved - Jun 12 2023
Rich Cappola, Town Manager	Approved - Jun 12 2023
Heidi Holland, Town Clerk	Approved - Jun 13 2023

Ordinance #2023-06-05

TOWN OF CLAYTON
PUBLIC SAFETY COMPLEX
CAPITAL PROJECT BUDGET ORDINANCE

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following ordinance shall be established to undertake construction of a new public safety complex to better serve the public:

Revenues

Line Item	Description	Amount
619-48 05	Misc. Finance Capital	$12,000,000
619-49 80	Due From General Fund	$100,000
	Total	$12,100,000

Expenditures

Line Item	Description	Amount
619-56 00	Professional Services	$100,000
619-58 01	Construction	$12,000,000
	Total	$12,100,000

Duly adopted this ____ day of _____, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM:

_____
Jim Cauley
Town Attorney

Ordinance #2023-06-06

TOWN OF CLAYTON
COPPER DISTRICT
CAPITAL PROJECT BUDGET ORDINANCE

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following ordinance shall be established to undertake water and sewer infrastructure improvements for the Copper District development:

Revenues

Line Item	Description	Amount
644-45 75	NC DEQ ARPA Grant	$4,000,000
644-48 05	Misc. Finance Capital	$7,000,000
	Total	$11,000,000

Expenditures

Line Item	Description	Amount
644-58 30	Water Line Improvements	$7,000,000
644-58 31	Sewer Line Improvements	$4,000,000
	Total	$11,000,000

Duly adopted this ____ day of _____, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM:

_____
Jim Cauley
Town Attorney

Ordinance #2023-06-07

TOWN OF CLAYTON
WATER & SEWER INFRASTRUCTURE REPLACEMENT
CAPITAL PROJECT BUDGET ORDINANCE

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following ordinance shall be established to undertake major water and sewer infrastructure replacements:

Revenues

Line Item	Description	Amount
645-49 81	Due from Water & Sewer Fund	$1,610,000
	Total	$1,610,000

Expenditures

Line Item	Description	Amount
645-58 30	Water Line Improvements	$617,000
645-58 31	Sewer Line Improvements	$993,000
	Total	$1,610,000

Duly adopted this ____ day of _____, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM:

_____
Jim Cauley
Town Attorney

Ordinance #2023-06-08

Town of Clayton
Amendment to the Capital Project Budget Ordinance

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following amendments shall be made to the Sam's Branch Water Reclamation Facility Capital Project Budget Ordinance:

Fund: 641 – Sam's Branch Water Reclamation Facility

Line Item	Previous Appropriation	Adjustment	Revised Appropriation
Revenues			
641-48 05	Misc. Finance Capital		
	$228,698,900	-7,000,000	$221,698,900
Expenditures			
641-58 99	Contingency		
	$21,707,818	-500,000	$21,207,818
641-59 21	Transfer to Water & Sewer Fund		
	$6,500,000	-6,500,000	-

Explanation: Amending the capital project budget ordinance to reflect the bond proceeds for the Copper District project included in a separate capital project budget ordinance. This amendment is required for compliance with G.S. 159-13.2.

Duly adopted this ____ day of _____, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

Attest:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM:

_____
Jim Cauley
Town Attorney

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	NEW BUSINESS

Item Title

Amendment to the Code of Ordinances Chapter 92 - Cemeteries

Presenter(s)

Justin Pulley, Grounds Superintendent

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment

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

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

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

Summary

We would like to change the verbiage through out the ordinance where it addresses the Public Works Director, Town Manager, Customer Service and/or Sr. Admin. Support Specialist to say Cemetery Official. We would also like to add No burial on Easter Sunday and Christmas Eve. Last change is to add that all vases going forward have to be permanently attached to grave marker.

Funding Source

N/A

Corresponding Documentation

TOC Cemetery Ordinance Markup

TOC Cemetery Ordinance Clean

Ordinance #2023-06-04

Submitted By: Heidi Holland, Property Maintenance

Reviewed By:

Dolores Gill, Deputy Town Manager	Approved - Jun 14 2023
Rich Cappola, Town Manager	Approved - Jun 14 2023
Heidi Holland, Town Clerk	Approved - Jun 14 2023

Ordinance #2023-06-04

TOWN OF CLAYTON
AMENDMENT TO THE CODE OF ORDINANCES
CHAPTER 92 – CEMETERIES

BE IT HEREBY DULY ADOPTED BY THE TOWN COUNC_IL FOR THE TOWN OF CLAYTON, NORTH CAROLINA that the following is hereby amended to the Code of Ordinances Chapter 92 to read as follows:

TITLE IX: GENERAL REGULATIONS CHAPTER 92: CEMETERIES

Section

92.00 Interment

92.01 Sale of use license for cemetery lots

92.02 Improvements

92.03 Orders for grave openings

92.04 Manner of opening and closing graves

92.05 Plot elevation to conform to curb line

92.06 Permission required to dig up, excavate, or remove soil or foliage from cemetery

92.07 Grave markers and monuments

92.08 Loud or disturbing conduct; disrupting funeral services

92.09 Speed of vehicles; vehicles restricted

92.10 Curfew hours

92.11 Animals

92.12 Grave liners

92.13 Establishing authority to select an authorized contractor for cemetery interments

92.14 Responsibility for loss or damage

Statutory reference:

Authority to regulate cemeteries, see G.S. §§ 160A-341 through 160A-348

§ 92.00 INTERMENT.

Only human remains, properly entombed in coffins or other appropriate burial containers, shall be buried or otherwise interred in any of the cemeteries of the town.

(Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.01 SALE OF USE LICENSE FOR CEMETERY LOTS.

(A) All persons desiring to purchase a use license for cemetery lots in the town cemeteries shall apply to the ~~Public~~irector and Utilities Director or their designee Cemetery Official, as appointed by the Town Manager, who, upon approval and payment of the price fixed for each cemetery lot, shall cause the use license therefore to be executed to the purchaser. Under no condition shall a use license for a cemetery lot be issued to purchaser nor shall an Interment Authorization be issued until the purchase price is paid in full and approval is given by the ~~Public Works and Utilities Director or their designee~~Cemetery Official.

(B) No person who purchases a use license for any cemetery lot in a town cemetery shall thereafter convey or alienate the use license to any other person for a greater consideration than originally paid for the use license. To transfer a use license, the original purchaser must complete a transfer of cemetery lot form. The transfer of cemetery lot form must be approved by the ~~Public Works and Utilities Director or their designee~~Cemetery Official. Further, the transfer of use rights for a cemetery lot shall be complete when (a) a transfer of cemetery lot form is executed by the transferring party and approved by the ~~Public Works and Utilities Director or their designee~~Cemetery Official and (b) a use license for the lot is issued to the transferee by the ~~Public Works and Utilities Director or their designee~~Cemetery Official. Each use license executed shall contain language that the use rights are conveyed subject to this section and any amendments thereto.

~~(C)~~ All persons desiring to purchase cemetery lots on an installment basis will be subject to the following: Each purchase will require a minimum payment of one lot with the balance for any additional lots due on or before June 30th following the purchase. A contract for purchase must be executed by the purchaser and the town detailing price, term and payment due dates. Any grave sites not paid in full will revert to the town with no refunds being granted. Hardship cases will be determined by the Town Manager or his designee. As stipulated in division (A) of this section, no burials will take place and no licenses will be issued without payment in full.

~~All persons desiring to purchase a use license for cemetery lots on an installment basis will be subject to the following: A down payment of not less than $100 will be required. A contract for purchase of the use license must be executed by the purchaser and the Public Works and Utilities Director or their designee detailing price, term and payment due dates. The terms are to allow for payment in full of one lot at the time of purchase with any additional lot purchases to be paid in full by June 30 of the following year. Any contracts not paid in full by June 30 of the year the contract was executed will be terminated and no refunds will be granted. Hardship cases will be determined by the Town Manager or his designee. As stipulated in division (A) of this section, no burials will take place and no use licenses will be issued until payment in full is made.~~

(D) The purchase price shall include an amount sufficient for the town to place a basic permanent marker of town specifications at the foot of each occupied cemetery lot for the sole purpose of ensuring all cemetery lots are duly identified. For cemetery lots purchased prior to September 4, 2012, a deposit shall be collected at the time Interment Authorization is requested.

('71 Code, § 5-16) (Ord. passed 4-5-71; Am. Ord. passed 9-6-89; Am. Ord. passed 1-7-91; Am. Ord. passed 10-3-95; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2014-10-02, passed 10-6-14; Am. Ord. 2016-11-02, passed 11-7-16; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.02 IMPROVEMENTS.

Improvements by the town in town cemeteries shall be made under the direction of the ~~Public Works Director or the Town Council~~Cemetery Official.

('71 Code, § 5-17) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.03 ORDERS FOR GRAVE OPENINGS.

(A) It shall be unlawful for any person to make, or cause to be made, any interment, inside the corporate limits except in the cemeteries of the town, existing private cemeteries, cemeteries licensed by the State Burial Association Commission or in church cemeteries.

(B) (1) In the event a grave-side service is scheduled earlier than 12:00 noon on a particular day, then with at least 24 hours advance notice by the funeral director to the ~~Public Works Director~~Cemetery Official, the grave may be opened on the day preceding the scheduled interment.

(2) In the event a grave-side service is scheduled at or later than 12:00 noon on a particular day, then in accordance with the process described in division (B)(1), above, the grave may be opened on the same day as the scheduled interment, but not a day in advance.

(C) No grave openings shall occur on any Good Friday, Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, or New Year's Day.

('71 Code, § 5-18) (Ord. passed 4-5-71; Am. Ord. passed 10-3-95; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. passed 1-16-01; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2015-02-02, passed 2-2-15; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.04 MANNER OF OPENING AND CLOSING GRAVES.

(A) All openings shall be performed in accordance with the standards and specifications of the town of Clayton.

(B) A standard funeral home tent must be immediately erected over the area of the plot containing the open grave and must be removed within five working days.

('71 Code, § 5-19) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. passed 1-16-01; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2014-10-02, passed 10-6-14)

§ 92.05 PLOT ELEVATION TO CONFORM TO CURB LINE.

It shall be unlawful for any person to raise or cause to be raised the elevation of any cemetery plot above the curb line of the existing curb surrounding the plot, and no curb shall be raised above the curb line of the existing curb line in the general area of the plot.

('71 Code, § 5-20) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.06 PERMISSION REQUIRED TO DIG UP, EXCAVATE, OR REMOVE SOIL OR FOLIAGE FROM CEMETERY.

It shall be unlawful for any person to dig up, excavate, or remove any soil from any town cemetery, or to remove flowers, shrubs, trees, bushes, markers, pots, boxes, vases, or any other property unless from his own property, or with the consent of the owner, or by permission of the ~~Town Manager~~Cemetery Official.

('71 Code, § 5-21) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.07 GRAVE MARKERS AND MONUMENTS.

(A) It shall be unlawful for any person to remove, destroy, deface, or any way injure any headstone marker or monument of any sort in any of the cemeteries of the town, unless upon his own property or with the permission of the owner.

(B) No grave marker or monument shall be placed in any of the cemeteries of the town unless and until the ~~Public Works Director~~Cemetery Official has reviewed and approved a photograph, sketch, or other accurate depiction or rendering (including a listing of all applicable materials, dimensions and wording) of such grave marker or monument. All vases must be permanently attached to grave marker.

~~(C)~~I Except as provided in division (D), no grave marker or monument shall be placed in any of the cemeteries of the town unless human remains, properly entombed in a coffin or other appropriate burial container, have been buried or otherwise interred in the burial plot upon which the grave marker or monument is to be placed.

(D) A grave marker or monument may be placed in a cemetery of the town at an empty burial plot where:

(1) (a) An immediately adjacent burial plot contains human remains properly entombed in a coffin or other appropriate burial container; and

(b) A living member of the immediate family of the deceased buried or other wise interred in the adjacent burial plots is to be buried or otherwise interred in the empty burial plot; or

(2) The owner of the empty burial plot obtains permission from the town to place a grave marker or monument on the empty burial plot in anticipation of his or her burial or interment in that plot, or in anticipation of the burial or interment of an immediate family member in that plot.

(E) No grave marker or monument placed in any of the cemeteries of the town shall contain or reflect any profanity, obscenity, vulgarity, or fighting words.

(F) All grave markers or monuments placed in any of the cemeteries of the town shall be fixed and stationary, and shall not exceed 60 inches in height, 48 inches in width, or 36 inches in depth or diameter.

(G) No grave marker or monument placed in any of the cemeteries of the town shall contain or include any device intended to or capable of generating any form of light or sound.

(H) All occupied graves must have a permanent marker. Beginning October 1, 2012 the town shall place a marker at the foot of each grave for the purpose of basic identification. This marker does not displace allowance for approved markers or monuments otherwise placed on behalf of the licensee of the site.

(I) No structure other than an approved monument or permanently installed vase may be placed at a gravesite. By way of illustration but not limitation the following shall be prohibited:

a) ~~(1)~~ Coping, curbing, fencing, hedging, border enclosures.
b) ~~(2)~~ Cover with stone, gravel, cinders, tile, and cement or other materials.
c) ~~(3)~~ Benches, sundials, settees, and lights.
d) ~~(4)~~ Flags will be allowed only during ~~the~~ calendar days ~~of~~ Memorial Day, Veteran's Day, and July 4th.
e) The use of decorations which are either placed on the floor, or freestanding easels, or on wrought iron stands, or which are attached directly by wire, tape, glue or such other similar method is strictly prohibited.

For further information, refer to the Town's Cemetery Flower/Decoration Policy.

('71 Code, § 5-21) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.08 LOUD OR DISTURBING CONDUCT; DISRUPTING FUNERAL SERVICES.

It shall be unlawful for any person to make or cause to be made any unduly loud or disturbing noise in the cemeteries of the town, or close enough thereto to unduly disrupt or interfere with funeral services being conducted therein.

('71 Code, § 5-22) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.09 SPEED OF VEHICLES; VEHICLES RESTRICTED.

Vehicles shall be driven only upon the roadways within a town cemetery and at a rate of speed not in excess of 15 miles per hour. No vehicles shall enter a town cemetery except for the purposes of attending funerals, visiting graves, or other lawful missions.

('71 Code, § 5-22) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.10 CURFEW HOURS.

It shall be unlawful for any person to enter any of the cemeteries of the town after the sun has set, or after 7:00 p.m., prevailing time, whichever comes first, and from then until sunrise the following morning.

('71 Code, § 5-23) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.11 ANIMALS.

It shall be unlawful for any person to take any dog or other animals into the cemeteries of the town or to allow any animal to run at large therein, or to ride, drive, or lead any animal on or over any plot or walkway therein.

('71 Code, § 5-24) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.12 GRAVE LINERS.

Grave liners shall be used for all burials in any town cemetery. Grave liners must meet the Standards and Specifications of the Town of Clayton for use in any town cemetery.

(Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.13 ESTABLISHING AUTHORITY TO SELECT AN AUTHORIZED CONTRACTOR FOR CEMETERY INTERMENTS.

(A) The Town Council may authorize for the exclusive rights to perform all grave openings, closings, and maintenance in any cemetery owned and operated by the town. As an alternative to selecting a firm or person for openings, closings and maintenance operations the Town Council may choose to authorize adequate town resources for this purpose with associated fees.

(B) In the event the Town Council chooses to perform openings, closings or maintenance on a contract basis the ~~Public Works Director~~Cemetery Official is hereby authorized to develop criteria and solicit proposals from qualified contractors on an annual basis for the purpose of selecting and authorizing an individual or firm to perform all grave openings and closings in town owned and operated cemeteries.

(C) The individual or firm selected under this section shall have sole responsibility, to the exclusion of all others, to perform or have performed all obligations established by contract for the opening, closing, and follow-up maintenance in town owned and operated cemeteries.

(D) The selected contractor may choose to subcontract openings, closings, or maintenance upon the express prior consent of the town. In any event the prime contractor shall continue to be responsible to the town for the proper and acceptable performance of all work performed.

(Ord. passed 10-21-02; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023)

§ 92.14 RESPONSIBILITY FOR LOSS OR DAMAGE.

(A) The town shall accept no responsibility for any loss or damage to any grave marker, vase, or other personal property within the cemetery as a result of the elements, storms, theft, trespass, or the operation of vehicles by visitors to the cemetery.

(B) The town shall accept no responsibility for loss, destruction or removal of any items or materials left, displayed, or otherwise installed in the cemetery whether authorized or unauthorized.

(Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023)

Ordinance #2023-06-04

TOWN OF CLAYTON
AMENDMENT TO THE CODE OF ORDINANCES
CHAPTER 92 – CEMETERIES

BE IT HEREBY DULY ADOPTED BY THE TOWN COUNC_IL FOR THE TOWN OF CLAYTON, NORTH CAROLINA that the following is hereby amended to the Code of Ordinances Chapter 92 to read as follows:

TITLE IX: GENERAL REGULATIONS CHAPTER 92: CEMETERIES

Section

92.00 Interment

92.01 Sale of use license for cemetery lots

92.02 Improvements

92.03 Orders for grave openings

92.04 Manner of opening and closing graves

92.05 Plot elevation to conform to curb line

92.06 Permission required to dig up, excavate, or remove soil or foliage from cemetery

92.07 Grave markers and monuments

92.08 Loud or disturbing conduct; disrupting funeral services

92.09 Speed of vehicles; vehicles restricted

92.10 Curfew hours

92.11 Animals

92.12 Grave liners

92.13 Establishing authority to select an authorized contractor for cemetery interments

92.14 Responsibility for loss or damage

Statutory reference:

Authority to regulate cemeteries, see G.S. §§ 160A-341 through 160A-348

§ 92.00 INTERMENT.

Only human remains, properly entombed in coffins or other appropriate burial containers, shall be buried or otherwise interred in any of the cemeteries of the town.

(Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.01 SALE OF USE LICENSE FOR CEMETERY LOTS.

A. All persons desiring to purchase a use license for cemetery lots in the town cemeteries shall apply to the Cemetery Official, as appointed by the Town Manager, who, upon approval and payment of the price fixed for each cemetery lot, shall cause the use license therefore to be executed to the purchaser. Under no condition shall a use license for a cemetery lot be issued to purchaser nor shall an Interment Authorization be issued until the purchase price is paid in full and approval is given by the Cemetery Official.

B. No person who purchases a use license for any cemetery lot in a town cemetery shall thereafter convey or alienate the use license to any other person for a greater consideration than originally paid for the use license. To transfer a use license, the original purchaser must complete a transfer of cemetery lot form. The transfer of cemetery lot form must be approved by the Cemetery Official. Further, the transfer of use rights for a cemetery lot shall be complete when (a) a transfer of cemetery lot form is executed by the transferring party and approved by the Cemetery Official and (b) a use license for the lot is issued to the transferee by the Cemetery Official. Each use license executed shall contain language that the use rights are conveyed subject to this section and any amendments thereto.

C. All persons desiring to purchase cemetery lots on an installment basis will be subject to the following: Each purchase will require a minimum payment of one lot with the balance for any additional lots due on or before June 30th following the purchase. A contract for purchase must be executed by the purchaser and the town detailing price, term and payment due dates. Any grave sites not paid in full will revert to the town with no refunds being granted. Hardship cases will be determined by the Town Manager or his designee. As stipulated in division (A) of this section, no burials will take place and no licenses will be issued without payment in full.

D. The purchase price shall include an amount sufficient for the town to place a basic permanent marker of town specifications at the foot of each occupied cemetery lot for the sole purpose of ensuring all cemetery lots are duly identified. For cemetery lots purchased prior to September 4, 2012, a deposit shall be collected at the time Interment Authorization is requested.

('71 Code, § 5-16) (Ord. passed 4-5-71; Am. Ord. passed 9-6-89; Am. Ord. passed 1-7-91; Am. Ord. passed 10-3-95; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed

9-4-12; Am. Ord. 2014-10-02, passed 10-6-14; Am. Ord. 2016-11-02, passed 11-7-16; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.02 IMPROVEMENTS.

Improvements by the town in town cemeteries shall be made under the direction of the Cemetery Official.

('71 Code, § 5-17) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023)

§ 92.03 ORDERS FOR GRAVE OPENINGS.

(A) It shall be unlawful for any person to make, or cause to be made, any interment, inside the corporate limits except in the cemeteries of the town, existing private cemeteries, cemeteries licensed by the State Burial Association Commission or in church cemeteries.

(B)(1) In the event a grave-side service is scheduled earlier than 12:00 noon on a particular day, then with at least 24 hours advance notice by the funeral director to the Cemetery Official, the grave may be opened on the day preceding the scheduled interment.

(2) In the event a grave-side service is scheduled at or later than 12:00 noon on a particular day, then in accordance with the process described in division (B)(1), above, the grave may be opened on the same day as the scheduled interment, but not a day in advance.

(C) No grave openings shall occur on any Good Friday, Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, or New Year's Day.

('71 Code, § 5-18) (Ord. passed 4-5-71; Am. Ord. passed 10-3-95; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. passed 1-16-01; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2015-02-02, passed 2-2-15; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.04 MANNER OF OPENING AND CLOSING GRAVES.

(A) All openings shall be performed in accordance with the standards and specifications of the town of Clayton.

(B) A standard funeral home tent must be immediately erected over the area of the plot containing the open grave and must be removed within five working days.

('71 Code, § 5-19) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. passed 1-16-01; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2014-10-02, passed 10-6-14)

§ 92.05 PLOT ELEVATION TO CONFORM TO CURB LINE.

It shall be unlawful for any person to raise or cause to be raised the elevation of any cemetery plot above the curb line of the existing curb surrounding the plot, and no curb shall be raised above the curb line of the existing curb line in the general area of the plot.

('71 Code, § 5-20) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.06 PERMISSION REQUIRED TO DIG UP, EXCAVATE, OR REMOVE SOIL OR FOLIAGE FROM CEMETERY.

It shall be unlawful for any person to dig up, excavate, or remove any soil from any town cemetery, or to remove flowers, shrubs, trees, bushes, markers, pots, boxes, vases, or any other property unless from his own property, or with the consent of the owner, or by permission of the Cemetery Official.

('71 Code, § 5-21) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.07 GRAVE MARKERS AND MONUMENTS.

(A) It shall be unlawful for any person to remove, destroy, deface, or any way injure any headstone marker or monument of any sort in any of the cemeteries of the town, unless upon his own property or with the permission of the owner.

(B) No grave marker or monument shall be placed in any of the cemeteries of the town unless and until the Cemetery Official has reviewed and approved a photograph, sketch, or other accurate depiction or rendering (including a listing of all applicable materials, dimensions and wording) of such grave marker or monument. All vases must be permanently attached to grave marker.

(1) Except as provided in division (D), no grave marker or monument shall be placed in any of the cemeteries of the town unless human remains, properly entombed in a coffin or other appropriate burial container, have been buried or otherwise interred in the burial plot upon which the grave marker or monument is to be placed.

(D) A grave marker or monument may be placed in a cemetery of the town at an empty burial plot where:

(1)(a) An immediately adjacent burial plot contains human remains properly entombed in a coffin or other appropriate burial container; and

(b) A living member of the immediate family of the deceased buried or other wise interred in the adjacent burial plots is to be buried or otherwise interred in the empty burial plot; or

(2) The owner of the empty burial plot obtains permission from the town to place a grave marker or monument on the empty burial plot in anticipation of his or her burial or interment in that plot, or in anticipation of the burial or interment of an immediate family member in that plot.

(E) No grave marker or monument placed in any of the cemeteries of the town shall contain or reflect any profanity, obscenity, vulgarity, or fighting words.

(F) All grave markers or monuments placed in any of the cemeteries of the town shall be fixed and stationary, and shall not exceed 60 inches in height, 48 inches in width, or 36 inches in depth or diameter.

(G) No grave marker or monument placed in any of the cemeteries of the town shall contain or include any device intended to or capable of generating any form of light or sound.

(H) All occupied graves must have a permanent marker. Beginning October 1, 2012 the town shall place a marker at the foot of each grave for the purpose of basic identification. This marker does not displace allowance for approved markers or monuments otherwise placed on behalf of the licensee of the site.

(I) No structure other than an approved monument or permanently installed vase may be placed at a gravesite. By way of illustration but not limitation the following shall be prohibited:

a) Coping, curbing, fencing, hedging, border enclosures.
b) Cover with stone, gravel, cinders, tile, and cement or other materials.
c) Benches, sundials, settees, and lights.
d) Flags will be allowed only during calendar days of Memorial Day, Veteran's Day, and July 4th.
e) The use of decorations which are either placed on the floor, or freestanding easels, or on wrought iron stands, or which are attached directly by wire, tape, glue or such other similar method is strictly prohibited.

For further information, refer to the Town's Cemetery Flower/Decoration Policy.

('71 Code, § 5-21) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.08 LOUD OR DISTURBING CONDUCT; DISRUPTING FUNERAL SERVICES.

It shall be unlawful for any person to make or cause to be made any unduly loud or disturbing noise in the cemeteries of the town, or close enough thereto to unduly disrupt or interfere with funeral services being conducted therein.

('71 Code, § 5-22) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.09 SPEED OF VEHICLES; VEHICLES RESTRICTED.

Vehicles shall be driven only upon the roadways within a town cemetery and at a rate of speed not in excess of 15 miles per hour. No vehicles shall enter a town cemetery except for the purposes of attending funerals, visiting graves, or other lawful missions.

('71 Code, § 5-22) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.10 CURFEW HOURS.

It shall be unlawful for any person to enter any of the cemeteries of the town after the sun has set, or after 7:00 p.m., prevailing time, whichever comes first, and from then until sunrise the following morning.

('71 Code, § 5-23) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.11 ANIMALS.

It shall be unlawful for any person to take any dog or other animals into the cemeteries of the town or to allow any animal to run at large therein, or to ride, drive, or lead any animal on or over any plot or walkway therein.

('71 Code, § 5-24) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.12 GRAVE LINERS.

Grave liners shall be used for all burials in any town cemetery. Grave liners must meet the Standards and Specifications of the Town of Clayton for use in any town cemetery.

(Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.13 ESTABLISHING AUTHORITY TO SELECT AN AUTHORIZED CONTRACTOR FOR CEMETERY INTERMENTS.

(A) The Town Council may authorize for the exclusive rights to perform all grave openings, closings, and maintenance in any cemetery owned and operated by the town. As an alternative to selecting a firm or person for openings, closings and maintenance operations the Town Council may choose to authorize adequate town resources for this purpose with associated fees.

(B) In the event the Town Council chooses to perform openings, closings or maintenance on a contract basis the Cemetery Official is hereby authorized to develop criteria and solicit proposals from qualified contractors on an annual basis for the purpose of selecting and authorizing an individual or firm to perform all grave openings and closings in town owned and operated cemeteries.

(C) The individual or firm selected under this section shall have sole responsibility, to the exclusion of all others, to perform or have performed all obligations established by contract for the opening, closing, and follow-up maintenance in town owned and operated cemeteries.

(D) The selected contractor may choose to subcontract openings, closings, or maintenance upon the express prior consent of the town. In any event the prime contractor shall continue to be responsible to the town for the proper and acceptable performance of all work performed.

(Ord. passed 10-21-02; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023)

§ 92.14 RESPONSIBILITY FOR LOSS OR DAMAGE.

(A) The town shall accept no responsibility for any loss or damage to any grave marker, vase, or other personal property within the cemetery as a result of the elements, storms, theft, trespass, or the operation of vehicles by visitors to the cemetery.

(B) The town shall accept no responsibility for loss, destruction or removal of any items or materials left, displayed, or otherwise installed in the cemetery whether authorized or unauthorized.

(Ord. 2012-09-03, passed 9-4-12)

Ordinance #2023-06-04

TOWN OF CLAYTON
AMENDMENT TO THE CODE OF ORDINANCES
CHAPTER 92 – CEMETERIES

BE IT HEREBY DULY ADOPTED BY THE TOWN COUNC_IL FOR THE TOWN OF CLAYTON, NORTH CAROLINA that the following is hereby amended to the Code of Ordinances Chapter 92 to read as follows:

TITLE IX: GENERAL REGULATIONS CHAPTER 92: CEMETERIES

Section

92.00 Interment

92.01 Sale of use license for cemetery lots

92.02 Improvements

92.03 Orders for grave openings

92.04 Manner of opening and closing graves

92.05 Plot elevation to conform to curb line

92.06 Permission required to dig up, excavate, or remove soil or foliage from cemetery

92.07 Grave markers and monuments

92.08 Loud or disturbing conduct; disrupting funeral services

92.09 Speed of vehicles; vehicles restricted

92.10 Curfew hours

92.11 Animals

92.12 Grave liners

92.13 Establishing authority to select an authorized contractor for cemetery interments

92.14 Responsibility for loss or damage

Statutory reference:

Authority to regulate cemeteries, see G.S. §§ 160A-341 through 160A-348

§ 92.00 INTERMENT.

Only human remains, properly entombed in coffins or other appropriate burial containers, shall be buried or otherwise interred in any of the cemeteries of the town. (Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.01 SALE OF USE LICENSE FOR CEMETERY LOTS.

A. All persons desiring to purchase a use license for cemetery lots in the town cemeteries shall apply to the Cemetery Official, as appointed by the Town Manager, who, upon approval and payment of the price fixed for each cemetery lot, shall cause the use license therefore to be executed to the purchaser. Under no condition shall a use license for a cemetery lot be issued to purchaser nor shall an Interment Authorization be issued until the purchase price is paid in full and approval is given by the Cemetery Official.

B. No person who purchases a use license for any cemetery lot in a town cemetery shall thereafter convey or alienate the use license to any other person for a greater consideration than originally paid for the use license. To transfer a use license, the original purchaser must complete a transfer of cemetery lot form. The transfer of cemetery lot form must be approved by the Cemetery Official. Further, the transfer of use rights for a cemetery lot shall be complete when (a) a transfer of cemetery lot form is executed by the transferring party and approved by the Cemetery Official and (b) a use license for the lot is issued to the transferee by the Cemetery Official. Each use license executed shall contain language that the use rights are conveyed subject to this section and any amendments thereto.

C. All persons desiring to purchase cemetery lots on an installment basis will be subject to the following: Each purchase will require a minimum payment of one lot with the balance for any additional lots due on or before June 30th following the purchase. A contract for purchase must be executed by the purchaser and the town detailing price, term and payment due dates. Any grave sites not paid in full will revert to the town with no refunds being granted. Hardship cases will be determined by the Town Manager or his designee. As stipulated in division (A) of this section, no burials will take place and no licenses will be issued without payment in full.

D. The purchase price shall include an amount sufficient for the town to place a basic permanent marker of town specifications at the foot of each occupied cemetery lot for the sole purpose of ensuring all cemetery lots are duly identified. For cemetery lots purchased prior to September 4, 2012, a deposit shall be collected at the time Interment Authorization is requested.

('71 Code, § 5-16) (Ord. passed 4-5-71; Am. Ord. passed 9-6-89; Am. Ord. passed 1-7-91; Am. Ord. passed 10-3-95; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed

9-4-12; Am. Ord. 2014-10-02, passed 10-6-14; Am. Ord. 2016-11-02, passed 11-7-16; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.02 IMPROVEMENTS.

Improvements by the town in town cemeteries shall be made under the direction of the Cemetery Official.

('71 Code, § 5-17) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023)

§ 92.03 ORDERS FOR GRAVE OPENINGS.

(A) It shall be unlawful for any person to make, or cause to be made, any interment, inside the corporate limits except in the cemeteries of the town, existing private cemeteries, cemeteries licensed by the State Burial Association Commission or in church cemeteries.

(B)(1) In the event a grave-side service is scheduled earlier than 12:00 noon on a particular day, then with at least 24 hours advance notice by the funeral director to the Cemetery Official, the grave may be opened on the day preceding the scheduled interment.

(2) In the event a grave-side service is scheduled at or later than 12:00 noon on a particular day, then in accordance with the process described in division (B)(1), above, the grave may be opened on the same day as the scheduled interment, but not a day in advance.

(C) No grave openings shall occur on any Good Friday, Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, or New Year's Day.

('71 Code, § 5-18) (Ord. passed 4-5-71; Am. Ord. passed 10-3-95; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. passed 1-16-01; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2015-02-02, passed 2-2-15; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.04 MANNER OF OPENING AND CLOSING GRAVES.

(A) All openings shall be performed in accordance with the standards and specifications of the town of Clayton.

(B) A standard funeral home tent must be immediately erected over the area of the plot containing the open grave and must be removed within five working days.

('71 Code, § 5-19) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. passed 1-16-01; Am. Ord. 2012-09-03, passed 9-4-12; Am. Ord. 2014-10-02, passed 10-6-14)

§ 92.05 PLOT ELEVATION TO CONFORM TO CURB LINE.

It shall be unlawful for any person to raise or cause to be raised the elevation of any cemetery plot above the curb line of the existing curb surrounding the plot, and no curb shall be raised above the curb line of the existing curb line in the general area of the plot.

('71 Code, § 5-20) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.06 PERMISSION REQUIRED TO DIG UP, EXCAVATE, OR REMOVE SOIL OR FOLIAGE FROM CEMETERY.

It shall be unlawful for any person to dig up, excavate, or remove any soil from any town cemetery, or to remove flowers, shrubs, trees, bushes, markers, pots, boxes, vases, or any other property unless from his own property, or with the consent of the owner, or by permission of the Cemetery Official.

('71 Code, § 5-21) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.07 GRAVE MARKERS AND MONUMENTS.

(A) It shall be unlawful for any person to remove, destroy, deface, or any way injure any headstone marker or monument of any sort in any of the cemeteries of the town, unless upon his own property or with the permission of the owner.

(B) No grave marker or monument shall be placed in any of the cemeteries of the town unless and until the Cemetery Official has reviewed and approved a photograph, sketch, or other accurate depiction or rendering (including a listing of all applicable materials, dimensions and wording) of such grave marker or monument. All vases must be permanently attached to grave marker.

(1) Except as provided in division (D), no grave marker or monument shall be placed in any of the cemeteries of the town unless human remains, properly entombed in a coffin or other appropriate burial container, have been buried or otherwise interred in the burial plot upon which the grave marker or monument is to be placed.

(D) A grave marker or monument may be placed in a cemetery of the town at an empty burial plot where:

(1)(a) An immediately adjacent burial plot contains human remains properly entombed in a coffin or other appropriate burial container; and

(b) A living member of the immediate family of the deceased buried or other wise interred in the adjacent burial plots is to be buried or otherwise interred in the empty burial plot; or

(2) The owner of the empty burial plot obtains permission from the town to place a grave marker or monument on the empty burial plot in anticipation of his or her burial or interment in that plot, or in anticipation of the burial or interment of an immediate family member in that plot.

(E) No grave marker or monument placed in any of the cemeteries of the town shall contain or reflect any profanity, obscenity, vulgarity, or fighting words.

(F) All grave markers or monuments placed in any of the cemeteries of the town shall be fixed and stationary, and shall not exceed 60 inches in height, 48 inches in width, or 36 inches in depth or diameter.

(G) No grave marker or monument placed in any of the cemeteries of the town shall contain or include any device intended to or capable of generating any form of light or sound.

(H) All occupied graves must have a permanent marker. Beginning October 1, 2012 the town shall place a marker at the foot of each grave for the purpose of basic identification. This marker does not displace allowance for approved markers or monuments otherwise placed on behalf of the licensee of the site.

(I) No structure other than an approved monument or permanently installed vase may be placed at a gravesite. By way of illustration but not limitation the following shall be prohibited:

a) Coping, curbing, fencing, hedging, border enclosures.
b) Cover with stone, gravel, cinders, tile, and cement or other materials.
c) Benches, sundials, settees, and lights.
d) Flags will be allowed only during calendar days of Memorial Day, Veteran's Day, and July 4th.
e) The use of decorations which are either placed on the floor, or freestanding easels, or on wrought iron stands, or which are attached directly by wire, tape, glue or such other similar method is strictly prohibited.

For further information, refer to the Town's Cemetery Flower/Decoration Policy.

('71 Code, § 5-21) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023) Penalty, see § 10.99

§ 92.08 LOUD OR DISTURBING CONDUCT; DISRUPTING FUNERAL SERVICES.

It shall be unlawful for any person to make or cause to be made any unduly loud or disturbing noise in the cemeteries of the town, or close enough thereto to unduly disrupt or interfere with funeral services being conducted therein.

('71 Code, § 5-22) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.09 SPEED OF VEHICLES; VEHICLES RESTRICTED.

Vehicles shall be driven only upon the roadways within a town cemetery and at a rate of speed not in excess of 15 miles per hour. No vehicles shall enter a town cemetery except for the purposes of attending funerals, visiting graves, or other lawful missions.

('71 Code, § 5-22) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.10 CURFEW HOURS.

It shall be unlawful for any person to enter any of the cemeteries of the town after the sun has set, or after 7:00 p.m., prevailing time, whichever comes first, and from then until sunrise the following morning.

('71 Code, § 5-23) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99 ; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.11 ANIMALS.

It shall be unlawful for any person to take any dog or other animals into the cemeteries of the town or to allow any animal to run at large therein, or to ride, drive, or lead any animal on or over any plot or walkway therein.

('71 Code, § 5-24) (Ord. passed 4-5-71; Am. Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12) Penalty, see § 10.99

§ 92.12 GRAVE LINERS.

Grave liners shall be used for all burials in any town cemetery. Grave liners must meet the Standards and Specifications of the Town of Clayton for use in any town cemetery.

(Ord. 99-07-01, passed 7-19-99; Am. Ord. 2012-09-03, passed 9-4-12)

§ 92.13 ESTABLISHING AUTHORITY TO SELECT AN AUTHORIZED CONTRACTOR FOR CEMETERY INTERMENTS.

(A) The Town Council may authorize for the exclusive rights to perform all grave openings, closings, and maintenance in any cemetery owned and operated by the town. As an alternative to selecting a firm or person for openings, closings and maintenance operations the Town Council may choose to authorize adequate town resources for this purpose with associated fees.

(B) In the event the Town Council chooses to perform openings, closings or maintenance on a contract basis the Cemetery Official is hereby authorized to develop criteria and solicit proposals from qualified contractors on an annual basis for the purpose of selecting and authorizing an individual or firm to perform all grave openings and closings in town owned and operated cemeteries.

(C) The individual or firm selected under this section shall have sole responsibility, to the exclusion of all others, to perform or have performed all obligations established by contract for the opening, closing, and follow-up maintenance in town owned and operated cemeteries.

(D) The selected contractor may choose to subcontract openings, closings, or maintenance upon the express prior consent of the town. In any event the prime contractor shall continue to be responsible to the town for the proper and acceptable performance of all work performed.

(Ord. passed 10-21-02; Am. Ord. 2012-09-03, passed 9-4-12; Ord. 2023-06-04, passed 6-20-2023)

§ 92.14 RESPONSIBILITY FOR LOSS OR DAMAGE.

(A) The town shall accept no responsibility for any loss or damage to any grave marker, vase, or other personal property within the cemetery as a result of the elements, storms, theft, trespass, or the operation of vehicles by visitors to the cemetery.

(B) The town shall accept no responsibility for loss, destruction or removal of any items or materials left, displayed, or otherwise installed in the cemetery whether authorized or unauthorized.

(Ord. 2012-09-03, passed 9-4-12)

Regular Town Council Meeting
Agenda Cover Sheet

Meeting Date	Agenda Location
June 20, 2023	NEW BUSINESS

Item Title

Policy Update - Cemetery Flower/Decoration Policy

Presenter(s)

Justin Pulley, Grounds Superintendent

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

We would like to change the Holiday decoration time frame from 15 days before and after the holiday to 3 weeks before and after the holiday to allow the family more time. For the decorative restriction we would like to change the word discouraged to prohibited since the items are not allowed in the cemetery (Commemorative, ornamental, and other artifacts are discouraged.)

Funding Source

N/A

Corresponding Documentation

New Flower Decoration Policy Markups

New Flower Decoration Policy Clean

New Flower Decoration Policy

Resolution #2023-26

Submitted By: Heidi Holland, Property Maintenance

Reviewed By:

Dolores Gill, Deputy Town Manager	Approved - Jun 14 2023
Rich Cappola, Town Manager	Approved - Jun 14 2023
Heidi Holland, Town Clerk	Approved - Jun 14 2023

Cemetery Flower/Decoration Policy

The Town of Clayton understands the need for families to show their love and remembrance for those interred in its' cemeteries through the placement of floral offerings at the gravesite.

While beautiful, long-lasting artificial floral arrangements impact the Town's ability to perform timely lawn maintenance. It is not possible to first remove flowers, mow the grass, and then replace flowers in their proper place; errors are likely to occur. In addition to on-going lawn maintenance concerns, storm events are likely to displace flower arrangements.

The following guidelines regarding flower placement and removal have been developed to preserve the aesthetic beauty of our cemeteries. In addition, these guidelines will help to ensure the safety of all who visit our cemeteries as well as those who maintain them.

Artificial Flowers
Artificial flowers are permitted on gravesites year- round but are subject to removal by Town staff when in their sole opinion they become soiled, weathered, overgrown or displaced by a storm event.

Fresh Flowers
Fresh cut flowers will be removed by Town staff approximately one weeks after being placed on a gravesite. No plantings of any kind. (I.E. bushes, plants, etc.)

Funeral Flowers
Wreaths, flowers, or other floral decorations (including the containers, stands or the like in which they are contained and/or displayed) left at the gravesite at the time of burial will be removed and disposed of by cemetery maintenance employees approximately one weeks after interment. The cemetery is not liable for floral arrangements, baskets, or stands left at the gravesite.

Holiday Decorations
Holiday decorations may be placed at the gravesite ~~15 days~~ 3 weeks prior to, and left up to ~~15 days~~ 3 weeks after, the holiday. American flags are permitted for the Veterans Day, Memorial Day, and July 4th holidays under this same schedule. Families planning to reuse holiday decorations or flags should plan to remove them before the end of the ~~30-day period~~ 6 week period.

Decorating Restrictions
To preserve the dignity of the cemetery, items placed on gravesites must be floral in nature. Commemorative, ornamental, and other artifacts are ~~discouraged~~ prohibited. Night lights, votive candles, crosses, windmills, toys, statues, flags, flag poles, globes, bird feeders, flower poles, shells, cans, jugs, bottles, benches, and all other ornamental objects will be removed from graves. No graves shall be altered in any way by adding grass, mulch, edging and/or fences, etc… These items create the potential for injury to patrons and employees. If you feel a grave site needs maintenance, please contact our Operations Center at 919-553-1530.

The Town of Clayton maintenance staff, at their discretion, may remove and/or discard any items considered to be a mowing or safety hazard and/or in violation with the Cemetery Flower/Decoration Policy.

Note: The Town of Clayton **assumes no responsibility** for items left on gravesites. Due to the open nature of the grounds, we cannot prevent theft, vandalism, or the effects of nature. Anyone caught removing items from gravesites not their own will fully be prosecuted of the law.

_____
Signature – Acknowledgement of Receipt

Revised 05/21/21

TOWN OF CLAYTON PUBLIC WORKS – PROPERTY MAINTENANCE DIVISION - CEMETERY

Cemetery Flower/Decoration Policy

The Town of Clayton understands the need for families to show their love and remembrance for those interred in its' cemeteries through the placement of floral offerings at the gravesite.

While beautiful, long-lasting artificial floral arrangements impact the Town's ability to perform timely lawn maintenance. It is not possible to first remove flowers, mow the grass, and then replace flowers in their proper place; errors are likely to occur. In addition to on-going lawn maintenance concerns, storm events are likely to displace flower arrangements.

The following guidelines regarding flower placement and removal have been developed to preserve the aesthetic beauty of our cemeteries. In addition, these guidelines will help to ensure the safety of all who visit our cemeteries as well as those who maintain them.

Artificial Flowers
Artificial flowers are permitted on gravesites year- round but are subject to removal by Town staff when in their sole opinion they become soiled, weathered, overgrown or displaced by a storm event.

Fresh Flowers
Fresh cut flowers will be removed by Town staff approximately one week after being placed on a gravesite. No plantings of any kind. (I.E. bushes, plants, etc.)

Funeral Flowers
Wreaths, flowers, or other floral decorations (including the containers, stands or the like in which they are contained and/or displayed) left at the gravesite at the time of burial will be removed and disposed of by cemetery maintenance employees approximately one weeks after interment. The cemetery is not liable for floral arrangements, baskets, or stands left at the gravesite.

Holiday Decorations
Holiday decorations may be placed at the gravesite 3 weeks prior to, and left up to 3 weeks after, the holiday. American flags are permitted for the Veterans Day, Memorial Day, and July 4th holidays under this same schedule. Families planning to reuse holiday decorations or flags should plan to remove them before the end of the 6 week period.

Decorating Restrictions
To preserve the dignity of the cemetery, items placed on gravesites must be floral in nature. Commemorative, ornamental, and other artifacts are prohibited. Night lights, votive candles, crosses, windmills, toys, statues, flags, flag poles, globes, bird feeders, flower poles, shells, cans, jugs, bottles, benches, and all other ornamental objects will be removed from graves. No graves shall be altered in any way by adding grass, mulch, edging and/or fences, etc… These items create the potential for injury to patrons and employees. If you feel a grave site needs maintenance, please contact our Operations Center at 919-553-1530.

The Town of Clayton maintenance staff, at their discretion, may remove and/or discard any items considered to be a mowing or safety hazard and/or in violation with the Cemetery Flower/Decoration Policy.

Note: The Town of Clayton **assumes no responsibility** for items left on gravesites. Due to the open nature of the grounds, we cannot prevent theft, vandalism, or the effects of nature. Anyone caught removing items from gravesites not their own will fully be prosecuted of the law.

_____
Signature – Acknowledgement of Receipt

Revised 06/01/2023

Town of Clayton Policy & Procedure Statement

Policy Number	PW – 2021 – 01A
Department	Admin
Subject	Process for Appointments to Town of Clayton Advisory Boards
Approved By	Town Council – Resolution #2022-52, #2023-36
Effective Date	August 1, 2022, June 20, 2023
Revision Date(s)	June 20, 2023

Purpose:

The purpose of this policy statement is to develop a preferred process for council to follow for Advisory Board appointments to ensure that all council members operate under the same process. Additionally, this written process will clearly outline for citizens the process the council uses for board appointments. The town council may, by majority vote, decide to waive, vary, or otherwise modify the process outlined in this policy.

Policy:

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

TOWN OF CLAYTON PUBLIC WORKS – PROPERTY MAINTENANCE DIVISION - CEMETERY

Cemetery Flower/Decoration Policy

The Town of Clayton understands the need for families to show their love and remembrance for those interred in its' cemeteries through the placement of floral offerings at the gravesite.

While beautiful, long-lasting artificial floral arrangements impact the Town's ability to perform timely lawn maintenance. It is not possible to first remove flowers, mow the grass, and then replace flowers in their proper place; errors are likely to occur. In addition to on-going lawn maintenance concerns, storm events are likely to displace flower arrangements.

The following guidelines regarding flower placement and removal have been developed to preserve the aesthetic beauty of our cemeteries. In addition, these guidelines will help to ensure the safety of all who visit our cemeteries as well as those who maintain them.

Artificial Flowers
Artificial flowers are permitted on gravesites year- round but are subject to removal by Town staff when in their sole opinion they become soiled, weathered, overgrown or displaced by a storm event.

Fresh Flowers
Fresh cut flowers will be removed by Town staff approximately one week after being placed on a gravesite. No plantings of any kind. (I.E. bushes, plants, etc.)

Funeral Flowers
Wreaths, flowers, or other floral decorations (including the containers, stands or the like in which they are contained and/or displayed) left at the gravesite at the time of burial will be removed and disposed of by cemetery maintenance employees approximately one weeks after interment. The cemetery is not liable for floral arrangements, baskets, or stands left at the gravesite.

Holiday Decorations
Holiday decorations may be placed at the gravesite 3 weeks prior to, and left up to 3 weeks after, the holiday. American flags are permitted for the Veterans Day, Memorial Day, and July 4th holidays under this same schedule. Families planning to reuse holiday decorations or flags should plan to remove them before the end of the 6 week period.

Decorating Restrictions
To preserve the dignity of the cemetery, items placed on gravesites must be floral in nature. Commemorative, ornamental, and other artifacts are prohibited. Night lights, votive candles, crosses, windmills, toys, statues, flags, flag poles, globes, bird feeders, flower poles, shells, cans, jugs, bottles, benches, and all other ornamental objects will be removed from graves. No graves shall be altered in any way by adding grass, mulch, edging and/or fences, etc… These items create the potential for injury to patrons and employees. If you feel a grave site needs maintenance, please contact our Operations Center at 919-553-1530.

The Town of Clayton maintenance staff, at their discretion, may remove and/or discard any items considered to be a mowing or safety hazard and/or in violation with the Cemetery Flower/Decoration Policy.

Note: The Town of Clayton **assumes no responsibility** for items left on gravesites. Due to the open nature of the grounds, we cannot prevent theft, vandalism, or the effects of nature. Anyone caught removing items from gravesites not their own will fully be prosecuted of the law.

_____
Signature – Acknowledgement of Receipt

Revised 06/01/2023

Resolution #2023-36

TOWN OF CLAYTON
AMENDING CEMETERY FLOWER/DECORATION POLICY

BE IT RESOLVED by the Clayton Town Council that the Cemetery Flower/Decoration Policy be amended to read as follows:

The Town of Clayton understands the need for families to show their love and remembrance for those interred in its' cemeteries through the placement of floral offerings at the gravesite.

While beautiful, long-lasting artificial floral arrangements impact the Town's ability to perform timely lawn maintenance. It is not possible to first remove flowers, mow the grass, and then replace flowers in their proper place; errors are likely to occur. In addition to on-going lawn maintenance concerns, storm events are likely to displace flower arrangements.

The following guidelines regarding flower placement and removal have been developed to preserve the aesthetic beauty of our cemeteries. In addition, these guidelines will help to ensure the safety of all who visit our cemeteries as well as those who maintain them.

Artificial Flowers
Artificial flowers are permitted on gravesites year- round but are subject to removal by Town staff when in their sole opinion they become soiled, weathered, overgrown or displaced by a storm event.

Fresh Flowers
Fresh cut flowers will be removed by Town staff approximately one week after being placed on a gravesite. No plantings of any kind. (I.E. bushes, plants, etc.)

Funeral Flowers
Wreaths, flowers, or other floral decorations (including the containers, stands or the like in which they are contained and/or displayed) left at the gravesite at the time of burial will be removed and disposed of by cemetery maintenance employees approximately one weeks after interment. The cemetery is not liable for floral arrangements, baskets, or stands left at the gravesite.

Holiday Decorations
Holiday decorations may be placed at the gravesite 3 weeks prior to, and left up to 3 weeks after, the holiday. American flags are permitted for the Veterans Day, Memorial Day, and July 4th holidays under this same schedule. Families planning to reuse holiday decorations or flags should plan to remove them before the end of the 6-week period.

Decorating Restrictions
To preserve the dignity of the cemetery, items placed on gravesites must be floral in nature. Commemorative, ornamental, and other artifacts are prohibited. Night lights, votive candles, crosses, windmills, toys, statues, flags, flag poles, globes, bird feeders, flower poles, shells, cans, jugs, bottles, benches, and all other ornamental objects will be removed from graves. No graves shall be altered in any way by adding grass, mulch, edging and/or fences, etc… These items create the potential for injury to patrons and employees. If you feel a grave site needs maintenance, please contact our Operations Center at 919-553-1530.

The Town of Clayton maintenance staff, at their discretion, may remove and/or discard any items considered to be a mowing or safety hazard and/or in violation with the Cemetery Flower/Decoration Policy.

Note: The Town of Clayton **assumes no responsibility** for items left on gravesites. Due to the open nature of the grounds, we cannot prevent theft, vandalism, or the effects of nature. Anyone caught removing items from gravesites not their own will fully be prosecuted of the law.

Duly adopted this the 20th day of June, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk